# Common Text Applications

**IBM**

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ABOUT THIS BOOK

## Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System and have completed *Starting Your Training*.

## Contents

In this book you will learn the steps for formatting and text entry. You will learn how to make finished documents look the way you want them to look.

## Related Publications

A description of related publications is provided in the *Operator Guide to Training*.

## Data Security

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.

**BULLETIN!!**

NEW FUNCTIONS!

**What:**

- Extension of the 10-pitch typestyles
- Use of the Front Exit Sheet-Feed Paper Handler
- Extension of Combined Program Diskette capabilities
- Supplemental details on Footnotes and Outline
- Extended Dictionary
- Equation Typing/Printing.

**Where:**

Stored in the back of the SPELLING/PRINTING book.

**Interested?**

Go to the back of the SPELLING/PRINTING book, and read the segment introductions to see if these new functions will help you in your daily work.

**N**ow that you have completed the basic unit (*Starting Your Training*), you can begin learning and using more advanced topics. This unit deals with formatting and text entry: that is, how to make the finished documents look the way you want them to look. You may use what you learn in this unit nearly every time you use the Displaywriter.

Formatting on the Displaywriter is a lot like what you do when you type a document using a typewriter. That is, you determine margins and tabs and decide where you want text to start and end on a page.

To make things easy for you, the Displaywriter already has a format set up for you. These settings are called system defaults.

Lesson 1 teaches you the Document Format. This is the format used for the major portion of the document.

Lesson 2 teaches you how to make format changes within a document, that is, how to handle exceptions to the document format and change the system defaults for portions of text within the document.
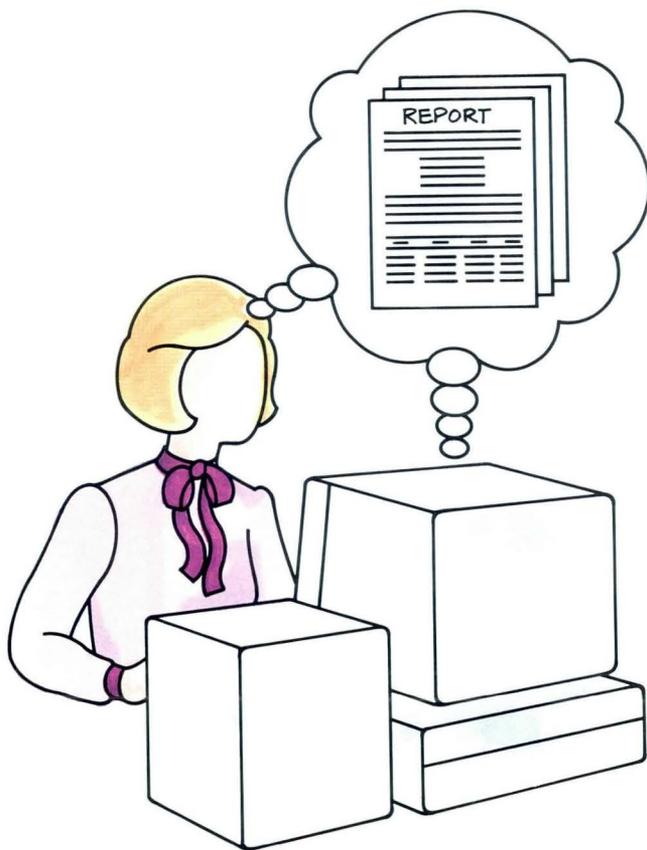
Lesson 3 deals with several special topics, such as creating and revising tables, and making right margins come out even. Lesson 4 shows you some shortcuts to use in text entry. Finally, Lesson 5 shows you how to put text at the top (headers) or bottom (footers) of each page, and teaches you reformatting technique and format strategies.

The training documents for this unit are on Master diskette **MASTER**. If you have not already done so, duplicate this Master diskette onto the work diskette **TRAIN**. Instructions for duplicating the Master diskette can be found in the *Job Aids*, Tab 7, Diskette Tasks.

Unit: Common Text Applications

**Lesson 1: Setting Up the Document Format**

**1**
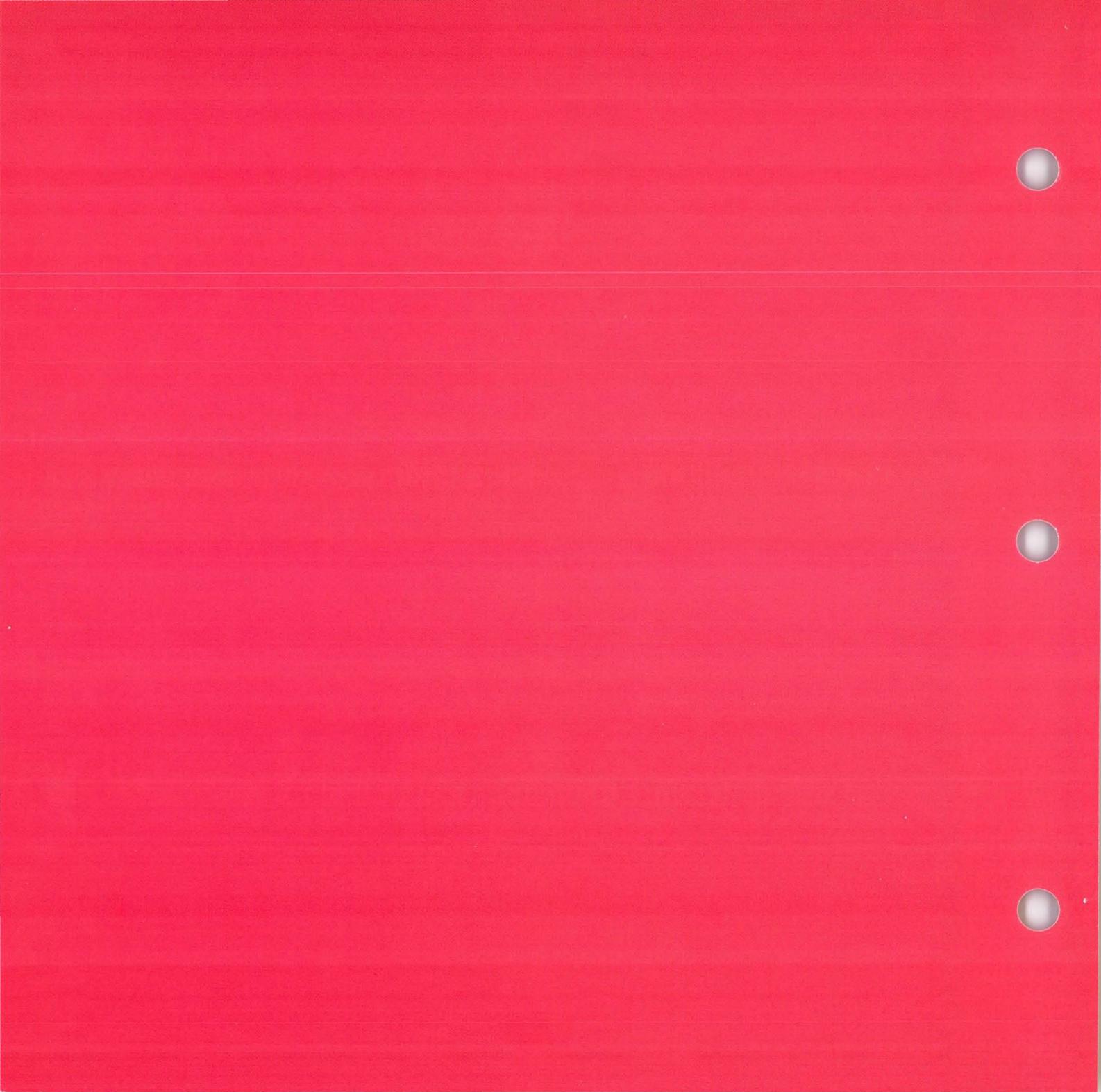
**1** Before you begin typing a document on a typewriter, you give some thought as to how you want the document to look. You make decisions such as where to place margins and tabs, where to start and end typing, and whether to use single or double spacing. You then make these settings and use them throughout the major portion of the document.

In this lesson you'll learn how to use and set the document format, that is, the format that will be used for the main portion of the document.

Formatting on the Displaywriter is a lot like what you do when you're using a typewriter. However, the Displaywriter already has settings for margins, tabs, line spacing, and so on. The settings that are already on the Displaywriter are called defaults. You have been using them in the work you've done already. In many instances the defaults will be appropriate for your work.

If the defaults are not appropriate, you have the option of changing them. Segment 1 of this lesson teaches you the default format settings and how to determine whether or not you must change the settings for a given document. In Segment 2 you will learn the procedure for making those changes.

The training documents for this lesson are on Master diskette MASTER. If you have not already done so, duplicate this Master diskette onto the work diskette TRAIN. Instructions for duplicating the Master diskette can be found in the *Job Aids*, Tab 7, Diskette Tasks.

**1** It's important to plan ahead before creating a document on the Displaywriter. You must decide what the format will look like for the major portion of the document. Up to now, most of the documents you have used were created with system defaults. In many instances, these defaults will be appropriate for your own work. However, you may want to change some of the standard defaults to meet specific format requirements for your document.

In this segment you'll learn what the defaults are so that you can decide what changes must be made.

Your goal for this segment is to be able to determine which defaults should be changed for the document to print correctly.

LINE 25

DOUBLE SPACE

## MAIN IDEA

Every document you create has specific format requirements that apply to the major portion of the document, or the document as a whole. These formats determine what your document will look like when it is printed. To determine which defaults should be changed to meet those requirements:

1. Check the document you want to create against the defaults. The defaults are shown in the following table.
2. Determine if the default for each format requirement is appropriate.
3. If not, determine what the setting should be.

| *Format Requirement* | *System Defaults* |
|---|---|
| Left Margin | 18 |
| Right Margin | 90 |
| Tab Settings | Every 5 spaces |
| Type of Tab | Flush Left |
| Line Spacing | Single |
| Line Alignment | Left |
| Pitch and Typestyle | 12 pitch, typestyle number 086 |
| Size of Paper or Envelope | 215.9 x 279.4 mm or 8.5 x 11 in. |
| First Typing Line, First Page | 7 |
| First Typing Line, Following Pages | 7 |
| Last Typing Line | 60 |
| Headers | If created, system prints beginning on line 3 |
| Footers | If created, system prints beginning on line 63 |
| Paper Source | Determined by program diskette Volume 1 |
| Lines per Cm/ Inch | 2.36/cm or 6/in. |

*If you have enough information, go on to the Example or Self-Test. If you would like more information, read the Help that follows.*

**HELP**

Every document you create has specific format requirements. They determine what your document will look like when it is printed. To determine which defaults should be changed to meet those requirements:

1. **Check the document you want to create against the defaults.**
   In many instances the defaults will be appropriate. You may only have to change one or two settings.

2. **Determine if the default for each format requirement is appropriate.**
   You may be printing a letter on letterhead stationery and require the first typing line to be farther down on the page. Or you may not like single spacing for draft documents.

3. **If a default is not appropriate, determine what the setting should be.**
   In some instances you can determine the new setting by looking at the document and using your knowledge of formatting. You may know that you want the left margin at 24 to leave room for making notes. You may always create draft documents in double spacing.
   In other cases you may make a selection from the choices the system offers. For example, you can choose any of five types of tabs.
   You have already seen "Type Your Choice" menus and learned how to make selections. You will learn more about accessing the appropriate menus and choosing a setting in the next segment of this lesson.

Below is more information on each of the format requirements.

- *Left Margin*
  The symbol « on the scale line shows where the left margin is set. The number 2 on the scale line equals 20, the number 3 equals 30, and so on.

- *Right Margin*
  The symbol » shows where the right margin is set.

| Create Document | | Practice | | Ins | | | Page End | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1AXXXA | TRAIN | | | | Pg. 1 | | Ln. 7 | | Kyb 1 | Pitch 12 | |

«.2....:....3....:....4....:.... 5...⊤.... 6....:....7....:.... 8....:....».....:....10 ■

- *Tab Settings*
  The symbols on the scale line vary depending upon the type of tab you set. The illustration shows the default flush left tab settings on the scale line. The default tab settings are every five spaces starting at 23, as shown. You will learn about the other tab symbols later.

| Create Document | | Practice | | Ins | | | Page End | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1AXXXA | TRAIN | | | | Pg. 1 | | Ln. 7 | | Kyb 1 | Pitch 12 | |

«.2....:....3....:.... 4....:.... 5...⊤.... 6....:....7....:.... 8....:....».....:....10 ■

Flush left tab settings
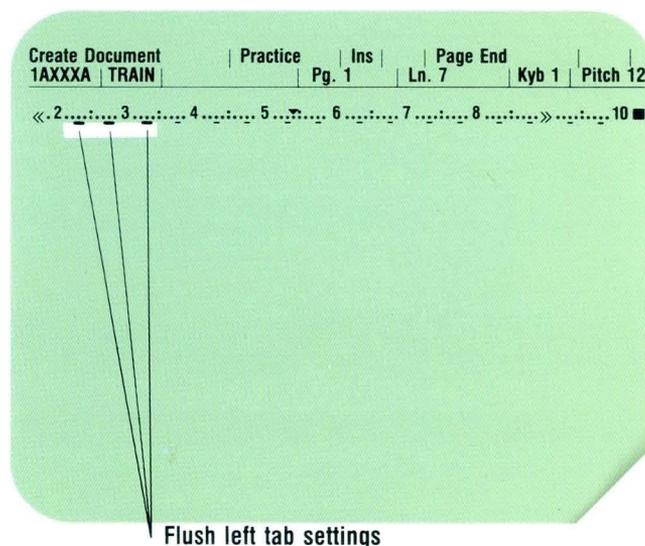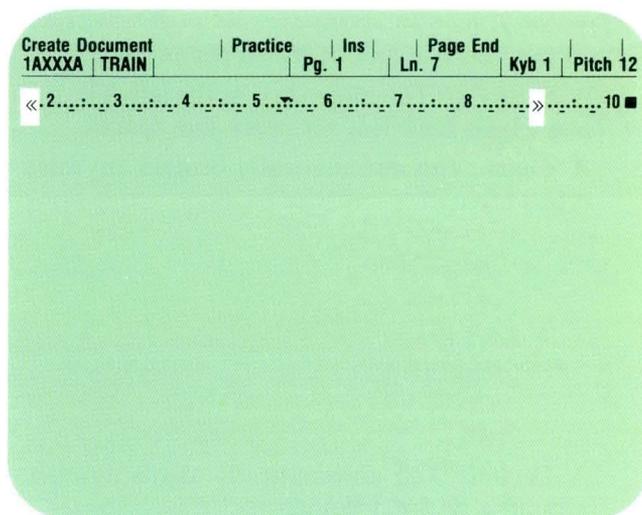
- *Type of Tab*
  You may choose any of five types of tabs.

  - A *Flush Left Tab* aligns text at the left. The default is a Flush Left Tab set every five spaces.

  - A *Center Tab* automatically centers anything typed after it.

  - A *Decimal Tab* automatically aligns numbers around a decimal point.

Center tabbed

> Topics:
> Work Flow
> Milestones
> Budget
> Overall Objectives

Decimal tabbed

> 54.05
> 783.79
> 210.65
> 11,340.58

- A *Comma Tab* automatically aligns figures around a comma.

1,015
36,530
100,855

- A *Flush Right Tab* automatically aligns a series of column entries at the right.

**Participants**
**Eliot Gray**
**Ava Schmid**
**LeRoy LaRue**
**Eu Tong**

- *Line Spacing*
  The default for line spacing is single spacing. In addition, you can choose any of the following settings:

  - Double spacing
  - Triple spacing
  - Spacing every half line
  - Spacing every line and a half

- *Line Alignment*
  The default is left for a ragged right margin. You may choose ½ Justify for a tighter right margin or Justify for a justified right margin.

- *Pitch and Typestyle*
  The default for pitch is 12-pitch (Elite). The default for typestyle is 086, Prestige Elite. The typestyle you choose determines the pitch.

**Ragged right margin**

```
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxx
```

**Tighter right margin (partial justification)**

```
xxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxx
```

**Right margin justified**

```
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

- *Size of Paper or Envelope*
  The default for paper size is 215.9 x 279.4 mm or 8.5 x 11 in.

215.9 mm x 279.4 mm
8.5″ x 11″

355.6 mm x 215.9 mm
14″ x 8.5″

279.4 mm x 215.9mm
11″ x 8.5″

215.9mm x 355.6 mm
8.5″ x 14″

**Different sizes of paper and envelopes**
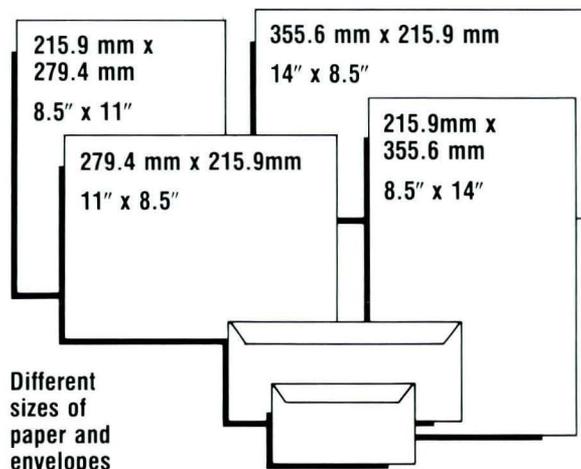
- *First Typing Line, First Page*
  The Displaywriter is set to begin typing on line 7.
  The default must be changed to print on certain
  pages such as letterheads.
- *First Typing Line, Following Pages*
  The default is line 7.

LETTERHEAD

First
typing
line
= 15

LETTERHEAD
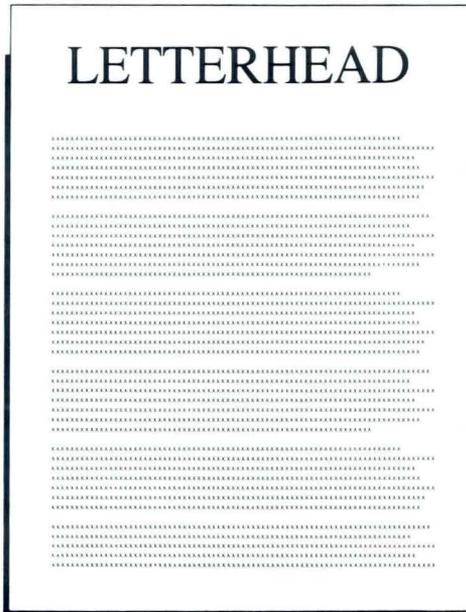
Last
typing
line
= 60

**FIRST PAGE**
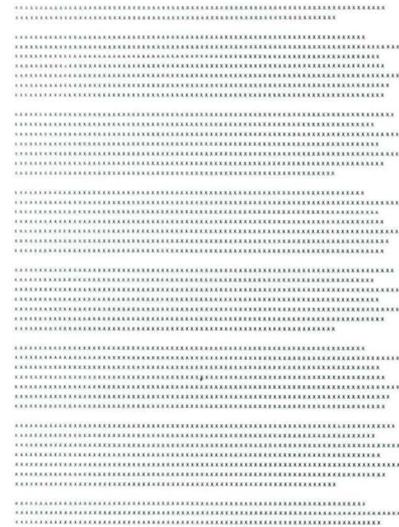
First
typing
line
= 7

Last
typing
line
= 60

**FOLLOWING PAGES**

- *Last Typing Line*
  The Displaywriter is set to stop paginating at line 60 on each page.



Last typing line = 60

• *Headers at the Tops of Pages*
The Displaywriter enables you to create text or
numbers in the top margin of every page. If you
choose to create a header, the default is for the
header to print beginning on line 3.

**Headers**

SECTION 3

SECTION 3

SECTION 3
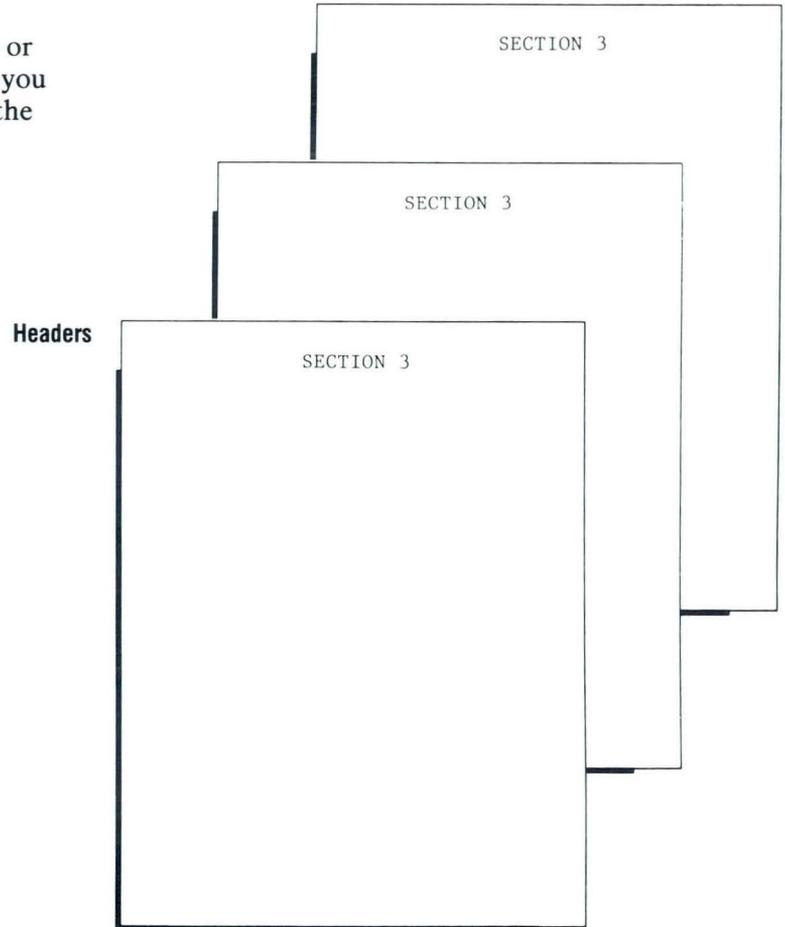
- *Footers at the Bottoms of Pages*
  The Displaywriter enables you to create text or numbers in the bottom margin of every page. If you choose to create a footer, the setting prints the footer beginning on line 63.

- *Paper Source*
  If you turn the printer on before loading the program diskette, the system determines the setting when you load the Volume 1 program diskette.

Pg. 3

**Footers**

Pg. 2

Pg. 1
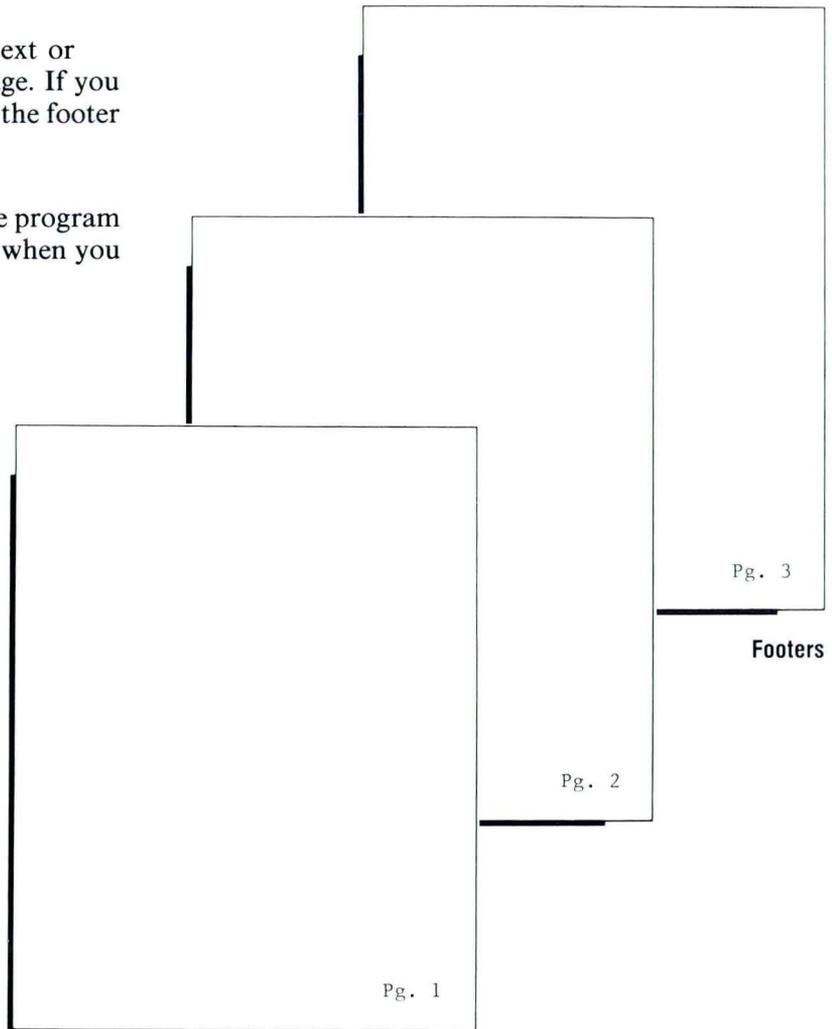
- *Lines per Cm/Inch*
  The system default is 2.36 lines per centimeter or
  6 lines per inch. The other choices available are:
  - 2.09 lines per cm or 5.3 lines per in.
  - 3.15 lines per cm or 8 lines per in.
  - 9.45 lines per cm or 24 lines per in.
  - 2.0 lines per cm or 5.08 lines per in.

**2.36 lines
per cm
or 6 lines
per inch**

OFFICE MEMORANDUM

TO:      Bob Jones
FROM:    Jim Butler

DATE:    November 1, 1981

Dear Bob:

As you requested, we have scheduled volunteers to attend our booth at
the carnival next Saturday.

These people will be needing detailed maps of the conference area and
schedules of events so they can attend sessions of interest to them in
their spare time.

They are particularly interested in events regarding computer
applications in our field.

The following people volunteered for the indicated times:

    Allen Johnston      9:00-11:00
    Randy Gormann      11:00-2:00
    Stella Dwyer       12:00-2:30
    Kathy Francis       1:00-4:00
    Steve Alexander     3:00-5:00

If you have any questions, please let me know.  I'll be glad to answer
them.

                              Thanks,
                              Jim

**3.5 lines
per cm
or 8 lines
per inch**

OFFICE MEMORANDUM

TO:      Bob Jones
FROM:    Jim Butler

DATE:    November 1, 1981

Dear Bob:

As you requested, we have scheduled volunteers to attend our booth at
the carnival next Saturday.

These people will be needing detailed maps of the conference area and
schedules of events so they can attend sessions of interest to them in
their spare time.

They are particularly interested in events regarding computer
applications in our field.

The following people volunteered for the indicated times:

    Allen Johnston      9:00-11:00
    Randy Gormann      11:00-2:00
    Stella Dwyer       12:00-2:30
    Kathy Francis       1:00-4:00
    Steve Alexander     3:00-5:00

If you have any questions, please let me know.  I'll be glad to answer
them.

                              Thanks,
                              Jim

**Document Format Checklist**

Use the checklist as a guide when you make document formatting decisions.

**How to Use the Checklist**

If a setting has to be changed, simply check it on the list. This helps you make selections in the Format Selection menu.

In this segment, you will be working with only the first ten items on the checklist. The tenth item is Last Typing Line.

DOCUMENT FORMAT

☐ left margin
☐ right margin
☐ tab settings
☐ line spacing
☐ line alignment
☐ typestyle and pitch
☐ size of paper or envelope
☐ first typing line, first page
☐ first typing line, following pages
☐ last typing line
☐ headers at tops of pages
☐ footers at bottoms of pages
☐ paper source (for sheet feed paper handler)
☐ lines per cm/inch

*An example of how to determine which settings to change follows.*

## EXAMPLE

Below is a memo as it would appear if typed using
the defaults.

LEFT MARGIN
AT 18

FIRST TYPING
LINE
AT 7

July 1, 1981

RIGHT
MARGIN
AT 90

Mr. R. L. Smith
Executive Towers
2003 South Canal Street
New Orleans, LA  70230

Dear Mr. Smith:

    The Business Club Finance committee is scheduled to meet on July 8 from 8:00 a.m. to 11:00 a.m.  Thank you for agreeing to be one of our speakers.  The schedule of speakers, topics, and times is as follows:

TYPED
USING
FLUSH
LEFT
TAB
SETTINGS
EVERY
5
SPACES

| Speaker | Topics | Time |
|---|---|---|
| H. L. Winslow | Today's Dollar | 8:00 |
| R. V. Kresselmann | Trends in Advertising | 9:00 |
| W. Mc Murtrie | Brainstorming | 10:00 |
| R. L. Smith | The Role of the Executive | 11:00 |

    If you have to make a change in your schedule or topic, or have other questions, please call my secretary.  We are all looking forward to hearing your talk.

Sincerely,


Joseph R. Newman

To type this memo centered on the illustrated preprinted memo form, the defaults must be changed as indicated on the Document Format Checklist.

The preprinted memo form has an internal "box" starting at line 10 with a left margin of 15 and a right margin of 82. Since the default for the left margin is 18, there is no need to change the left margin setting. The default for the right margin, however, is 90, so that setting should be changed to 78 so that the text fits within the box. Setting a first typing line of 17 ensures that the text starts within the box.

The tab settings are also changed for the columns within the memo.

## DOCUMENT FORMAT

- ☑ left margin
- ☑ right margin *78*
- ☑ tab settings *CENTER TAB AT CENTER, FLUSH LEFT TABS AT 23 & 74*
- ☐ line spacing
- ☐ line alignment
- ☐ typestyle and pitch
- ☐ size of paper or envelope
- ☑ first typing line, *LINE 17* first page
- ☐ first typing line, following pages
- ☐ last typing line
- ☐ headers at tops of pages
- ☐ footers at bottoms of pages
- ☐ paper source (for sheet feed paper handler)
- ☐ lines per cm/inch

15                                                                82

Line 10 ──

# MEMO

July 1, 1981

Mr. R. I. Smith
Executive Towers
2003 South Canal Street
New Orleans, LA  70230

Dear Mr. Smith:

The Business Club Finance committee is scheduled to
meet on July 8 from 1:00 p.m. to 5:00 p.m.  Thank you for
agreeing to be one of our speakers.  The schedule of
speakers, topics, and times is as follows:

| Speaker | Topics | Time |
|---|---|---|
| H. L. Winslow | Today's Dollar | 1:00 |
| R. V. Watt | Trends in Advertising | 2:00 |
| W. Mc Murtrie | Brainstorming | 3:00 |
| R. L. Smith | The Role of the Executive | 4:00 |

If you have to make a change in your schedule or topic,
or have other questions, please call my secretary.  We are
all looking forward to hearing your talk.

Sincerely,

Joseph R. Newman

_To practice determining format requirements, take the Self-Test that follows._

**SELF-TEST**

Below is a memo as it would appear if typed using
the defaults.

LEFT MARGIN
AT 18

FIRST TYPING
LINE AT 7

TO:        All Managers
FROM:      Joseph R. Newman
RE:        Business Finance Committee Meeting

RIGHT
MARGIN
AT 90

A Meeting of the Business Finance Committee is scheduled for Thursday,
July 8, from 1:00 to 5:00 in the West Conference Room.  Topics and
speakers are as follows:

TYPED
USING
FLUSH
LEFT
TAB
SETTINGS
EVERY
5 SPACES

| Speaker | Topic |
|---|---|
| M. L. Kirstner | Forecasting Expenses |
| J. Jenkins | Industry and the Computer |
| D. D. Ybarra | Making Decisions |

We welcome all managers.

This memo should be created to print on a standard memo form as illustrated. Notice that the memo form has an internal box within which the text must fit.

Determine which defaults should be changed to create the document to print on the form. Notice that the second column must be made flush right.

On a separate sheet of paper, note the items that you would change in the document format.

If possible, indicate what you feel the new settings should be. These settings will be approximate.

Line 22

18                                                                      84

# MEMO

To:        All Managers
FROM:      Joseph R. Newman
RE:        Business Finance Committee Meeting

A Meeting of the Business Finance Committee is scheduled for
Thursday, July 8, from 1:00 to 3:00 in the West Conference
Room. Topics and speakers are as follows:

Speaker                                             Topic
M. L. Firstner                          Forecasting Expenses
J. Jenkins                       Industry and the Computer
D. P. Ybarra                               Making Decisions

We welcome all managers.

Line 60

## DOCUMENT FORMAT

- ☐ left margin
- ☐ right margin
- ☐ tab settings
- ☐ line spacing
- ☐ line alignment
- ☐ typestyle and pitch
- ☐ size of paper or envelope
- ☐ first typing line, first page
- ☐ first typing line, following pages
- ☐ last typing line
- ☐ headers at tops of pages
- ☐ footers at bottoms of pages
- ☐ paper source (for sheet feed paper handler)
- ☐ lines per cm/inch

*Go on to the next page for Feedback.*

**FEEDBACK**

To fit the memo onto the standard form, you should
have changed the settings as indicated on the checklist:

    The checklist illustrates one way you could have
chosen to change the settings. You may have made
different choices. The important point is that you
changed the indicated settings so that the text will fit
*within* the box on the memo form.

DOCUMENT FORMAT

- ☑ left margin 20
- ☑ right margin 82
- ☑ tab settings FLUSH RIGHT TAB AT 82. FLUSH
- ☐ line spacing LEFT TAB AT 30.
- ☐ line alignment
- ☐ typestyle and pitch
- ☐ size of paper or envelope
- ☑ first typing line, 29 first page
- ☐ first typing line, following pages
- ☑ last typing line 58
- ☐ headers at tops of pages
- ☐ footers at bottoms of pages
- ☐ paper source (for sheet feed paper handler)
- ☐ lines per cm/inch

*If you had any problems with the Self-Test, review the
segment and take the Self-Test again.*

*Common Text Applications*

*Prerequisites:*
*You must have completed*
*the previous segment*

**2**

FOR
LINE FORMAT,
I'LL HAVE
DOUBLE
SPACING.

*Le*
*Main*
*Format*

In the last segment you learned to identify the format settings that meet document requirements. On the Displaywriter, document format is set up through a number of format menus. The Format Selection menu is like a table of contents for the other format menus.

In this segment you will learn to identify which selection to make in the Format Selection menu. You will also learn to change the defaults for the document format.

Your goal for this segment is to be able to use the Format Selection menu to change defaults for your document format.
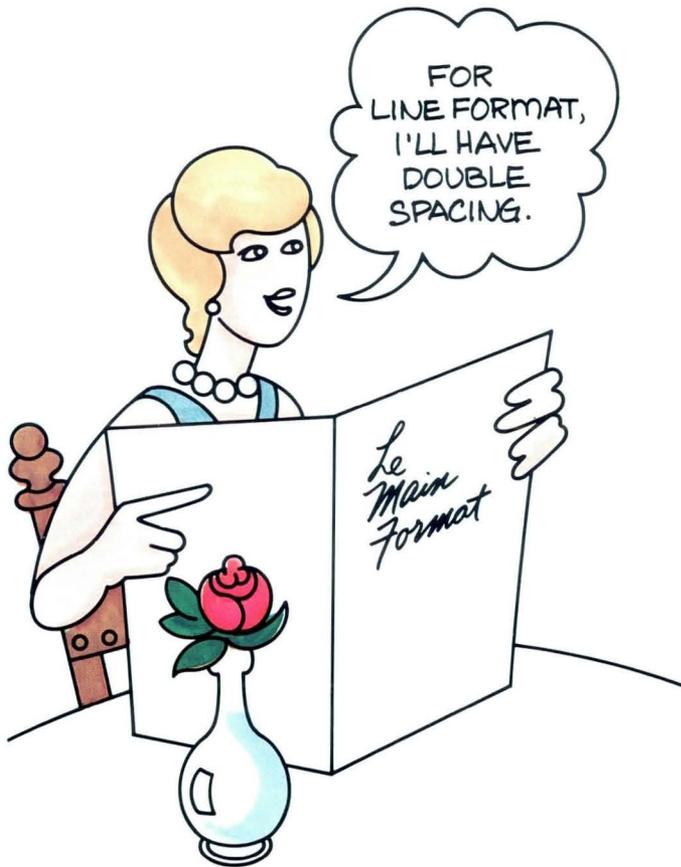
**MAIN IDEA**

The Format Selection menu is like a table of contents for the other format menus. You will make the following menu selections in the Format Selection menu.

| *To Change*: | *Choose this Menu*: |
| --- | --- |
| Left Margin | Change Margins and Tabs |
| Right Margin | Change Margins and Tabs |
| Tab Settings | Change Margins and Tabs |
| Type of Tab | Change Margins and Tabs |
| Line Spacing | Change Line Format |
| Line Alignment | Change Line Format |
| Pitch & Typestyle | Change Line Format |
| Size of Paper or Envelope | Change Page Format |
| First Typing Line, First Page | Change Page Format |
| First Typing Line, Following Pages | Change Page Format |
| Last Typing Line | Change Page Format |
| Headers | Change Header and Footer |
| Footers | Change Header and Footer |
| Paper Source | Change Page Format |
| Lines per Cm/Inch | Change Line Format |

The procedures for accessing the menus and making changes are as follows:

**Accessing the Format Selection Menu**

1. Follow the steps to create or revise a document.
2. Stop when you get to the Create or Revise Document menu.
3. Choose Change Document Format.

**Moving Through the Format Menus**

1. In the Format Selection menu, choose the item for the menu that contains the format item you are looking for.
2. When that menu appears, look for the format item and setting.
3. Change the items you want to change.
4. When you are finished with the menu, press ENTER to return to the Format Selection menu.
5. Repeat the first four steps until you locate all the appropriate format items.

**Changing Settings in Your Choice Menus**

A Your Choice menu is any menu that contains defaults in a column under the heading, YOUR CHOICE. Follow these steps to change settings:

1. Choose the item you want to change.
2. To choose the new setting:
   a. Type the number for the new setting.
   b. Press ENTER.
3. Press ENTER again when you are finished with the menu.

**Changing Settings in the Margins and Tabs Menu**

Follow the steps given in the Margins and Tabs menu to change settings.

*If you have enough information, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

**Accessing the Format Selection Menu**

1. **Follow the steps to create or revise a document.**

2. **Stop when you get to the Create or Revise Document menu.**
   If you press ENTER too many times, press END and choose Revise to access the document again.

3. **Choose Change Document Format.**
   Choosing this item does *not* mean that you have to change the format. You may make changes or you may look through the menus and settings.

**CREATE OR REVISE DOCUMENT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Document Comment | | |
| b | Change Document Format | | |
| c | Change Alternate Format | | |
| d | Preserve Page Numbers | 2 | 1 = Yes  2 = No |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**Moving Through the Format Menus**

1. **Scan the Format Selection menu and choose the item for the menu that contains the format item you're looking for.**

   **Note:** The menu that appears on your screen may have fewer items than the one pictured here. You may disregard the additional items.

   Each of the items in the Format Selection menu (shown on the right) is another menu. These other menus contain all of the format items in your Document Format Checklist. The table in the Main Idea shows you which menu item you should choose to change each default.

```
                         FORMAT SELECTION

ID        ITEM

a         Change Line Format
b         Change Margins and Tabs
c         Change Page Format
d         Change Header and Footer
e         Change Alternating Headers and Footers
f         Change Footnote Format
g         Change Outline Level Formats




When finished with this menu, press ENTER.

 ┌──────────────────────────────────────────────┐
 │ Type ID letter to choose ITEM; press ENTER: ¤ │
 └──────────────────────────────────────────────┘
```

**2. When the menu appears, look for the format item and setting.**

There are two types of menus. All but one of the menus look like the one below. Take a moment to look at the menu and how it's organized.

POSSIBLE CHOICES shows the available choices for each item and the number assigned to each. When prompted, type the number on the prompt line.

YOUR CHOICE shows the present setting for each item.

ID column indicates the identification letter for each item. This is the letter you type on the prompt line.

ITEM column identifies the specific format settings

LINE FORMAT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Line Spacing | 1 | 1 = Single　2 = Double　3 = Triple<br>4 = Half　5 = 1 and ½ |
| b | Line Alignment | 1 | 1 = Left　2 = Justify<br>3 = ½ Justify |
| c | Typestyle Number | 86 | 1　-　31 (10 Pitch)<br>80　-111 (12 Pitch)<br>154-175 (Proportional)<br>215-230 (15 Pitch) |
| d | Lines/cm or in. | 2 | 1 = 2.09/cm or 5.3/in.<br>2 = 2.36/cm or 6/in.<br>3 = 3.15/cm or 8/in.<br>4 = 9.45/cm or 24/in.<br>5 = 2.0/cm or 5.08/in. |
| e | Adjust Line Endings | 1 | 1 = Yes　2 = No |
| f | Zone Width | 6 | 1 - 30 |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

The Margins and Tabs menu is set up quite differently from the other menus. Take a moment to see how this menu is organized.

Paper edge symbol

Left margin symbol | Flush left tab setting

Right margin symbol

Scale line

《.2...:.. 3...:... 4 ..:.... 5...:... 6 ..:.... 7 ..:.... 8 ..:.... 》...:... 10 ■

**MARGINS AND TABS**

**SET MARGIN:** Use ← or → key to move cursor to margin (《 or 》).
Use SPACE bar or BKSP key to move margin.

**SET TAB:** Use ← or → key to move cursor to where you want tab.
For Flush Left Tab, press TAB  For Center Tab, press CTR
For Decimal Tab, press . For Flush Right Tab, press RET
For Comma Tab, press ,

**CLEAR TAB:** Use ← or → key to move cursor to tab; press DEL.

**MOVE TABS:** Use ← or → key to move cursor to tab.
Use SPACE bar or BKSP key to move tabs.

**SET ALL TABS:** Use ← or → key to move cursor to left margin (《).
Type number for spacing between tabs; press ENTER.

**CLEAR ALL TABS:** Use ← or → key to move cursor to left margin (《);
press DEL.

Directions for using the menu

When finished, press ENTER. ¤

You can tell what the left and right margin settings are by looking at the scale line. The symbol « indicates the left margin. The symbol » indicates the right margin. On the scale line, the number 2 represents a 20, the number 3 represents a 30, and so on.

You can also tell where tab stops are set and what kind of tab stops they are.

- A – means a Flush Left tab.
- A comma means a Comma tab.
- A period means a Decimal tab.
- A |•| means a Center tab.
- A ⊐ means a Flush Right tab.

The rest of the menu provides instructions for changing the settings. Take a moment to look at the menu.

3. **Change the items you want to change.**

4. **When you are finished with the menu, press ENTER to return to the Format Selection menu.**
   Any time you finish with a menu or you want to choose another one, press ENTER and the Format Selection menu appears. If you get into the typing area by mistake, end the document and reaccess it by choosing Revise Document. Choose Change Document Format to return to the Format Selection menu.

5. **Repeat the first four steps until you find all the format items and settings you're looking for.**

FORMAT SELECTION

| ID | ITEM |
|----|------|
| a | Change Line Format |
| b | Change Margins and Tabs |
| c | Change Page Format |
| d | Change Header and Footer |
| e | Change Alternating Headers and Footers |
| f | Change Footnote Format |
| g | Change Outline Level Formats |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▨

**Changing Settings in Your Choice Menus**

**1. Choose the item you want to change.**
   a. Type the ID letter for the item you want.
   b. Press ENTER.
   The prompt "Type your choice; press ENTER"
   appears.

Default

**LINE FORMAT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Line Spacing | 1 | 1 = Single  2 = Double  3 = Triple<br>4 = Half     5 = 1 and ½ |
| b | Line Alignment | 1 | 1 = Left     2 = Justify<br>3 = ½ Justify |
| c | Typestyle Number | 86 | 1  -  31 (10 Pitch)<br>80 - 111 (12 Pitch)<br>154 - 175 (Proportional)<br>215 - 230 (15 Pitch) |
| d | Lines/cm or in. | 2 | 1 = 2.09/cm or 5.3/in.<br>2 = 2.36/cm or 6/in.<br>3 = 3.15/cm or 8/in.<br>4 = 9.45/cm or 24/in.<br>5 = 2.0/cm or 5.08/in. |
| e | Adjust Line Endings | 1 | 1 = Yes     2 = No |
| f | Zone Width | 6 | 1 - 30 |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**2. Choose the new setting.**
   The possible choices are listed by number in the
   right column.
   a. Type the number for your choice.
   b. Press ENTER.
   The new setting is now highlighted in the Your
   Choice column.
**3. Press ENTER when you are finished with the menu.**
   The Format Selection menu appears.

New setting

**LINE FORMAT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Line Spacing | 2 | 1 = Single  2 = Double  3 = Triple<br>4 = Half     5 = 1 and ½ |
| b | Line Alignment | 1 | 1 = Left     2 = Justify<br>3 = ½ Justify |
| c | Typestyle Number | 86 | 1  -  31 (10 Pitch)<br>80 - 111 (12 Pitch) |

**Changing Settings in the Margins and Tabs Menu**

The instructions for changing margins and tabs are
contained in the menu itself. The following are more
detailed instructions for selected steps.

**Setting Margins**

Use the cursor movement keys to place the cursor at the left or right margin symbol.

Use the space bar or **BKSP** to change the margin.
The space bar moves the margin symbol to the right along the scale line. **BKSP** moves the margin symbol to the left along the scale line.

The number 2 on the scale line represents the number 20. The number 3 represents the number 30, and so on. Therefore, to change the left margin setting from 18 to 25 you would:

- Use the cursor movement key to place the cursor under the left margin symbol.

- Use the space bar to move five spaces past the number 2.

**Setting Tabs**

Use the cursor movement keys to place the cursor
where you want your tab setting.

Press TAB if you want a Flush Left tab.

For the other types of tabs, press the keys identified
below.

Center tab:        press CTR
Decimal tab:       press . (period)
Flush Right tab:   press RETURN
Comma tab:         press , (comma)
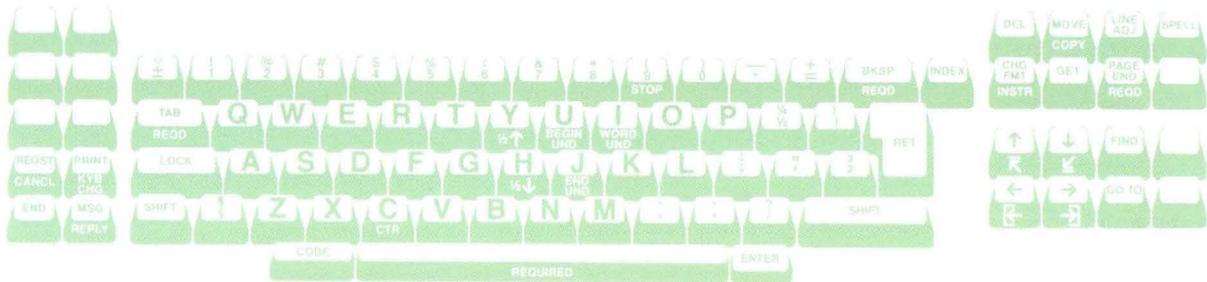
**Clearing All Tabs**

To clear all of the tabs on the scale line, do the
following:

1. **Use the cursor movement keys to place the cursor
   on the left margin.**

2. **Press DEL.**

Place cursor under
left margin symbol

`«.2...:....3...:....4...:....5...:....6...:....7`

Press DEL

`«.2....:....3....:....4....:....5....:....6....:....7`
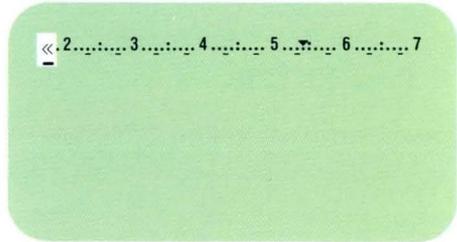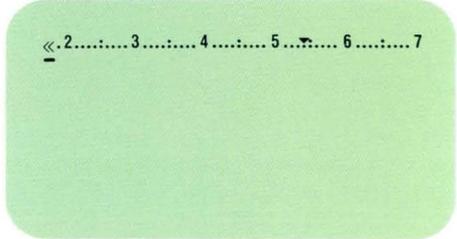
**Setting All Tabs**

To set tabs an equal number of spaces apart, do the
following:

1. **Place the cursor on the left margin.**
2. **Type the number for spacing between tabs.**
   For example, you could set tabs every three spaces
   by typing a *3* for spacing.
3. **Press ENTER.**

**Place cursor under
left margin symbol**

«.2...:...3...:...4...:...5...:...6...:...7

**Type 3, press ENTER**

«.2...:...3...:...4...:...5...:...6...:...7
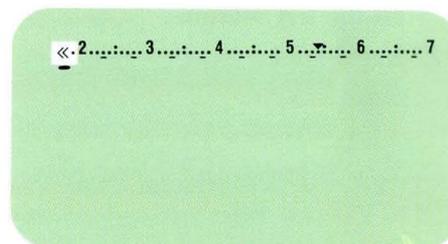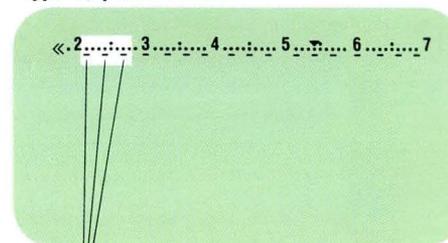
**Note tabs
every 3 spaces**

*To practice changing the document format, go on to
the Demonstration.*

## DEMONSTRATION

You are going to change the system defaults for a memo. You will change the defaults to the settings listed on the Document Format Checklist in the illustration.

**Choose Revise to access the following document:**

Document name: Memo
Diskette name: TRAIN

**Stop at the Create or Revise Document menu.**

**Choose Change Document Format.**

The Format Selection menu appears.

If at any time during the Demonstration you get into the typing area by mistake, press END. Choose Revise to access the document again. Return to the Create or Revise Document menu. Then choose Change Document Format to get back to the Format Selection menu.

**Choose Change Margins and Tabs.**

First you will change the margins. You will set the left margin at 25 and the right margin at 85. The cursor should already be at the left margin.

**Press the space bar to move the cursor to 25 on the scale line.**

DOCUMENT FORMAT

☑ left margin 25
☑ right margin 85
☑ tab settings TABS, SET FLUSH DELETE DEFAULT LEFT TAB AT 28
DOUBLE SPACE ☑ line spacing
☐ line alignment
☐ typestyle and pitch
☐ size of paper or envelope
☑ first typing line, LINE 4 first page
☐ first typing line, following pages
☐ last typing line
☐ headers at tops of pages
☐ footers at bottoms of pages
☐ paper source (for sheet feed paper handler)
☐ lines per cm/inch

**Press → to move the cursor to the right margin.**

The right margin is currently set at 90.

**Press BKSP to move the margin to 85 on the scale line.**

The margins are now set at 25 and 85. Now you will change the tabs.

**Place the cursor at the left margin.**

**Press DEL.**

All the tab symbols under the scale line disappear. This shows that all preset tabs have been cleared.

**Use the cursor movement keys to move the cursor to 28.**

**Press TAB to set the tab.**

A line appears under the scale line to show where the tab is set and what kind of tab it is.

**Press ENTER to return to the Format Selection menu.**

**Choose Change Line Format.**

The Line Format menu appears. Take a moment to look at the choices on this menu.

**Type the ID letter for Line Spacing and press ENTER.**

The prompt "Type YOUR CHOICE; press ENTER" appears.

**Type 2 to choose Double Spacing and press ENTER.**

The 2 appears highlighted in the Your Choice column.

**Press ENTER to return to the Format Selection menu.**

**Choose Change Page Format.**

The Page Format menu appears. Take a moment to look at the choices on this menu.

**Type the ID letter for First Typing Line, First Page, and press ENTER.**

The prompt "Type YOUR CHOICE; press ENTER" appears.

**Type 4 and press ENTER.**

This changes the first typing line from line 7 to line 4.

**Press ENTER three times to get to the typing area.**

**Press END.**

**Paginate the document.**

This ensures that all format changes are effective.

**Print the document.**

Notice the difference between the way this copy of the document looks and the way it would have looked if printed using the defaults. These differences are the result of the changes you made in the document format.

Here are the word processing slides you requested.  A check for
$25.00 to cover processing and duplication may be sent directly to
Ms. Ellen Willis, President of Concepts Unlimited.

Note that I have added a participant to our panel presentation at
the California Business Education meeting.

Dr. Ralph Farquard, Ph.D.  Dr. Farquard is a Chambers Fellow at the
Institute for Communication Studies, Los Angeles, CA.  He is the
author of many scholarly articles and is internationally known for
his research on non-verbal communication among primates.

If you have any questions about the presentation, give me a call.
Note that I have numbered the slides.  If you have a question, you can
refer to the slides by number.

Dan Burns
Sales Director

**Typed using defaults**

Here are the word processing slides you requested.  A
check for $25.00 to cover processing and duplication may be
sent directly to Ms. Ellen Willis, President of Concepts
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a call.  Note that I have numbered the slides.  If you have
a question, you can refer to the slides by number.

Dan Burns
Sales Director

**Typed using new document format settings**

*Go on to the Self-Test.*

**SELF-TEST**

For this Self-Test you are going to change system
format defaults on a document.

    Choose Revise to access the following document:

    Document name: Hayes Letter

    Diskette name: TRAIN

    Make the format changes indicated on the
Document Format Checklist in the illustration.

    Paginate and print the document.

DOCUMENT FORMAT

- ☑ left margin 25
- ☑ right margin 80
- ☑ tab settings DELETE DEFAULT TABS, SET FLUSH LEFT TAB AT 30
- ☐ line spacing
- ☑ line alignment JUSTIFY AT MARGIN
- ☐ typestyle and pitch
- ☐ size of paper or envelope
- ☑ first typing line, LINE 20 first page
- ☐ first typing line, following pages
- ☐ last typing line
- ☐ headers at tops of pages
- ☐ footers at bottoms of pages
- ☐ paper source (for sheet feed paper handler)
- ☐ lines per cm/inch

*Go on to the Feedback.*

## FEEDBACK

Your printed document should be formatted like the one in the illustration.

Mr. Michael Hayes
6909 Lakeview Drive
Linden Hills, MN 55410

We were pleased to receive your request for our talk, "There Have Been Some Changes Made," and are happy to confirm this program with you.

The DATE is August 12, 1982. The TIME is 7:00 P.M. sharp. The PLACE is the old Fireside House located at 100 Limeskin Pike in Linden Hills.

If you need any further information, please call our office before August 5.

Mrs. Maude Ryan
Educational Coordinator

If your document does not begin on the same line, check your setting for First Typing Line, First Page, in the Page Format menu.

If your margins are different, check your margin settings in the Margins and Tabs menu.

If your tab is different, check your tab settings in the Margins and Tabs menu.

If your right margin is not even, check the Line Alignment setting in the Line Format menu.

Unit: Common Text Applications
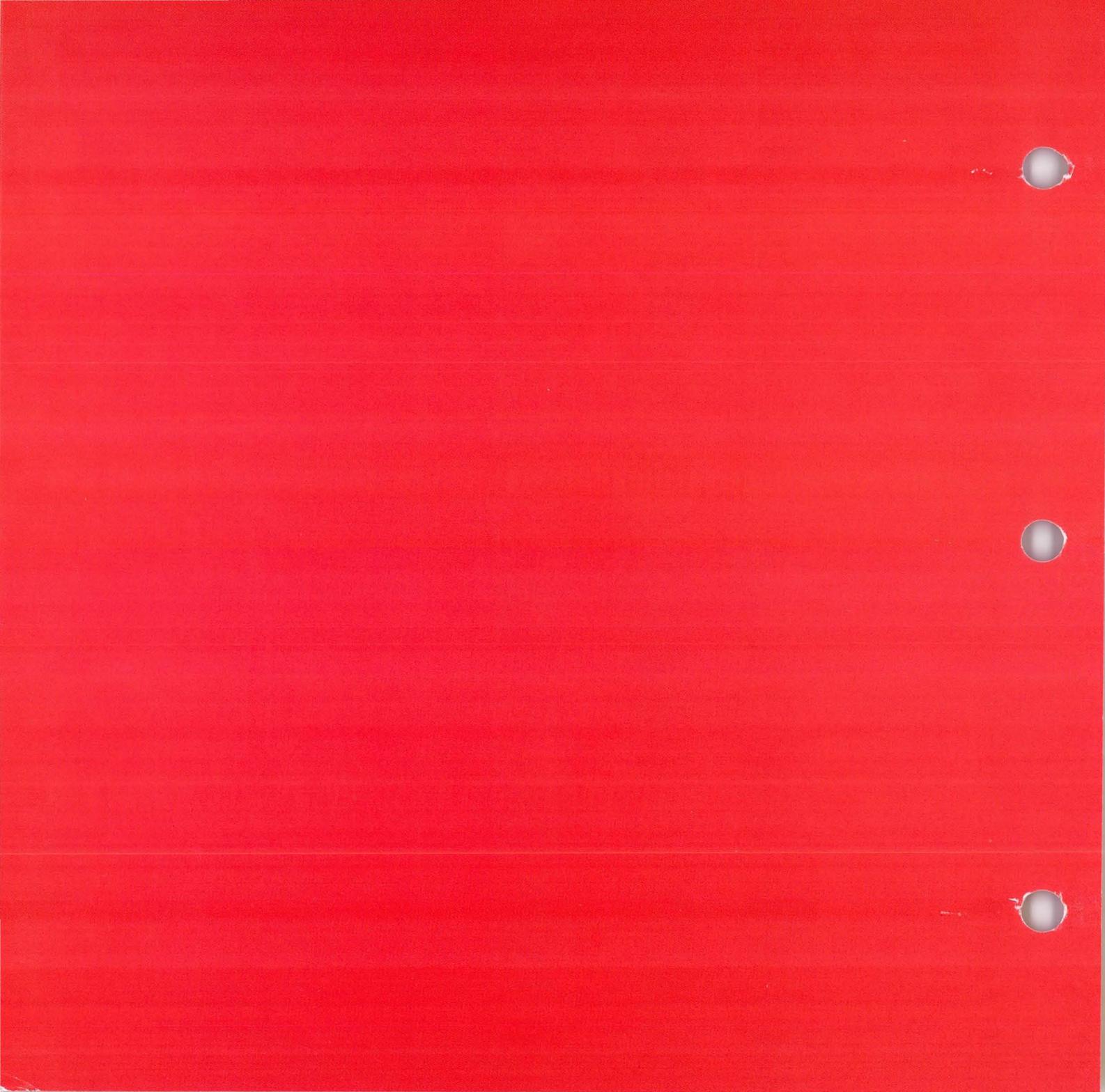
**2** As you already know, the Displaywriter sets up your formats for you even before you start typing. These built-in formats are called "defaults." They save you a lot of time, because most of your documents may look like the "default" format. There are times, however, when you won't want to use the built-in defaults.

Then you'll have to change the format of your document.

There are different ways to change formats. The way you choose depends on how much of your document needs a different format.

You already learned in Lesson 1 of this unit how to make the first kind of format change. You learned that when you want to change the format of a large part (or all) of your document, you use the Format Selection menus *before* you go to the typing area.
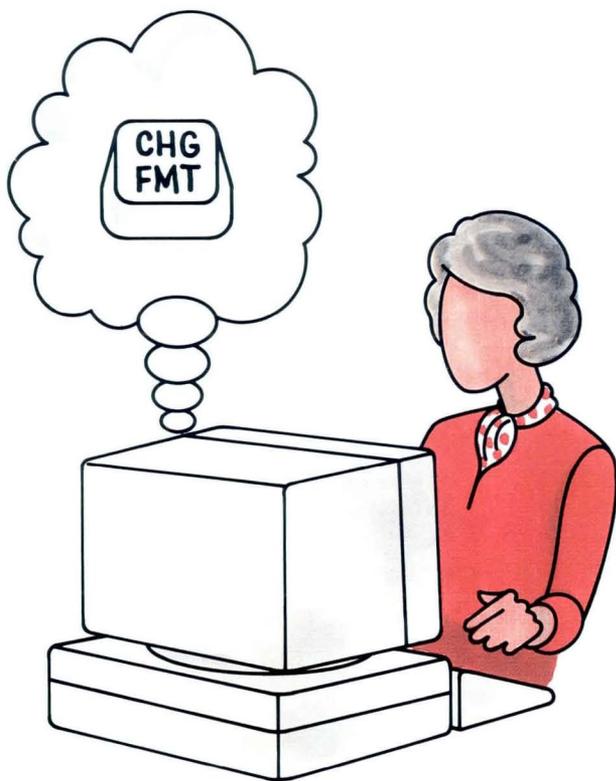
In this lesson you'll learn how to use the CHG FMT key when you want to change the format of a smaller part of your document -- maybe just a page, a paragraph, or even a word. You make format changes to smaller parts of your document *after* you go to the typing area.

In Segment 1 you'll learn how to make format changes to a whole page or more of text.

In Segment 2 you'll learn how to make format changes to a line or more of text.

In Segment 3 you'll learn how to make format changes to typestyle for a word or more of text.

In Segment 4 you'll learn how to revise format changes that have already been made.

In Segment 5 you'll learn how to use the conversion ruler that came with your Displaywriter to help you with your formatting.

The training documents for this lesson are found on MASTER. If you have not already done so, duplicate MASTER onto TRAIN.

**1** You can change the format of a part of your document to be different from the format you established in the document format. In this segment you will learn how to change the format for a page or more of your document.

After you have made a change to a page or more of your document, you may want to return to the format established in the document format.

You can return to your original format by making a single menu selection. The system has a record of the document format settings, and returns to all or some of them whenever you choose. There is an item or items called Return to Starting Choices in the Format Selection menus.

Your goal for this segment is to be able to make page format changes and return to your starting choices correctly.

**MAIN IDEA**

A page format change allows you to change the format of a page or more of text to be different from the format established in the document format.

Follow these steps to make page format changes:

1. Place your cursor at the upper left corner of the page where the format change begins.
2. Press CHG FMT.
3. Choose the item or items in this Format Selection menu to go to the appropriate formatting items. Change the settings.
4. Return to the typing area and type the text that is in the new format.

When you have completed typing the text with the changed format, you may want to return to the format established in the document format.

To return to starting choices:

1. Place your cursor at the upper left corner of the page where the format change begins.
2. Press CHG FMT.
3. Choose the item to return the desired setting or settings to starting choices.

_If you have enough information, go on to the Demonstration. If you would like more detail about page format changes, read the Help that follows._

_Common Text Applications_

**HELP**

To make a page format change, your cursor must be *exactly* at the beginning of the page. It must be on the left margin of the first typing line. You can check your position by reading the line number on the status line.

When you make a page format change, you may change one or more of these format items that will affect an entire page:

- First Typing Line
- Last Typing Line
- Paper/Envelope Size
- Printing Paper Source
- Header and Footer
- Alternating Headers and Footers
- Begin Using Document Format
- Begin Using Alternate Format

For example, you may want to change paper size to accommodate a wide table. To change paper size you must make a *page* format change, since paper size affects the entire page.

You may also change other format items that need not always affect an entire page, but will do so in this case. These format items are:

- Margins and Tabs
- Line Spacing
- Line Alignment
- Adjust Line Endings
- Zone Width
- Typestyle

8½" x 11"

11" x 8½"

8½" x 11"

**Page 1**

**Page 2**

**Page 3**
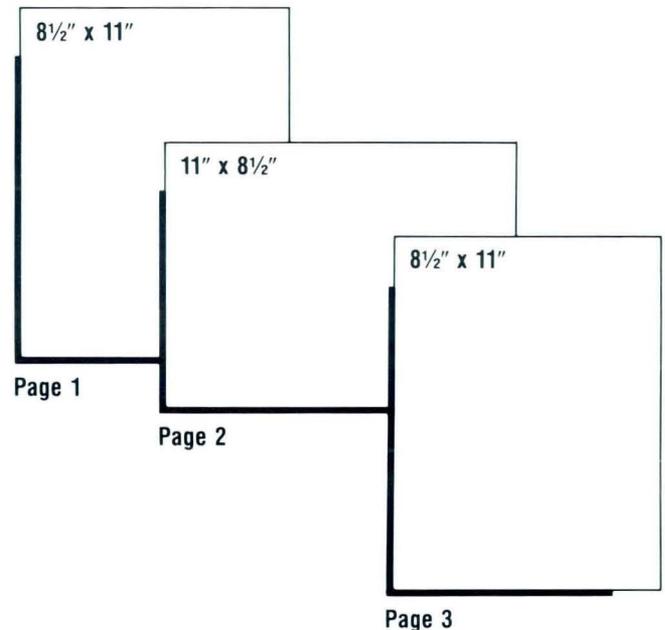
For example, if you make a *page* format change from single spacing to double spacing, the *entire page* will be double-spaced. If you only want one paragraph *within a page* to be double-spaced, you do not make a page format change. You will learn how to make this kind of change in the next segment.

**PAGE FORMAT CHANGE**

Single spaced

Double spaced

Single spaced

**NOT A PAGE FORMAT CHANGE**

Single spaced

Double spaced

Single spaced
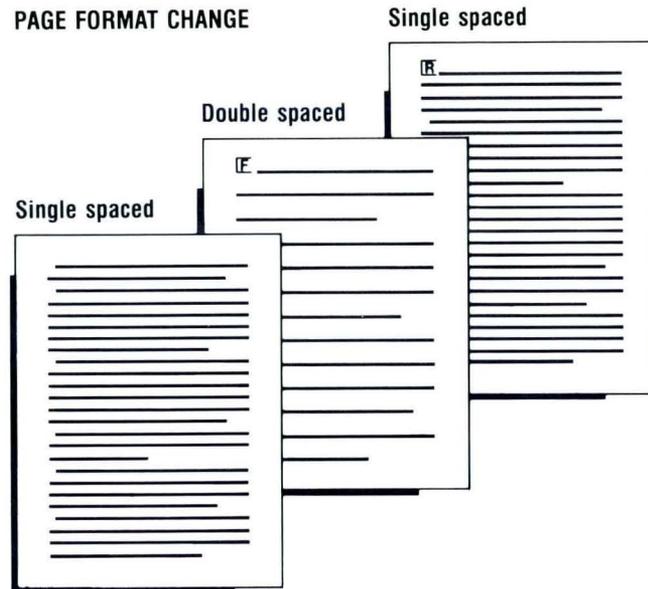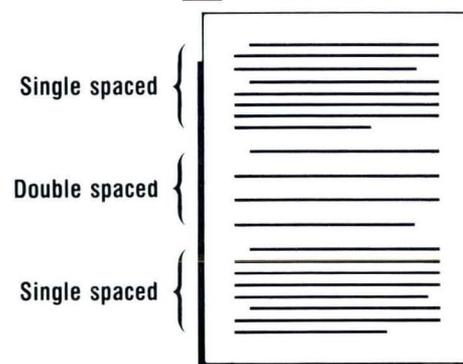
**Page Format Changes**

Follow these steps to make page format changes:

1. **Place your cursor at the upper left corner of the page where the format change begins.**
   You may need to press PAGE END to automatically place your cursor at the upper left corner of the next page. This is the correct position to access the appropriate Format Selection menu. If your cursor is not *exactly* at the beginning of the new page -- if, for example, your cursor is one character in from the margin or one line down from the top of the page -- you will *not* access the appropriate Format Selection menu.

2. **Press CHG FMT.**
   The CHG FMT key is located below DEL.
   The Format Selection menu appears that contains the items you can change at the beginning of a page.

Cursor position

Your cursor must be in the upper left corner of the screen

**FORMAT SELECTION**

| ID | ITEM |
|----|------|
| a | Change Line Format |
| b | Change Margins and Tabs |
| c | Change Page Format |
| d | Change Header and Footer |
| e | Change Alternating Headers and Footers |
| f | Return All Formats to Starting Choice |
| g | Return Line Format, Margins and Tabs to Starting Choice |
| h | Return Typestyle to Starting Choice |
| i | Begin Using Document Format |
| j | Begin Using Alternate Format |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

3. **Choose the item or items in this Format Selection menu to go to the appropriate formatting items. Change the settings.**

   If you press ENTER too many times in the Format Selection menu, you may return to the typing area before you have finished with all of your changes. If this happens you can delete the Format Change code and create a new one.

   For more information on Format Selection menu organization, refer to the *Reference Book*, Menu Sequences, or *Job Aids, Tab 3, Formatting*.

4. **Return to the typing area and type the page or pages that are in the new format.**

   A Format Change code ( **E** ) is placed in the text. This marks the beginning of the format change. The new page format stays in effect until you change it.

   To return to starting choices:

1. **Place your cursor at the upper left corner of the page where the format change begins.**

   Just as with making a page format change, you may need to press PAGE END to automatically place your cursor at the upper left corner of the next page. Then you can get the menu for page format changes.

2. **Press CHG FMT.**

   The Format Selection menu appears that contains the items you can change at the beginning of a page.

**3. Choose the item to return the desired settings to starting choices.**

Returning to starting choices means going back to the document format. You can choose to return all or some of the settings to the original format. A Format Return code ( ⬚ ) is placed in the text where you choose to return formats to starting choices.

Return All Formats to Starting Choices returns all format items to their document settings.

Return Line Format, Margins and Tabs to Starting Choice returns the document to its document format for these items only. (Remember that line format includes typestyle.) Changes made in the Page Format menu and changes to headers and footers remain in effect.

Return Typestyle to Starting Choice returns only the typestyle to its original setting.

```
                    FORMAT SELECTION

ID    ITEM

a     Change Line Format
b     Change Margins and Tabs
c     Change Page Format
d     Change Header and Footer
e     Change Alternating Headers and Footers

f     Return All Formats to Starting Choice
g     Return Line Format, Margins and Tabs to Starting Choice
h     Return Typestyle to Starting Choice

i     Begin Using Document Format
j     Begin Using Alternate Format



When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

*To practice making page format changes, go on to the Demonstration.*

## DEMONSTRATION

Illustrated on the right is a three-page document. The second page has been turned horizontally. You will make a page format change in the following document to accommodate this turned page.
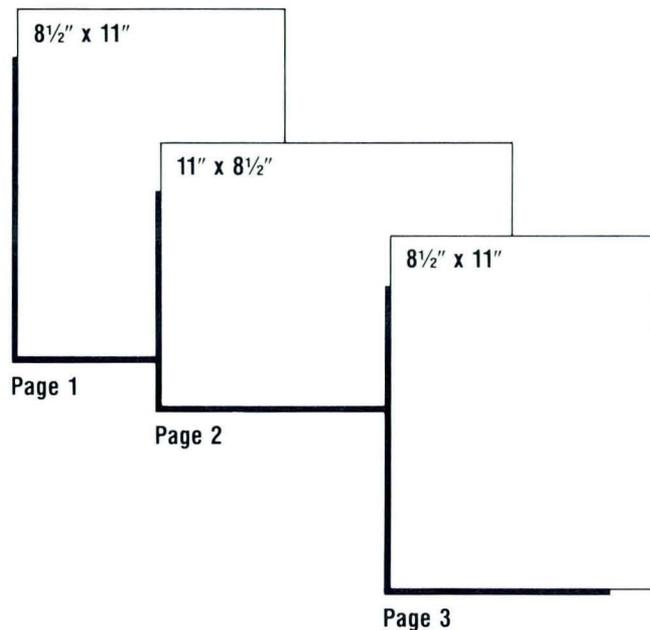
8½″ x 11″

11″ x 8½″

8½″ x 11″

Page 1

Page 2

Page 3

**Choose Revise to access the following document and go to the typing area:**

Document name: Writing Skills
Diskette name: TRAIN

Compare what is on your screen with the illustrated copy on this page.

For this Demonstration, set Display Codes to Yes so that you can see the Format Change codes you create.

Remember, when you display the codes, headings and text may appear different on the screen than when printed. Be sure to check your exact position on the scale line.

The text of page 1 has already been typed to save you time. Imagine that you have just finished typing the page that appears on the screen. Step-by-step directions follow.

**FIRST PAGE**

Writing Skills Research Paper

Becoming a clear writer doesn't just happen; it involves quite a lot of very hard labor. Good writing doesn't involve just placing on paper your spoken words and thoughts. To be a successful writer, any beginner must know how to structure ideas or thoughts. You must also be aware of the basics required for good writing. Remember that good writing is a skill that must be developed most carefully.

The first step in preparing any article or other type of writing involves careful planning. You must first choose which objectives or goals are to be attained in this report. In addition, you must labor to define the very scope within which you wish to present your ideas. Too often, writers select good objectives, but do not limit the scope of the writing and usually end up with a myriad of ideas that are not needed or connected to any major goals.

After you have selected your objectives, you must then begin the process of careful research. The least amount of research needed for the article will depend upon the project itself. While you are doing that research, you should begin early to organize your thoughts about the material that you have gathered. You must select the best method of presenting the material in the final copy which will best meet the needs of readers. A complete outline will be of continuous help when identifying the prime points and keeping them in the proper order. A good outline forces you to structure your thinking early in the total process of writing your own report.

From an outline, you will be able to structure the actual report so that the ideas develop naturally. Refer to the following chart to review the relationship between the outline and the first draft:

Start here

**Place your cursor under the Page End code ( ▲ ).**

**Press PAGE END.**

This creates a second page and places the cursor at the beginning of the page. You will now make a page format change to accommodate a turned page as page 2.

**Press CHG FMT.**

The Format Selection menu appears that contains the items you can change at the beginning of a page.

**Choose Change Line Format.**

The Line Format menu appears.

**Set Adjust Line Endings to No and press ENTER again.**

The Format Selection menu appears.

**Choose Change Margins and Tabs.**

The Margins and Tabs menu appears.

**Clear all tabs by moving the cursor to the left margin and pressing DEL.**

**Set the left margin at 40.**

Use the space bar to move the left margin ( ≪ ) to position 40.

**Set the right margin at 114.**

Use the cursor movement keys to move to the right
margin ( $\gg$ ), then use the space bar to move to position
114.

**Set a flush left tab at 70.**

Use the cursor movement keys to move to position
70 and press TAB.

**Press ENTER.**

The Format Selection menu appears.

**Choose Change Page Format.**

The Page Format menu appears.

**Set Last Typing Line at 45.**

**Set Paper/Envelope Size = 4.**

**Set Paper Source = 2 *if* you have a sheet-feed paper
handler.**

**Press ENTER enough times to get to the typing area.**

**Type the second page as shown in the illustrated copy. Press RETURN three times after the heading and twice after the other lines.**

**Press PAGE END.**

This creates page 3 of the document. Your cursor should be in the upper left corner of the page.

**Press CHG FMT.**

**Choose the item to Return All Formats to Starting Choices.**

**SECOND PAGE**

⌶ The Flow of Writing

| Step | Objective |
|------|-----------|
| 1. Outline | Structure |
| 2. First Draft | Thoughts into Paragraphs |
| | Write Quickly |
| | Include All Outline Points |
| | Don't Attempt Revision |
| | Little Concern for Grammar or Spelling |
| | Writing Thoughts in Logical Order |

**Type the text that appears on page 3 of the document.**

**Paginate and print the document.**

If you are using a sheet-feed paper handler, paper should be sideways in the bottom tray before printing the document.

If you are inserting paper manually when you print, be sure to turn the paper sideways for page 2.

**THIRD PAGE**

> ⓕ    When you have completed the initial copy, you must now begin the process of revision. At this time, you should concentrate on details such as correct spelling and grammar. Revise that copy as many times as needed to delete all mistakes. Proofread the final copy with much care.

*An Exercise follows. In this Exercise you have another opportunity to practice making page format changes.*

### EXERCISE

In this Exercise you will make a page format change to create an envelope.

First, choose Revise to access the following document and go to the typing area:

Document name: Randall Letter
Diskette name: TRAIN
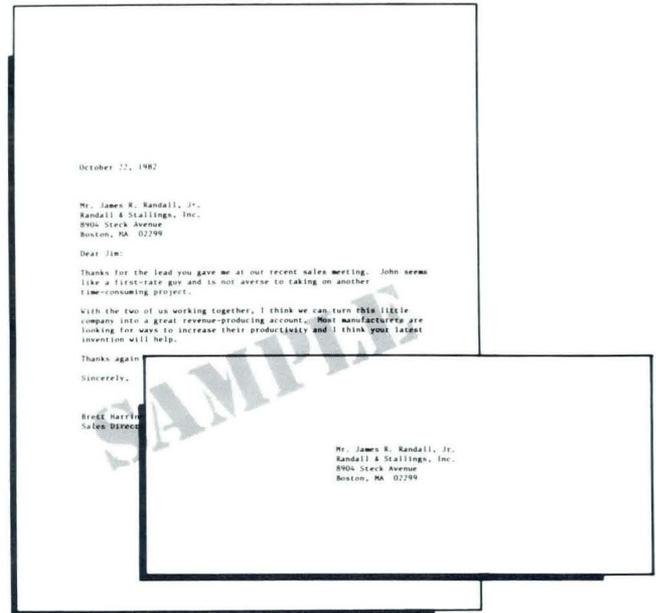
Imagine that you have just finished typing this letter and are about to type the envelope. Follow these steps to make the necessary page format change:

**Place your cursor at the end of the letter.**

**Create a second page by pressing PAGE END.**

**Make a page format change that sets up this format:**

- First Typing Line at 14
- Last Typing Line at 20
- Paper or Envelope Size = 7
- Printing Paper Source to Manual (for sheet-feed paper handlers)
- Left Margin at 48

**Return to the typing area.**

The Format Change code ( **E** ) appears in the text at the left margin. This marks the beginning of the format change.

October 22, 1982

Mr. James R. Randall, Jr.
Randall & Stallings, Inc.
8904 Steck Avenue
Boston, MA 02299

Dear Jim:

Thanks for the lead you gave me at our recent sales meeting. John seems like a first-rate guy and is not averse to taking on another time-consuming project.

With the two of us working together, I think we can turn this little company into a great revenue-producing account. Most manufacturers are looking for ways to increase their productivity and I think your latest invention will help.

Thanks again.

Sincerely,

Brett Harrington
Sales Director

**Start here**

**Return the cursor forward one space. Type the following address for the Randall Letter:**

*Mr. James R. Randall, Jr.*
*Randall & Stallings, Inc.*
*8904 Steck Avenue*
*Boston, MA 02299*

**End the document.**

**Paginate, then print the document.**

*Go on to the Self-Test to practice making page format changes on your own.*

## SELF-TEST

In this Self-Test you will make a page format change to a document. This Self-Test is similar to the Demonstration, in that the second page of a three-page document is turned sideways. You will make a page format change to accommodate the turned page.

First, choose Revise to access the following document and go to the typing area:

Document name: Safety Report
Diskette name: TRAIN

8½" x 11"

Page 1

11" x 8½"

Page 2

8½" x 11"

Page 3
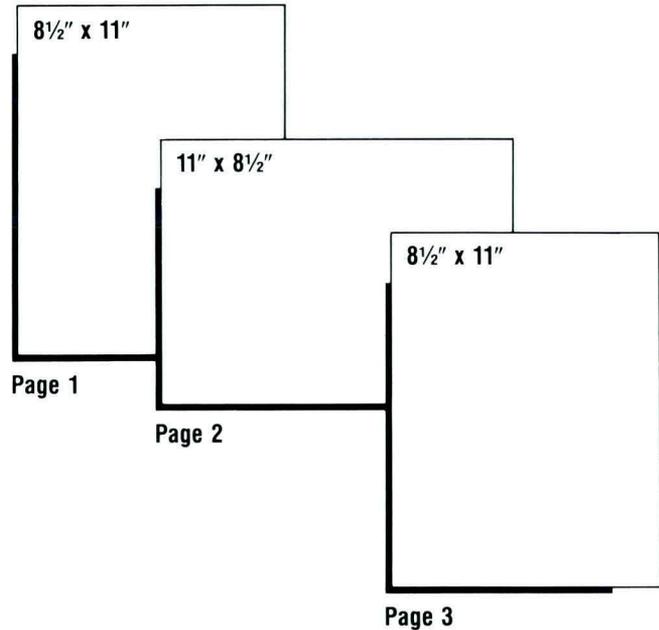
The first page of the document has been typed to save you time. Make the necessary format changes and type the second and third pages, as illustrated.

**FIRST PAGE**

> Recommendations for Madison Street Crossing
>
> This report contains the basic data gathered and analyzed to make recommendations regarding the Madison Street crossing.  The recommendation made by this committee strongly supports the rebuilding of the crossing as soon as possible.
>
> Purpose
>
> The purpose of this committee was to study possible alternatives to the traffic problem as it now exists at the Madison Street crossing, and make recommendations for a street improvement which would serve the central part of the city, provide access to the downtown area and to major industry, link U.S. Highway 72 with the east/west street system across the river, and eliminate the serious problem with the Eastern Railroad traffic.
>
> The objective of the recommendation is to relieve traffic congestion that affects the business and industrial portions of the city, while also providing for safe and more efficient travel.
>
> The Problem
>
> Existing Conditions.  Topography and the location of commercial business has primarily determined the character and location of the street network in the immediate area.  Because of the steep grades in certain areas, several industries are located on the plateau of the river.  As a result, access roads have tended to be located in valleys, where lesser slopes are available.  Such locations, however, limit the continuity which results in many jogs and offsets in the street system.
>
> In addition to peak hour capacities, congestion is caused by four existing conditions.

Start here ⟶ ▲

The settings for the second page are as follows:

- Last Typing Line at 45
- Paper or Envelope Size = 4
- Change Printing Paper Source if you are using a sheet-feed paper handler.
- Single Spacing
- Adjust Line Endings = No
- Left Margin at 32
- Right Margin at 120
- Clear All Tabs
- Flush Left Tab at 70

*Common Text Applications*

**SECOND PAGE**

```
Conditions Causing Congestion


Cause                           Result

Railroad Crossing               Heavy vehicular traffic
                                Disruption to traffic flow

Sharp Turns                     General slowdown of traffic
                                Interruption of traffic flow

Steep Grades                    Normal traffic cannot pass slow-moving traffic

Intersections Not Lining Up     Motorists traveling east assume right-of-way
                                Motorists cross over dividing line
```

On the third page you must return to starting choices.

**THIRD PAGE**

Recommendation

    This committee recommends that the intersection be rebuilt.  It will be necessary to complete quite a large amount of dirt removal. North of the intersection would be blocked off and a turn-around area would be constructed for traffic to park, turn around and go back up the hill.

End, paginate, and print your document.

If you are using a sheet-feed paper handler, paper should be loaded sideways in the bottom tray before printing the document.

If you are inserting paper manually in the printer, be sure to turn page 2 sideways.

*Go on to the Feedback.*

**FEEDBACK**

If you had any problems with the Self-Test, check the following:

☐ Was your cursor in the correct position when you pressed CHG FMT?
It should have been in the upper left corner of the screen to make the page format change for page 2.

☐ Was your cursor in the correct position when you returned to the document format?
It should have been in the upper left corner of the screen to return to the document format for the first paragraph of page 3.

☐ Did you choose the correct item to return to your desired starting choices?
When you returned to document format at the beginning of page 3, you should have chosen the item to return *all* formats to starting choices.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**2** In Segment 1 of this lesson you learned that you can change the format of a page so that it is different from the document format you established.

You can also change the format for a line or more of text so that it is different from the document or page format you have established. As with changing a page format, you can return to the original document format after you have finished with your line format change.

Your goal for this segment is to be able to make format changes to a line or more of text and return to your starting choices.
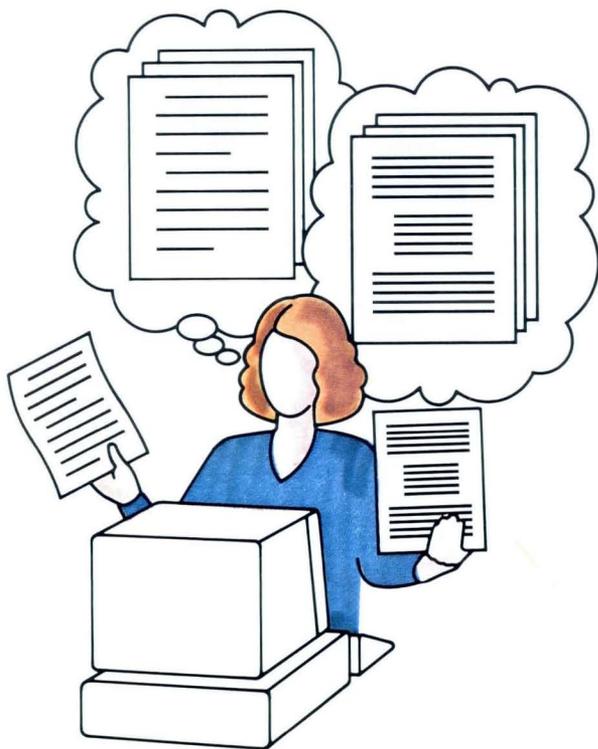
**MAIN IDEA**

A line format change allows you to change the format of a line or more of text that needs to be different from the format established in the document format.

Follow these steps to make line format changes:

1. Place your cursor at the left margin on the line where you want the change to begin.
2. Press CHG FMT.
3. Choose the item or items in this Format Selection menu to go to the appropriate formatting item. Change the settings.
4. Return to the typing area and type the line or lines that will be in the new format.

When you have completed typing the text with the changed format, you may want to return to the format established in the document format.

To return to starting choices:

1. Place your cursor at the left margin on the line where the original document format will begin again.
2. Press CHG FMT.
3. Choose the item to return the desired setting or settings to starting choices.

*If you have enough information about making line format changes, go on to the Demonstration. If you would like more detail, read the Help that follows.*

### HELP

**Line Format Changes**

When you want to change the format of a line, a paragraph, or more of text, you can make a line format change.

You may change one or more of the following items to change an entire line of text:

- Margins
- Tabs
- Line Spacing
- Line Alignment
- Lines per cm or in.
- Adjust Line Endings
- Zone Width

You may also change the items for Typestyle and Pitch. This need not always affect an entire line of text, but will do so in this case.

To make changes to lines of text the cursor must be at the beginning of a line, that is, at the left margin. Illustrated here is an example of a line format change to margins and line spacing. This change is made at the left margin in the middle of a page.

**LINE FORMAT CHANGE**

Change:
- Margins
- Line spacing

As long as the cursor is at the left margin you can make a line format change at the beginning of any line on a page. Illustrated here is an example of a line format change to margins, tabs, and line spacing. This change is made at the left margin at the first line of the page. This is a line format change because only line format items are changed here.

**LINE FORMAT CHANGE**

Change:
• Margins
• Tabs
• Line spacing
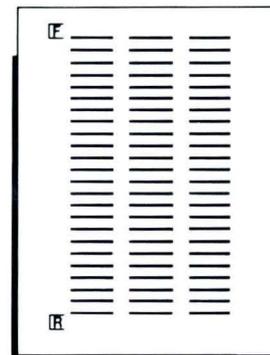
If you also wanted to change Paper/Envelope Size for the example above, you would not make a line format change. You must make a page format change, as you learned in the previous segment.

**NOT A LINE FORMAT CHANGE**

Change:
• Margins
• Tabs
• Line spacing
• Paper/
  envelope size
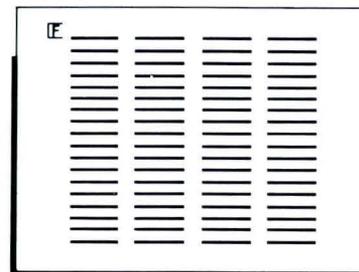
If the cursor is not at the left margin when you press CHG FMT, you will *only* be able to change typestyle and pitch. Illustrated here is an example of a change to line spacing and typestyle. This change is made at the left margin at the beginning of a line.

LINE FORMAT CHANGE

Change:
- Line spacing
- Typestyle

Next is illustrated a change that is *not* made at the left margin. Only typestyle can be changed here. This is *not* a line format change. You can learn about this kind of format change in the next segment.

NOT A LINE FORMAT CHANGE

Change:
- Typestyle

Follow these steps to make line format changes:

1. **Place your cursor at the left margin on the line where you want the change to begin.**
   Remember, your cursor must always be at the left margin to make changes to a line of text. You can be on the first line of a page or at the beginning of any line within a page.

2. **Press CHG FMT.**
   The Format Selection menu appears that contains the items you can change at the beginning of a line.

3. **Choose the item or items in this Format Selection menu to go to the appropriate formatting item. Change the settings.**
   You can change:

   - Line Spacing
   - Line Alignment
   - Lines per cm or in.
   - Typestyle and Pitch
   - Margins and Tabs

   For more information on Format Selection menu organization refer to the *Reference Book*, Menu Sequences, or *Job Aids*, Tab 3, Formatting.

---

```
                        FORMAT SELECTION
ID      ITEM

a       Change Line Format
b       Change Margins and Tabs

c       Return Line Format, Margins and Tabs
            to Starting Choice
d       Return Typestyle to Starting Choice




When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

4. **Return to the typing area and type the line or lines that are in the new format.**
   Again, a ⒠ marks the beginning of this format change. The new line format remains in effect until you change it. It continues on to the next page or pages.

   To return to starting choices:

1. **Place your cursor at the left margin on the line where the original format will begin again.**
   This allows you to get to the menu for making changes to a line of text.

2. **Press CHG FMT.**
   The Format Selection menu appears that contains the items you can change at the beginning of a line.

3. **Choose the item to return desired settings to starting choices.**
   You can return line format, margins and tabs, or just typestyle to the document format settings.
   A ⒠ marks the end of this format change in the typing area.

```
                    FORMAT SELECTION
ID      ITEM

a       Change Line Format
b       Change Margins and Tabs

c       Return Line Format, Margins and Tabs
           to Starting Choice
d       Return Typestyle to Starting Choice




When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

*To practice making line format changes, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will make a line format change to several lines so that a small table can be single-spaced.

**Choose Revise to access the following document and go to the typing area:**

Document name: Flood Hazard Areas
Diskette name: TRAIN

Compare what is on your screen with the illustrated copy. Part of the document has already been typed to save you time. Imagine that you have just finished typing the portion of the document that appears on the screen. Step-by-step directions follow.

FLOOD HAZARD AREAS

The purpose of this report is to furnish information on the flood hazard areas adjoining Manchester and Parker Creeks in Lincoln County. The study area considered encompasses about 170 square miles of drainage area and 15.6 miles of stream channel.

The report provides local governmental agencies, commercial interests, and concerned citizens with definitive data that will aid in planning the best use of flood-prone lands or otherwise contribute to the solution of local flood problems. Aside from serving as a tool for improving flood plain management, the report can be helpful in locating and designing various bridges, roads, establishing criteria for floodproofing, and in some instances, determining where structural protective works should be considered.

The creek channels are generally unimproved. Vegetation in the flood plain varies. Pertinent drainage areas within the study area are shown below:

| Location | Stream Miles | Drainage Area |
|---|---|---|
| Above Manchester Creek | 2.6 | 33.9 |
| Central Business Area | 3.8 | 26.4 |
| Above Parker Creek | 6.2 | 8.2 |
| Northern County Line | 7.8 | 16.2 |

The report includes information on the nature and extent of probable future floods in Lincoln County. The report does not contain specific plans or recommendations for the solution of flood problems, as these are properly the responsibility of the local government. However, the table provides guidance on various flood plain management considerations which should be considered in a realistic flood damage reduction program.

**Start here**

Follow these steps to make the necessary changes and type the table:

**Place your cursor under the Page End code ( ▲ ).**

This is where the table begins.

**Press CHG FMT.**

A Format Selection menu appears which allows you to access those format items that can be changed for lines of text.

**Choose Change Line Format.**

The Line Format menu appears.

**Set Line Spacing to Single.**

**Set Adjust Line Endings to No.**

**Press ENTER to return to the Format Selection menu.**

**Choose Change Margins and Tabs.**

**Clear all tabs.**

Be sure the cursor is at the left margin and press DEL.

**Set flush left tabs at 23, 50, and 74.**

Use the cursor movement keys to move to positions 23, 50, and 74. Press TAB to set each flush left tab.

**Return to the typing area and type the table.**

| Location | Stream Miles | Drainage Area |
|---|---|---|
| Above Manchester Creek | 2.6 | 33.9 |
| Central Business Area | 3.8 | 26.4 |
| Above Parker Creek | 6.2 | 8.2 |
| Northern County Line | 7.8 | 16.2 |

Now follow the steps below to return to starting choices:

**Press RETURN twice.**

This puts your cursor at the left margin on the line where the document format begins again.

**Press CHG FMT.**

**Select Return Line Format, Margins and Tabs to Starting Choice.**

**Type the rest of the document.**

You are back to document format. As you continue typing, notice that the line number on the status line shows that you are back to double spacing.

---

The report includes information on the nature and extent of

probable future floods in Lincoln County. The report does not contain

specific plans or recommendations for the solution of flood problems, as

these are properly the responsibility of the local government. However,

the table provides guidance on various flood plain management

considerations which should be considered in a realistic flood damage

reduction program.

---

**End, paginate, and print your document. Compare it with the illustrated copy.**

*An Exercise follows. In this Exercise you have another opportunity to practice making line format changes.*

## EXERCISE

In this Exercise you will make a line format change to a document. You will be adding to page 3 of the document named Writing Skills which you used in the previous segment's Demonstration.

First, choose Revise to access the following document and go to the typing area:

Document name: Writing Skills
Diskette name: TRAIN

**Go to page 3 of the document.**

Compare what is on your screen with the illustrated copy on this page. You have already typed part of the document in the previous segment. Imagine that you have just finished typing the page that appears on the screen. You will type the text that is highlighted.

**Start here**

When you have completed the initial copy, you must now begin the process of revision. At this time, you should concentrate on details such as correct spelling and grammar. Revise that copy as many times as needed to delete all mistakes. Proofread the final copy with much care.

While proofreading, check for:

        Spelling
        Grammar
        Punctuation
        Syntax
        Typographical Errors

If you follow these steps, your final product will be successful. Just remember that the important thing is being careful and organized when you need to.

SAMPLE

Follow these steps:

**Place your cursor under the Page End code ( ▲ ).**

**Type the sentence illustrated and press RETURN twice.**
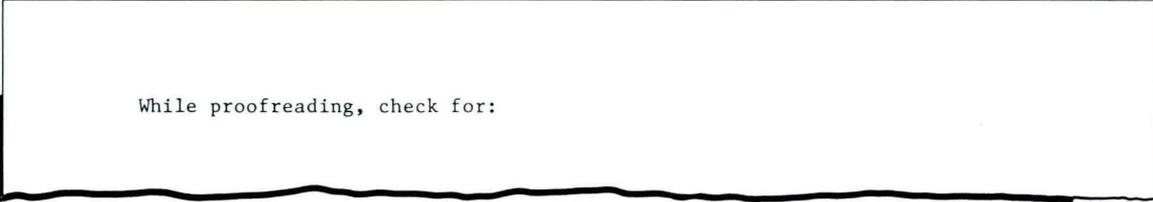
```
            While proofreading, check for:
```

**Make a line format change to change the line spacing to single spacing and delete all tabs and set a flush left tab at 48.**

**Type the indented material at tab position 48 and press RETURN three times.**
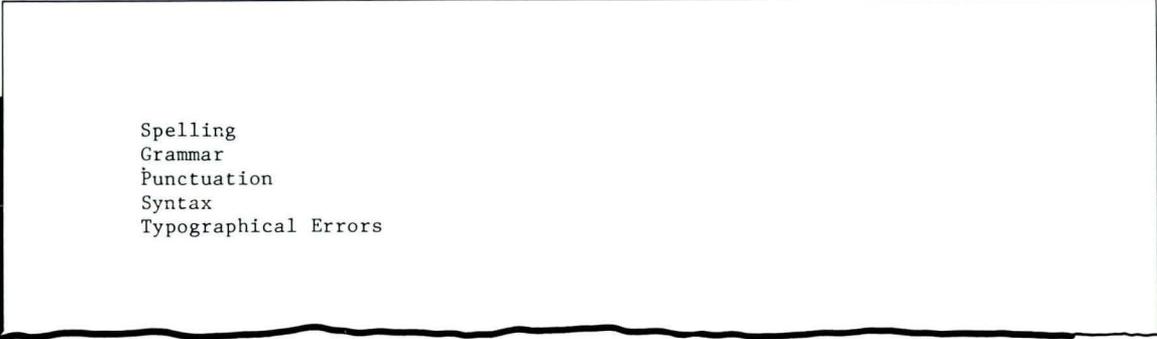
```
            Spelling
            Grammar
            Punctuation
            Syntax
            Typographical Errors
```

**Return line format, margins, and tabs to starting choices, and type the rest of the document.**
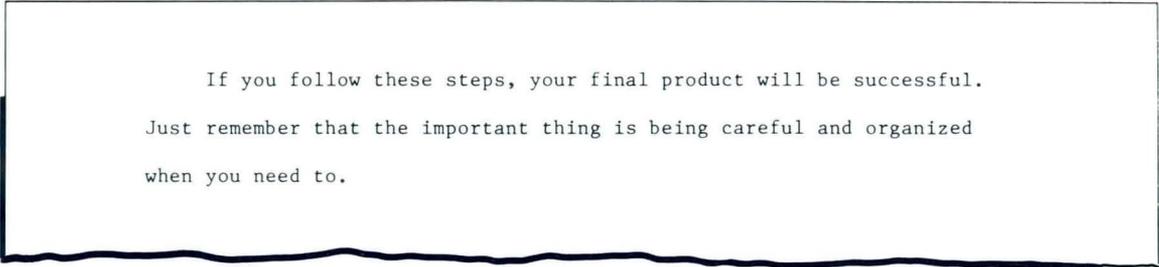
```
                    If you follow these steps, your final product will be successful.

           Just remember that the important thing is being careful and organized

           when you need to.
```

**End, paginate, and print the document.**

You may want to set Print From Page to 3 so that only page 3 prints. If you print all of the document, remember to load the paper sideways for page 2.

**Compare page 3 of your document with the illustration.**

If your document looks different from the illustrated page, check the following:

☐ Did you tab to position 48?

☐ Did you carrier return three times after the indented text?

☐ Did you start your return to starting choice at the left margin?

☐ Did you turn the second page sideways to print?

*Go on to the Self-Test to practice making line format changes on your own.*

**SELF-TEST**

In this Self-Test you will make a line format change to a document. You will be adding to page 3 of the document named Safety Report, which you used in the previous segment's Self-Test.

First, choose Revise to access the following document and go to the typing area:

Document name: Safety Report

Diskette name: TRAIN

You prepared the first two pages of the document in the previous segment. You will make the necessary format changes and type the rest of the third page, which is illustrated.

On the third page you must change the line spacing to single spacing for the indented text. Type the indented text at 38 and then return to the document format.

End, paginate, and print your document, and compare it with the illustrated copy. You may only want to print page 3 of your document. If you print all of the document, remember to load the paper sideways for page 2.

*Go on to the Feedback.*

Recommendation

    This committee recommends that the intersection be rebuilt.  It

will be necessary to complete quite a large amount of dirt removal.

North of the intersection would be blocked off and a turn-around area

would be constructed for traffic to park, turn around and go back up the

hill.

**Start here** ────────── ▲    Financing recommendations are as follows:

                      Cost Estimate is $1.1 million
                      Federal and State money is available
                      Railroad will cooperate to provide money

Justification

    During the past six months there have been 25 accidents recorded at

the intersection.

**FEEDBACK**

If you had any problems with the Self-Test, check the following:

☐ Was your cursor in the correct position when you pressed CHG FMT?
It should have been at the left margin on the line where the single-spaced words begin to make the line format change on page 3.

☐ Was your cursor in the correct position when you returned to the document format?
It should have been at the left margin on the line where the double-spaced text begins again to return to the document format after the line format change.

☐ Did you choose the correct item to return to your desired starting choices?
When you returned to document format, you should have chosen the item to return line format, margins, and tabs to starting choices.

☐ Did you load the paper sideways for page 2?

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**3** This is an optional segment. Making typestyle changes may not be one of your requirements. If it is not, then skip this segment.

Your Displaywriter allows you to change the typestyle in a document as you create or revise it. You can change the typestyle of a single letter, a phrase within a sentence, an entire sentence, or an entire paragraph. You can then return to your original typestyle. You can change typestyles as often as you wish in a document.

Your goal for this segment is to be able to make typestyle changes within your document, then return to the original typestyle.

## MAIN IDEA

A typestyle change allows you to change the typestyle of part of your text from the one established in the document format. You may change typestyle at any point in your document.

**Typestyle Format Changes**

Follow these steps to make typestyle format changes and return to starting choices:

1. Place your cursor at the first position where the new typestyle is to begin.
2. Press CHG FMT.
3. Change to the typestyle you want.
4. Return to the typing area and type the word or words that will be in a different typestyle.

   To return to starting typestyle:

1. Place your cursor at the position where the original typestyle is to begin again.
2. Press CHG FMT.
3. Choose Return Typestyle to Starting Choice.

*If you have enough information about making typestyle changes, go on to the Demonstration. If you would like more detail, read the Help that follows.*

### HELP

**Typestyle Format Changes**

Follow these steps to make typestyle changes and return to starting choices:

1. **Place your cursor at the first space where the new typestyle is to begin.**
2. **Press CHG FMT.**
   The Format Selection menu for typestyle changes appears. This is the only change you can make within a line.
3. **Change to the typestyle you want.**
   Choose the item to change typestyle.

FORMAT SELECTION

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Typestyle Number | 86 | 1  -31  (10 Pitch) 80 -111 (12 Pitch) 154-175 (Proportional) 215-230 (15 Pitch) Choose from available choices without changing pitch. |
| b | Return Typestyle to Starting Choice | | |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▮

Check the printwheel or printer element you plan to use for the correct typestyle number. On a printwheel, this is the number at the top. For printer elements, refer to Appendix A, IBM 5215 Printer Element Descriptions, in the *Printer Guide* for typestyle ID numbers. Type the typestyle ID number.

4. **Return to the typing area and type the word or words that will be in a different typestyle.**
   The new typestyle is in effect until you change it. It may continue for several lines or pages until you want to change to another typestyle.

   To return to starting typestyle:

1. **Place your cursor at the position where the original typestyle begins again.**

2. **Press CHG FMT.**

3. **Choose Return Typestyle to Starting Choice.**
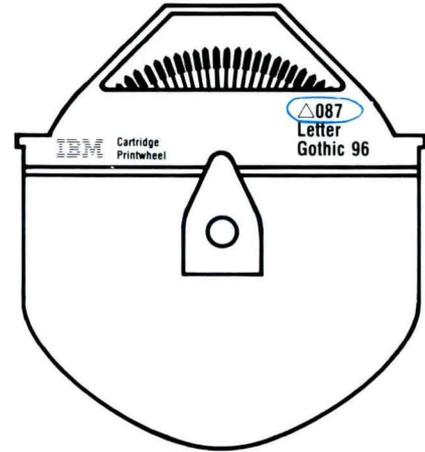
APPENDIX A. IBM 5215 PRINTER
ELEMENT DESCRIPTIONS

| Typestyle Name | Pitch | Part No. | Typestyle ID No. |
|---|---|---|---|
| Pica 72 | 10 | 142 | 020 |
| Pica 72 | 10 | 027 | 020 |
| Pica 72 | 10 | 017 | 020 |
| Prestige Elite 72 | 12 | 143 | 086 |
| Prestige Elite 72 | 12 | 033 | 086 |
| Prestige Elite 72 | 12 | 012 | 086 |
| Prestige Elite 72 | 12 | 049 | 086 |

*To practice making typestyle changes, go on to the Demonstration.*

### DEMONSTRATION

In this Demonstration you will practice changing the typestyle of a word or more of text.

Look at the document illustrated. Notice that in the three highlighted areas, the typestyle is different from that of the rest of the document. You will create this document, changing from the default typestyle to a different typestyle for the highlighted areas.

```
      ╔                                        ╗
The │Green Valley Homeowners' Association│will hold its next meeting on

Thursday, November 17, at 7:00 p.m.  All interested homeowners are

encouraged to attend.


The schedule of events for the month of December is as follows:

December 2                              Meeting

December 4                              Theater Party

December 9                              Meeting

December 11                             Christmas Party

December 16                             Meeting

December 31                             New Year's Party

Remember, there will be │no│meeting on December 23 or December 30.
```

**Create the following document:**

Document name:  Christmas Letter
Diskette name:  TRAIN

Note that your document is to be double-spaced.

**Go to the typing area.**

**Type *The* and space once.**

```
The Green Valley Homeowners' Association will hold its next meeting on

Thursday, November 17, at 7:00 p.m.   All interested homeowners are

encouraged to attend.


The schedule of events for the month of December is as follows:
```

**Press CHG FMT.**

The Format Selection menu for typestyle changes appears.

Since you pressed the CHG FMT key while the cursor was within a line, the only item you can change is the typestyle.

**Choose the item for Typestyle Number.**

**Type your new typestyle number and press ENTER.**

If you have a 5215 Selectric Element printer, and you don't know the correct number to type, refer to Appendix A of the *Printer Guide*. It will tell you how to find the correct number to type. You can use any typestyle available to you.

**Press ENTER again to go to the typing area.**

**Type** *Green Valley Homeowners' Association*

You will not see the new typestyle on the screen. You will only see it when you print the document.

**Space once.**

**Press CHG FMT.**

**Choose the item for Return Typestyle to Starting Choice.**

**Continue typing the document (through the word** *follows*:).

**Press RETURN.**

This moves the cursor to the left margin. You are ready to type the first date (*December 2*).

**Press CHG FMT.**

A Format Selection menu appears.

If you press CHG FMT when the cursor is at the beginning of a line, the Format Selection menu offers you more items that can be changed. Recall that when you pressed CHG FMT the first time, the cursor was within a line, and the only item you could change was the typestyle. If the cursor was located at the top left of the typing area and you pressed CHG FMT, the Format Selection menu you would see would contain even more items that can be changed.

**Choose the item for Change Line Format.**

The Line Format menu appears.

**Choose the item for Typestyle Number.**

**Type your other typestyle number and press ENTER.**

Use the same alternate typestyle number throughout this Demonstration. You could, if you wished, create a document containing many different typestyles, the number being limited only by the type and number of printer elements or printwheels you have.

**Press ENTER enough times to return to the typing area.**

**Type the list of dates and events, as illustrated.**

| | |
|---|---|
| December 2 | Meeting |
| December 4 | Theater Party |
| December 9 | Meeting |
| December 11 | Christmas Party |
| December 16 | Meeting |
| December 31 | New Year's Party |

**After you have typed the last word** *(Party)* **opposite the last date** *(December 31)*, **press RETURN.**

**Press CHG FMT.**

The Format Selection menu appears.

**Choose the item for Return Typestyle to Starting Choice.**

**Continue typing the document.**
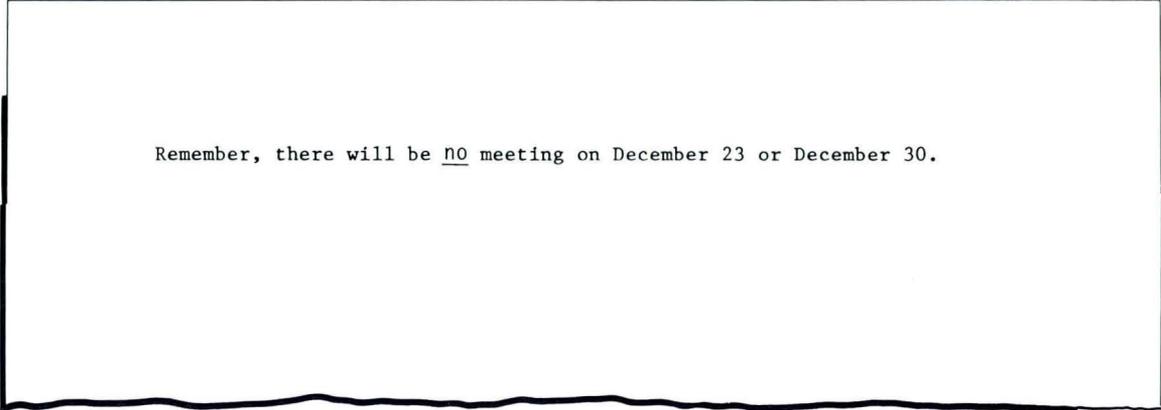
```
          Remember, there will be no meeting on December 23 or December 30.
```

Type until you have typed the word *be*

**Space once.**

**Press CHG FMT.**

The Format Selection menu appears.

**Choose the item for Typestyle Number.**

**Type your other typestyle number and press ENTER.**

**Press ENTER.**

**Type the word *no* and underline it.**

**Space once.**

**Press CHG FMT.**

The Format Selection menu appears.

**Choose the item for Return Typestyle to Starting Choice.**

**Type the rest of the document.**

**Press END.**

**Paginate your document.**

**Print a copy of your document.**

The Displaywriter gives you a message to change the printer element or printwheel as the document is printing.

**Compare the printed copy with the illustration at the beginning of this Demonstration.**

The two documents may not be identical because you may not have used the same alternate typestyle as illustrated in the example.

*Go on to the Self-Test.*

## SELF-TEST

The following Self-Test will help you determine if you
have mastered this segment on changing typestyles.
   Create the document you see illustrated.
   Document name: Vacation Notice
   Diskette name: TRAIN
   Type the document, changing typestyles as shown
in the highlighted areas, just as you did in the
Demonstration. Print one copy of your finished
document.

The following announcement must be communicated to all employees:

NOTE:  Thank you for your many contributions during this crucial period
in the schedule.  Please enjoy an extra one-half day of vacation this
Friday.

J. Michael
Personnel Manager

*Go on to the Feedback.*

**FEEDBACK**

Compare your finished document with the illustration on the previous page. Remember that they may not be identical because you may not have used the same typestyle as in the illustration.

   Did you:

☐ Change the typestyle of only the correct words?

☐ Return to your original typestyle as directed?

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**4** You know that a great deal of revision can occur between the rough draft of a document and the final version. How can your Displaywriter's capabilities make revising formats in a document easier?

In Lesson 1 of this unit you learned that you can revise document formats by changing settings in the Format Selection menus *before* going to the typing area. In previous segments of this lesson you learned how to make a number of format changes within a document *after* going to the typing area.

In this segment you'll learn how to revise the formats you set up within the document. You'll revise a format within a document by altering the format changes. The Format Change codes ( **E** ) and Format Return codes ( **R** ) will act as guides. In Lesson 5 of this unit you will learn how to reformat at the document level and within the document.

Your goal for this segment is to be able to make the necessary format changes to revise a document.

**MAIN IDEA**

To revise an existing format change:

1. Place your cursor under the Format Change code
   ( E ) and press ENTER.
2. Change settings in the menus to alter the change.
3. Paginate.

*If you have enough information about revising formats,
go on to the Demonstration. If you would like more
detail, read the Help that follows.*

## HELP

To revise an existing format change:

1. **Place your cursor under the Format Change code ( E ) and press ENTER.**
   You can set Display Codes to Yes and cursor to the Format Change code, or use the Find function to locate the code. When the cursor is under the Format Change code, you can identify the type of change (page format change, line format change, line format return, typestyle return, and so on) by viewing the status line on your screen. When you press ENTER, the menu that corresponds with the type of format change appears on the screen. Unlike the Format Change ( E ), you cannot revise a Format Return ( R ).

2. **Change settings in the menus to alter the change.**
   Change the setting in the menu exactly as you did when you first created the format change.

3. **Paginate.**
   Once you have paginated, your document will include the format change revision.

**Note:** Sometimes a format change that was made for the entire page will be shown as a line format change, rather than a page format change. This happens when you place your cursor at the very beginning of the page to make a page format change, but only make changes in the Line Format menu or the Margins and Tabs menu, or both. This can be a problem if you want to alter this change later, and change settings in other menus. When you place your cursor on the ⅋ and press ENTER, you get the Format Selection menu that only enables you to make changes to line format or margins and tabs. If this happens, delete the existing change and add a new format change. Remember, you delete Format Change codes as you would any other codes.

*To practice revising format changes, go on to the Demonstration. If you have enough information about revising format changes and you don't want to view the Demonstration, go on to the Self-Test.*

## DEMONSTRATION

In this Demonstration you will revise format changes.
You will change line spacing on a double-spaced table
to single spacing and change the first typing line to
20. You will also move the right and left margins in
five spaces for a quote located on page 3 of the
document.

**Choose Revise to access the following document and
go to the typing area:**

Document name: Financial Statements
Diskette name: TRAIN

**Find the first Format Change code.**

Press FIND. When the prompt "Find what?" appears,
press the CHG FMT key and ENTER. The cursor
should go to the Format Change code at the top of
page 2. Notice the status line. It should read *Page
Format Change*.

**Press ENTER.**

The format selection menu for changing page formats
appears.

**FIRST PAGE**

**SECOND PAGE**

**THIRD PAGE**

Change:
• Line spacing
• First typing line
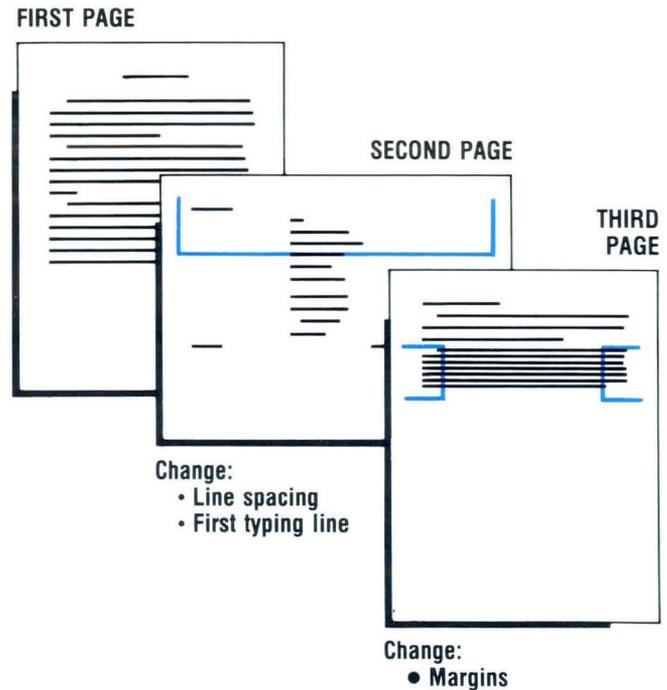
Change:
● Margins

**Choose the item to Change Line Format.**

The Line Format menu appears.

**Change Line Spacing from double to single.**

**Press ENTER.**

You return to the Format Selection menu.

**Choose the item to Change Page Format.**

The Page Format menu appears.

**Change the item for First Typing Line, First Page from 7 to 20.**

**Press ENTER.**

You return to the Format Selection menu.

**Press ENTER.**

You return to the table. Your cursor is still under the Format Change code. You have now finished revising the format of this table.

**Find the next Format Change code.**

Press FIND and ENTER.

Your cursor moves to the Page Format Return code. You do not change anything at this code.

**Find the next Format Change code.**

Press FIND and ENTER.

The cursor should be under the Format Change code at the beginning of the quotation on page 3.

**Press ENTER.**

The Format Selection menu for Line Format Changes appears.

**Choose the item to Change Margins and Tabs.**

The Margins and Tabs menu appears.

**Set your new margins.**

Change your left margin from 18 to 23 by pressing the space bar until the cursor is on 23. Use the cursor movement keys to move the cursor to the right margin. Use the BKSP key to move the right margin from 90 to 85.

**Press ENTER.**

You return to the Format Selection menu.

**Press ENTER.**

You return to the typing area of your document.

End your document.

Paginate and print the document.

Compare your document with the one illustrated.

**FIRST PAGE**

Financial Statements

When Financial Statements have been made as accurate as possible, the buyer or his accountant should analyze the information they contain. Some comparisons and ratios that can be used to bring out trends and relations are discussed in this report.

Probably the first analysis to be made is to compare financial statements for the past ten years or as close to that length of time as possible. Has the trend over the years been up or down, or has there been no significant change? All items on the statements should be studied.

The changes from one year to another will be more helpful if they are stated in percentages. On each year's income statement, the net sales figure is taken as 100 percent, and each other item is stated as a percent of the net sales. On the balance sheet, total assets are taken as 100 percent and other items are stated as percents of total assets. Such statements are called "common-size" statements.

**THIRD PAGE**

Ratios and Other Analyses

Certain ratios and other expressions showing relationships between

items on the financial statements are also helpful in interpreting the

statements.  Please read the following quotation:

"Current Ratio:  This ratio compares current assets to
current liabilities.  The current ratio establishes an
important relationship between the business' current debt and
its ability to pay the debt.  The assumption is that a company
should be comfortably able to pay current debts from current
assets if necessary.  In many businesses, however, especially
service businesses, current assets are proportionately smaller
because there is little inventory.  In these businesses, the
relationship of current assets to current liabilities may be
less important."

**SECOND PAGE**

Current Assets

Cash
Marketable Securities
Accounts Receivable (net)
Notes Receivable
Inventories
Prepaid Expenses

Total Current Assets
Property, Plant, and
    Equipment (net)
Intangibles

TOTAL ASSETS                              $3,450,00

**SELF-TEST**

In this Self-Test you will revise formats within a document. Choose Revise to access the following document and go to the typing area:

 Document name: Inventory
 Diskette name: TRAIN
 Follow these steps to revise the formats within the document:

- Change the table on page 2 to single spacing and change the first typing line to 20.
- Change the table on page 3 to single spacing.
- End, paginate, and print your document.

**FIRST PAGE**

TOY DEPARTMENT

Following is the Toy Department's report for this year. The figures speak for themselves. We have had a good year. The key reasons for our success are listed before the table, while our general plans for next year follow the table.

Some of the factors which have contributed to this successful record are: 1) The special sales we held over July 4th, Labor Day, Thanskgiving and Christmas. 2) The extension of our store closing hour to 11:00 p.m. for the Christmas season. 3) The availability of reliable part-time help during special sales.

**THIRD PAGE**

> ⌊R⌋ Next year there are plans to have special sales each month.  The
> reliable part-time help is available.  With inflation continuing,
> parents are eager to take advantage of special sales at any time of the
> year.
>
> Please note the sales dates as follows:

| ⌊E⌋ | | |
|---|---|---|
| January 3 | | July 17 |
| February 4 | | August 5 |
| March 3 | | September 5 |
| April 11 | | October 21 |
| May 14 | | November 27 |
| June 10 | | December 10 |

⌊R⌋

**SECOND PAGE**

| ⌊E⌋ | MONTH | $ ACTUAL |
|---|---|---|
| | January | $11,700 |
| | February | 9,000 |
| | March | 13,900 |
| | April | 8,000 |
| | May | 31,000 |
| | June | 40,000 |
| | July | 10,000 |
| | August | 8,400 |
| | September | 12,400 |
| | October | 7,000 |
| | November | 25,000 |
| | December | 30,000 |
| | TOTALS | 206,400 |

*Compare your result with the sample in the Feedback
section.*

## FEEDBACK

Compare your printed document with the one shown. If your document does not look like this one:

☐ Did you paginate the document before printing it?

☐ Did you remember to change the formats by placing your cursor on the appropriate code, pressing ENTER, and changing the items in menus as necessary?

**FIRST PAGE**

TOY DEPARTMENT

Following is the Toy Department's report for this year.  The figures
speak for themselves.  We have had a good year.  The key reasons for our
success are listed before the table, while our general plans for next
year follow the table.

Some of the factors which have contributed to this successful record
are:  1)  The special sales we held over July 4th, Labor Day,
Thanskgiving and Christmas.  2)  The extension of our store closing hour
to 11:00 p.m. for the Christmas season.  3)  The availability of
reliable part-time help during special sales.

**THIRD PAGE**

Next year there are plans to have special sales <u>each</u> month.  The

reliable part-time help is available.  With inflation continuing,

parents are eager to take advantage of special sales at <u>any</u> time of the

year.

    Please note the sales dates as follows:

| | |
|---|---|
| January 3 | July 17 |
| February 4 | August 5 |
| March 3 | September 5 |
| April 11 | October 21 |
| May 14 | November 27 |
| June 10 | December 10 |

**SECOND PAGE**

| MONTH | $ ACTUAL |
|---|---|
| January | $11,700 |
| February | 9,000 |
| March | 13,900 |
| April | 8,000 |
| May | 31,000 |
| June | 40,000 |
| July | 10,000 |
| August | 8,400 |
| September | 12,400 |
| October | 7,000 |
| November | 25,000 |
| December | 30,000 |
| TOTALS | 206,400 |

**5**

When you're typing documents on a typewriter, you can look up and see exactly where text will be placed. Before you start typing, you can spot a margin that will be too wide or a name that will be a line too low on a preprinted form.

Your Displaywriter is different. The screen does not always show the document exactly as it will print. Therefore, you must know the exact settings to place text accurately on the page. The conversion ruler that came with your Displaywriter can help you.

If you have used a conversion ruler before, you may just have to skim this segment. If you have never used a conversion ruler, you may want to read this segment when you have time for uninterrupted study.

Your goal for this segment is to be able to use the conversion ruler to determine format and exact placement of text. You should have your conversion ruler on hand for this segment.

I'LL NEED MY CONVERSION RULER TO CREATE THESE FORMATS

## MAIN IDEA

There are eight scales on the conversion ruler.

**Vertical Scales**

- Proportional/Vertical Spacing (6)
- Vertical Spacing (8)
- Vertical Spacing (24)
- Centimeter/Millimeter Scale

**Horizontal Scales**

- Elite (12)
- Pica (10)
- Character Spacing (15)
- Character Spacing (13.3)

**Using the Conversion Ruler**

Follow these steps to use the conversion ruler:

1. Choose a scale.
2. Line up the conversion ruler.
3. Read the measurement.

*If you have enough information about using the
conversion ruler, go on to the Demonstration. If you
would like more detail, read the Help that follows.*

### HELP

There are eight scales on the conversion ruler.

**Vertical Scales**

*Proportional/Vertical Spacing (6)*

**Function.** The (6) indicates six lines of print per inch (2.36/cm). This is the default for lines per inch/cm on your Displaywriter. All documents will print at six lines per inch, unless you change the setting.
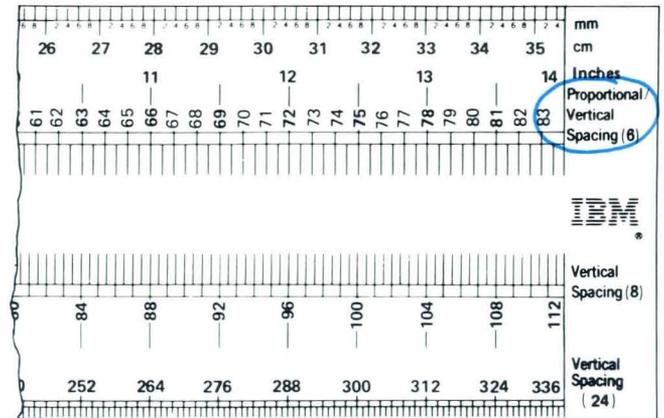
**Applications.** Use this scale to determine the first and last typing line and the placement of headers and footers when you're creating a document.

First typing line 17

Last typing line 50
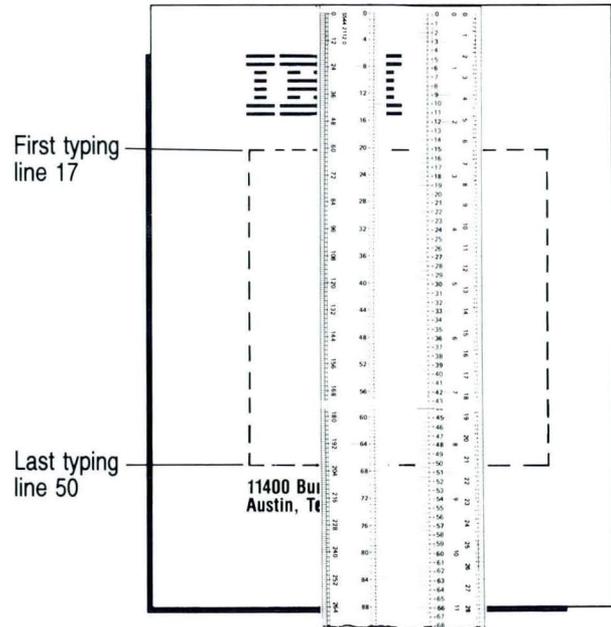
Use this scale to determine the vertical location of text when you're typing forms that are spaced at six lines per inch.

### Vertical Spacing (8)

**Function.** The (8) indicates eight lines of print per inch (3.18/cm).

**Applications.** Use this scale when you want to create a document with tighter line spacing. You can also use it to get more precise measurement for printed forms.
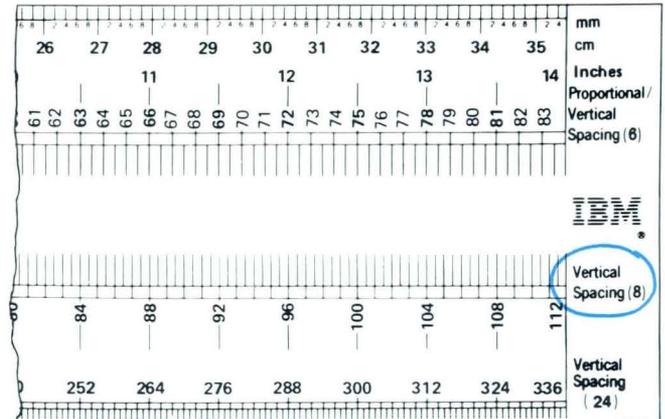
### Vertical Spacing (24)

**Function.** The (24) indicates 24 lines per inch (9.45/cm).

**Application.** This scale gives you greater accuracy for measuring forms with an irregular distance between lines. Use it to determine the vertical location of text when you are typing on such forms. This scale applies only to the 5218 or 5228 Printwheel Printer.
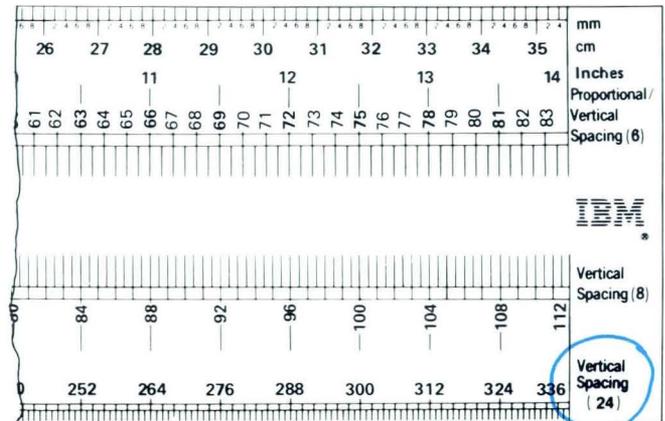
## Centimeter/Millimeter Scale

**Application.** Use this scale to measure paper or envelope size. You must enter paper or envelope size in millimeters if you use a size that is not listed in the Page Format menu. This scale can be used for both vertical and horizontal measurement.
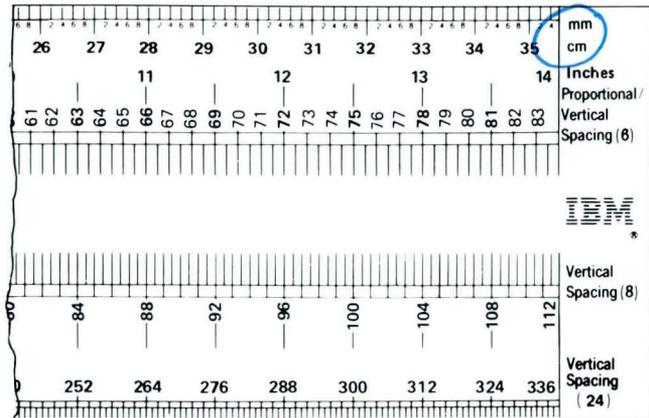
## Horizontal Scales

### Elite (12)

**Function.** The (12) indicates a 12-pitch typestyle (12 characters per inch). This is the default for pitch on your Displaywriter. The scale shows both inches and the number of characters per inch.
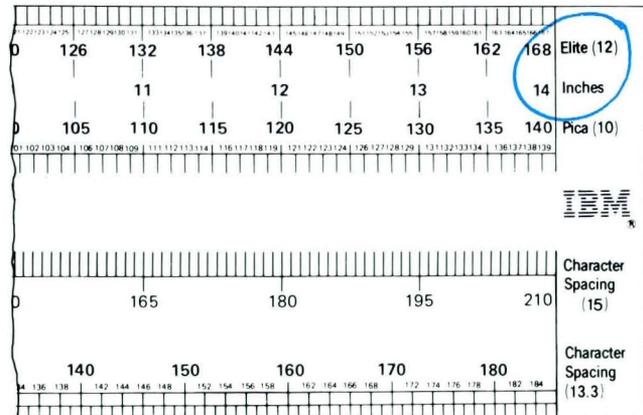
**Applications.** Use this scale to determine the following:

- Margins and tabs for documents you are creating in any 12-pitch typestyle.
- Margins and tabs for documents you are creating in any proportional typestyle.



Left margin ── 24

Right margin ── 84

11400 Burnet Rd.
Austin, Texas.
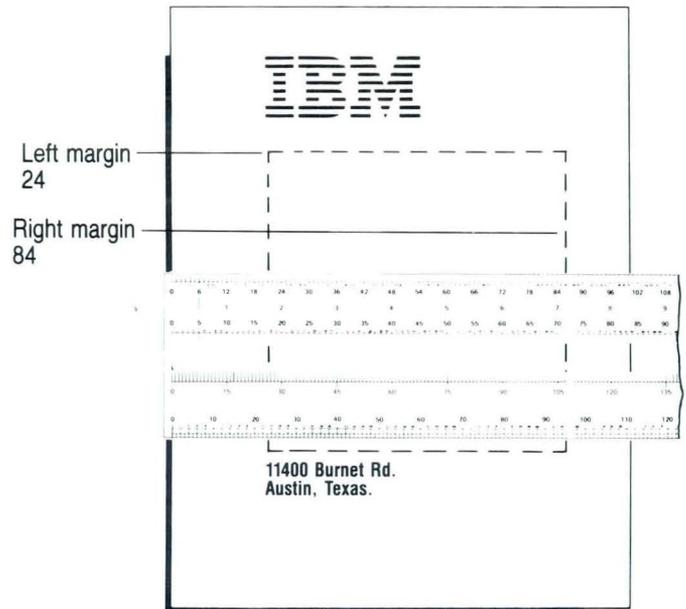
- Horizontal placement of text when you are using any 12-pitch typestyle to type a form.



Requestor's Name

Today's Date

Exact Date Needed at Destination

Special Instructions

## Pica (10)

**Function.** The (10) indicates a 10-pitch typestyle (10 characters per inch).

**Applications.** Refer to the inch scale in the center and the 10-pitch scale to determine the following:

- Margins and tabs for documents you are creating in any 10-pitch typestyle.
- Horizontal placement of text when you are using any 10-pitch typestyle to type a form.
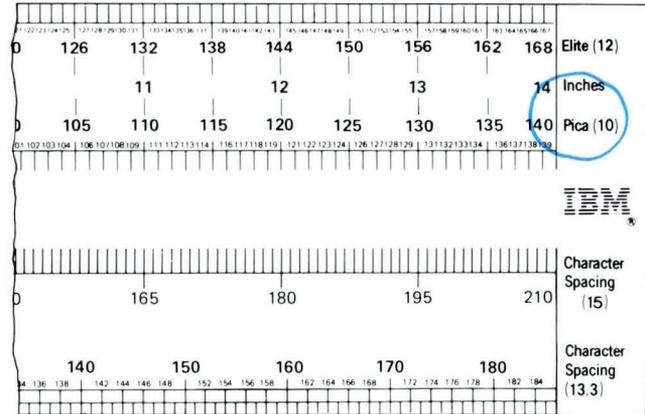
## Character Spacing (15)

**Function.** The (15) indicates a 15-pitch typestyle (15 characters per inch). Typestyles of this pitch are available for printwheel printers only.

**Application.** Use this scale to determine margins and tabs if you're using a 15-pitch printwheel.

## Character Spacing (13.3)

**Application.** Displaywriter printers do not print at 13.3 characters per inch. However, you will use this scale to measure documents sent through a telephone communications system to be printed by a printer that uses 13.3 character spacing.

Common Text Applications
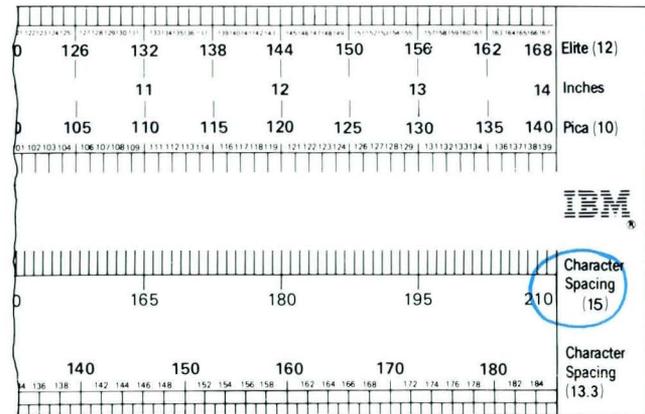
**Using the Conversion Ruler**

To use the conversion ruler:

1. **Choose a scale.**
   Select the appropriate horizontal or vertical scale on the conversion ruler.

2. **Line up the conversion ruler.**
   Always measure from the edge of the paper. Place the top line at the edge of the paper when you measure vertically.

Line up conversion ruler with paper edge

Place the first line at the edge of the paper when you measure horizontally.
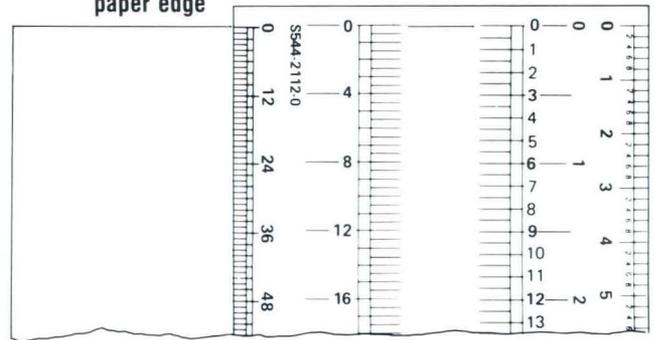
Line up conversion ruler with paper edge
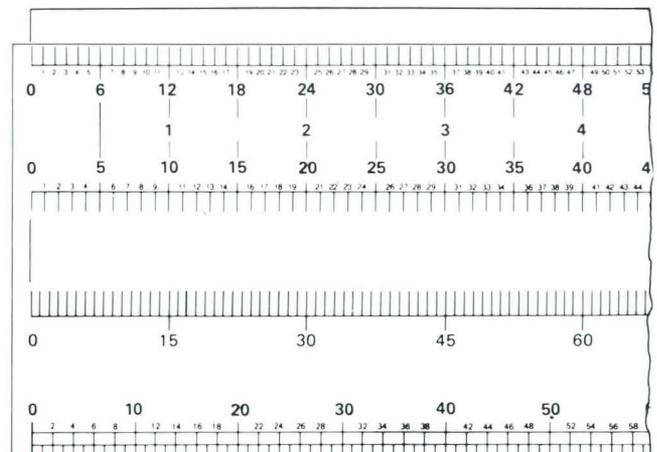
**3. Read the measurement.**

*Vertical Scales:*

The larger numbers on the centimeter/millimeter scale indicate centimeters. The smaller numbers indicate millimeters.
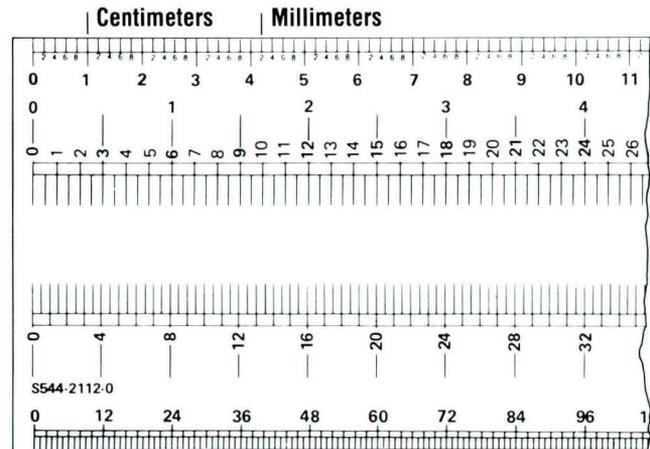
On the vertical spacing scales, each line measurement is divided in half.
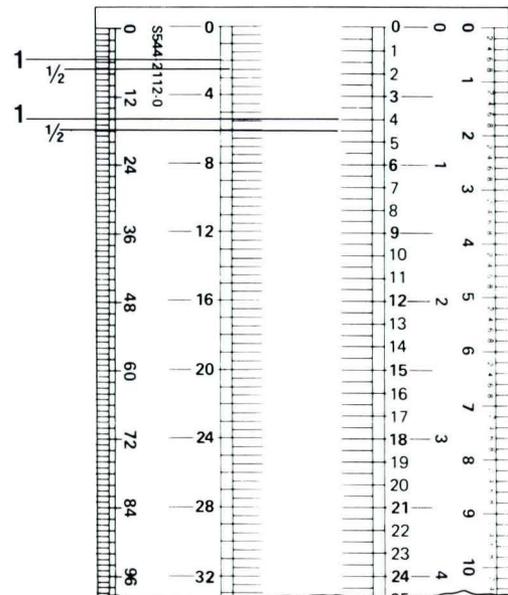
*Horizontal Scales*:
The pica and elite scales are marked off to show character spaces. The larger numbers line up with the inch scale and show the number of characters per inch.
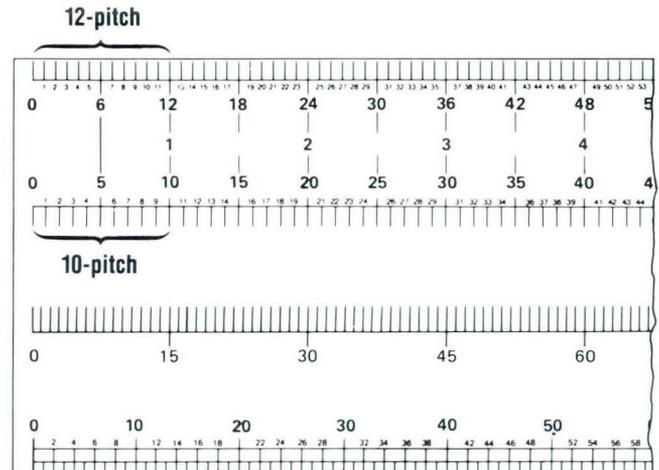


The scale for character spacing of 15 per inch has numbers at every inch. You'll have to count the spaces in between.
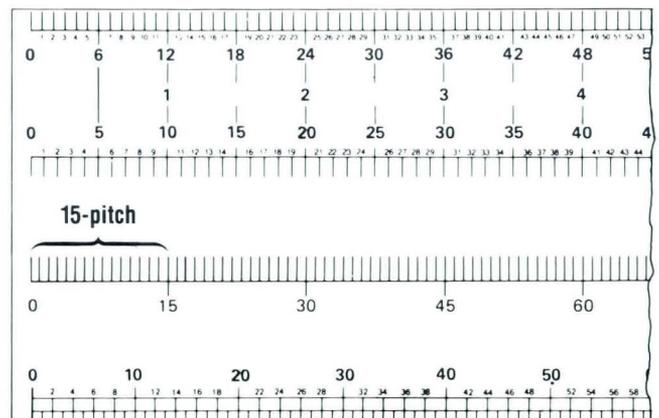


*To learn more about using the conversion ruler, go on to the example.*

**EXAMPLE**

An operator used the conversion ruler to measure the memo form on the next page. The operator determined the settings that are noted on the memo form.

Proportional/Vertical Spacing (6) was used to determine the vertical placement of text. The operator used this scale to decide which lines to type on. The operator wanted the words to line up with the printed words at the top of the memo. (First typing line = 9.) The operator wanted the text to begin two lines below the printed line. (Start typing text on line 15.)

Elite (12) was used to determine the horizontal placement of text. The operator used this scale to determine the margins and tabs.

PAPER EDGE ↑

```
L       EEE    TTTTT    TTTTT    EEE    RRRR    H   H    EEE      A      DDD
L       E         T        T     E        R  R   H   H    E         A A     D   D
L       E  E      T        T     E  E     RRR     HHHHH    E  E       AAA     D   D
LLL     EEE       T        T     EEE     R   R    H   H    EEE      A    A    DDD
```

TAB SETTINGS AT 10, 12, 15

TO:　　　　　　FIRST LINE 9
FROM:
SUBJECT:
DATE:

6  LEFT MARGIN　　　　　　　　　　　　　　　　RIGHT MARGIN 78

START TYPING
TEXT ON 15

The second example is optional. If you do not use your Displaywriter to fill out preprinted forms, you should skip this Example and go on to the Self-Test.

In the second example an operator used the conversion ruler to determine the settings that are noted on the form on the next page.

Vertical Spacing (8) was used to determine vertical placement of text. The operator used this scale for more accurate measurement.

Elite (12) was used to determine horizontal placement of text in blanks and boxes. This scale was used because the operator was filling out the form with Elite, 12-pitch type. The scale for Pica (10) would have been used if the operator planned to fill out the form with a typestyle of that pitch.

**Note:** Notice that some of the vertical settings are given in measurements of one half. To place text exactly on forms, it is often necessary to space up or down one-half line. Your Displaywriter has two special keys you can use to do this. You can learn how to use these keys in *Special Text Applications*, Lesson 5, Segment 1.

*To use the conversion ruler on your own, go on to the Self-Test.*

**PAPER EDGE** ↑ ←

Supply Department
4562 Pine Street
San Diego, CA 92116

## ORDER BOOKLETS & CERTIFICATES FROM YOUR SERVICE OFFICE
**NS means Not Stocked. Please check through your Service Office**

> FOLD                                                                                      FOLD <

**3** Complete boxes below

| Requestor's Name | | Policy No. | Telephone No. |
|---|---|---|---|
| **7** 16 | | **38** | **53** |
| Today's Date 18 | Exact Date Needed at Destination **22** | City and State of your Unionmutual Service Office | |
| Special Instructions 20 | | | |

**4** Please be sure to give us the form number usually located in the lower left corner for all items and the title — If you don't see a number **please send a sample.**

| | Form # | Title or Description | Quantity Wanted | Order Unit | | SUPPLY USE ONLY Quantity Issued | Status* |
|---|---|---|---|---|---|---|---|
| 25 | | | | | | | |
| | 1   600-80 | Unionmutual Client Forms Requisition | I | ea | | | |
| 29½ | 2 | **17** | **53** | **59** | | **67** | **73** |
| 31½ | 3 | | | | | | |
| 34 | 4 | | | | | | FOLD < |
| 36 | 5 | | | | | | |
| 38½ | 6 | | | | | | |
| 40½ | 7 | | | | | | |
| 43 | 8 | | | | | | |
| 45 | 9 | | | | | | |

**SELF-TEST 1**

In this Self-Test you will measure a document with your conversion ruler to determine the correct settings.

Please write your answers on a separate sheet of paper.

Measure to determine what the horizontal and vertical settings should be in Elite (12) and Vertical Spacing (6) for the following:

- A left margin that lines up under the print at the top
- A right margin of 1½ inches
- A name two spaces after *TO:*
- A name two spaces after *FROM:*
- A word two spaces after *SUBJECT:*
- A date two lines above the word *TO*

```
XX XX   XXXX   XX XX   XXXXX
X X X   XX     X X X   X   X
X   X   XXXX   X   X   XXXXX
```

TO:

FROM:

SUBJECT:

*For some feedback on how you did, go on to the next page.*

**FEEDBACK 1**

Your settings should be as follows:
   *Horizontal* (measured with the scale for Elite (12)):

☐ Left margin at 11.

☐ Right margin at 66.

☐ The name after *TO:* should begin at space 16.

☐ The name after *FROM:* should begin at space 18.

☐ The word after *SUBJECT:* should begin at space 21.

   *Vertical* (measured with the scale for Proportional/ Vertical (6)):

☐ The date should be on line 9.

☐ The name after *TO:* should be on line 11.

☐ The name after *FROM:* should be on line 13.

☐ The word after *SUBJECT:* should be on line 15.

*Go on to the next page if you use the Displaywriter for preprinted forms. If you don't use the Displaywriter for preprinted forms, and you had trouble with this Self-Test, review the segment and try the Self-Test again.*

**SELF-TEST 2**

Take this Self-Test only if you use the Displaywriter for preprinted forms. In this Self-Test you will measure a form with your conversion ruler to determine the correct settings.

Please write your answers on a separate sheet of paper or erase them when you have finished this Self-Test and checked your answers.

Measure the form on the opposite page to determine what the settings should be for Elite (12) and Vertical Spacing (6).

*For some feedback on how you did, go on to the next page.*

NEW EMPLOYEE DATA SHEET

NAME _____
        LAST            FIRST                MIDDLE

ADDRESS _____
          STREET           CITY/STATE       ZIP CODE

HOME PHONE_____ SOCIAL SECURITY _____

DATE OF BIRTH _____MARITAL STATUS _____

NAME OF SPOUSE _____ NUMBER OF CHILDREN _____

IN CASE OF EMERGENCY NOTIFY: _____

RELATIONSHIP _____ PHONE # _____

***********************************************************************
(for Personnel use only)

EMPLOYMENT DATE _____ STARTING SALARY _____

JOB TITLE _____ DIVISION _____

**FEEDBACK 2**

The settings for the form could be as noted on the opposite page. Your measurements could vary slightly.

*If you had trouble, review the segment and try the Self-Tests again.*

NEW EMPLOYEE DATA SHEET

8 NAME _12_____34_____61_____
　　　　　LAST　　　　　　　　FIRST　　　　　　　　MIDDLE

12 ADDRESS _14_____41_____63_____
　　　　　　STREET　　　　　　CITY/STATE　　　　　ZIP CODE

16 HOME PHONE _17_____ SOCIAL SECURITY _63_____

19 DATE OF BIRTH _20_____ MARITAL STATUS _56_____

22 NAME OF SPOUSE _21_____ NUMBER OF CHILDREN _67_____

25 IN CASE OF EMERGENCY NOTIFY: _35_____

28 RELATIONSHIP _20_____ PHONE # _54_____

**********************************************************************
(for Personnel use only)

34 EMPLOYMENT DATE _22_____ STARTING SALARY _62_____

36 JOB TITLE _16_____ DIVISION _55_____

Unit: Common Text Applications

**3**

**Lesson 3: Text Layout**

**3**

In Lessons 1 and 2 of this unit you learned how to make major formatting changes to your documents. In this lesson you will learn techniques that will give your documents a more polished look.

In Segment 1 you will learn how to keep important text together when you automatically paginate. Segment 2 explains ways to evenly align, or justify, your right margin. Segment 3 teaches you how to use the LINE ADJ key to hyphenate words at the right margin. Segment 4 tells you how to create indented formats. In Segments 5 and 6 you will learn how to create and revise simple tables. Segment 7 teaches you how to move around within a document using the screen movement keys. Segment 8 shows you how to prepare a document to print with a proportional spacing printwheel.

You might want to postpone training on Segment 7 until later, since you have already learned other ways to move around in your documents. Segment 7 provides you with some new techniques.
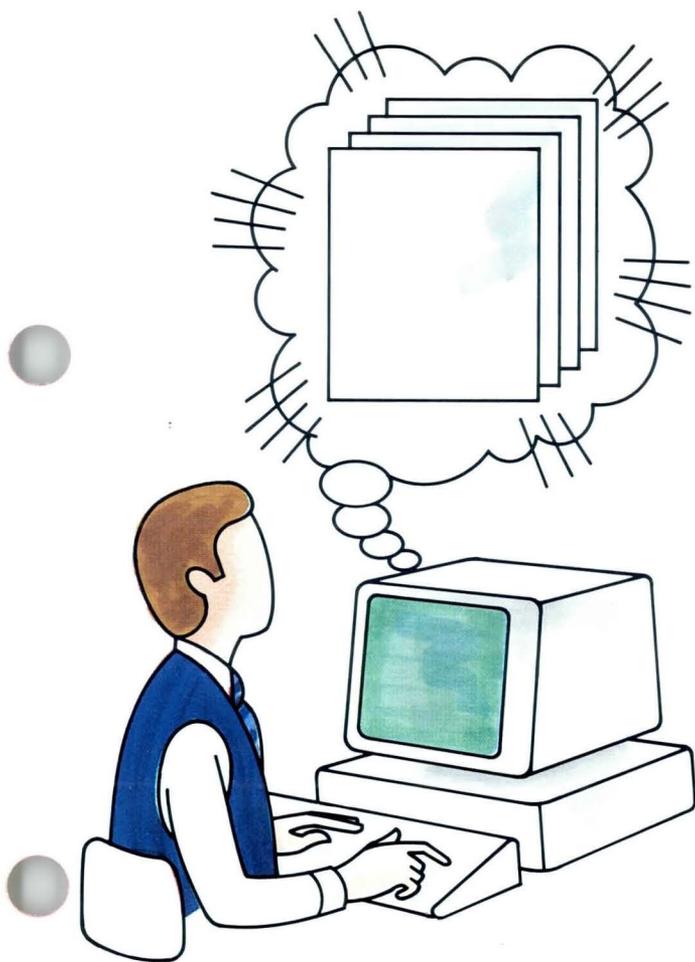
The training documents for this lesson are on the Master diskette (**MASTER**). If you have not already done so, duplicate this Master diskette onto the work diskette **TRAIN**. Instructions for duplicating the Master diskette can be found in the *Job Aids*, Tab 7, Diskette Tasks.

**1** In a document with two or more pages, there may be sections of text that should be kept together on one page for easy reading. For example, you would not split a table or separate the first lines of text from a section heading.

To ensure that text is not split by pagination, you can use Begin Keep and End Keep codes.

Your goal for this segment is to be able to use Begin Keep and End Keep codes to mark a section of text that should be kept together on one page. You will also learn to delete Begin Keep and End Keep codes as necessary.

HOW CAN I MAKE SURE THIS TABLE STAYS TOGETHER ON ONE PAGE?

USE BEGIN KEEP AND END KEEP!
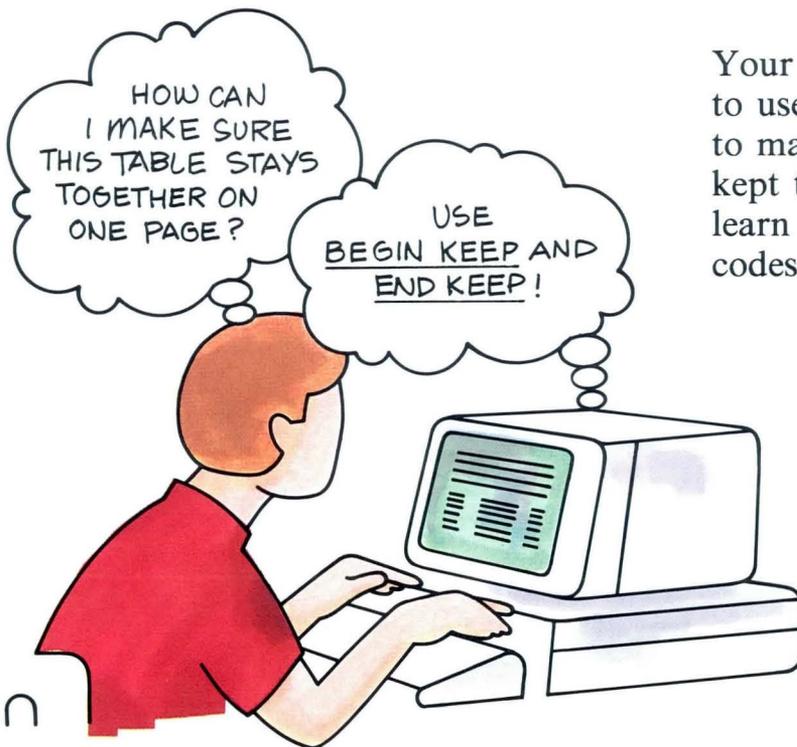
**MAIN IDEA**

To keep text together on a page, type Begin Keep and
End Keep codes as follows:

1. Place the cursor on the first character or code of
   the text to be kept together.
2. Press INSTR.
3. Choose Begin Keep.
4. Place the cursor one space past the last character
   or code of the text to be kept together.
5. Press INSTR.
6. Choose End Keep.

Delete Begin Keep and End Keep codes as you
would delete any codes.

*If you wish to learn more about using Begin Keep and
End Keep codes, go on to the Help that follows. If you
have enough information, go on to the Demonstration.*

**HELP**

Use Keep codes to mark text that should not be split
by a page break.

**Adding Begin Keep and End Keep Codes**

1. **Place the cursor on the first character or code of
   the text to be kept together.**
   Remember to include any formatting codes, such
   as tabs, that are part of the text.

```
                        COMPARATIVE BALANCE SHEET
                  December 31, 1982 and December 31, 1981

                                 1982         1981      1982   1981

          Current Assets
            Cash                $   28,000    $178,000   2.64  18.43
            Marketable Securities        0     160,000   0.00  16.56
            Accounts Receivable (net)  136,000  128,000  12.83  13.25
            Notes Receivable       8,000       3,000     0.76   0.31
            Inventories          380,000     368,000    35.86  38.10
            Prepaid Expenses      11,600      12,000     1.09   1.24

          Total Current Assets   563,600     849,000    53.18  87.89
          Property, Plant, and
            Equipment (net)      396,200      77,000    37.38   7.97
          Intangibles            100,000      40,000     9.44   4.14

          TOTAL ASSETS         $1,059,800    $966,000  100.00 100.00

          →|            LIABILITIES AND OWNER'S EQUITY

          Current Liabilities:
            Accounts Payable    $  100,000   $120,000    9.51  12.42
            Notes Payable               0      20,000    0.00   2.07
```

**Place cursor
under first
code to
be kept
together**

**2. Press INSTR to display the Instructions menu.**

**3. Choose Begin Keep.**
This identifies the beginning of the text to be kept together.
The typing area returns to the screen.

**4. Place the cursor one space past the last character of text to be kept together.**
Remember to include any punctuation or formatting codes, such as Carrier Return codes, that are part of the text.

**INSTRUCTIONS**

| ID | ITEM |
|----|------|
| a | Begin Keep |
| b | End Keep |
| c | Include |
| d | Math |
|   | Add, Subtract, Multiply, Divide |
| e | File Report Instructions |
| f | Multi-column File Listing |
| g | Summary Math |
|   | Total, Average, Highest, Lowest, Count |
| h | Conditional Text: Field or Variable Empty |
| i | Conditional Text: Field or Variable Not Empty |
| j | End of Conditional Text |
| k | Skip to Line |
| l | Begin Spelling Check |
| m | End Spelling Check |
| n | Language For Spelling Check |
| o | Footnote |

Type ID letter to choose ITEM; press ENTER: ▓

**5. Press INSTR to display the Instructions menu.**
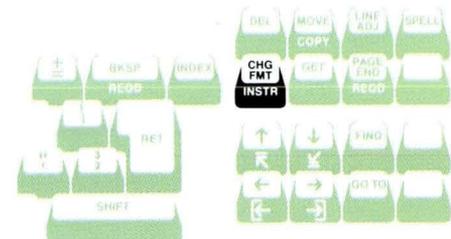
**6. Choose End Keep.**

This identifies the end of the text to be kept together. The typing area returns to the screen.

**Note:** If the text between the Begin and End Keep codes is too long to fit on a single page, it will be split regardless of the Keep codes.

A Required Page End code causes a page break during pagination, even if it is in the text between Begin and End Keep codes.

Begin and End Keep codes are ignored if you set Adjust Page Endings to No in the Paginate Document menu.

```
                    INSTRUCTIONS
ID    ITEM
a     Begin Keep
b     End Keep
c     Include
d     Math
         Add, Subtract, Multiply, Divide
e     File Report Instructions
f     Multi-column File Listing
g     Summary Math
         Total, Average, Highest, Lowest, Count
h     Conditional Text: Field or Variable Empty
i     Conditional Text: Field or Variable Not Empty
j     End of Conditional Text
k     Skip to Line
l     Begin Spelling Check
m     End Spelling Check
n     Language For Spelling Check
o     Footnote


Type ID letter to choose ITEM; press ENTER: ¤
```

**Deleting Begin Keep and End Keep Codes**

Delete Begin Keep and End Keep codes as you would delete any codes. To find the code, you can use the Find function, the cursor movement keys, or you can set Display Codes to Yes to help you see the codes.

Begin Keep code
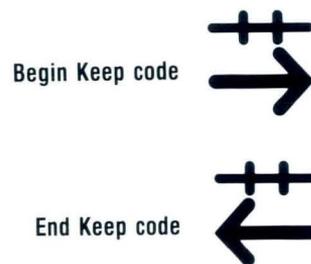
End Keep code

*To use Begin Keep and End Keep codes, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will revise a document so the tables are not split during pagination. You will place a Begin Keep code before the first table and an End Keep code after the second table.

**Choose Revise to access the following document:**

Document name:  Keep Codes
Diskette name:  TRAIN

Go to the typing area. Move your cursor to the end of the Keep Codes document. Notice that the document is 118 lines long. Since this is more than can fit on one page, when paginated it becomes a two-page document. The page break occurs within the first table, as illustrated.

This is an unacceptable place for the page to break. To prevent this, add Begin and End Keep codes.

To add Begin and End Keep codes:

**Place the cursor on the Format Change code ( E ) at the beginning of the first line of the first table, COMPARATIVE BALANCE SHEET.**

**Press INSTR.**

The Instructions menu appears.

**Choose Begin Keep in the Instructions menu.**

The typing area returns to the screen.

**Place the cursor on the line following the last line in the second table, LIABILITIES AND OWNER'S EQUITY.**

Your cursor will be on a Required Carrier Return code.

**Press INSTR.**

The Instructions menu appears.

**Choose End Keep.**

The typing area returns to the screen.

At this point in the Demonstration you will delete the Begin Keep and End Keep codes around the section beginning with *Ratios and Other Analyses* as directed below. These codes have been placed here for this purpose. Remember that you delete these codes as you would delete any codes.

To delete codes:

**Place the cursor under the Begin Keep code in front of *Ratios and Other Analyses*.**

**Delete the Begin Keep code.**

**Place the cursor under the End Keep code on the line following the last line of the section.**

**Delete the End Keep code.**

**Paginate and print the document.**

Your document should look like the illustration.

*To practice using Begin Keep and End Keep codes on your own, go on to the Self-Test.*

## SELF-TEST

Choose Revise to access the following document:
　　Document name: Toy Department
　　Diskette name: TRAIN

In this Self-Test you will revise the document so the table will not be split during pagination.

Go to the typing area and add Begin Keep and End Keep codes so the table will appear on one page. After you have completed adding the codes, delete the Begin Keep and End Keep codes that surround the last paragraph of this document.

Paginate the document automatically and print a copy. Compare your document with the one on the next page.

```
                    TOY DEPARTMENT


Following is the Toy Department's report for this year.  The figures

speak for themselves.  We have had a good year.  The key reasons for our

success are listed before the table, while our general plans for next

year follow the table.


Some of the factors which have contributed to this successful record

are:  1)  The special sales we held over July 4th, Labor Day,

Thanskgiving and Christmas.  2)  The extension of our store closing hour

to 11:00 p.m. for the Christmas season.  3)  The availability of

reliable part-time help during special sales.



        MONTH                      $ ACTUAL


    January                      $ 11,700

    February                       9,000

    March                         13,900

    April                          8,000

    May                           31,000

    June                          40,000

    July                          10,000
```

```
    August                        8,400

    September                    12,400

    October                       7,000

    November                     25,000

    December                     30,000


    TOTALS                      206,400


Next year there are plans to have special sales each month.  The

reliable part-time help is available.  With inflation continuing,

parents are eager to take advantage of special sales at any time of the

year.
```

*Go on to the Feedback on the next page.*

## FEEDBACK

Your document should look like the illustration. If it doesn't, use SCREEN FORMAT to display the document codes on your screen.

A Begin Keep code should appear before the MONTH heading. An End Keep code should follow the last line after the number *206,400* in the last column. No Begin Keep and End Keep codes should surround the last paragraph of the document.

TOY DEPARTMENT

Following is the Toy Department's report for this year.  The figures speak for themselves.  We have had a good year.  The key reasons for our success are listed before the table, while our general plans for next year follow the table.

Some of the factors which have contributed to this successful record are:  1)  The special sales we held over July 4th, Labor Day, Thanskgiving and Christmas.  2)  The extension of our store closing hour to 11:00 p.m. for the Christmas season.  3)  The availability of reliable part-time help during special sales.

| MONTH | $ ACTUAL |
|---|---|
| January | $ 11,700 |
| February | 9,000 |
| March | 13,900 |
| April | 8,000 |
| May | 31,000 |
| June | 40,000 |
| July | 10,000 |
| August | 8,400 |
| September | 12,400 |
| October | 7,000 |
| November | 25,000 |
| December | 30,000 |
| TOTALS | 206,400 |

Next year there are plans to have special sales each month.  The reliable part-time help is available.  With inflation continuing, parents are eager to take advantage of special sales at any time of the year.

**2**

On some documents you may want an even, or justified, right margin. In other cases, just tightening the right margin will do.

A justified right margin will be perfectly aligned. The spacing between words within each line may vary considerably. A partially justified right margin will not be perfectly aligned, but it will be tighter. The spacing between words will vary somewhat.

Your goal for this segment is to be able to obtain a justified or partially justified right margin by changing line alignment.

**MAIN IDEA**

Changing line alignment allows you to print with a perfectly even or a tighter right margin by automatically inserting variable spacing between words.

To change line alignment:

1. Before you get to the typing area, go to the Create or Revise Document menu and choose Change Document Format.
2. Choose Change Line Format.
3. Set Line Alignment to Justify or ½ Justify.

*If you have enough information about justifying the right margin, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

Changing line alignment does not affect the document as it appears on your screen. It affects only the printed document.

To change line alignment, follow these steps:

1. **Go to the Create or Revise Document menu and choose Change Document Format.**

2. **Choose Change Line Format.**

3. **Set Line Alignment to Justify or ½ Justify.**
   With Justify, the right margin will be perfectly aligned and the spacing between words will vary. With ½ Justify, the right margin will not be perfectly aligned, but it will be tighter. The spacing between words will vary less.
   The text will not appear justified or half justified on the screen, but it will be justified or half justified when you print it.

**LINE FORMAT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Line Spacing | 1 | 1 = Single  2 = Double  3 = Triple<br>4 = Half  5 = 1 and ½ |
| b | Line Alignment | 1 | 1 = Left  2 = Justify<br>3 = ½ Justify |
| c | Typestyle Number | 86 | 1 - 31 (10 Pitch)<br>80 - 111 (12 Pitch)<br>154 - 175 (Proportional)<br>215 - 230 (15 Pitch) |
| d | Lines/cm or in. | 2 | 1 = 2.09/cm or 5.3/in.<br>2 = 2.36/cm or 6/in.<br>3 = 3.15/cm or 8/in.<br>4 = 9.45/cm or 24/in.<br>5 = 2.0/cm or 5.08/in. |
| e | Adjust Line Endings | 1 | 1 = Yes  2 = No |
| f | Zone Width | 6 | 1 - 30 |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

*To practice justifying the right margin, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will print the same document with left alignment, half justification, and justification.

**Print the following document:**

Document name: Profit Sharing
Diskette name: TRAIN

Your printed document should look like the illustrated document. Notice the even spacing between words and the ragged right margin.

To half justify the right margin:

**Choose Revise to access the same document.**

The Create or Revise Document menu appears.

**Choose Change Document Format.**

The Format Selection menu appears.

**Select Change Line Format.**

The Line Format menu appears.

**Set Line Alignment to ½ Justify.**

PROFIT SHARING PLAN

The Profit Sharing Plan and Trust was established by Precision Steel Corporation's Board of Directors to allow employees of Precision Steel to share in the Company's growth. Each year in which Precision Steel earns sufficient profits, a share of these profits is contributed to the Trust established under the Plan. This money is then invested under the direction of the Advisory Committee. The invested funds are administered by Appalachian National Bank of Pittsburgh solely for the benefit of employees. There is no way in which money contributed by Precision Steel can be returned to the Company.

**Go to the typing area.**

You will not see the justification on your screen. Justification occurs during printing.

**End and print the document.**

Your printed document should look like the illustrated document. Notice that half justification produces a less ragged right margin than left alignment. Notice also the variable spacing between words.

To justify the right margin:

**Choose Revise to access the same document.**

**Before you get to the typing area, set Line Alignment to Justify in the Line Format menu.**

**Go to the typing area.**

Notice that the document does not appear justified on the screen.

PROFIT SHARING PLAN

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**End and print the document.**

Your printed document should look like the illustrated document, with a perfectly even right margin and variable spacing between words.

PROFIT SHARING PLAN

The Profit Sharing Plan and Trust was established by Precision Steel Corporation's Board of Directors to allow employees of Precision Steel to share in the Company's growth. Each year in which Precision Steel earns sufficient profits, a share of these profits is contributed to the Trust established under the Plan. This money is then invested under the direction of the Advisory Committee. The invested funds are administered by Appalachian National Bank of Pittsburgh solely for the benefit of employees. There is no way in which money contributed by Precision Steel can be returned to the Company.

*To try justifying the right margin on your own, go on to the Self-Test.*

**SELF-TEST**

For this Self-Test you will access the following document and use the different methods of justification. You will justify partially, then fully.

- Print the following document:
  Document name: Invention
  Diskette name: TRAIN

- Access the same document and half justify the right margin.

- Print the document again. This time you will have a partially justified margin.

- Access the same document and justify the right margin fully.

- Print the document.

*Go on to the Feedback on the next page.*

## FEEDBACK

Compare your documents with those illustrated here.

☐ The first document you printed should look like the first one illustrated on the right. It should have a ragged right margin and even spacing between words.

☐ Your half-justified document should look like the one illustrated in the middle. The right margin should be even tighter, with variable spacing between words. If your document looks different, did you set Line Alignment to ½ Justify?

☐ Your justified document should look like the one illustrated on the far right. The right margin should be perfectly even, and the variable spacing between words should be greater. If your document looks different, you may not have set Line Alignment to Justify.

America in 1890. It was census time, and if the government people were edgy, who could blame them? After all, it had taken seven long years to complete the 1880 count. Now, moving more deeply into the second century, America wanted a profile of its makeup, literacy, health, and employment quickly and accurately.

So, the Census Board had done something very American. It set up a contest to see who could devise the best way to count people. Herman Hollerith, a young statistician from Buffalo, New York, won it hands down. He devised a machine that could be set in action by punched cards. The entire 1890 count, which tallied a population that had grown by 25 percent since the 1880 count to 63 million, was completed in half the time.

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the government people were edgy, who could blame
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had grown by 25 percent since the 1880 count to 63
million, was completed in half the time.

**3**

You can hyphenate words to tighten the right margin of a document. If you wish to hyphenate words within an entire document, you use the hyphenation capability which is part of the Spell Check function. To learn how to use this function, you must complete *Spelling*, Lesson 1.

If you want to hyphenate words within a very short document or for a portion of a document, you can adjust line endings using the **LINE ADJ** key.

Your goal for this segment is to be able to adjust line endings by hyphenating words using the **LINE ADJ** key.

I'LL USE LINE ADJUST TO TIGHTEN THE RIGHT MARGIN OF THESE REVISED PARAGRAPHS.
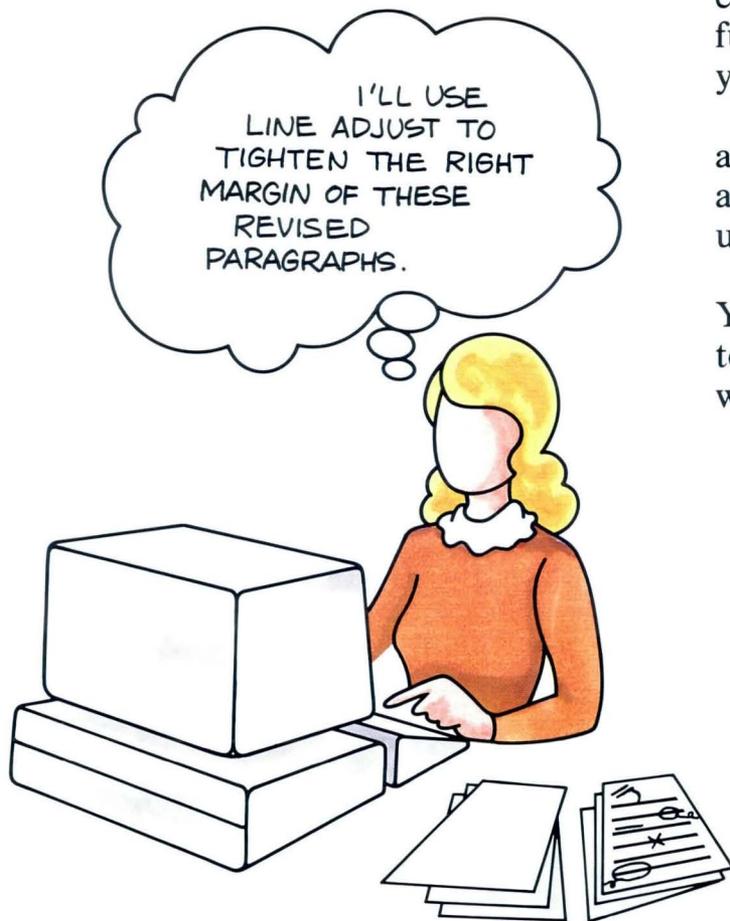
## MAIN IDEA

Adjusting line endings using the LINE ADJ key allows you to tighten the right margin by hyphenating.

To adjust line endings, be sure that Adjust Line Endings is set to Yes in the Line Format menu. Follow these steps:

1. Place the cursor at the beginning of the first line to be adjusted.
2. Press LINE ADJ.
3. Respond to the prompt "Hyphenate where?" by doing one of the following:
   - Press ENTER to move the word to the next line.
   - Place the cursor one space past the last character in the word and press ENTER to keep the word on the same line.
   - Place the cursor one character position past where the hyphen should fall and press ENTER to hyphenate a word.
4. Repeat Steps 1 through 3 for each line to be adjusted.

*If you have enough information about adjusting line endings using the LINE ADJ key, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Use the LINE ADJ key when you want to tighten
the right margin by hyphenating words.

Before you use the LINE ADJ key, make sure that
Adjust Line Endings is set to Yes in the Line Format
menu.

Follow these steps:

1. **Place the cursor at the beginning of the first line
   to be adjusted.**

2. **Press LINE ADJ.**
   LINE ADJ is located at the upper right of the
   keyboard.
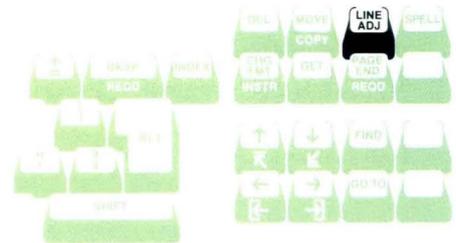
3. **When "Hyphenate where?" appears on the screen, indicate whether or not to hyphenate a word that exceeds the right margin.**

   • Press ENTER to move the word to the next line.

   • Place the cursor one space past the last character in the word and press ENTER to keep the word on the same line.

   • Place the cursor one character position past where the hyphen should fall and press ENTER to hyphenate a word.

4. **Repeat Steps 1 through 3 for each line to be adjusted.**
   Hold LINE ADJ down to adjust a block of line endings.

You can also reset the zone width in the Line Format menu for a tighter right margin during Line Adjust.

of microscopic circuits
Hyphenate where?

```
                        LINE FORMAT

                     YOUR    POSSIBLE
ID  ITEM             CHOICE  CHOICES
a   Line Spacing     1       1 = Single   2 = Double   3 = Triple
                             4 = Half     5 = 1 and ½
b   Line Alignment   1       1 = Left     2 = Justify
                             3 = ½ Justify
c   Typestyle Number 86      1  -  31 (10 Pitch)
                             80 -111 (12 Pitch)
                             154-175 (Proportional)
                             215-230 (15 Pitch)
d   Lines/cm or in.  2       1 = 2.09/cm or 5.3/in.
                             2 = 2.36/cm or 6/in.
                             3 = 3.15/cm or 8/in.
                             4 = 9.45/cm or 24/in.
                             5 = 2.0/cm or 5.08/in.
e   Adjust Line Endings 1    1 = Yes      2 = No
f   Zone Width       6       1 - 30

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

The zone width determines the number of characters from the right margin to where the system ends the line. If the system cannot end the line automatically because of a long word that falls within the zone, it prompts you for a hyphenation decision.

For a tighter right margin, decrease the zone width setting. (More words will be hyphenated.)

To reduce the number of hyphenated words, increase the zone width. (The margin will be less even.)

**Note:** The LINE ADJ key can also be used before you print your document justified or half justified. Using LINE ADJ in the typing area tightens your right margin. This decreases the space between words when the document is justified or half justified.

**Zone width = 30**

A desk-size computer today can
often produce the same amount of
work as a computer that once
occupied an entire room. The
secret lies largely in the
integrated circuits. We can pack
thousands of microscopic circuits
on a silicon memory chip smaller
than a tiny pencil eraser.

As circuits become smaller, their
ability to process information
grows. With smaller circuits,
calculating speeds also rise. And
as density and speed increase,
computer costs go down. The
result; many times faster
processing at a fraction of the
cost.

**Zone width = 1**

A desk-size computer today can often
produce the same amount of work as
a computer that once occupied an en-
tire room. The secret lies largely
in the integrated circuits. We can
pack thousands of microscopic cir-
cuits on a silicon memory chip smal-
ler than a tiny pencil eraser.

As circuits become smaller, their
ability to process information grows.
With smaller circuits, calculating
speeds also rise. And as density
and speed increase, computer costs
go down. The result; many times
faster processing at a fraction of
the cost.

*To practice adjusting line endings using LINE ADJ, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will use LINE ADJ to hyphenate words.

**Choose Revise to access the following document:**

Document name: Profit Sharing 1
Diskette name: TRAIN

Make sure you access Profit Sharing 1 and not Profit Sharing.

**Go to the Line Format menu from the Create or Revise Document menu.**

Line Alignment should be set to Left and Adjust Line Endings should be set to Yes.

**Set Zone Width to 1.**

**Go to the typing area.**

**With your cursor at the beginning of the first line of your document, press LINE ADJ.**

**Continue to press LINE ADJ until your cursor is under the word** *established*.

The prompt "Hyphenate where" appears on the prompt line.

```
                 PROFIT SHARING PLAN

     The Profit Sharing Plan and Trust was
established by Precision Steel Corporation's
Board of Directors to allow employees of
Precision Steel to share in the Company's
growth.  Each year in which Precision Steel
earns sufficient profits, a share of these
profits is contributed to the Trust
established under the Plan.  This money is
then invested under the direction of the
Advisory Committee.  The invested funds are
administered by Appalachian National Bank of
Pittsburgh solely for the benefit of
employees.  There is no way in which money
contributed by Precision Steel can be
returned to the Company.
```

**Place the cursor on the *t* in the word *established* and press ENTER.**

The *tablished* moves to a new line. *Line Adjust* is replaced by *Revise Document* on the status line.

**Continue to press LINE ADJ until your cursor is under the word *Board*.**

**Press ENTER to move the entire word to the next line.**

**Press LINE ADJ.**

Your line endings adjust and the cursor stops at *Precision*.

**Place your cursor under the first *i* in the word *Precision* and press ENTER.**

The *ision* moves to a new line.

**Continue to press LINE ADJ until you get to the next hyphenation decision.**

Your line endings adjust and the cursor stops at *sufficient*.

**Place the cursor under the second *f* in the word *sufficient* and press ENTER.**

**Press LINE ADJ and stop at the next hyphenation decision.**

The cursor stops at the first letter in the word *the*.

**Place the cursor one space past the word *the* and press ENTER to keep the entire word on the same line.**

**Press LINE ADJ and stop at the next hyphenation decision.**

The cursor stops at the word *invested*.

**Place the cursor under the *v* in the word *invested* and press ENTER.**

**Press LINE ADJ and stop at the last hyphenation decision.**

The cursor stops at the word *benefit*.

**Place the cursor under the *n* in the word *benefit* and press ENTER.**

**Press LINE ADJ to adjust the remaining lines of text.**

**Print your document.**

Your document should look like the document in the illustration.

Compare your document with the copy illustrated earlier. The right margin is tighter in the second illustration.

PROFIT SHARING PLAN

The Profit Sharing Plan and Trust was es-
tablished by Precision Steel Corporation's
Board of Directors to allow employees of Prec-
ision Steel to share in the Company's growth.
Each year in which Precision Steel earns suf-
ficient profits, a share of these profits is
contributed to the Trust established under the
Plan.  This money is then invested under the
direction of the Advisory Committee.  The in-
vested funds are administered by Appalachian
National Bank of Pittsburgh solely for the
benefit of employees.  There is no way in
which money contributed by Precision Steel
can be returned to the Company.

*To try adjusting line endings using LINE ADJ on your own, go on to the Self-Test.*

**SELF-TEST**

For this Self-Test you will choose Revise to access the following document and make a number of hyphenation decisions.

- Print the following document before tightening the right margin:
  Document name: Statements
  Diskette name: TRAIN
- Using the same document, do the following to tighten the right margin.
- Set Zone Width to 3 and Line Alignment to Left.
- Make hyphenation decisions using LINE ADJ.
- Print the document again.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Compare your printed document with the one illustrated here.

The first document you printed is the unhyphenated document.

Your hyphenated document should look similar to the one illustrated. You may have made different hyphenation decisions, but the right margin should be somewhat tighter than it was on the original document.

If your document looks different, did you set Zone Width to 3 and Line Alignment to Left?

```
        Most businesses will have at least
two fundamental financial statements
prepared at the conclusion of the annual
accounting period.  This includes an
income statement and a balance sheet.
Other statements might also include addi-
tional information that is important to
the financial well-being of the corpora-
tion.  These additional statements might
include a reconciliation of retained
earnings for the prior business year, a
statement of source and application of
funds, and listings of such items as
inventories, accounts receivable, and
accounts payable.  However, the state-
ment of income and the balance sheet are
the basic financial statements.
```

**4** Indented formats are often used to set off numbered paragraphs, or separate special text from the main body of a document.

With the Displaywriter you can indent an entire paragraph by using required tabs to move the cursor to established tab settings. You can revise indented formats by using the Delete function.

Your goal for this segment is to be able to use required tabs to create indented formats. You will also be able to revise indented formats.

PLEASE, ALLOW ME...

## MAIN IDEA

### Creating Indented Formats

To create an indented format, follow these steps:

1. Decide where tab settings are necessary for each level of indentation.
2. Set the tab settings in the Margins and Tabs menu.
3. Press REQD TAB enough times to get to the appropriate tab setting.
4. Type the text.
5. Press RETURN at the end of the last line you want indented.

### Revising Indented Formats

- To delete indented text, use the Delete function.
- To add a level of indentation, set another tab and add a Required Tab code on the first line of text.
- To take out a level of indentation, delete a Required Tab code from the first line of text, and a tab setting, if necessary.

*If you have enough information about creating indented formats, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

### Creating Indented Formats

To indent, use required tabs. A Required Tab code at the beginning of a paragraph sets up a temporary left margin. The Displaywriter automatically indents the rest of the paragraph so you do not have to type a tab on every line.

**Indented paragraph**

You can use required tabs to set up multiple levels
of indented paragraphs. A list of numbered paragraphs
is one example of multiple levels.

---

It is important to use Required Tabs when you wish to indent blocks
of text and align the text that appears with numbered paragraphs.

1.   Using Required Tabs allows you to indent blocks of text with
     one simple keystroke.

     a.   This keystroke is CODE + TAB.  If you tried to use TAB
          alone, you would have to press TAB at every line.

2.   Using Required Tabs allows you to add text.

3.   Using Required Tabs instead of Tabs allows you to delete text
     without realigning the remaining text.

---

Each time you indent, you use a required tab, rather than a tab. The Displaywriter "reads" the number of required tabs preceding a block of text and indents to that level.

It is most important to use required tabs if you think the indented text might be revised. If you type a tab on every line rather than using a required tab, adding or deleting text will rearrange the position of the tabs and the text will not realign correctly.

A required tab is placed only at the beginning of the indented text. Therefore, adding or deleting text will not change the position of the required tabs and your indented text will realign correctly.

To create an indented format:

1. **Decide where tab settings should be for each level of indentation.**
   You may want to use the system defaults for tab settings. The system defaults for tabs is a tab every five spaces.
   If you change the settings, be sure the new settings will allow multiple levels, if necessary.

2. **Set tabs in the Margins and Tabs menu.**
   If the indented format is part of the document format, set tabs before you go to the typing area. If the default tab settings are appropriate, you do not have to change tab settings in the Margins and Tabs menu.

3. **Press REQD TAB enough times to get to the appropriate tab setting.**

4. **Type the text.**
   The system indents to the correct tab setting for all following lines in the paragraph.

5. **Press RETURN at the end of the last line that you want indented.**
   This cancels the temporary left margin and returns the cursor to the original left margin.

Temporary left margin set up by a Required Tab
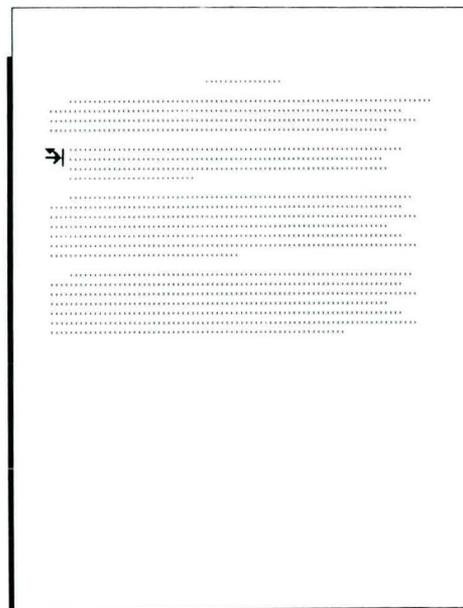
**Revising Indented Formats**

- **To delete indented text, use the Delete function.**
  Remember to delete *all* Required Tab codes that
  come before the text *and* the Required Carrier
  Return code that follows the text.

- **To add a level of indentation, set another tab on
  the scale line and add a Required Tab code on the
  first line of text.**
  The lines following the Required Tab code readjust
  automatically.

- **To take out a level of indentation, delete a Required
  Tab code on the first line of text and a tab setting
  on the scale line, if necessary.**
  The lines that follow the Required Tab code readjust
  automatically.

Required Tab

1. ⇥All club members must
   attend at least three
   meetings a quarter.↵

Required Carrier Return

*To use required tabs to create indented formats, go on
to the Demonstration.*

## DEMONSTRATION 1

In this Demonstration you will create a document with two levels of required tabs. The document you will create is illustrated.

1. All club members must attend at least three meetings a quarter. If a member fails to attend the required three meetings a quarter, that member will be asked to resign.

   Note: An exception will be made for any club member who cannot attend meetings because of illness or pressing personal business.

2. The president will chair all the meetings. In the president's absence, the vice-president will chair the meetings.

   a. If the president and vice-president are absent, the recording secretary will chair the meetings.

   b. If all other officers are absent, the treasurer will chair the meetings.

3. The recording secretary will record the minutes of each meeting. Copies of the minutes from the previous meeting will be distributed at the beginning of each meeting.

The numbers (1, 2, 3) will be typed at the left margin. You will indent the paragraphs using required tabs and the default tab settings.

**Create the following document:**

Document name:  Indent
Diskette name:  TRAIN

**Type *1*. and press REQD TAB once.**

This moves the cursor to the first tab setting.

**Type the first paragraph and press RETURN twice.**

**Press REQD TAB and type the paragraph beginning with *Note:*. Press RETURN twice.**

**Type *2*. and press REQD TAB.**

**Type the paragraph following *2*. and press RETURN twice.**

The next two paragraphs are indented two levels, as illustrated.

**Press REQD TAB once and type *a*.**

**Press REQD TAB again and type the paragraph beginning with *If the president*.**

**Press RETURN twice.**

**Press REQD TAB and type *b*.**

**Press REQD TAB and type the paragraph beginning with *If all other officers*.**

**Press RETURN twice and type the remaining text. Remember to use REQD TAB.**

End, paginate, and print your document, and compare it with the one illustrated.

```
1.   All club members must attend at least three meetings a quarter.  If
     a member fails to attend the required three meetings a quarter,
     that member will be asked to resign.

     Note:  An exception will be made for any club member who cannot
     attend meetings because of illness or pressing personal business.

2.   The president will chair all the meetings.  In the president's
     absence, the vice-president will chair the meetings.

     a.   If the president and vice-president are absent, the recording
          secretary will chair the meetings.

     b.   If all other officers are absent, the treasurer will chair the
          meetings.

3.   The recording secretary will record the minutes of each meeting.
     Copies of the minutes from the previous meeting will be distributed
     at the beginning of each meeting.
```

### DEMONSTRATION 2

In this Demonstration you will make revisions to a
document with indented text. This document and the
revisions to be made to it are illustrated below.

```
                It is important to use Required Tabs when you wish to indent blocks
        of text and align the text that appears with numbered paragraphs.

                1.   Using Required Tabs allows you to indent blocks of text with
                     one simple keystroke.

                     a.   This keystroke is CODE + TAB.  If you tried to use TAB
                          alone, you would have to press TAB at every line.

                2.   Using Required Tabs allows you to add text.

                3.   Using Required Tabs instead of Tabs allows you to delete text
                     without realigning the remaining text.
```

*without having to realign the new text.*

**Choose Revise to access the following document:**

Document name:  Required Tabs
Diskette name:  TRAIN

Go directly to the typing area. The document you see
on the screen looks fine. When the operator typed this
document, however, she used a tab instead of a required
tab to type the entry for Item 2. As you will see in
this Demonstration, this will cause the text to misalign
in the revision cycle.

**Press SCREEN FORMAT and set Display Codes to
Yes. Press ENTER.**

Look at the codes displayed on the screen. Notice that
tabs, rather than required tabs, were used for Item
2.

**Move the cursor under the tabs before and after *2*.**

The status line shows the word *Tab*.

**Move the cursor under the required tabs before and after** 3.

The status line shows the words *Req'd Tab*.

**Press SCREEN FORMAT. Set Display Codes to No and press ENTER to return to the typing area.**

Now you will see what happens when you revise with tabs and with required tabs.

**Move the cursor to the end of the sentence in Item 2 and type the following:** *without having to realign the new text*

The new text does not realign, however, since this item was typed with tabs.

**Move the cursor under the first character of the word** *instead* **in Item 3.**

You will now delete the words: *instead of Tabs*.

**Press DEL. Space three times. Press ENTER.**

**Move the cursor down one line.**

The text automatically realigns.

As you have seen, using required tabs rather than tabs simplifies the revision process.

*Take the Self-Test that follows to try using required tabs.*

**SELF-TEST**

In this Self-Test you will create a document with an indented format. Use the default tab settings. The document is illustrated.

Create the following document:

Document name: Status

Diskette name: **TRAIN**

Print your document and compare it with the illustrated document.

If your document does not match the illustrated document, review the segment and try the Self-Test again.

---

The following report contains the condensed status reports of departments that concern your area.

NOTE:   This information is for internal use only.

BUDGET

    The Budget Department is at the present time compiling figures for the second half of the year.  Cost projections are vague at this time.

DIRECT MAIL

    Activity in the Direct Mail Department has increased 28%.  Greater utilization by the sales force is given as the reason.

PERSONNEL

    Increase in staff needs have burdened the Personnel Department. They are running behind on projections at this time.

---

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your document should look like the illustrated document.

*If you had problems, review the segment and try the Self-Test again.*

*Prerequisites:*
*You must have completed*
*Lesson 1, and Lesson 2,*
*Segments 1 and 2, of this*
*unit*

**5** On the Displaywriter, you can create tables in two ways. One way is by using tab settings and typing the table. This method is usually the best choice if you create simple tables that will require only slight revision.

The other method uses the Column Layout function to set up tables. This method is good for complex tables requiring a lot of revision. For information on using Column Layout for these more complex tables, see *Numeric Tables*, Lesson 1.

This segment addresses creating simple tables using tab settings.

Your goal for this segment is to be able to create a table using tab settings.

**MAIN IDEA**

**Creating Tables with Tab Settings**

1. Plan the table.
   a. Determine how you want the table to look.
   b. Determine how you will format the table.
   c. Determine the types of tab settings you will use for columns and column headings.
   d. Determine where tab settings are needed.
2. Set up the formats and tabs.
3. Type the table.
4. If the table is part of a larger document, return to the document format.

**Note:** Set Adjust Line Endings to No in the Line Format Menu when you are creating a table.

*If you have enough information about creating simple tables, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

**Creating Tables with Tab Settings**

**1. Plan the table.**
   a. Determine how you want the table to look. Decide the following:
   - Number and placement of columns.
   - Placement of column headings.
   - Length of the table.
   - Page size. For example, you may want to turn the paper sideways for a wide table.
   - Number of pages.
   - In a table longer than one page, will column headings be repeated?
   - Will the table stand alone or will it be part of a larger document?

**Paper—Lengthwise**

**Paper—Sideways**

b. Determine how you will format the table.

- If the table is the entire document, use the document format.

- If the table is a full page or longer and is part of a larger document, use the alternate format or make a format change at the beginning of the page. You can learn how to use the alternate format in Segment 4 in Lesson 5 of this unit.

- If the table is less than a page and is part of a larger document, use CHG FMT to make a line format change.

- If your table is part of a multipage document, use Begin Keep and End Keep to keep the table together. You can learn how to use Begin Keep and End Keep in Segment 1 of this lesson.

c. Determine the types of tab settings you will use for columns and column headings.
- Flush left tabs align columns on the left.
- Decimal tabs align numeric columns on the decimal point.
- Comma tabs align columns on a comma.
- Center tabs center columns around the tab setting.
- Flush right tabs align columns on the right.

d. Determine where you will set the tabs.
To estimate column width, count the characters in the longest entry in the column, including the heading, and add the number of spaces that you want between columns.
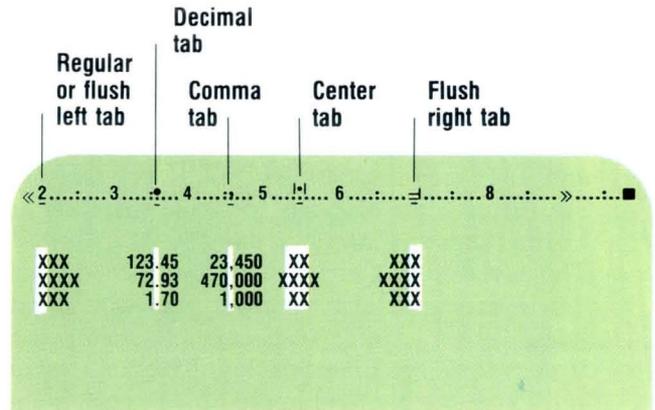
**2. Set up the formats and tabs.**

   a. Set the margins, following the instructions in the Margins and Tabs menu.
   b. Select and set the appropriate tabs for column entries, following the instructions in the Margins and Tabs menu.
   c. Set Adjust Line Endings to No in the Line Format menu.
      This turns Auto Carrier Return off, so you must type a carrier return wherever you want to end lines.
   d. If necessary, set Line Spacing, Lines/cm or in., and Typestyle Number in the Line Format menu.

LINE FORMAT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Line Spacing | 1 | 1 = Single  2 = Double  3 = Triple |
|   |   |   | 4 = Half    5 = 1 and ½ |
| b | Line Alignment | 1 | 1 = Left    2 = Justify |
|   |   |   | 3 = ½ Justify |
| c | Typestyle Number | 86 | 1  - 31 (10 Pitch) |
|   |   |   | 80 -111 (12 Pitch) |
|   |   |   | 154 - 175 (Proportional) |
|   |   |   | 215 - 230 (15 Pitch) |
| d | Lines/cm or in. | 2 | 1 = 2.09/cm or 5.3/in. |
|   |   |   | 2 = 2.36/cm or 6/in. |
|   |   |   | 3 = 3.15/cm or 8/in. |
|   |   |   | 4 = 9.45/cm or 24/in. |
|   |   |   | 5 = 2.0/cm or 5.08/in. |
| e | Adjust Line Endings | 2 | 1 = Yes    2 = No |
| f | Zone Width | 6 | 1 - 30 |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

e. If necessary, set First and Last Typing Line, Paper Size, and Printing Paper Source in the Page Format menu.

**PAGE FORMAT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | First Typing Line, First Page | 7 | 1 - 999 |
| b | First Typing Line Following Pages | 7 | 1 - 999 |
| c | Last Typing Line | 60 | 2 - 999 |
| d | Paper or Envelope Size | 3 | 1 = 210x297 mm or 8.27x11.69 in. (A4) |
| | | | 2 = 297x210 mm or 11.69x8.27 in. (A4L) |
| | | | 3 = 215.9x279.4 mm or 8.5x11 in. (P4) |
| | | | 4 = 279.4x215.9 mm or 11x8.5 in. (P4L) |
| | | | 5 = 215.9x355.6 mm or 8.5x14 in. (Legal) |
| | | | 6 = 355.6x215.9 mm or 14x8.5 in. (Legal L) |
| | | | 7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.) |
| | | | 8 = 229x162 mm or 9.02x6.38 in. (C5 Env.) |
| | | | 9 = Other in mm |
| e | Printing Paper Source | 1 | 1 = Top                   2 = Bottom |
| | | | 3 = Bottom, This Page Only  4 = Manual Feed |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**Centered headings**

**3. Type the table.**
You may want to include column headings in your table. There are a number of ways to create column headings.

a. If your table has text before and after it, you can create your headings after you have created the table. First, cursor to the line above the Format Change code. Move the cursor to the center of the column and press CTR. Type the heading.

| NAME | TITLE | DEPARTMENT |
|------|-------|------------|
| Steven O'Brian | Asst. Mgr. | 924-222 |
| Shu-Chow Yung | Manager | 531-245 |
| Judy Stein | Manager | 939-681 |

b. You can enter center tabs when you set up the tabs for your table (before typing the table). The center tab should be placed at the center of the column. When you are ready to type a centered heading, tab to the center tab for the column. Then type the heading.

c. You can type the headings before you type the actual column. You must calculate where the center of each column is. Press CTR and type the heading.

Use the method that works best for you.

**4. If the table is part of a larger document, return to the document format.**
If you used the alternate format to create the table, choose Begin Using Document Format in the Format Selection menu.

```
                    FORMAT SELECTION

ID    ITEM

a     Change Line Format
b     Change Margins and Tabs
c     Change Page Format
d     Change Header and Footer
e     Change Alternating Headers and Footers

f     Return All Formats to Starting Choice
g     Return Line Format, Margins and Tabs to Starting Choice
h     Return Typestyle to Starting Choice

i     Begin Using Document Format
j     Begin Using Alternate Format


When finished with this menu, press ENTER.


Type ID letter to choose ITEM; press ENTER:  ¤
```

If you made a page format change to create the table, choose Return All Formats to Starting Choice in the Format Selection menu.

```
                    FORMAT SELECTION

ID    ITEM

a     Change Line Format
b     Change Margins and Tabs
c     Change Page Format
d     Change Header and Footer
e     Change Alternating Headers and Footers

f     Return All Formats to Starting Choice
g     Return Line Format, Margins and Tabs to Starting Choice
h     Return Typestyle to Starting Choice

i     Begin Using Document Format
j     Begin Using Alternate Format


When finished with this menu, press ENTER.


Type ID letter to choose ITEM; press ENTER:  ¤
```

*To create a simple table, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will create the table shown below. You will type column headings after you create the table.

**Create the following document:**

Document name:  Simple Tables
Diskette name:  TRAIN

**Type the first paragraph.**

>     Three employees have been promoted this month.  Please make any necessary changes in the personnel files and enroll the new managers in the next Management Guidelines session.
>
> | NAME | TITLE | DEPARTMENT | SALARY |
> |------|-------|------------|--------|
> | Steven O'Brian | Asst. Mgr. | 924-222 | $24,000.00 |
> | Shu-Chow Yung | Manager | 531-245 | $32,000.00 |
> | Judy Stein | Manager | 939-681 | $32,000.00 |
>
>     Please contact these people and schedule an appointment for me to meet with them to congratulate them on their achievements with the company.

**Press RETURN three times.**

**Press CHG FMT.**

The Format Selection menu appears.

**Choose the item to Change Margins and Tabs.**

Margins and Tabs menu appears.

**Follow the directions to clear all tabs.**

All the tab indicators should disappear.

**Set the following tabs:**

- Center tab at 25 for the NAME column (press CTR).
- Center tab at 47 for the TITLE column.
- Flush left tab at 62 for the DEPARTMENT column (press TAB).
- Decimal tab at 87 for the SALARY column (type a period).

**Set Adjust Line Endings to No in the Line Format menu.**

**Return to the typing area.**

To type the table:

**Do not type the headings now.**

**Tab to the first tab setting (at 25) and type the first entry (*Steven O'Brian*) in the NAME column.**

**Continue to tab to the tab settings and type the entries for each column.**

When you reach the end of the first line, be sure to press RETURN.

Repeat the process of tabbing and typing each entry. When you have finished typing the table, do not press RETURN.

---

Three employees have been promoted this month.  Please make any necessary changes in the personnel files and enroll the new managers in the next Management Guidelines session.

| NAME | TITLE | DEPARTMENT | SALARY |
|------|-------|------------|--------|
| Steven O'Brian | Asst. Mgr. | 924-222 | $24,000.00 |
| Shu-Chow Yung | Manager | 531-245 | $32,000.00 |
| Judy Stein | Manager | 939-681 | $32,000.00 |

Please contact these people and schedule an appointment for me to meet with them to congratulate them on their achievements with the company.

To type the column headings:

**Place the cursor one line above the Format Change code at the beginning of the table.**

**Tab and space to 25 and press CTR. Type NAME.**

**Tab and space to 47 and press CTR. Type TITLE.**

**Tab and space to 65 and press CTR. Type DEPARTMENT.**

**Tab and space to 85 and press CTR. Type SALARY.**

**Press RETURN.**

**Place the cursor under the Page End code (it should be located after the last entry of the table).**

**Press RETURN twice, then press CHG FMT.**

Select Return Line Format, Margins and Tabs to Starting Choice.

**Type the last paragraph.**

**Print your document and compare it with the one below.**

| NAME | TITLE | DEPARTMENT | SALARY |
|------|-------|------------|--------|
| | | | |

Three employees have been promoted this month.  Please make any necessary changes in the personnel files and enroll the new managers in the next Management Guidelines session.

| NAME | TITLE | DEPARTMENT | SALARY |
|------|-------|------------|--------|
| Steven O'Brian | Asst. Mgr. | 924–222 | $24,000.00 |
| Shu-Chow Yung | Manager | 531–245 | $32,000.00 |
| Judy Stein | Manager | 939–681 | $32,000.00 |

Please contact these people and schedule an appointment for me to meet with them to congratulate them on their achievements with the company.

*To practice creating a simple table on your own, go on to the Self-Test.*

**SELF-TEST**

Create the following document:
   Document name: Income
   Diskette name: TRAIN
   Type the following table with the ITEM column
at the left margin.
   Set the following tab for the table:

• Decimal tab at 70

   Be sure to set Adjust Line Endings to No.
   Print a copy if you wish, and compare it with the
one below.

```
The following are Income Elasticities for Consumer Expenditures
categories:

    ITEM                                        ELASTICITY

Food at home                                       1.00
Restaurant meals                                    .32
Alcoholic beverages                                 .49
Tobacco                                             .60
Women's apparel                                    1.00
Men's apparel                                       .57
```

*Go on to the Feedback on the next page.*

**FEEDBACK**

If your table does not look similar to the Self-Test
copy, check to be sure that you did the following:

☐ Did you move the cursor above the Format Change
code and tab and space to the center of the columns
to type the column headings?

☐ Did you use the Center code to center the column
headings?

☐ Did you set a decimal tab for the entries in the
second column?

**Note:** You also could have set a center tab setting
to type the column headings.

_If you had trouble, review the segment and try the Self-
Test again._

*Prerequisites:*
*You must have completed*
*Segment 5 in this lesson*

**6** You may find it necessary to make revisions to simple tables. For example, the first time you type a table, you may estimate margins and column spacing. Later, you may decide to center the table more exactly.

You revise tables created with tabs in the same way you revise text. You should, however, be aware of how to change tab settings and column entries. You will learn about these things in this segment.

Your goal for this segment is to be able to revise a table that was created with tabs.
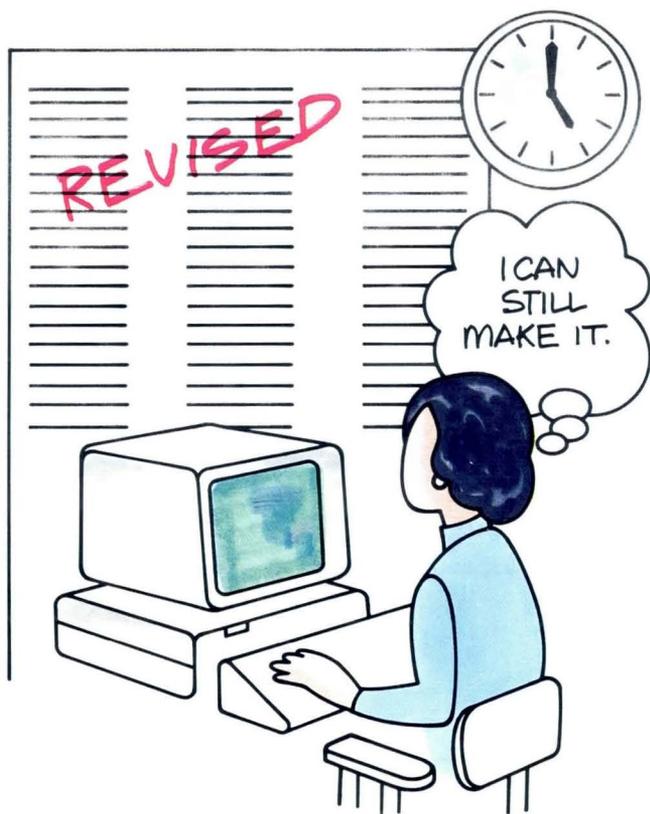
## MAIN IDEA

To revise a table created with tabs, do the following, as necessary:

### Deleting Lines

To delete one or more lines, use the Delete function. Remember to delete all format codes and carrier returns that are part of the line.

### Changing Tab Settings and Types of Tabs

If you used the document format to create the table, change the tab settings and types of tabs by choosing Change Document Format in the Create or Revise Document menu.

If you used CHG FMT to create the table, change tab settings and types of tabs by changing the Format Change code.

### Changing Column Entries

To change column entries, follow these steps:

1. Delete the old entry.
2. Type the new entry.

*If you have enough information about revising simple tables, go on to the Demonstration. If you would like more detail, read the Help that follows.*

# HELP

### Deleting Lines

**To delete one or more lines, use the Delete function.** It is important to delete all format codes and carrier returns that are part of the line. If the codes are not removed, the lines will not adjust correctly.

To delete an entire table, follow the same procedure. Don't forget to delete all codes, including Begin Keep and End Keep codes, that are part of the table.

### Changing Tab Settings and Types of Tabs

- Follow the steps listed in the Margins and Tabs menu to change tab settings and types of tabs, as needed.
- Change the tab settings to adjust spacing between columns.
- Change the type of tab to adjust column alignment.

If the document format was used to set tabs for a table, change the tabs by choosing Change Document Format in the Create or Revise Document menu, then select Change Margins and Tabs in the Change Document Format menu.

If you used CHG FMT to create the table, you can change tabs by placing the cursor on the Format Change code and pressing ENTER. Select Change Margins and Tabs in the Format Selection menu.

Delete codes that are part of the line

→|Soup→|     $1.00↵

To find the location of the Format Change code for the table, set Display Codes to Yes in the Screen Format menu or use the Find function. You will be able to see all of the formatting codes if you set Display Codes to Yes.

**Note:** The text may appear misaligned when viewing the codes. It will realign when you set Display Codes to No.

Format Change code

IE **Ingredients
type and amount
per serving**

**Changing Column Entries**

To change column entries, follow these steps:

1. **Delete the old entry.**
2. **Type the new entry.**

Delete text only

→| Soup →|

*To revise simple tables, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will make revisions to a
table that was created using tabs. You will make the
revisions shown in the table below.

```
                              MENU ITEM LOG

                       MENU ITEM:   Seafood Dinner

           INGREDIENTS         DATE: 1981    MOVE        DATE:  1982
           TYPE AND AMOUNT     FOOD COST     COLUMN      FOOD COST
           PER SERVING        PER SERVING    IN 10       PER SERVING
                                             SPACES
           Soup (4 oz.)          .05                     .05
           Appetizer (1 oz.)     .04                     .06     REPLACE
           Fish (8 oz.)         1.05                    1.15     WITH .10
           Potato (scoop)        .06                     .08
           Vegetable (scoop)     .03                     .02
  DELETE   Dessert (3 oz.)       .06                     .06
  THIS     Coffee or tea         .05                     .10
  LINE     Roll and Butter       .03                     .06
           Napkin (paper)        .02                     .05
```

You will:

- Move the 1982 FOOD COST PER SERVING column ten spaces to the left.
- Change the second entry (*.06*) in the 1982 FOOD COST PER SERVING column to .10.
- Delete all of the entries in the sixth line (Dessert).

**Choose Revise to access the following document:**

Document name: Food
Diskette name: TRAIN

First, you will move the 1982 FOOD COST PER SERVING column.

**Place the cursor under the Format Change code.**

You can see the Format Change code by setting Display Codes to Yes.

**Press ENTER.**

The Format Selection menu appears.

**Select Change Margins and Tabs.**

The Margins and Tabs menu appears.

**Cursor to the decimal tab at 82.**

**Backspace ten spaces to 72.**

The decimal tab moves back ten spaces.

**Return to the typing area.**

The 1982 FOOD COST PER SERVING column should have moved ten spaces to the left. (The decimal point for all the numbers should be aligned on 72.)

Now change the second entry under the 1982 FOOD COST PER SERVING column (.06) to .10.

**Cursor to the *0* in the entry.**

**Delete *06* and type *10***

Do not delete the decimal or the Required Carrier Return code, since you are only replacing the entry.

Finally, you will delete the line beginning with *Dessert*.

**Place the cursor in the left margin of the line that begins with *Dessert*.**

**Delete the entire line.**

Be sure to delete the Required Carrier Return code.

You may want to print a copy of the document and
compare it with the one below.

```
                            MENU  ITEM  LOG

                    MENU  ITEM:   Seafood  Dinner

        INGREDIENTS         DATE: 1981           DATE:  1982
        TYPE AND AMOUNT       FOOD COST            FOOD COST
        PER SERVING         PER SERVING          PER SERVING

        Soup (4 oz.)            .05                  .05
        Appetizer (1 oz.)      .04                  .10
        Fish (8 oz.)          1.05                 1.15
        Potato (scoop)         .06                  .08
        Vegetable (scoop)      .03                  .02
        Coffee or tea          .05                  .10
        Roll and Butter        .03                  .06
        Napkin (paper)         .02                  .05
```

*To practice revising simple tables on your own, go on
to the Self-Test.*

## SELF-TEST

In this Self-Test you will make the revisions indicated on the table below.

Access the following document:
Document name: Players
Diskette name: TRAIN
Make the following revisions:

- Change the third entry in the Height column (*6-7*) to 6-10.

- Delete the entire seventh line (beginning with Jesse Kode).

- Move the Class column to the left five spaces.

You may want to print a copy of your document and compare it with the one on the next page.

```
                    MID-EASTERN CONFERENCE

                    BASKETBALL ALL-STAR TEAM

                          1981-1982            ← MOVE 5 SPACES
                                                 TO THE LEFT

         Player              School          Height        Class
       David Cannon         Washington         6-2         Senior
       Mike Frazier         Lincoln            5-11        Senior
       Ed Schultz           West        SHOULD (6-7)       Senior
                                         BE
       Gary Rake            Kennedy     6-10    6-0        Junior
     Ramon Hernandez        Lincoln            6-5         Junior
       Ralph Bowie          West               6-2         Senior
  DELETE  Jesse Kode        Washington         6-0         Senior
       James Bryers         West               5-10        Junior
```

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your document should look like this:

```
                        MID-EASTERN CONFERENCE

                        BASKETBALL ALL-STAR TEAM

                             1981-1982


        Player              School        Height      Class

     David Cannon         Washington        6-2       Senior

     Mike Frazier          Lincoln         5-11       Senior

      Ed Schultz            West           6-10       Senior

      Gary Rake            Kennedy          6-0       Junior

   Ramon Hernandez         Lincoln          6-5       Junior

     Ralph Bowie            West            6-2       Senior

     James Bryers           West           5-10       Junior
```

If your copy looks different, check to be sure that you did the following:

☐ Did you delete the Required Carrier Return code that ends the "unwanted" line?

☐ Did you leave the Tab code following 6-7 in place when you revised the entry?

☐ Did you backspace five spaces to move the Class column to the left?

*If you had trouble, review the segment and try the Self-Test again.*

**7** If you are typing or revising a long or wide table, you can't see it all at once. Using the cursor movement keys to get to a portion of the table takes many keystrokes.

You can move the length or width of a screen with one keystroke using the screen movement keys. These keys make it easier to get to the portion of the table you want to see.

You can also move a particular line or character to the edge of the screen by moving the cursor to that line or character and then using the screen movement keys.

Your goal for this segment is to be able to use the screen movement keys to view specific portions of a document.

**MAIN IDEA**

The screen movement keys allow you to quickly move to areas that are off the screen. You can use the screen movement keys in two ways. You can place a particular line or a particular character at the edge of the screen, or you can move the length or width of the screen.

**Partial Screen Movement**

To place a particular line at the top of the screen:

**1.** Place the cursor at the line.

**2.** Press SCREEN DOWN.

To place a particular line at the bottom of the screen:

**1.** Place the cursor at the line.

**2.** Press SCREEN UP.

To place a particular character at the left edge of the screen:

**1.** Place the cursor under the character.

**2.** Press SCREEN RIGHT.

To place a particular character at the right edge of the screen:

**1.** Place the cursor under the character.

**2.** Press SCREEN LEFT.

**Screen Movement**

- To move the length of the screen up or down, press **SCREEN UP** or **SCREEN DOWN**.
- To move the width of the screen to the right or left, press **SCREEN RIGHT** or **SCREEN LEFT**.

*If you have enough information about using the screen movement keys, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Think of the screen as a window through which you view your document, as illustrated on the right. When you use the screen movement keys, you are moving the *viewing window* up or down, or to the right or left.

**Note:** The screen movement keys are not engraved keys on your keyboard. They are on your keyboard template.
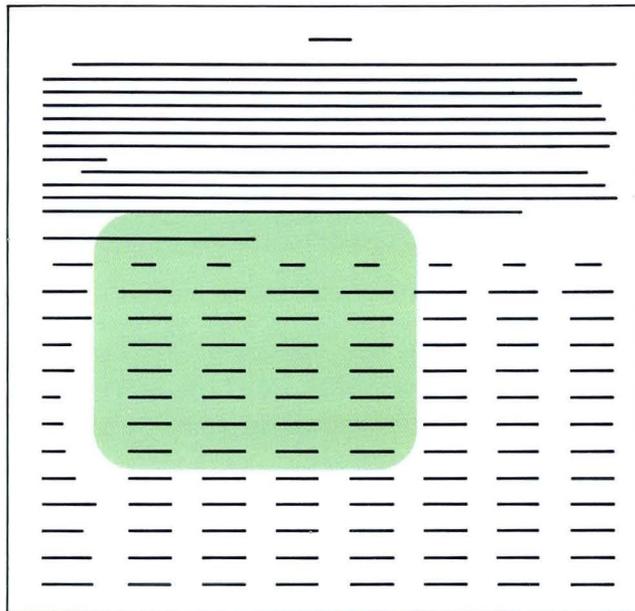
**Partial Screen Movement**

To place a particular line at the top of the screen:

**1. Place the cursor at the line.**
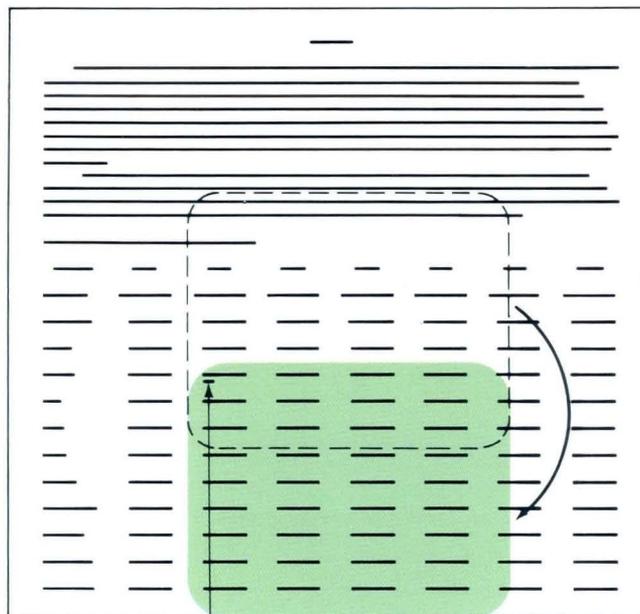


If you move cursor here and . . .
Press Screen DOWN

**2. Press SCREEN DOWN.**
The screen moves down and the indicated line
moves to the top of the screen.
You cannot move beyond the end of your document,
but you can move the last line of your document
to the top of the screen.
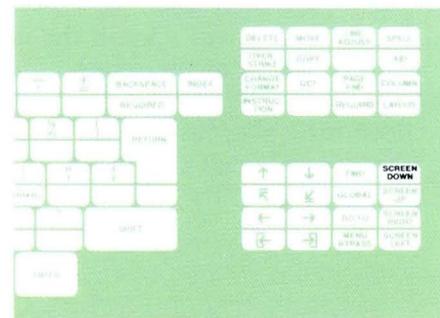
To place a particular line at the bottom of the screen:

**1. Place the cursor at the line.**

If you move cursor here and . . .
Press Screen UP
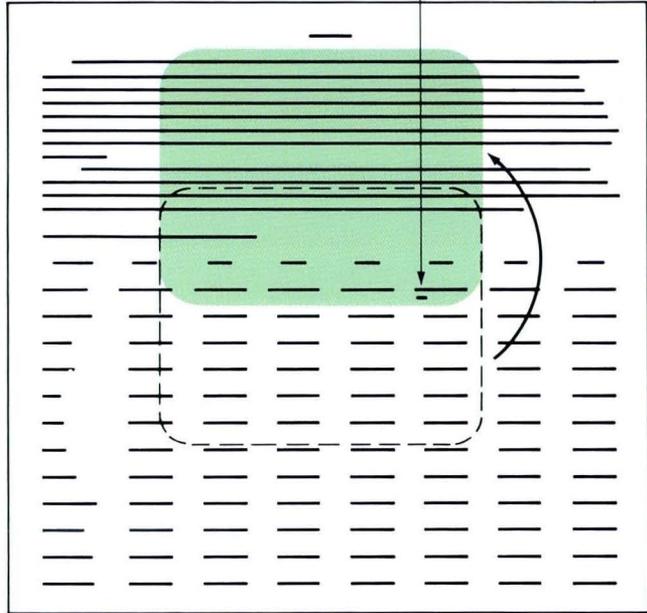


**2. Press SCREEN UP.**
The screen moves up and the indicated line moves
to the bottom of the screen.
You can never move the screen past the top of the
document, so you cannot move the first lines of
the document all the way to the bottom of the
screen.
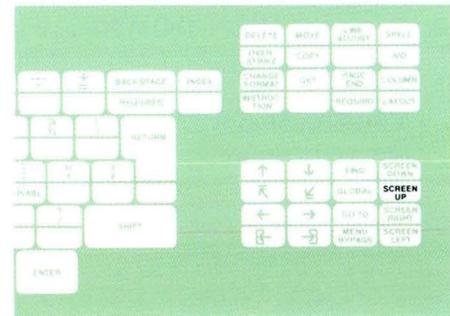
To place a particular character at the left edge of the screen:

**1. Place the cursor under the character.**

If you move cursor here and . . .
Press Screen RIGHT
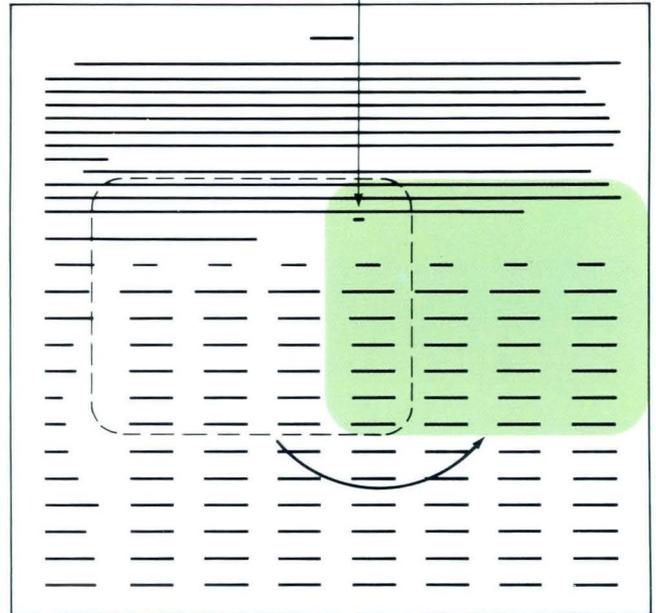


**2. Press SCREEN RIGHT.**
The screen moves right and the indicated character moves to the left edge of the screen.
You can move the characters at the end of a line to the left edge of the screen.
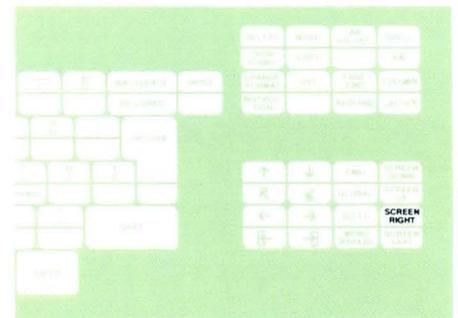
To place a particular character at the right edge of the screen:

**1. Place the cursor under the character.**

If you move cursor here and . . .
Press Screen LEFT
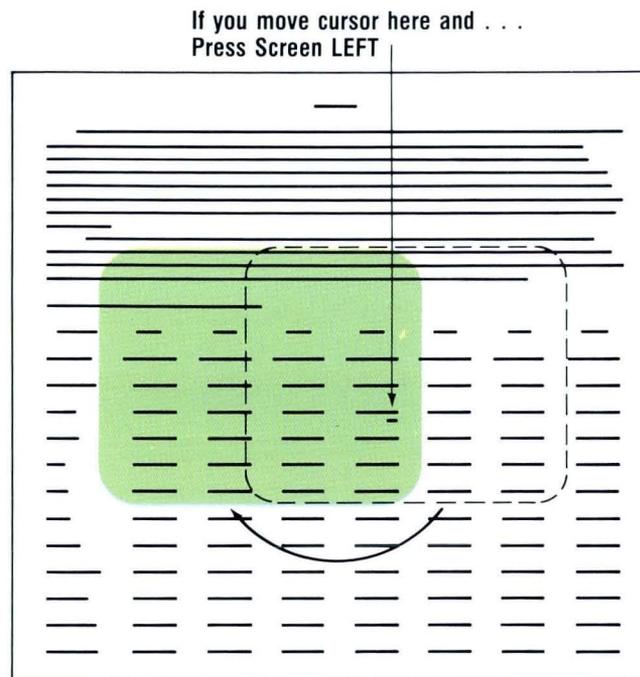


**2. Press SCREEN LEFT.**
The screen moves left and the indicated character moves to the right edge of the screen.
You cannot move the screen past the left margin of the document.
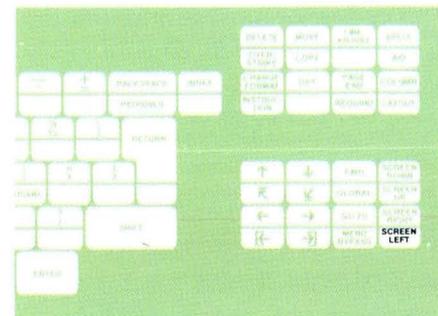
**Screen Movement**

**To move the length of the screen up or down, press SCREEN UP or SCREEN DOWN.** If the cursor is at the first or last line on the screen, you move the length of the screen up or down. One line from the previous screen appears. The cursor appears at that line. If the cursor is on a line within the screen, that line moves to the edge of the screen as described.
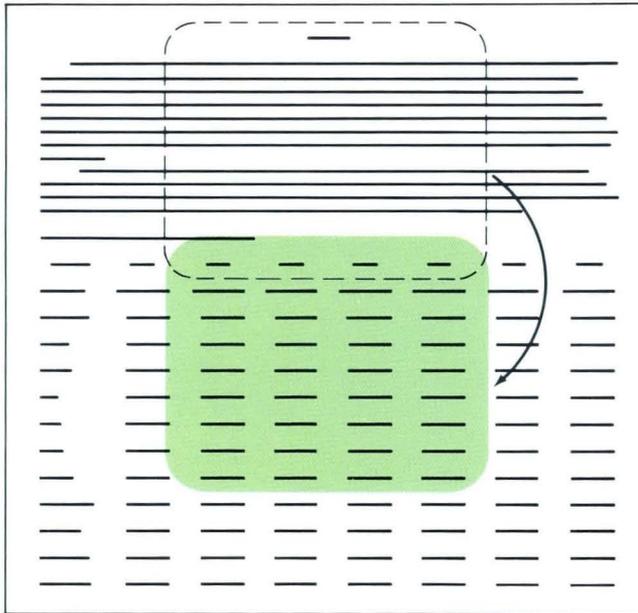
**To move the width of the screen right or left, press SCREEN RIGHT or SCREEN LEFT.** If the cursor is at the first or last character in any line on the screen, you move the width of the screen right or left. Several characters from the previous screen appear. The cursor appears at the edge of the screen.

SCREEN DOWN

SCREEN RIGHT
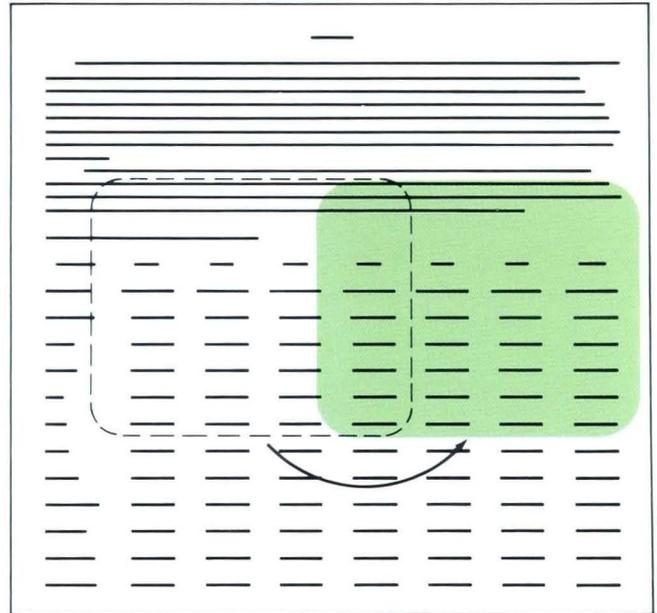
*To use the screen movement keys, go on to the Demonstration.*

## DEMONSTRATION

**Note:** If you have a Full-Page Display (66 lines), you do not have to complete the Demonstration, Exercise, or Self-Test. The Full-Page Display is large enough to view the documents without using the screen movement keys.

Now you have a chance to practice what you learned in this segment. You want to see the amount of assets for the month of December from the year 1979 back to the year 1975 in the document illustrated.

FINANCE

Most businesses will have at least two basic financial statements prepared at the end of the annual accounting period -- a statement of income and a balance sheet. There may also be other statements containing important information. These might include a reconciliation of retained earnings in the business, a statement of source and application funds, and listings of such items as inventories, accounts receivable, and accounts payable. However, the statement of income and the balance sheet are basic financial statements. Any business can reasonably be expected to have these two available.

If they have not been prepared, it may be necessary to construct approximate statements -- particularly statements of income -- based on the best information available. If they are available but were not prepared in accordance with generally accepted accounting principles, they will probably have to be adjusted.

Sample Comparative Balance Sheet

| ASSETS | 1981 | 1980 | 1979 | 1978 | 1977 | 1976 | 1975 |
|--------|------|------|------|------|------|------|------|
| January | $189,000 | $173,000 | $168,000 | $159,000 | $140,000 | $130,000 | $120,000 |
| February | 162,000 | 155,000 | 144,000 | 138,000 | 120,000 | 110,000 | 100,000 |
| March | 165,000 | 158,000 | 147,000 | 141,000 | 123,000 | 113,000 | 103,000 |
| April | 166,000 | 159,000 | 148,000 | 142,000 | 124,000 | 114,000 | 104,000 |
| May | 168,000 | 161,000 | 150,000 | 144,000 | 126,000 | 116,000 | 106,000 |
| June | 169,000 | 162,000 | 151,000 | 145,000 | 127,000 | 117,000 | 107,000 |
| July | 189,000 | 182,000 | 161,000 | 155,000 | 137,000 | 127,000 | 117,000 |
| August | 200,000 | 190,000 | 181,000 | 165,000 | 148,000 | 147,000 | 128,000 |
| September | 250,000 | 195,000 | 191,000 | 185,000 | 154,000 | 153,000 | 138,000 |
| October | 255,000 | 205,000 | 200,000 | 195,000 | 164,000 | 163,000 | 148,000 |
| November | 260,000 | 210,000 | 205,000 | 100,000 | 169,000 | 168,000 | 153,000 |
| December | 261,000 | 211,000 | 206,000 | 101,000 | 170,000 | 169,000 | 155,000 |

**Choose Revise to access the following document:**

Document name: Finance
Diskette name: TRAIN

**Place your cursor under the first character in the April 1979 column.**

Your cursor should be under the *1* in *148,000*.

**Press SCREEN RIGHT.**

The screen movement keys are unmarked, so you may have to check your keyboard template.

The April 1979 column now appears at the left edge of the screen. Your cursor stays on the *1* in *148,000*. Your screen includes January through April, 1979 through 1975.

**Press SCREEN DOWN.**

Your cursor stays on the *1* in *148,000*. The April 1979 entry is now at the top left corner of your screen.

You can now see the assets for the month of December from 1979 to 1975.

Now you want to check the assets from January to April 1981.

**Press SCREEN UP.**

Your cursor stops under *148,000*.

**Press SCREEN LEFT.**

The left side of your document becomes the left side of your display. You can check the assets from January to April 1981.

*For more practice using the screen movement keys, go on to the next page.*

**EXERCISE**

Now practice what you just did in the Demonstration. In the same document, Finance, you want to see the amount of assets from May to December 1980, and from January to May 1975.

FINANCE

Most businesses will have at least two basic financial statements prepared at the end of the annual accounting period -- a statement of income and a balance sheet. There may also be other statements containing important information. These might include a reconciliation of retained earnings in the business, a statement of source and application funds, and listings of such items as inventories, accounts receivable, and accounts payable. However, the statement of income and the balance sheet are basic financial statements. Any business can reasonably be expected to have these two available.

If they have not been prepared, it may be necessary to construct approximate statements -- particularly statements of income -- based on the best information available. If they are available but were not prepared in accordance with generally accepted accounting principles, they will probably have to be adjusted.

Sample Comparative Balance Sheet

| ASSETS | 1981 | 1980 | 1979 | 1978 | 1977 | 1976 | 1975 |
|---|---|---|---|---|---|---|---|
| January | $189,000 | $173,000 | $168,000 | $159,000 | $140,000 | $130,000 | $120,000 |
| February | 162,000 | 155,000 | 144,000 | 138,000 | 120,000 | 110,000 | 100,000 |
| March | 165,000 | 158,000 | 147,000 | 141,000 | 123,000 | 113,000 | 103,000 |
| April | 166,000 | 159,000 | 148,000 | 142,000 | 124,000 | 114,000 | 104,000 |
| May | 168,000 | 161,000 | 150,000 | 144,000 | 126,000 | 116,000 | 106,000 |
| June | 169,000 | 162,000 | 151,000 | 145,000 | 127,000 | 117,000 | 107,000 |
| July | 189,000 | 182,000 | 161,000 | 155,000 | 137,000 | 127,000 | 117,000 |
| August | 200,000 | 190,000 | 181,000 | 165,000 | 148,000 | 147,000 | 128,000 |
| September | 250,000 | 195,000 | 191,000 | 185,000 | 154,000 | 153,000 | 138,000 |
| October | 255,000 | 205,000 | 200,000 | 195,000 | 164,000 | 163,000 | 148,000 |
| November | 260,000 | 210,000 | 205,000 | 100,000 | 169,000 | 168,000 | 153,000 |
| December | 261,000 | 211,000 | 206,000 | 101,000 | 170,000 | 169,000 | 155,000 |

**Place your cursor under the *M* in *May* in the ASSETS column.**

**Press SCREEN DOWN.**

The May to December assets appear.

**Press SCREEN UP.**

The January to May 1975 assets appear.

**Move the cursor and continue to practice using the screen movement keys.**

**End the document when you feel comfortable getting around using the screen movement keys.**

*To practice using the screen movement keys on your own, go on to the Self-Test.*

**SELF-TEST**

In this Self-Test, use the screen movement keys to move around within a document.

Access the following document:
Document name: Investments
Diskette name: TRAIN

- Display all the companies in both the Ameranian Hester and Arvella Industries columns.

- Display all the companies in the Abbotle Laboratories, AFA Protectional, and Ameranian Hester columns.

---

RECORD IS NO GUARANTEE

Important as continuous profits may seem, a corporation's past record is no guarantee of its future. Management style changes, personnel turns over, industries decline or become outmoded, governments change fiscal policy and consumers are fickle. Well-run companies improve their products and services continuously, develop new products, update equipment and buildings and so maintain the top positions in their industries.

If you decide to purchase stock in a company with a long history of of profitability, be sure to check its recent record of growth. You may find that your future income may be steady, but not likely to increase a great deal in the future. For example, Cayor Corporation, a diversified manufacturer of specialty fashion accessories, has paid something to its stockholders for 35 years, but its earnings have faltered so that its stock price has fallen from a 1976 high of 45 to a 1982 low of 6, and most recently, about 12 - not exactly a rewarding investment.

The following lists companies which you may consider investing in due to longevity of profitability. Always be sure, however, to investigate the future prospects of profitability before investing.

| | | | |
|---|---|---|---|
| Abbotle Laboratories | AFA Protectional | Ameranian Hester | Arvella Industries |
| Baker Interregional | Bangladesh Electric | Bemer Co. | Borger-Wilsonex |
| Calif. Porterhouse Center | Chubblet Corp. | Cecollar Corp. | Cincinnati Belters |
| The Dart Board, Inc. | Dixicali, Inc. | Discount Garbage Corp. | Dowland Chemi-trace |
| Federal Contraband Co. | Flashen Scientific | Foxtrotter Co. | Friendship Minerals |
| Gammett Co. | General Protection | Gillcrest Co. | Gray Lake Drug Stores |
| Idaho Power Corp. | Monarch Chemical | International Fieldmaster | Joyful Manufacturing |

---

*Go on to the Feedback on the next page.*

## FEEDBACK

Were you able to:

☐ Display all the companies in both the Ameranian Hester and Arvella Industries columns?
If not, did you remember to place your cursor at the first character in *Ameranian* and press SCREEN RIGHT and then SCREEN DOWN?

☐ Display all the companies in the Abbotle Laboratories, AFA Protectional, and Ameranian Hester columns?
If not, did you remember to press SCREEN LEFT?

*If you had trouble, review the segment and try the Self-Test again.*

*Prerequisites:*
*You must have completed*
*Lesson 1 and Lesson 2,*
*Segments 3 and 5 of this*
*unit*

**8**

In proportional spacing, each character has a different unit value, depending on the width of the character. But text is displayed on the screen in 12-pitch. Therefore, if you are using a proportional space printwheel, the text does not always print the way it displays on the screen. For instance, columns may appear to be perfectly aligned on your screen, but when you print them using a proportional space printwheel, you may find that some of the columns are no longer aligned.

In this segment you will learn to adjust text and realign columns printed using a proportional space printwheel.

Your goal for this segment is to be able to print using a proportional space printwheel. If you do not use a proportional space printwheel, skip this segment.
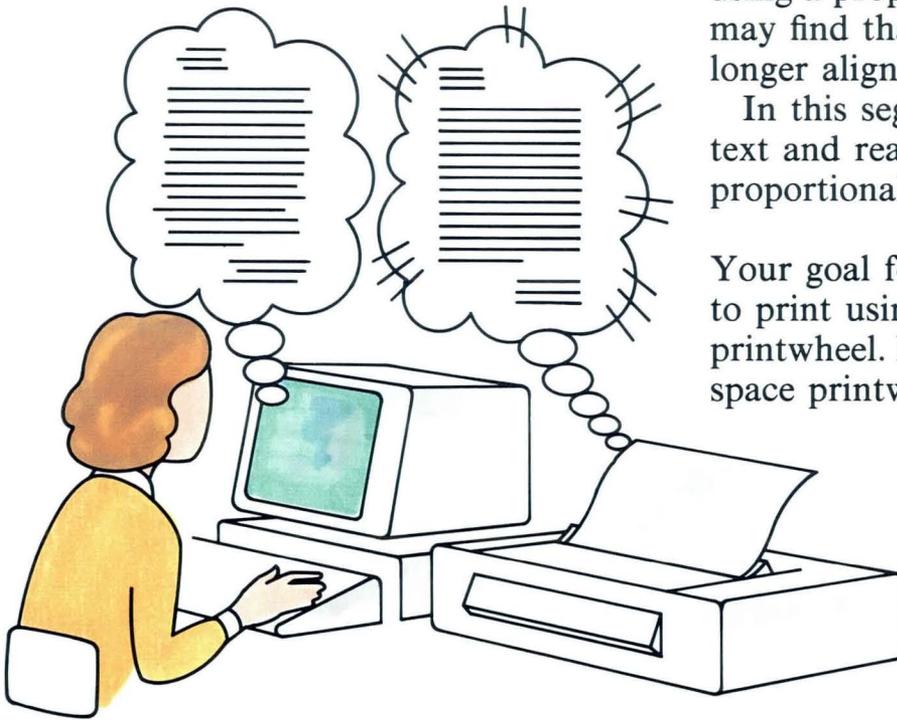
## MAIN IDEA

When you print using a proportional space printwheel, the text may not print the way it appears on your screen.

With Auto Carrier Return on, the system calculates the unit value of each character and carrier returns automatically.

If you type with Auto Carrier Return off, you must press RETURN. The system calculates the unit value of each character and beeps when you approach the printed right margin.

### Columns

The system does not automatically reset the tabs for proportional space printing. To adjust columns created using either tabs or Column Layout, follow these steps:

1. Print a copy of the columns.
2. Measure the printed columns with the conversion ruler.
3. Adjust tab settings accordingly.

*If you have enough information about printing with a proportional space printwheel, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Each **PSM** (proportional space) character has a unit value that varies from three to seven units. The screen, however, continues to display in 12-pitch characters, which do not vary in width.

**Note:** Refer to the *Reference Book*, Charts section, Proportional Spacing Values, if you want to know the exact value of each character.

The system calculates the unit value of each character when determining line endings with Auto Carrier Return either on or off. The lines may look long or short on the screen, but the printed page will be accurate.

### Columns

The system does not automatically reset tabs for proportional space printing. You must type a rough draft and adjust the columns, if necessary.

If you are setting tabs manually, delete all preset tabs. Estimate the width of the column and set tabs accordingly.

If you are using Column Layout, type example entries as usual.

Follow these steps:

1. **Print a copy of the columns.**
   Because proportional space characters vary in width, columns may print wider or narrower than they appear on the screen.
   **Note:** This will not affect tables consisting only of columns of numbers in Column Layout. All numbers have the same unit value as the *a*'s used for the example entries.

**2. Measure the printed columns with the conversion ruler.**
Measure the printed text using the 12-pitch scale. Count how many 12-pitch characters are required to match the width of the printed columns.

**3. Adjust tab settings accordingly.**
Set new tab stops at the positions on the scale line indicated by the conversion ruler.

Examples of printed columns that contain all wide and all narrow characters.

<u>Heading</u>      <u>Heading</u>      <u>Heading</u>      <u>Heading</u>

MAMM      MAMM      MAMM      MAMM

iii      iiii      iiii      iiii

This looks correct on the display.

Use the 12-pitch scale on the conversion ruler to measure what the individual tabs should be.

*To print using a proportional space printwheel, go on to the Demonstration.*

### DEMONSTRATION

In this Demonstration you will print copies of two documents with columns that appear properly aligned on the screen, but are not properly aligned when printed using a proportional space printwheel. You will revise one document so that it prints correctly.

Insert a proportional space printwheel in your printer. See the *Printer Guide* for directions on changing printwheels.

**Choose Revise to access the following document:**

Document name: Team
Diskette name: TRAIN

**Stop at the Create or Revise Document menu.**

**Choose Change Document Format.**

**In the Line Format menu, change the Typestyle Number to match the proportional space printwheel you are using.**

**Go to the typing area.**

All of the columns appear aligned. Notice that the columns were typed using the default tab settings.

**Paginate and print the document.**

The printed columns are way out of alignment. A major reason for this is the default tab settings.

**Choose Revise to access the following document:**

Document name: Team 2
Diskette name: TRAIN

**Stop at the Create or Revise Document menu.**

**Choose Change Document Format.**

**In the Line Format menu, change the Typestyle Number to match the proportional space printwheel you are using.**

**Go to the typing area.**

All of the columns appear aligned and well spaced. Notice that in this case the default tab settings have been deleted.

**Paginate and print the document.**

The columns are too close in several lines. Those tabs were set for elite spacing. When you measure the printed copy with the conversion ruler, you find that the longest entry in the NAME column is 17 elite spaces instead of 13. The longest entry in the SCHOOL column is 16 elite spaces instead of 12.

**Choose Revise to access the following document:**

Document name:  Team 2
Diskette name:  TRAIN

**Stop at the Create or Revise Document menu.**

**Choose Change Document Format.**

**Choose Change Margins and Tabs.**

**Delete all tabs and reset to 40, 61, and 74.**

**Paginate and print the document.**

The columns now print aligned and well spaced.

*There is no Self-Test for this segment.*

Unit: Common Text Applications

**Lesson 4: Time Savers**

**4**

**4** The Displaywriter has a number of functions that can help you complete your work more quickly. These functions include Copy, Get, and Insert/Replace.

At times, you may use only one time-saving function to complete a document. Other times, you may find that several time savers can be used in the same document. The time-saving functions you use depend on the type of work you're doing.

Segment 1 of this lesson teaches you the use of the Copy function. In Segment 2 you will learn to use the Get function. Segment 3 teaches you how to use Insert/Replace.

The training documents for this lesson are on the Master diskette (MASTER). If you have not already done so, duplicate this Master diskette onto the work diskette TRAIN. Instructions for duplicating the Master diskette can be found in the *Job Aids*, Tab 7, Diskette Tasks.

**1** Have you ever found yourself retyping the same section of text? Perhaps you had to type the inside address in a letter, then repeat the same address for the envelope. Or maybe you had to type a numerical table more than once in a long report.

By using the Copy function, you can duplicate blocks of text without retyping anything.

Your goal for this segment is to be able to copy a block of text within a document.

**MAIN IDEA**

To copy a block of text within a document, follow these steps:

1. Place the cursor under the first character or code to be copied.
2. Press COPY.
3. Place the cursor under the last character or code to be copied, then press ENTER.
4. Move the cursor to the place where the text is to be inserted, then press ENTER.

*If you have enough information about using Copy, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Use the Copy function to copy a block of text to another place in the same document.

Remember that the Displaywriter copies exactly what you tell it to copy. The text is *not* deleted from its original location.

Follow these steps:

1. **Place the cursor under the first character or code to be copied.**

2. **Press COPY.**
   The prompt "Copy what?" appears.

3. **Place the cursor under the last character or code to be copied, then press ENTER.**
   Remember to include any punctuation, spaces, or carrier returns you want as part of the text.
   The text to be copied is highlighted.
   The prompt "To where?" appears.

4. **Move the cursor to the place where you want the text inserted, then press ENTER.**
   You can copy the highlighted text forward or backward in a document.
   When you press ENTER, the highlighted text is copied to the new location.
   After the text has been copied, the cursor appears under the first character of the copied text in the new location. The original text remains in place.
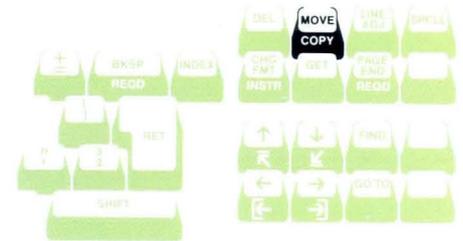
*To copy a block of text within a document, go on to the Demonstration.*

## DEMONSTRATION 1

In this Demonstration you will use Copy to duplicate
a line of text for use again in the same document.
The document shown on the right is a sample of the
Jones Memo. All the information you will need to type
this document appears on the following pages. Do not
type from this sample.

**Choose Revise to access the following document:**

Document name: Jones Memo
Diskette name: TRAIN

TO:     Bob Smith
FROM:   Sam Jones
DATE:   July 12, 1982

I said it once.  "Copying text is nothing to get keyed up about."

And I'll say it again.


Sam

**Go to the typing area.**

To copy the sentence in quotation marks, follow these steps:

**Place the cursor under the quotation mark before the word** *Copying*.

**Press COPY.**

"Copy what?" appears.

**Place the cursor under the quotation mark following the word** *about*.

The text is highlighted as you move the cursor. The highlighting shows what text will be copied.

**Press ENTER.**

"To where?" appears.

**Place the cursor under the first Required Carrier Return code after the word** *again*.

TO: Bob Smith
FROM: Sam Jones
DATE: July 12, 1982
I said it once. "Copying
And I'll say it again

**Press ENTER.**

The highlighted text is inserted in the new location. The cursor appears under the first character of the copied text. The original sentence remains where it was.

Print your document. It should look like the one illustrated.

```
        TO:    Bob Smith
        FROM:  Sam Jones
        DATE:  July 12, 1982

        I said it once.  "Copying text is nothing to get keyed up about."

        And I'll say it again.  "Copying text is nothing to get keyed up about."


        Sam
```

*If you are ready to practice copying a block of text within a document on your own, go on to the Self-Test. If you would like more practice first, go on to the next Demonstration that follows.*

## DEMONSTRATION 2

In the following Demonstration, use Copy to copy Format Change codes along with tables or indented text. For more information on Format Change codes, refer to Lesson 2 of this unit.

**Choose Revise to access the following document:**

Document name:  Lease
Diskette name:  TRAIN

Notice that the property description is to be repeated. You will copy the indented property description, including the Format Change code, and place it in the second paragraph. The document shown on the right is a sample of the Lease document. All the information you will need to type this document appears on the following pages. Do not type from this sample.

This lease agreement contains all necessary legal arrangements for the period of time including 1983 and 1984 for the property described below:

> Block 167, Lot 43, of the subdivision, Pleasant Valley, measuring 262.0 feet by 140.5 feet. This area includes a five-foot utility easement and access to all common property within the subdivision. This description includes all physical improvements completed at this time. The physical improvements consist of a 1500 sq. ft. structure zoned for a single-family dwelling, two-car garage and fences surrounding the included area, as described herein.

This lease agreement contains no specifications for the years following 1984. Options to lease are still negotiable for the property described below:

COPY HERE

Go to the typing area.

**Place the cursor under the Format Change code ( ⅢE ) at the beginning of the indented paragraph.**

The Format Change code ( ⅢE ) is hidden in front of the *B* in *Block*.

**Press COPY.**

ⅢE **Block** 167, Lot 43,

**Place the cursor under the Required Carrier Return code ( ↵ ) in the line after the block of indented text.**

This should include the Line Format Return code ( ⅢR ). The text is highlighted.

ⅢR ↵
**This lease agreement**

**Press ENTER.**

"To where?" appears.

**Place the cursor under the Required Carrier Return code on the line following the word** *below:*.

This indicates the location where you want the text inserted.

**Press ENTER.**

The text is inserted in the new location. The copied section may seem too close to the line which ends *below:* Remember, the text above the indented paragraph is double-spaced. The spacing between it and the copied text will be adjusted when you print.

The inserted text appears at the left edge of the screen. Press ◀ to see that the text is formatted correctly.

**described** below: ↵
↵

Print your document and compare it to the one shown here.

> This lease agreement contains all necessary legal arrangements for the period of time including 1983 and 1984 for the property described below:
>
> > Block 167, Lot 43, of the subdivision, Pleasant Valley, measuring 262.3 feet by 140.5 feet. This area includes a five-foot utility easement and access to all common property within the subdivision. This description includes all physical improvements completed at this time. The physical improvements consist of a 1500 sq. ft. structure zoned for a single-family dwelling, two-car garage and fences surrounding the included area, as described herein.
>
> This lease agreement contains no specifications for the years following 1984. Options to lease are still negotiable for the property described below:
>
> > Block 167, Lot 43, of the subdivision, Pleasant Valley, measuring 262.3 feet by 140.5 feet. This area includes a five-foot utility easement and access to all common property within the subdivision. This description includes all physical improvements completed at this time. The physical improvements consist of a 1500 sq. ft. structure zoned for a single-family dwelling, two-car garage and fences surrounding the included area, as described herein.

*To practice copying a block of text within a document on your own, go on to the Self-Test.*

### SELF-TEST 1

Let's see what you've learned. Choose Revise to access the following document:

Document name:  Hall of Fame
Diskette name:  TRAIN

Notice that this is a three-column table that continues to the second page. In this exercise, copy the column headings from page 1 to page 2 of the table. Then, print your document and compare it with the one on the next page.

```
                    CENTER CITY
              BASKETBALL HALL OF FAME


  Player                     Year            School


  Mike Frazier               1968            Lincoln

  Phil Harbert               1969            West

  Larry Horn                 1969            Lincoln

  Rick Lindsey               1970            Kennedy

  Kevin Murphy               1970            Jefferson

  Lyle Peterson              1971            South

  Gary Sanchez               1971            Central

  Terry Smalley              1971            Washington

  Chuck Thurman              1972            East

  Jim Watkins                1972            Kennedy

  John Young                 1973            West

  Mike Valencia              1973            Jefferson

  Arthur Mondello            1974            Lincoln

  Christopher Montgomery     1974            Washington

  Alexander Bell             1975            Kennedy

  Andy Lott                  1975            Central

  Michael Otto               1976            Kennedy

  Tom Henderson              1976            Washington

  Craig Reese                1976            Central

  Wayne Kimball              1977            Lincoln

  Douglas Meyerson           1977            Washington

  Peter Roberts              1978            South
```

```
  Lin Canadian               1978            Central

  Robin Kilgallin            1978            West

  Marshall Taylor            1979            Washington

  J. R. Coppersmith          1979            East

  Carey McPherson            1980            Central

  Judd Carpenter             1980            Central

  Timothy Campbell           1981            Kennedy

  Kim Barnes                 1981            South

  Paul Kirkpatrick           1982            West

  Gary Rice                  1982            Central
```

*For Feedback, go on to the next page.*

## FEEDBACK 1

The headings should appear positioned over the three columns on both pages. If your document differs from the one shown, check the following:

☐ Did you copy the Tab code ( →| ) in the left margin of the column headings line, line 13?

☐ Did you copy the Tab codes between each column and the Required Carrier Return at the end of line 13?

☐ Did you copy the Required Carrier Return code ( ↵ ) in the column after the heading line, line 15?

☐ In response to the "To where?" prompt, did you place the cursor at the left margin of the line beginning with *Lin* on page 2?

Correct your document now before proceeding to the next Self-Test.

| Player | Year | School |
|--------|------|--------|
| CENTER CITY | | |
| BASKETBALL HALL OF FAME | | |
| Mike Frazier | 1968 | Lincoln |
| Phil Harbert | 1969 | West |
| Larry Horn | 1969 | Lincoln |
| Rick Lindsey | 1970 | Kennedy |
| Kevin Murphy | 1970 | Jefferson |
| Lyle Peterson | 1971 | South |
| Gary Sanchez | 1971 | Central |
| Terry Smalley | 1971 | Washington |
| Chuck Thurman | 1972 | East |
| Jim Watkins | 1972 | Kennedy |
| John Young | 1973 | West |
| Mike Valencia | 1973 | Jefferson |
| Arthur Mondello | 1974 | Lincoln |
| Christopher Montgomery | 1974 | Washington |
| Alexander Bell | 1975 | Kennedy |
| Andy Lott | 1975 | Central |

| Player | Year | School |
|--------|------|--------|
| Lin Canadian | 1978 | Central |
| Robin Kilgallin | 1978 | West |
| Marshall Taylor | 1979 | Washington |
| J. R. Coppersmith | 1979 | East |
| Carey McPherson | 1980 | Central |
| Judd Carpenter | 1980 | Central |
| Timothy Campbell | 1981 | Kennedy |
| Kim Barnes | 1981 | South |
| Paul Kirkpatrick | 1982 | West |
| Gary Rice | 1982 | Central |

*If you had trouble, review the segment and try this Self-Test again. If you had no trouble, you may try the next Self-Test or go on to the next segment.*

**SELF-TEST 2**

Now try a second exercise. Pay attention to codes as
you copy the text. Choose Revise to access the
following letter:

    Document name:   Randall Letter 1

    Diskette name:  **TRAIN**

    The letter has been prepared for you. Also, the
Format Change code for the envelope has been made
on page 2. Your task is to copy the inside address
on page 1 to the envelope on page 2. Remember, for
the envelope to print correctly, you must place the
address to the right of the Format Change code. Print
the letter and envelope and compare them with the
ones on the next page.

**Note:** The page format change for the envelope is set
for manual feed. If you are using a sheet-feed paper
handler, follow the steps you learned to manually insert
an envelope into the printer.

October 22, 1982

Mr. James R. Randall, Jr.
Randall & Stallings, Inc.
8904 Steck Avenue
Boston, MA 02299

Dear Jim:

Thanks for the lead you gave me at our recent sales meeting.  John seems
like a first-rate guy and is not averse to taking on another
time-consuming project.

With the two of us working together, I think we can turn this little
company into a great revenue-producing account.  Most manufacturers are
looking for ways to increase their productivity and I think your latest
invention will help.

Thanks again.

Sincerely,


Brett Harrington
Sales Director

*For Feedback, go on to the next page.*

## FEEDBACK 2

Your printed letter and envelope should look like the ones on the right. If there are differences, check the following:

☐ Did you copy the Required Carrier Return code at the end of each line in the address?

☐ In response to the "To where?" prompt, did you place the cursor to the right of the Format Change code on page 2?

Correct your document now before continuing with the next segment.

October 22, 1982

Mr. James R. Randall, Jr.
Randall & Stallings, Inc.
8904 Steck Avenue
Boston, MA 02299

Dear Jim:

Thanks for the lead you gave me at our recent sales meeting. John seems like a first-rate guy and is not averse to taking on another time-consuming project.

With the two of us working together, I think we can turn this little company into a great revenue-producing account. Most manufacturers are looking for ways to increase their productivity and I think your latest invention will help.

Thanks again.

Sincerely,

Brett Harrington
Sales Director

Mr. James R. Randall, Jr.
Randall & Stallings, Inc.
8904 Steck Avenue
Boston, MA 02299

*If you had trouble, review the segment and try this Self-Test again.*

**2** Suppose you have just been asked to prepare the quarterly report for your company. You recall that several portions of the report are standard from quarter to quarter.

With the Displaywriter, you can bring those standard portions into your current report using the Get function.

Your goal for this segment is to be able to use Get to copy material from one document to another.

## MAIN IDEA

To get a document, follow these steps:

1.  Place the cursor at the location where the document is to appear.
2.  Press GET.
3.  Choose the items in the Get menu to name the document and diskette you want the system to get.
4.  Determine if you want to get the entire document or specific pages in the document.
    a.  If you want the entire document, go on to Step 5.
    b.  If you want specific pages, choose the item in the menu to specify the page or pages you want the system to get.
5.  Press ENTER.

The pages being copied take on the format of the document you are creating or revising, unless those pages contain format changes. (To learn more about format changes, see Lesson 2 of this unit.) Also, Page End codes are deleted from the pages being copied.

*If you have enough information about using Get, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

**How to Use Get**

To get a document, follow these steps:

1. **Place the cursor at the location where the document is to appear.**

2. **Press GET.**
   The Get menu appears.

3. **In the Get menu, name the document and diskette you want the system to get.**
   If you have a single diskette unit, you can get a document only from the diskette that is loaded.
   If you have a dual diskette unit, you can get the document from another diskette, if it is loaded.

4. **Determine if you want to get the entire document or specific pages in the document.**
   a. If you want the entire document, go on to Step 5. If you press ENTER without typing a page number, the system gets the entire document.
   b. If you want specific pages, choose the item in the menu to specify the page or pages you want the system to get.
   If you want to get more than one page of a document, type each page number separated by a space. Up to 10 page numbers may be typed.

|  |  | GET | | |
|---|---|---|---|---|
| ID | ITEM | | YOUR CHOICE | POSSIBLE CHOICES |
| a | Document Name | | | |
| b | Diskette Name | | | |
| c | System Page Number (s) | | | |
| d | Insert Included Text | | 2 | 1 = Yes  2 = No |

If no pages are specified, the entire document will be included. To specify multiple pages, separate page numbers with spaces. When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▉

**5. Press ENTER.**

The system inserts the document (or pages of the document) at the location you chose and places the cursor under the *first* character of the inserted document.

The pages also remain in the original location.

**Formatting and Get**

The pages being copied take on the format of the document you are creating or revising unless the pages contain Format Change codes. If necessary, add Format Change codes to the copied text.

Page End codes are deleted from the pages being copied unless followed by a Format Change code on the next page. So multiple pages are inserted as one page and must be repaginated.

**Notes**

- You can get from only one document at a time using the Get menu. To get from additional documents, access the Get menu each time.

- Get is often used to create letters and documents made up of stored text. For more information, see *Creating Documents from Stored Text Using Get*.

- Special format changes that you use often can be stored, and then accessed using Get.

*To practice using Get, go on to the Demonstration.*

## DEMONSTRATION 1

In this Demonstration, you will prepare a new document using standard information stored in a separate document named Interviews. To prepare the new document, type the new information, then get the standard information. The illustration is a sample of the standard information. Do not type from this sample. The new information you will type appears on the following pages.

Thank you for participating in the interviews during our recent visit to your campus.

Our current requirements are for immediate graduates. However, your qualifications are most impressive. We hope that you will contact us again while we are on campus next semester.

Please accept our best wishes for continued success in your studies. We look forward to seeing you again soon.

Sincerely,


Alan Dougherty, Manager
Personnel

**Create the following document:**

Document name: Anderson Letter
Diskette name: TRAIN

**Go to the Typing area.**

**Type carrier returns until the cursor is on line 12, then type the information that appears below.**

```
                    October 10, 1982




                    Mr. Robert K. Anderson
                    11376 Hennepin Avenue
                    Minneapolis, MN  55210

                    Dear Mr. Anderson:
```

Be sure to type two carrier returns after the colon.

**Press GET.**

The Get menu appears.

**Choose the item in the Get menu to name the document.**

**Type** *Interviews*, **then press ENTER.**

**Choose the item in the Get menu to name the diskette, type** *TRAIN*, **and press ENTER, if necessary.**

The diskette name may already appear.

Because you will use the entire document, you are finished with the menu.

**Press ENTER.**

The standard portion of the document appears on the screen.

Print the document and compare it with the one illustrated.

*If you are ready to practice using Get on your own, go on to the Self-Test. If you would like more practice first, go on to the next Demonstration that follows.*

October 10, 1982


Mr. Robert K. Anderson
11376 Hennepin Avenue
Minneapolis, MN  55210

Dear Mr. Anderson:

Thank you for participating in the interviews during our recent visit to
your campus.

Our current requirements are for immediate graduates.  However, your
qualifications are most impressive.  We hope that you will contact us
again while we are on campus next semester.

Please accept our best wishes for continued success in your studies.  We
look forward to seeing you again soon.

Sincerely,


Alan Dougherty, Manager
Personnel

**DEMONSTRATION 2**

In this Demonstration you will use Get to obtain special pages from a document named Credit Correspondence. Standard paragraphs that you use frequently can be stored in a special document called a paragraph library. In a paragraph library each paragraph is stored as a separate page. This allows you to retrieve a single paragraph by telling the system to get a specific page. For more information on paragraph libraries, see *Creating Documents from Stored Text Using Get*, Lesson 2.

**Create the following document:**

Document name: Winslow Letter
Diskette name: TRAIN

**Go to the typing area.**

**Type carrier returns until the cursor is on line 20, then type the information that appears on the right.**

Be sure to type two carrier returns after the colon.

```
November 18, 1982

Michael Winslow
2527 West Avenue
Vista, CA  93501

Dear Mr. Winslow:
```

Now you will select the paragraphs from the paragraph
library to be used in your letter. See the reference copy
illustrated. For this Demonstration you will get
paragraphs 2, 7, and 10.

**STORED AS PAGE 1**
Thank you for your recent correspondence regarding your credit card account.

**STORED AS PAGE 2**
Thank you for your recent telephone call concerning your credit card account.

**STORED AS PAGE 3**
Thank you for your application for a credit card.

**STORED AS PAGE 4**
We have received your application for a credit card.

**STORED AS PAGE 5**
We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.

**STORED AS PAGE 6**
Processing of your application has been delayed because additional information is necessary. Please fill out the attached form, and return it to me as soon as possible so that we can provide you with your own credit card.

**STORED AS PAGE 7**
The limit set on your credit will be $1,000.

**STORED AS PAGE 8**
The limit set on your credit will be $500.00.

**STORED AS PAGE 9**
We are enclosing a complete statement of account which indicates all transactions which have occurred since your last billing date.

**STORED AS PAGE 10**
Very truly yours,

Adeline Garrity
Credit Manager

**Press GET.**

The Get menu appears.

**Choose the item in the Get menu to name the document.**

**Type** *Credit Correspondence* **and press ENTER.**

**Choose the item in the Get menu to name the diskette, type** *TRAIN* **and press ENTER, if necessary.**

The diskette name may already appear.

**Because you want to get only specific pages, choose the item in the Get menu to specify System Page Numbers.**

The prompt "Type YOUR CHOICE; press ENTER" appears.

**Type** *2 7 10* **and press ENTER.**

Be sure to space once between each page number and use the numeral *1* and not the letter *l* when you type the number *10*.

**Press ENTER again.**

The standard paragraphs are now included in your new document, Winslow Letter.

Print the letter and compare it with the one illustrated.

```
November 18, 1982

Michael Winslow
2527 West Avenue
Vista, CA  93501

Dear Mr. Winslow:

Thank you for your recent telephone call concerning your credit card
account.

The limit set on your credit will be $1,000.

Very truly yours,



Adeline Garrity
Credit Manager
```

*To practice using Get on your own, go on to the Self-Test.*

## SELF-TEST

In this Self-Test you are to create Section One of the
ABC Corporation proposal. Section One is made up
of an original introductory paragraph you must type
and the standard company description illustrated
below.

```
         The ABC Corporation is organized to conduct business throughout the
         world.  We are organized into the following areas:


         Real Estate:

              This area manages the selection and acquisition of sites, the
              design and construction of buildings, and the purchase or lease of
              facilities for all operations throughout the world.  Members of
              this staff are highly trained and qualified to assess real estate
              projects in the United States, as well as our worldwide
              environmental programs and provide facility services to selected
              headquarters locations.


         Marketing:

              This area is responsible for the marketing of our wide range of
              products in the United States and its territories.  An internal
              function of this area is to provide maintenance and related
              services for customers.


         Development and Manufacturing:

              This area has world-wide development and U.S. manufacturing
         responsibility for the technology requirements of all products.
```

Create the following document:
Document name: **ABC Proposal**
Diskette name: **TRAIN**
Now, type the information below.

<div style="border:1px solid #000; padding:1em;">

SECTION ONE:   THE ABC CORPORATION OVERVIEW **3 RET'S**

    In response to your Request For Proposals, dated September 10, 1982, please consider the following proposal.

<u>CORPORATE STRUCTURE</u> **2 RET'S**

</div>

Get the standard information, which is the following document:

Document name: Company Description

Diskette name: **TRAIN**

Print your document and compare it with the one illustrated.

```
            SECTION ONE:   THE ABC CORPORATION OVERVIEW


        In response to your Request For Proposals, dated September 10,
    1982, please consider the following proposal.

    CORPORATE STRUCTURE

    The ABC Corporation is organized to conduct business throughout the
    world.  We are organized into the following areas:


    Real Estate:

        This area manages the selection and acquisition of sites, the
        design and construction of buildings, and the purchase or lease of
        facilities for all operations throughout the world.  Members of
        this staff are highly trained and qualified to assess real estate
        projects in the United States, as well as our worldwide
        environmental programs and provide facility services to selected
        headquarters locations.


    Marketing:

        This area is responsible for the marketing of our wide range of
        products in the United States and its territories.  An internal
        function of this area is to provide maintenance and related
        services for customers.


    Development and Manufacturing:

        This area has world-wide development and U.S. manufacturing
    responsibility for the technology requirements of all products.
```

*For Feedback, go on to the next page.*

## FEEDBACK

If your document is different from the one on the preceding page, check the following:

☐ Did you place the cursor at the left margin before you pressed GET?

☐ Did you get Company Description from your training diskette?

  Make any corrections before continuing with the next segment.

*If you had trouble, review the segment and try the Self-Test again.*

**3** You normally type with the Insert mode on. Insert causes existing text to move automatically to the right as you insert new text between words. You do not type over text.

You may want to correct text by typing over errors. For example, you may find it faster to type over transposed characters than to delete and retype them.

You must change the typing mode from Insert to Replace to type over text. In the Replace mode, characters are erased as you type, and new text replaces the existing text.

Your goal for this segment is to be able to use Replace to type over existing text.
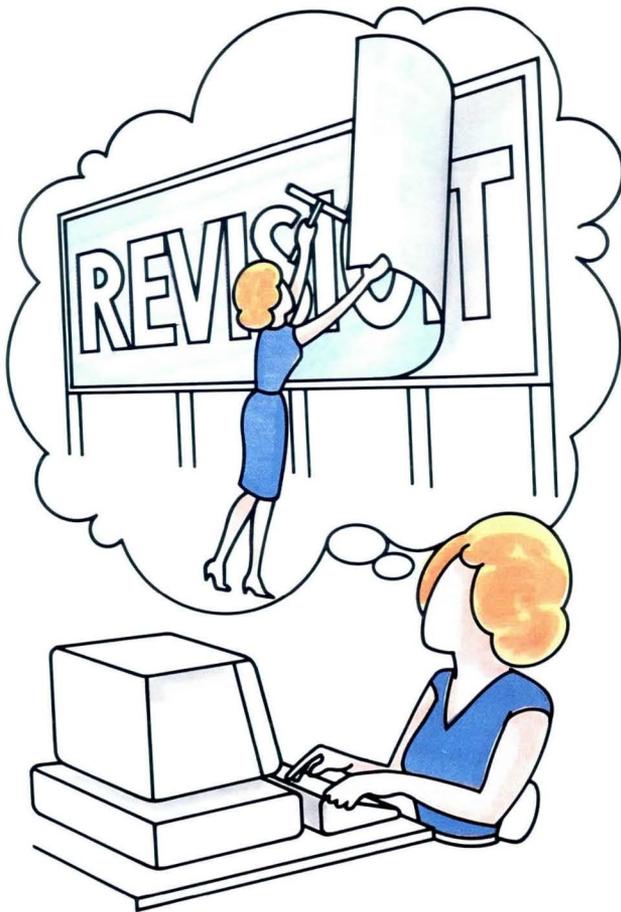
**MAIN IDEA**

To use Replace, follow these steps:

1. Place the cursor under the first character to be replaced.
2. Press INSERT/REPLACE to turn the Replace mode on.
3. Type the new text.
4. Press INSERT/REPLACE to turn the Insert mode back on when you have finished replacing characters.

*If you have enough information about using Replace to type over existing text, go on to the Demonstration. If you would like more detail, read the Help that follows.*

# HELP

Turn Replace on when you want to type over existing text. Replace enables you to make character-for-character substitutions. When you type a character, you replace the character that currently appears in that position.

To use Replace, follow these steps:

1. **Place the cursor under the first character to be replaced.**

2. **Press INSERT/REPLACE.**
   This turns Insert off and turns Replace on.
   Check to be sure *Repl* appears on the first status line.
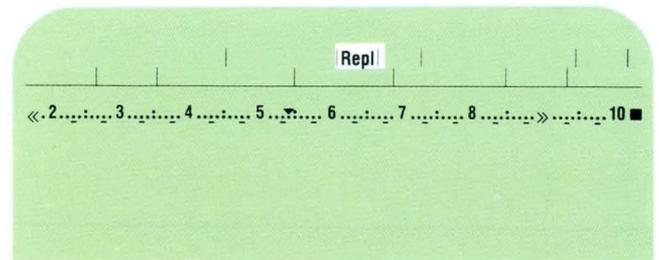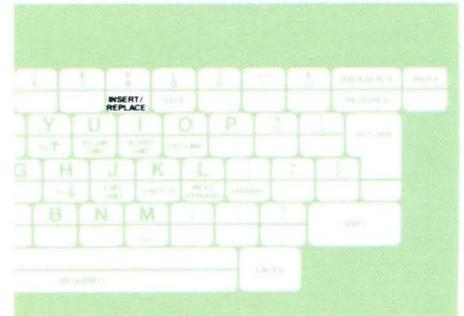
**3. Type the new text.**

Be careful *not* to type over any characters that should remain in the text. Pay particular attention to punctuation, spaces, and codes you might accidentally replace.

**4. Press INSERT/REPLACE after you have finished replacing characters.**

This turns Replace off and turns Insert on. Check to be sure *Ins* appears on the first status line.
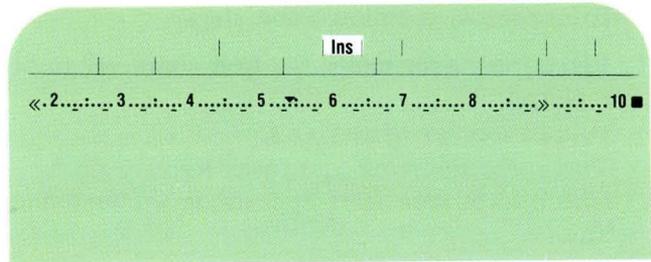
« .2...:..3...:...4...:... 5...:... 6...:... 7...:... 8...:...» ...:...10 ■

Ins

*To use Replace to type over existing text, go on to the Demonstration.*

### DEMONSTRATION

In this Demonstration you will use Replace and Insert
to make revisions.

**Choose Revise to access the following document:**

Document name:  Perloff Memo
Diskette name:  TRAIN

**Go to the typing area.**

Look at the illustration of Perloff Memo to see the
changes you will make.

TO:    NBEA Convention Participants
FROM:  Larry Perloff
RE:    word processing materials — CAPS

The following word processing handouts were presented at the NBEA
Convention on June 22. ← ADD: and June 23.

CHANGE TO NUMERALS
A.    Dictation/Transcription Systems
B.    Characteristics of Mag Media Typewriters
C.    Word Processing Association and User Groups
D.    The Effect of Word Processing Systems on the Business
      Education Curriculum.

The film that was shown is entitled, "Napoleon Dictation to Now"
and may be rented or purchased from Creative Graphics, 4431 North
Avenue, Albuquerque, NM 87118.  The film rents for $44 a week.  The
purchase price is $215.

Also enclosed is a business-reply card that you can fill out in
order to obtain information regarding the dictation cassette player and
tapes that can be used for developing machine transcription skills.

If you have any questions about the material, drop me a line or
give me a call at 213/644-7201.

To replace all the lowercase letters in *word processing materials* with uppercase letters, follow these steps:

**Place the cursor under the *w* in *word*.**

**Press INSERT/REPLACE to turn the Replace mode on.**

To be sure the Replace mode is on, look for *Repl* on the first status line.

**Type *WORD PROCESSING MATERIALS***

**Press INSERT/REPLACE to turn the Replace mode off.**

To insert text with the Insert mode on, follow these steps:

**Place the cursor under the colon following *June 22* and type *and June 23***

To replace the letters with numerals, follow these steps:

**Place the cursor under *A*.**

**Press INSERT/REPLACE.**

This turns the Replace mode on.

**Type *1***

**Move the cursor under *B* and type *2***

**Replace *C* and *D* with the appropriate numerals in the same way.**

Since the last revision is a replacement, do not turn the Replace mode off.

The last revision is to correct a typing error. The word *odrer* in the third paragraph should be *order*. To correct the transposed letters, follow these steps:

**Place the cursor under the *d*.**

**Type *rd***

**Press INSERT/REPLACE.**

This turns the Insert mode back on.

*To practice using Replace to type over existing text on your own, go on to the Self-Test.*

**SELF-TEST**

Choose Revise to access the following document and
go to the typing area:

Document name: Andreas Memo
Diskette name: TRAIN

Revise the memo as indicated below using Replace.
Print a copy and compare it with the memo on the
next page.

```
TO:        All Employees
FROM:      Marge Andreas
           Personnel Administrator

SUBJECT:   Staff Discount Purchasing          ⌐CAPS


It is possible for staff members to purchase many items at reduced
prices just by mentioning that you are employed by Percision Steel.
Included with this memo is a list of suppliers we have contracted and
who are willing to sell to our staff at wholesale or discounted prices.
All you need to do is to present your Precision Steel I.D. card when
making a purchase.

                    Participating Dealers

A.    B & D Furniture Company
B.    Bancroft Paint Supply
C.    Bellows Electric, INc.      LOWER CASE
D.    Charles Appliances
E.    Custom Hardware Company
```

CHANGE
TO
NUMERALS

*For Feedback, go on to the next page.*

**FEEDBACK**

Your memo should look like this:

```
          TO:       All Employees
          FROM:     Marge Andreas
                    Personnel Administrator

          SUBJECT:  STAFF DISCOUNT PURCHASING


          It is possible for staff members to purchase many items at reduced
          prices just by mentioning that you are employed by Precision Steel.
          Included with this memo is a list of suppliers we have contracted and
          who are willing to sell to our staff at wholesale or discounted prices.
          All you need to do is to present your Precision Steel I.D. card when
          making a purchase.

                               Participating Dealers

          1.    B & D Furniture Company
          2.    Bancroft Paint Supply
          3.    Bellows Electric, Inc.
          4.    Charles Appliances
          5.    Custom Hardware Company
```

   If your memo is different from the one illustrated,
ask yourself the following questions:

☐ Did you turn the Replace mode on when you revised
   the memo?

☐ Did you remember to turn the Replace mode off
   when you finished revising the memo?


*If you had trouble, review the segment and try the Self-
Test again.*

Unit: Common Text Applications

**5**

**Lesson 5: Advanced Formatting**

**5**

In the previous lessons in this unit you learned how to prepare the text of your documents to look the way you want. In this lesson you will learn advanced formatting techniques, such as adding information to the top or bottom of your document, reformatting a document, and using an alternate format within your document. You will also learn how to plan and save the formats you use so that formatting is easier.

In Segment 1 you will learn how to add headers and footers to the top and bottom of the pages of your document. In Segment 2 you will learn how to create headers and footers that alternate from even to odd pages of your document. Segment 3 teaches you how to revise the format of a document that contains format changes. You'll see how revising one format affects the others. Segment 4 explains the use of the alternate format. In Segment 5 you will learn how to plan and save the formats you use for your work. This means that you don't have to re-create the formats each time you use them.

I CAN SAVE THESE FORMATS TO USE AGAIN.

PROPOSAL
PROPOSAL REPORT
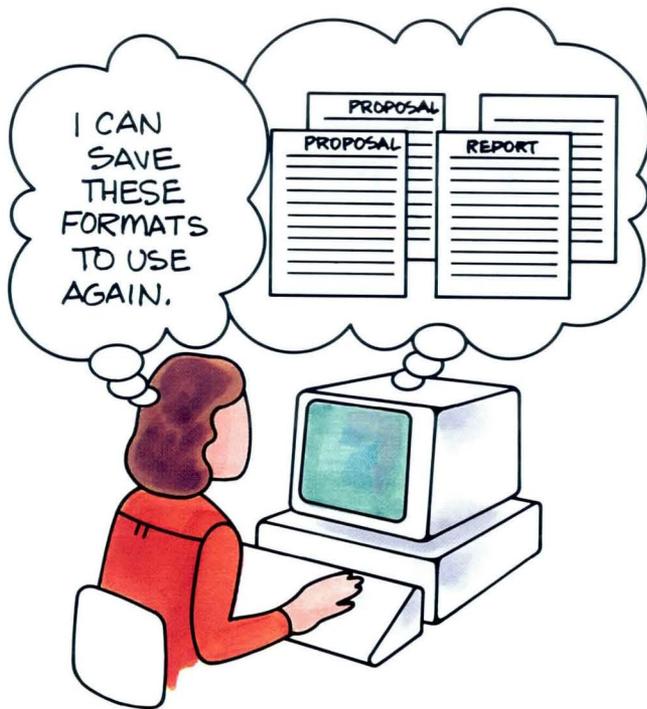
The information on headers and footers will probably be immediately useful to you, but you may find it easier to understand the advanced formatting techniques presented in this lesson after you have been using your Displaywriter on your own work applications. These applications will help you understand what formatting techniques you will require to do your work.

The training documents for this lesson are on the Master diskette (MASTER). If you have not already done so, duplicate this Master diskette onto the work diskette TRAIN. Instructions for duplicating the Master diskette can be found in the *Job Aids*, Tab 7, Diskette Tasks.
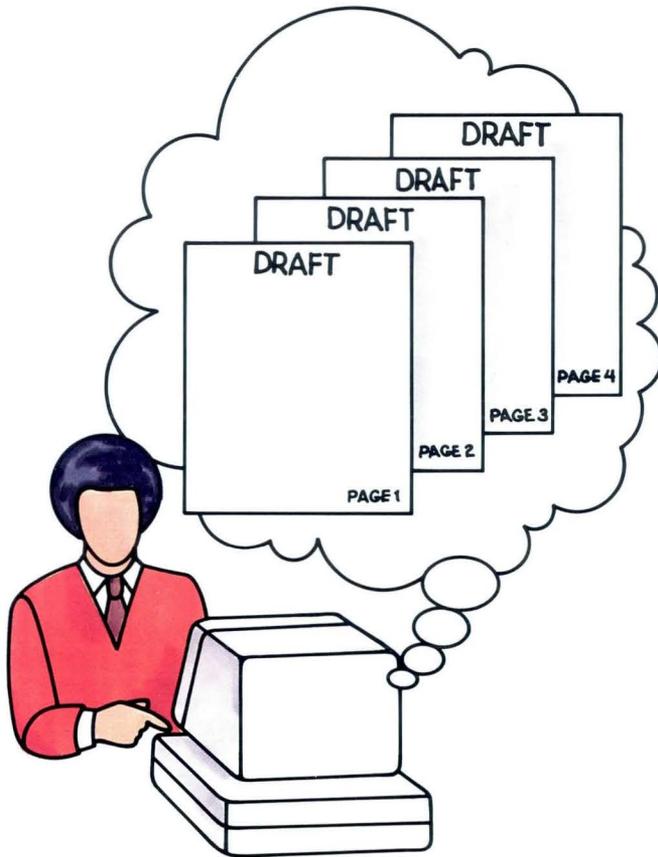
**1**

A *header* is a small amount of text (usually just a few words) that appears at the *top* of every page throughout a document. A *footer* consists of similar material that appears at the *bottom* of every page. If you wish, you can also instruct the Displaywriter to print the page numbers of the document as part of either the header or the footer.

You type the header and footer information in a special typing area that you can only reach through a Format Selection menu. Once they have been entered in this special typing area, headers and footers can automatically be printed on every page of your document.

Your goal for this segment is to be able to create and revise a header and a footer, one of which includes a page number.

DRAFT
DRAFT
DRAFT
DRAFT

PAGE 4
PAGE 3
PAGE 2
PAGE 1

**MAIN IDEA**

**Setting Up Headers and Footers**

Headers and footers are typed in a special typing area you can only reach through a Format Selection menu. To set up headers and footers for a document, follow these steps:

1. Go to the Create or Revise Document menu and choose Change Document Format.
2. Choose Change Header and Footer.
3. Choose Create or Revise Header.
4. Type the header information and press ENTER.
5. Choose Create or Revise Footer. Type the footer information and press ENTER.
6. Make changes as needed to the following settings in the Header and Footer menu:
   - First Header Line
   - Print Header On
   - First Footer Line
   - Print Footer On
7. Go to the regular typing area and type the document.
8. Paginate the document.

**Printing Page Numbers**

To print page numbers in the header or footer, follow these steps when creating the document:

1. Go to the special typing area of the header or footer.
2. Tab or space to the location where you want the page number to appear.
3. Press INSTR.
4. Choose System Page Number or Page Number in the menu that appears.
   - Choose System Page Number if you want to print the number that corresponds to the page number on your diskette. This is the number that appears on the status line.
   - Choose Page Number if you want to assign a number other than the system page number.
5. Return to the regular typing area and type the document.
6. Paginate the document before printing it.

**Revising Headers and Footers**

To revise headers and footers, follow these steps:

1. Go to the special typing area by choosing Create or Revise Header (or Footer) in the Header and Footer menu.
2. Revise the text of the header or footer as you would any text.
3. Return to the regular typing area.
4. Paginate the document.

You can also change your headers and footers in the middle of a document by making a page format change at the beginning of the page where the change is to occur. Then choose Change Header and Footer in the Format Selection menu that appears.

*If you have enough information, go on to the Demonstration. If you would like more detail about headers and footers, read the Help that follows.*

**HELP**

**Setting Up Headers and Footers**

Headers and footers are typed in a special typing area you can only reach through a Format Selection menu. If you want the same header and/or footer to appear throughout a document, you can type it once, setting it up as part of the document format.

To set up headers and footers for a document, follow these steps:

1. **Go to the Create or Revise Document menu and choose Change Document Format.**

   Headers and footers are normally set up through Change Document Format or Change Alternate Format in the Create or Revise Document menu. For more information about alternate formats, refer to *Common Text Applications*, Lesson 5, Segment 4.

   The Format Selection menu appears.

2. **Choose Change Header and Footer.**
   The Header and Footer menu appears.

3. **Choose Create or Revise Header.**
   A special typing area appears.

```
                CREATE OR REVISE DOCUMENT

                              YOUR      POSSIBLE
 ID  ITEM                     CHOICE    CHOICES

 a   Document Comment
 b   Change Document Format
 c   Change Alternate Format
 d   Preserve Page Numbers     2        1 = Yes 2 = No




 When finished with this menu, press ENTER.

 Type ID letter to choose ITEM; press ENTER:
```

```
                     FORMAT SELECTION

 ID      ITEM

 a       Change Line Format
 b       Change Margins and Tabs
 c       Change Page Format
 d       Change Header and Footer
 e       Change Alternating Headers and Footers
 f       Change Footnote Format
 g       Change Outline Level Formats




 When finished with this menu, press ENTER.

 Type ID letter to choose ITEM; press ENTER:
```

4. **Type the header information in the special typing area and press ENTER.**

   When you are creating or revising the text of a document in the regular typing area, you will not see a header or footer on the screen. You must go to the header or footer typing area to see, create, or revise the header or footer.

   Within the special header (or footer) typing area, the following rules apply:

   - Line spacing is automatically set to single spacing.

   - Margins and tabs for the headers and footers are the same as those established in the document format or alternate format, whichever is in effect. This means that if you change the margins and tabs settings in a format change, margins and tabs settings for the header (or footer) typing area will *not* change to match the new settings.

For example, if you have a document like the one illustrated, you must set paper/envelope size to 11 x 8½ in. for the third page of the document. You must also change margins and tabs for the text. These same margins and tabs must be set up in the header and footer typing area for the header and footer to print correctly. This cannot be done using a page format change. Instead, you must set up the alternate format for this page to print correctly.
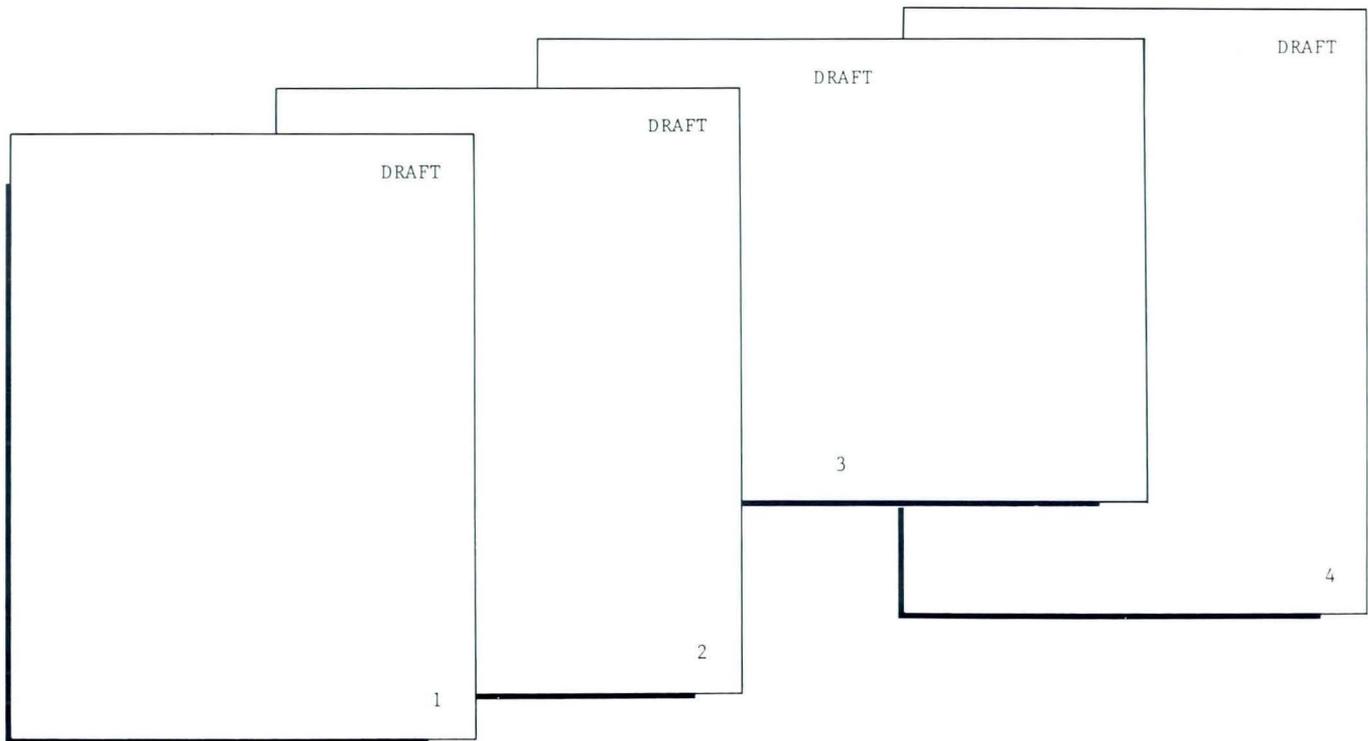
- Line endings for headers and footers will *not* be adjusted automatically. You must therefore end each line with a carrier return. When you get close to the right margin, the system beeps. At that point, press RETURN. Do not press RETURN after the last line of the header or footer.

- No more than 256 characters may be typed in the header or footer typing area.

5. **Choose Create or Revise Footer and type the footer information and press ENTER.**
Creating a footer is done in exactly the same way as creating a header. The footer information is typed in a special typing area of its own, which you can reach by choosing Create or Revise Footer in the Header and Footer menu.

**6. Make changes as needed to the following settings.**
Changes to these items should be made *after* creating the header or footer. This allows you to check for possible conflicts.

- First Header Line. The standard setting is line 3.

- Print Header On. Do you want your header to print on all pages or do you want it to start on the second page?
  If you want to begin printing headers and footers on page 2, choose Print Header (or Footer) On All But First Page in the Header and Footer menu.
  **Note:** All format settings that relate to headers and footers, including last typing line for text and first footer line, must be compatible with the document format settings in the Create or Revise Document menu. If the settings are *not* compatible, the system informs you that you have a "conflict between choices."

- First Footer Line. What line do you want your footer to begin printing on? The standard setting is line 63.

- Print Footer On. Do you want your footer to print on all pages or do you want it to start on the second page?

---

HEADER AND FOOTER

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Create or Revise Header | | |
| b | First Header Line | 3 | 1 - 999 |
| c | Print Header On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |
| d | Create or Revise Footer | | |
| e | First Footer Line | 63 | 2 - 999 |
| f | Print Footer On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

---

HEADER AND FOOTER

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Create or Revise Header | | |
| b | First Header Line | 3 | 1 - 999 |
| c | Print Header On | 2 | 1 = All Pages |
| | | | 2 = All But First Page |
| d | Create or Revise Footer | | |
| e | First Footer Line | 63 | 2 - 999 |
| f | Print Footer On | 2 | 1 = All Pages |
| | | | 2 = All But First Page |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

7. **Go to the document typing area and type the document.**
   This step is necessary to make sure that the header and footer information has been properly stored for that document.

8. **Paginate the document.**

**Setting or Changing Headers and Footers Within a Document**

Sometimes you may want to set a header or footer to start printing on page 3 or later in your document. You may also want to change a header or footer within your document. In this case you use the CHG FMT key rather than the document format.
   To do this, you must perform the following steps:

- Go to the regular typing area and type your document.

- When you have typed and paginated the document, go to the beginning of the page where you want your header or footer to begin printing.

- Press CHG FMT.

- Choose Change Header and Footer in the Format Selection menu.
- Go to the special typing area for headers (or footers), and enter your header or footer information.
- Press ENTER enough times to return to the typing area.
- Paginate your document before printing.

FORMAT SELECTION

| ID | ITEM |
|----|------|
| a | Change Line Format |
| b | Change Margins and Tabs |
| c | Change Page Format |
| d | Change Header and Footer |
| e | Change Alternating Headers and Footers |
| | |
| f | Return All Formats to Starting Choice |
| g | Return Line Format, Margins and Tabs to Starting Choice |
| h | Return Typestyle to Starting Choice |
| | |
| i | Begin Using Document Format |
| j | Begin Using Alternate Format |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**Printing Page Numbers**

Page numbers are also typed in the special header or footer typing area. You reach this typing area through the Format Selection menu.

To print page numbers in the header or footer, follow these steps:

1. **Go to the special typing area of the header or footer.**
   If you are page numbering sequentially throughout a document, you get to this typing area by choosing Change Document Format in the Create or Revise Document menu.

2. **Tab or space to the location where you want the page number to appear.**

3. **Press INSTR.**
   To have page numbers printed in a header or footer, press INSTR at the location in the special typing area where you want the number to appear.

4. **Choose Page Number or System Page Number in the menu that appears.**

There are two types of page numbers:

- System Page Number.

A *system page number* is assigned by the system as you create the document or during automatic pagination. This is the page number that always appears on the status line when you are in the regular typing area of a document.

System page numbers are used when the document begins on page 1 and continues without interruption to the end of the document. If you use system page numbers, you should paginate the document before you print it. The pagination process removes any inconsistencies in the page numbers that might have occurred when the document was created or revised.

```
                    INSTRUCTIONS

                          YOUR     POSSIBLE
ID  ITEM                  CHOICE   CHOICES
a   System Page Number
b   Page Number           0        0 = Use Current Page
                                       Number
                                   1 - 9999 = Reset Page
                                       Number




When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

- Page Number.

  A *page number* is assigned by the operator. It can begin with any number between 1 and 9999. Page numbers assigned by the operator are useful in the following situations:

  *Your document is a continuation of a previous document, and the first page must begin with the next available number.* (For example, your previous document contains 35 pages, and you want this document to begin on page 36.) In this case, you go to the special header or footer typing area from the Create or Revise Document menu, tab or space to the location where you want your page number to appear, press INSTR, choose Page Number, and type the number you want your document to begin with.

  *Your document has two or more sections, and you want each section to begin with page number 1.* In this case, you go to the beginning of the page where that section of the document begins, press CHG FMT, go to the special typing area of the header or footer where your page number instruction appears, delete the existing page number instruction symbol, press INSTR, and choose Page Number = 1.

5. **Return to the regular typing area.**

**Revising Headers and Footers**

To revise headers or footers, follow these steps:

1. **Go to the special header or footer typing areas.**
   If you want to revise a header or footer in the document (or alternate) format, you must go to the Create or Revise Document menu. On the other hand, if you want to revise a header or footer that you inserted within a document using CHG FMT, you must find the Format Change code ( **E** ), press ENTER, and then choose Create or Revise Header and Footer in the menu that appears.

2. **Revise the text of the header or footer as desired.**
   You can delete or change the text as you would with any text revisions.

3. **Return to the regular typing area.**
   This ensures that the header/footer information has been properly stored by the system.

4. **Paginate the document.**

*To create and revise a header and footer, go on to the Demonstration.*

## DEMONSTRATION

### *Creating Headers and Footers*

In this part of the Demonstration, you will create the headers and footers for an existing document. (The headers and footers will remain the same throughout the document.) The text of the document has already been typed.

**Choose Revise to access the following document:**

Document name: Jefferson
Diskette name: TRAIN

Follow the steps below to create the headers and footers like the ones illustrated.

**Choose Change Document Format in the Create or Revise Document menu.**

**Choose Change Header and Footer in the Format Selection menu.**

**Choose Create or Revise Header.**

Create the header as follows:

**Type *JEFFERSON* beginning at the left margin.**

JEFFERSON                DRAFT

JEFFERSON

     Some two centuries after the Founding Fathers penned their letters with quills that had to be sharpened and ink that was slow to dry, scholars and university presses, in this age of information, are still hard put to edit and publish their prodigious correspondence.

     Yale, reports The New York Times, has been turning out the papers of Benjamin Franklin at the rate of one volume a year for 21 years -- with at least 30 more volumes still to come. Harvard is up to the 24th volume of the Adams Family Papers -- and expects some 76 more. While the papers of Alexander Hamilton, whose life and letter-writing were cut short by a duel, are happily in print, those of James Madison are still very much in the works. As are those of George Washington. Befitting the "father of his country," he turned out the largest body of correspondence of any of his compatriots, comprising some 100,000 items.

     Of course, scholarly work, with its train of citations and cross-references, is necessarily slow. And budget cutbacks by the Administration are expected to impede these projects still further. But at Princeton University, Thomas Jefferson -- President, educator, political philosopher, architect, gentleman farmer and himself a fount of useful inventions -- is getting help from the computer.

     In a lower floor office at the Firestone Library, Charles T. Cullen, who got his Ph.D. at the University of Virginia, which Jefferson founded and whose colonnaded campus he designed, presides as the present editor of the Jefferson Papers. A tall, poised, aristocratic man, he might have stepped out of that most civilized of centuries in which his subject lived. It seems incongruous, therefore, when he strides to a

           1             4/5/83

Press TAB until the cursor is in position 73 on the
scale line.

Type *DRAFT*

Press ENTER to return to the Header and Footer
menu.

Choose Create or Revise Footer.

Create the footer as follows:

Press TAB and the space bar until the cursor is in
the center position on the scale line.

Press INSTR.

Choose System Page Number.

This tells the system to print sequential page numbers
throughout the document.

You will see the code $\#$ .

Press TAB until the cursor is in position 73 on the
scale line.

Type *4/5/83*

**Press ENTER to return to the Header and Footer menu.**

**Check for conflicts in the Header and Footer menu and the Page Format menu.**

Conflicts can occur in two places: between the first header line and the first typing line of text and between the last typing line of text and the first footer line. In this Demonstration, the:

First header line = 3
First typing line = 7
Last typing line = 60
First footer line = 63

There are no conflicts.

**Go to the regular typing area.**

**Paginate and print your document and compare it with the one on the right.**

*Common Text Applications*
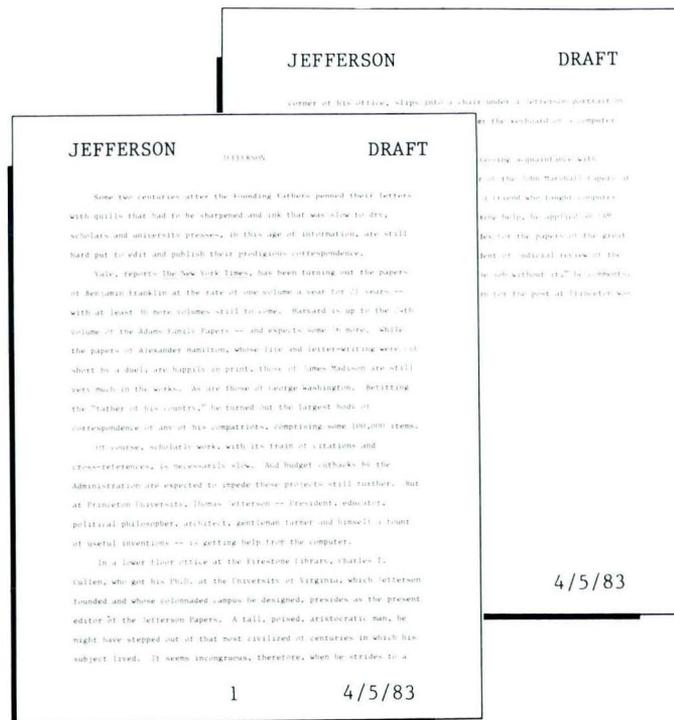
*Revising Headers and Footers*

To prepare the final version you will delete *DRAFT* from the header.

**Choose Revise to access the following document:**

Document name: Jefferson
Diskette name: TRAIN

**Choose Change Document Format in the Create or Revise Document menu.**

**Choose Change Header and Footer in the Format Selection menu.**

**Choose Create or Revise Header.**

**Move the cursor under the *D* in *DRAFT*.**

**Delete *DRAFT*.**

**Press ENTER until you return to the regular typing area.**

**Paginate and print your document.**

**Compare your document with the one illustrated.**

JEFFERSON

s into a chair under a Jefferson portrait by
is fingers over the keyboard of a computer

more than a passing acquaintance with
post as editor of the John Marshall Papers at
encouraged by a friend who taught computer
needed programing help, he applied an IBM
cumulative index for the papers of the great
hed the precedent of judicial review of the
t have done the job without it," he comments.
llen was chosen for the post at Princeton was
th computers.

JEFFERSON

Some two centuries after the Founding Fathers penned their letters
with quills that had to be sharpened and ink that was slow to dry,
scholars and university presses, in this age of information, are still
hard put to edit and publish their prodigious correspondence.

Yale, reports The New York Times, has been turning out the papers
of Benjamin Franklin at the rate of one volume a year for 21 years --
with at least 30 more volumes still to come.  Harvard is up to the 24th
volume of the Adams Family Papers -- and expects some 76 more.  While
the papers of Alexander Hamilton, whose life and letter-writing were cut
short by a duel, are happily in print, those of James Madison are still
very much in the works.  As are those of George Washington.  Befitting
the "father of his country," he turned out the largest body of
correspondence of any of his compatriots, comprising some 100,000 items.

Of course, scholarly work, with its train of citations and
cross-references, is necessarily slow.  And budget cutbacks by the
Administration are expected to impede these projects still further.  But
at Princeton University, Thomas Jefferson -- President, educator,
political philosopher, architect, gentleman farmer and himself a fount
of useful inventions -- is getting help from the computer.

In a lower floor office at the Firestone Library, Charles T.
Cullen, who got his Ph.D. at the University of Virginia, which Jefferson
founded and whose colonnaded campus he designed, presides as the present
editor of the Jefferson Papers.  A tall, poised, aristocratic man, he
might have stepped out of that most civilized of centuries in which his
subject lived.  It seems incongruous, therefore, when he strides to a

2          4/5/83

1          4/5/83

## Changing Headers and Footers

In this part of the Demonstration, you will make a page format change to change the header and footer information within the body of a document. Look at the headers and footers for the document illustrated. A new section begins on page 3. You will change the header to reflect the new section and restart the page numbering at page 1.

WHAT IS A KEY DOCUMENT?

WHAT IS A KEY DOCUMENT?

WHAT IS A KEY DOCUMENT?

WHAT IS A KEY DOCUMENT?

WHAT IS A KEY DOCUMENT?

WHAT IS A KEY DOCUMENT?

Certain typewritten documents produced in a business are critical to its ability to function. These documents typically generate a profit or provide a service and are called "key documents."

Key documents can be classified into the following categories:

• Documents that are the only evidence of service performed (such as wills and insurance policies)

• Documents that are an essential ingredient in the product or service (such as operating instructions, warranties, and contracts)

• Documents that support the selling of service effort (such as correspondence between sellers and buyers, proposals, price quotations, and direct-mail campaigns)

• Documents that support the organization and operation (such as accounting records, operation procedure manuals, purchasing requests, purchasing order, purchasing receipts, internal memos, and personnel department information)

1

2

3

**New section**

4

5

6

**Choose Revise to access the following document:**

Document name: Key Documents
Diskette name: TRAIN

**Go to page 3 of the document typing area.**

This is the beginning of a new section.

**Be sure your cursor is in the top left-hand corner of the screen.**

This allows you to make a page format change.

**Press CHG FMT.**

The Format Selection menu appears.

**Choose Change Header and Footer in the Format Selection menu.**

**Choose Create or Revise Header.**

You will see *WHAT IS A KEY DOCUMENT?* centered in the header typing area.

**Delete the current header.**

**Tab and space to the center position on the scale line.**

**Press CTR.**

**Type** *TYPICAL KEY DOCUMENTS*

This is the new header beginning on page 3.

**Press ENTER to return to the Header and Footer menu.**

**Choose Create or Revise Footer.**

You will see a hyphen, an instruction symbol, and another hyphen.

**Position your cursor under the Instruction code ( ╫ ).**

**Delete the Instruction code.**

**Press INSTR.**

**Choose Page Number.**

**Choose 1 to reset the page numbers to 1.**

**Press ENTER until you return to the regular typing area.**

**Paginate and print your document.**

**Compare your document with the one illustrated.**



*To create and revise headers and footers on your own, go on to the Self-Test.*

## SELF-TEST 1

In this Self-Test you will create the headers and footers
for a document. The text of the document has already
been prepared.

- Choose Revise to access the following document:
  Document name: Credit Card Program
  Diskette name: TRAIN

- Use the following information to create the headers
  and footers.
  Header: (At left margin) **CREDIT CARD
  PROGRAM** (At position 73) **DRAFT**
  Footer: System page number (At position 83)

- After you have completed the headers and footers,
  paginate and print your document and compare it
  with the one illustrated.

*Go on to the next page for feedback.*

## FEEDBACK 1

If your document appears different from the one on the previous page, check the following:

☐ You should have created the header and footers as part of the document format.

☐ The cursor should have been positioned in the footer using the TAB key and the space bar, *not* with the cursor movement keys.

☐ After positioning the cursor, you should have pressed INSTR.

☐ You should have chosen System Page Number in the Instructions menu.

☐ Did you compare the settings in the Header and Footer menu with the other format settings to avoid conflicts?

A second Self-Test follows. This Self-Test will give you practice in revising a header.

## SELF-TEST 2

To prepare the final version of the Credit Card
Program, the word *DRAFT* will be deleted from the
header.

- Revise the header by deleting *DRAFT*.
- Paginate and print your document and compare it
  with the one illustrated.

CREDIT CARD PROGRAM

ARTICLE III

This agreement shall remain in affect for an initial term of six
months and thereafter shall be renewed for successive terms of three

CREDIT CARD PROGRAM

ARTICLE II

Highview National Bank further agrees to promote the Credit Card
Program and to seek to obtain new cardholders from among its customers;
provided that all direct contractual relationships regarding the
ownership and use of credit cards shall be with the Bayfield National
Bank. Highview National Bank shall supply upon request by Bayfield
National Bank with each application any credit information or experience
it has with the applicant.

3

CREDIT CARD PROGRAM

ARTICLE I

Highview National Bank agrees to promote the Credit Card program,
and to seek to obtain new cardholders from among its customers;
provided that all direct contractual relationships regarding the
ownership and use of credit cards shall be with Bayfield National Bank.
Highview National Bank shall supply upon request by Bayfield National
Bank with each application any credit information or experience it has
with the applicant. All applicants must be approved by Bayfield
National Bank, applying its usual credit requirements, before cards will
be issued. However, any applicant who fails to meet credit
requirements, because of lack of information or otherwise, may be
"executive-sponsored" by Highview National Bank, which means that
Highview National Bank will guarantee payment of any loss incurred by
Bayfield National Bank arising out of use of such card, and Bayfield
National Bank will issue cards on any account so sponsored by Highview
National Bank. No duplicate accounts will be opened if a cardholder
proposed by Highview National Bank is already a cardholder, unless and
until any existing account is paid in full. Credit cards will be issued
by Bayfield National Bank to approved applications, and Bayfield
National Bank will be shown as the issuer and owner of such cards. In
addition Highview National Bank's name and service mark may be printed
on the reverse side of the cards at a cost of $30.00 per thousand, to be
paid by Highview National Bank. Except as herein stated with respect to
indemnification of "executive-sponsored" accounts, all cardholders'
accounts will remain the property of Bayfield National Bank, and any
income earned on, or losses arising out of, such accounts will belong
solely to Bayfield National Bank. For purposes of identification, all
accounts of cardholders whose approved applications were submitted by
Highview National Bank shall be carried in a single billing cycle and
given an identifying number so that the accounts of those cardholders
can be identified.

This agreement shall remain in effect for an initial term of six
months and thereafter shall be renewed for successive terms of three
months each, unless either party shall give written notice to the other
of his desire to terminate the agreement at least 60 days prior to the
date on which it would otherwise be renewed.

2

1

*Go on to the next page for feedback.*

**FEEDBACK 2**

If your document is different from the one illustrated, check the following:

☐ To reach the header typing area did you choose Change Document Format in the Create or Revise Document menu?

*If you had trouble with either of these Self-Tests, review the segment and try the Self-Tests again.*

# Alternating Headers and Footers

**2** In the previous segment you learned how to create headers and footers that appear in identical form and position on every page. Documents that are printed on both sides of each page, however, often have different headers and footers on the two facing pages. For example, the title of a book or report might appear as a header on the left-hand (or even-numbered) pages, while the chapter titles might appear on right-hand (or odd-numbered) pages.

Alternating headers and footers allows you to have a header and footer for all odd-numbered pages and a different header and footer for all even-numbered pages. Then, when the document has been paginated, the system inserts the correct header or footer on the appropriate page.

Your goal for this segment is to be able to create alternating headers and footers for a document.

## MAIN IDEA

Alternating headers and footers are created and revised in the same way as regular headers and footers. The only difference is that there are two headers or footers, or both, to create or revise. You create or revise them by choosing Change Alternating Headers and Footers in the appropriate Format Selection menu.

To create alternating headers and footers for a document, follow these steps:

1. Choose Change Document Format in the Create or Revise Document menu.
2. Choose Change Alternating Headers and Footers in the Format Selection menu.
3. Make the following selections in the Alternating Headers and Footers menu:
   - Create or Revise Odd Pages Header
   - Create or Revise Even Pages Header
   - Create or Revise Odd Pages Footer
   - Create or Revise Even Pages Footer

   Each of these selections takes you to one of the special header or footer typing areas, but the order in which you select them does not matter.

4. Type the header or footer in each of the four typing areas provided, as necessary. Press ENTER to return to the Alternating Headers and Footers menu.

5. Make changes as needed to the following settings:
   - First Header Line
   - Print Headers On
   - First Footer Line
   - Print Footers On

6. Go to the regular typing area on the first page of the document.

**Printing Page Numbers Using System Page Numbers**

To print page numbers using system page numbers, follow these steps when creating a document:

1. Go to the special typing area of the odd/even pages header or odd/even pages footer.

2. Tab or space to the location where you want the page number to appear.

3. Press INSTR.

4. Choose System Page Number.

5. Return to the regular typing area and type the document.

6. Paginate the document before printing it.

**Printing Page Numbers of Your Choice**

To print page numbers other than the system page numbers, follow these steps when creating a document:

1. Determine which page number you want to print first.
2. Go to the special typing area of the odd/even pages header or odd/even pages footer.
3. Tab or space to the location where you want the page number to appear.
4. Press INSTR.
5. Choose Page Number.
6. Type the page number you want to print first in *both* the odd and even pages header or footer typing areas.
7. Return to the regular typing area and type the document.
8. Paginate the document before printing it.

To revise or delete the alternating headers or footers, go into the appropriate header or footer typing area, then revise or delete as you would any text.

Alternating headers and footers can be tailored to meet your document needs in the same way as headers and footers. This can be done using the Alternate Format function or the Change Format function, or both. If you want to learn how to use the Alternate Format, see Segment 4 of this Lesson.

*If you have enough information about alternating headers and footers, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

You may want to vary the text of the header and footer or its location when you reproduce a document using both sides of the page.

Alternating headers and footers are set up to appear either on odd-numbered pages or on even-numbered pages. The system then matches the correct headers and footers with the odd and even page numbers of the document. If the alternating header and footer is text only or uses the system page numbers, the Displaywriter uses the number of the page on the status line (the system page number) to determine whether to print on the odd page or even page.

HIGHVIEW NATIONAL BANK

ARTICLE I

Highview National Bank agrees to promote the Credit Card program, and to see to obtain new cardholders from amongs its customers; provided that all direct contractual relationships regarding the ownership and use of credit cards shall be with Bayfield National Bank. Highview National Bank shall supply upon request by Bayfield National Bank with each application any credit information or experience it has with the applicant. All applicants must be approved by Bayfield National Bank, applying its usual credit requirements, before cards will be issued. However, any applicant who fails to meet credit requirements, because of lack of information or otherwise, may be "executive-sponsored" by Highview National Bank, which means that Highview State Bank will guarantee payment of any loss incurred by Bayfield National Bank arising out of use of such card, and Bayfield National Bank will issue cards on any account so sponsored by Highview National Bank. No duplicate accounts will be opened if a cardholder proposed by Highview National Bank is already a cardholder, unless and until any existing account is paid in full. Credit cards will be issued by Bayfield National Bank to approved applications, and Bayfield National Bank will be shown as the issuer and owner of such cards. In addition Highview National Bank's name and service mark may be printed on the reverse side of the cards at a cost of $10.00 per thousand, to be paid by Highview National Bank. Except as herein stated with respect to indemnification of "executive-sponsored" accounts, all cardholders' accounts will remain the property of Bayfield National Bank, and any

1

ARTICLE I

income earned on, or losses arising out of, such accounts will belong solely to Bayfield National Bank. For purposes of identification, all accounts of cardholders whose approved applications were submitted by Highview National Bank shall be carried in a single billing cycle and given an identifying number so that the accounts of those cardholders can be identified.

This agreement shall remain in effect for an initial term of six months and thereafter shall be renewed for successive terms of three months each, unless either party shall give written notice to the other of his desire to terminate the agreement at least 60 days prior to the date on which it would otherwise be renewed.

2

1. **Choose Change Document Format in the Create or Revise Document menu.**
   You will usually create alternating headers and footers in the document format.

2. **Choose Change Alternating Headers and Footers in the Format Selection menu.**
   The Alternating Headers and Footers menu appears. It is similar to the regular Header and Footer menu you used in the previous segment, except that you have *two* headers and *two* footers to deal with.

3. **Make the following selections in the Alternating Headers and Footers menu, as needed:**
   - Create or Revise Odd Pages Header
   - Create or Revise Even Pages Header
   - Create or Revise Odd Pages Footer
   - Create or Revise Even Pages Footer

   The point here is to create each of your headers or footers, or both, in the special typing area where it belongs. The order in which you create them is not significant.

**ALTERNATING HEADERS AND FOOTERS**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Create or Revise Odd Pages Header | | |
| b | Create or Revise Even Pages Header | | |
| c | First Header Line | 3 | 1-999 |
| d | Print Headers On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |
| e | Create or Revise Odd Pages Footer | | |
| f | Create or Revise Even Pages Footer | | |
| g | First Footer Line | 63 | 2-999 |
| h | Print Footers On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▮

4. **Type the header or footer in each of the four typing areas provided, as necessary.**
   Within each of the special typing areas, the same rules apply as when you type regular headers and footers:
   - Auto Carrier Return is set to Off and Adjust Line Endings is set to No.
   - Lines are single-spaced.
   - Margins and tabs for the headers and footers are those currently in effect for the document.
   - You may type up to 256 characters in the header or footer typing areas.
   - To print page numbers, use INSTR.

   After you have created all headers and footers, press ENTER to return to the Alternating Headers and Footers menu.

5. **After creating *all* of your headers and footers, make the necessary changes in:**
   - First Header Line
   - Print Headers On
   - First Footer Line
   - Print Footers On

Do this in the same way as you did regular headers and footers.

Be sure to check the settings for the first and last typing lines to avoid conflicts in settings.

6. **Go to the regular document typing area to make sure that your instructions have been entered into the system.**

**Printing Page Numbers Using System Page Numbers**

The procedure for printing alternating page numbers using system page numbers is similar to the procedure for printing page numbers you learned in the last segment.

You must, however, type entries in both odd pages and even pages typing areas if you want page numbers to appear on all pages.

The Print Headers/Footers On item in the Alternating Headers and Footers menu determines which page the header/footer should begin printing on.

---

**ALTERNATING HEADERS AND FOOTERS**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Create or Revise Odd Pages Header | | |
| b | Create or Revise Even Pages Header | | |
| c | First Header Line | 3 | 1-999 |
| d | Print Headers On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |
| e | Create or Revise Odd Pages Footer | | |
| f | Create or Revise Even Pages Footer | | |
| g | First Footer Line | 63 | 2-999 |
| h | Print Footers On | 1 | 1 = All Pages |
| | | | 2 = All But First Page |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▓

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**Printing Page Numbers of Your Choice**

If you choose to print page numbers other than the system page numbers, type the number that you want to print first using the Page Number item in the Instruction menu. Type the same number in *both* the odd pages header/footer typing area and the even pages header/footer typing area.

The number that you choose for Page Number determines whether the odd or even header or footer will be used first. If you type an odd number, the odd page header/footer will be used first. If you type an even number, the even page header/footer will be used first.

**Examples of Printing Page Numbers**

If you want page numbers beginning with the page number 2 to print on all pages, choose the following:

Even Header: Page Number 2 in the Instructions menu

Odd Header: Page Number 2 in the Instructions menu

Even Header: Print on All Pages in the Alternating Headers and Footers menu

Odd Header: Print on All Pages in the Alternating Headers and Footers menu

Odd Header

3

Even Header

2
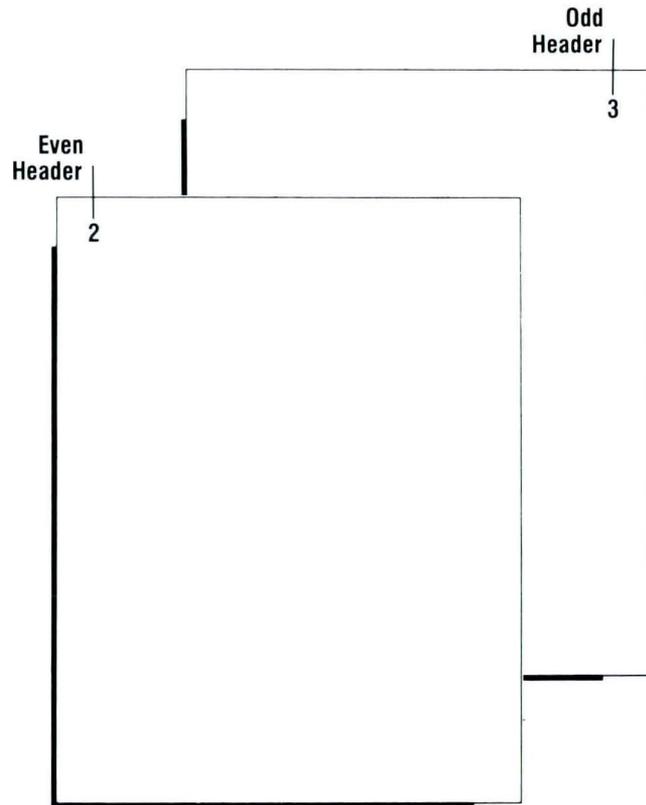
If you want all but the first page of a document to have a page number, starting with page number 1, choose the following:

Even Header: Page Number 1 in the Instructions menu
Odd Header: Page Number 1 in the Instructions menu

Even Header: Print on All but First Page in the Alternating Headers and Footers menu
Odd Header: Print on All but First Page in the Alternating Headers and Footers menu

Odd
Page
Header

1

Even
Page
Header

2

TABLE
OF
CONTENTS
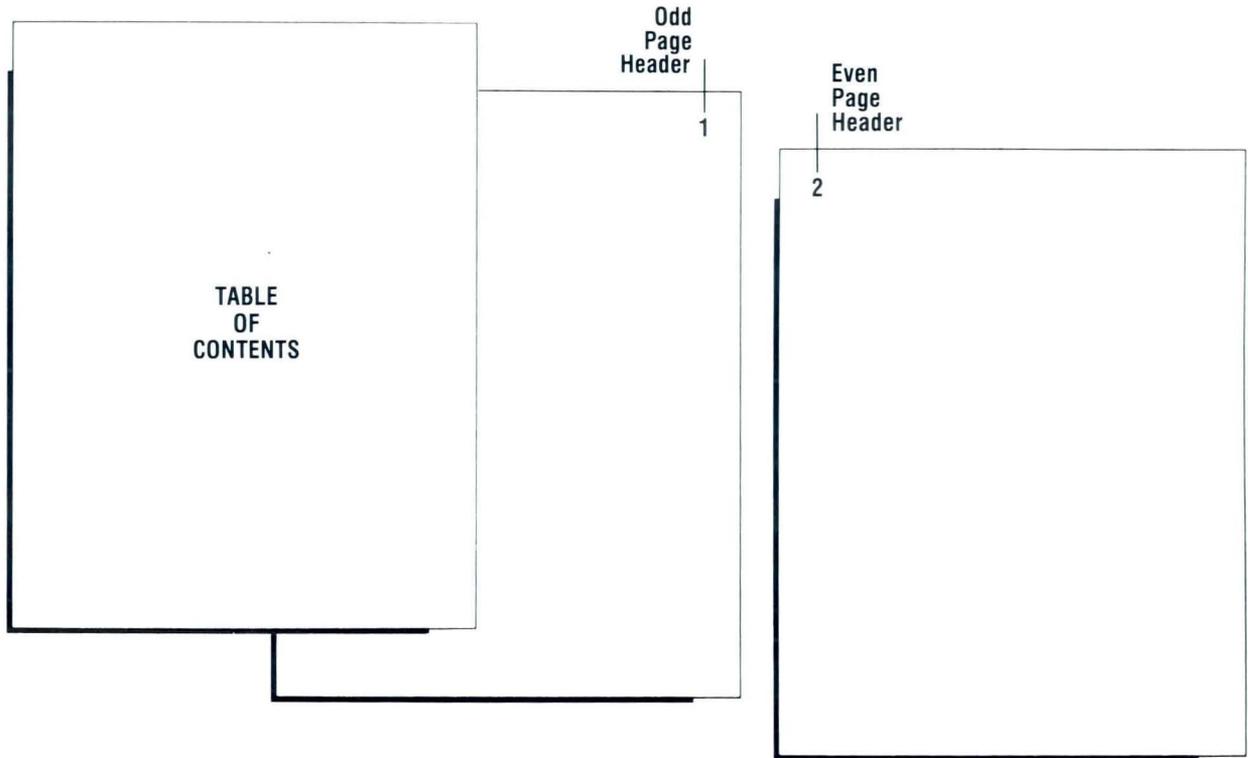
To revise or delete alternating headers or footers, go to the appropriate header or footer typing area, then revise or delete as you would any text.

Alternating headers and footers can be tailored to meet your document needs in the same way as headers and footers. This can be done using the Alternate Format function or the Change Format function, or both.

You can, of course, create as many sets of alternating headers and footers as you wish, but remember that *all* the format settings must be compatible. If you must use more than *three sets* of alternating headers and footers, you should create more than one document for your material.

*Go on to the Demonstration.*

*Common Text Applications*

### DEMONSTRATION

In this Demonstration you will add alternating headers and footers to a document that will be a bound manuscript. Historical Papers has a title page and a Table of Contents. The text begins on page 3. The headers and footers will begin on page 2, the Table of Contents page. The headers and footers will appear as illustrated.

When the pages are set facing each other, the odd page on the right and the even page on the left, the document will look like a bound book.
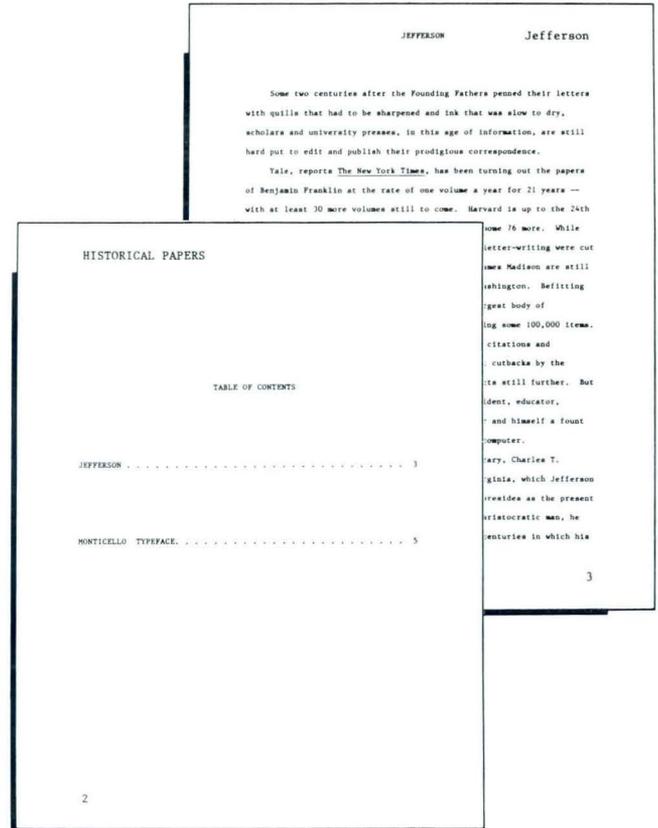
**Choose Revise to access the following document, stopping at the Create or Revise Document menu:**

Document name: Historical Papers
Diskette name: TRAIN

**Choose Change Document Format in the Create or Revise Document menu.**

**Choose Change Alternating Headers and Footers in the Format Selection menu.**

**Choose Create or Revise Even Pages Header.**

**Type the even page header, *HISTORICAL PAPERS*, starting at the left margin.**

**Press ENTER to return to the Alternating Headers and Footers menu.**

**Choose Create or Revise Odd Pages Header.**

**Tab to position 73 on your scale line and type *Jefferson***

**Press ENTER to return to the Alternating Headers and Footers menu.**

Choose Create or Revise Odd Pages Footer.

Go to position 88 on the scale line.

Press INSTR and choose System Page Number.

Press ENTER to return to the Alternating Headers and Footers menu.

Choose Create or Revise Even Pages Footer.

Press INSTR at the left margin. Choose System Page Number.

Press ENTER to return to the Alternating Headers and Footers menu.

Choose Print Headers On and set Your Choice to All But First Page.

Choose Print Footers On and set Your Choice to All But First Page.

Press ENTER enough times to go to the regular typing area.

**End the document, then paginate it. Print your document and compare it with the document illustrated.**

HISTORICAL PAPERS

by

M. T. Thomas

HISTORICAL PAPERS

TABLE OF CONTENTS

2

Jefferson

JEFFERSON

Some two centuries after the Founding Fathers penned their letters with quills that had to be sharpened and ink that was slow to dry, scholars and university presses, in this age of information, are still hard put to edit and publish their prodigious correspondence.

Yale, reports The New York Times, has been turning out the papers of Benjamin Franklin at the rate of one volume a year for 21 years -- with at least 30 more volumes still to come. Harvard is up to the 24th volume of the Adams Family Papers -- and expects some 76 more. While the papers of Alexander Hamilton, whose life and letter-writing were cut short by a duel, are happily in print, those of James Madison are still very much in the works. As are those of George Washington. Befitting the "father of his country," he turned out the largest body of correspondence of any of his compatriots, comprising some 100,000 items.

Of course, scholarly work, with its train of citations and cross-references, is necessarily slow. And budget cutbacks by the Administration are expected to impede these projects still further. But at Princeton University, Thomas Jefferson -- president, educator, political philosopher, architect, gentleman farmer and himself a fount of useful inventions -- is getting help from the computer.

In a lower floor office at the Firestone Library, Charles T. Cullen, who got his Ph.D. at the University of Virginia, which Jefferson founded and whose colonnaded campus he designed, presides as the present editor of the Jefferson Papers. A tall, poised, aristocratic man, he might have stepped out of that most civilized of centuries in which his

3

HISTORICAL PAPERS

subject lived. It seems incongruous, therefore, when he strides to a
corner of his office slips into a chair under a Jefferson portrait by
Rembrandt Peale and runs his fingers over the keyboard of a computer
terminal.

Actually, Cullen made more than a passing acquaintance with
computers in his previous post as editor of the John Marshall Papers at
William and Mary. There, encouraged by a friend who taught computer
science and supplied much needed programming help, he used a computer to
compile a cumulative index for the papers of the great Chief Justice who
established the precedent of judicial review of the Constitution. "We
couldn't have done the job without it," he comments. Part of the reason
that Cullen was chosen for the post at Princeton was his growing
familiarity with computers.

4

Jefferson

MONTICELLO TYPEFACE

Cullen credits Julian Boyd, editor of the papers for 40 years, for
their publication as part of the 1943 Jefferson Bicentennial
Celebration. When the first volume appeared in 1950 – the "Monticello"
typeface was designed by Princeton University Press – Princeton
President Harold Dodds presented a copy to President Truman.

Truman was so impressed, he ordered the revitalization of the
National Historical Publication Commission at the National Archives.
That led to publication projects for the other Founding Fathers.

Although the project got off to an auspicious start, progress was
slow. Volume 20 was going to press when Cullen took over two years ago.
That volume will bring Jefferson's correspondence up to 1792, while he
was serving as Washington's Secretary of State.

Despite the lagging pace, Cullen moved slowly. He spent much time
thinking about how computers might be used – and consulting with James
Poage, director of the university's computer center. "We decided to use
a computer rather than a word processor," he says, "because of its
greater capacity. We can store about 1,400 printed pages on our disk.
And from the terminal, we can work directly on the large computer in the
computer center. This allows us to use software that is generally
unavailable to most users."

The first fruit of his efforts is Volume 21, a cumulative index.
And now that the programming is in place, Cullen is going full tilt at
Volume 22, the next chronological volume of the papers.

Cullen's modus operandi entails entering and editing the documents
on the computer. Actually, the documents are copies; the originals are

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HISTORICAL PAPERS

in the Library of Congress and the University of Virginia. From the
computer in the library, Cullen sends edited text via a communications
link to a disk file. Using a program called SCRIPT, the host computer
arranges the text as it will appear on the printed page.

With the help of the people at the Princeton University Press,
another refinement has been added. SCRIPT commands have been converted
to typesetting commands.

Cullen receives from the computer center a printout of the copy as
it will appear when printed. "The important thing," he adds, "is that
the page contains exactly what it will contain once it goes through the
typesetting device. This enables editors to examine page proofs before
anything is printed. We proofread the copy carefully. We keep making
changes, rerunning the program until we get it right."

"But the big advantage is that, once we're satisfied with the copy,
the file is put on the magnetic tape with imbedded typesetting
instructions and delivered to the Princeton University Press."

All of this takes place without Cullen leaving the library.

6

*To create alternating headers and footers on your own,
go on to the Self-Test.*

**SELF-TEST**

In this Self-Test you will create alternating headers and footers for a document. The text of the document has already been prepared.

- Choose Revise to access the following document:
  Document name: Articles
  Diskette name: TRAIN
- Use the following information to create alternating headers and footers:

| | |
|---|---|
| Odd Pages Header: | (At position 63) HIGHVIEW NATIONAL BANK |
| Even Pages Header: | (At left margin) ARTICLES |
| Odd Pages Footer: | (At position 83) System Page Number |
| Even Pages Footer: | (At left margin) System Page Number |
| First Header Line: | Line 3 |
| First Footer Line: | Line 63 |
| Print Header /Footer On: | All Pages |

• After you have completed the alternating headers
  and footers, paginate and print your document and
  compare it with the illustrated document.

*Go on to the next page for feedback.*

## FEEDBACK

If your document appears different from the one on the previous page, check the following:

☐ Did you go to the Alternating Headers and Footers menu in the Create or Revise Document Format menu?

☐ Did you check the other settings in the Change Alternating Headers and Footers menu?

☐ Did you position the cursor correctly in the special typing area?

☐ Did you press INSTR?

☐ Did you choose System Page Number in the Instructions menu?

☐ Did you check for first typing line and first header line conflicts?

☐ Did you check for last typing line and first footer line conflicts?

☐ Did you go to the regular typing area before ending your document?

☐ Did you paginate your document?

*If you had trouble, review the segment and try the Self-Test again.*

*Prerequisites:*
*You must have completed*
*Lessons 1 and 2 of this unit*
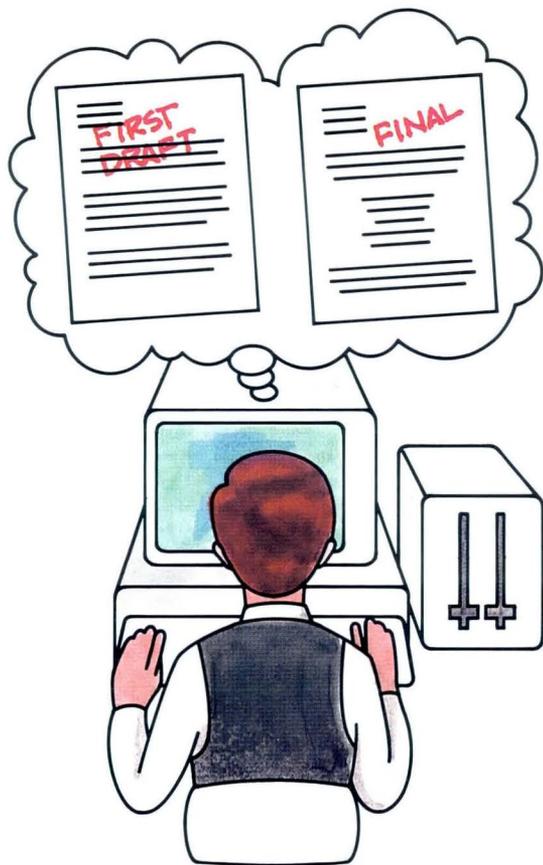
**3**

After creating the first draft of a document, you may want to reformat the document for the final version. To reformat a document, you may revise the document format for the entire document *and* revise the format for a smaller part within the document.

In Lesson 1 of this unit you learned how to establish and revise the document format for the major portion of your document. In Lesson 2 you learned how to establish and revise exceptions to the document format, which included page, line and typestyle format changes.

In this segment you'll reformat a document by revising the format you set up both for the whole document and within the document. When reformatting a document, it is important to check the settings for all additional format changes that exist within the document.

Your goal for this segment is to be able to make the necessary format changes to reformat a document.

**MAIN IDEA**

Follow these steps to reformat a document:

- Revise the document format if you want the change to affect most or all of your document.
- Revise format changes within the document if you want the change to affect smaller portions of your document.
- If format changes exist within the document, check the settings for each format change to ensure that the desired change is made.
- Paginate to adjust line or page endings according to the revised formats.

*If you have enough information about reformatting a document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

To reformat a document, you revise either the document format or format changes, or both, within the document as needed.

### Revising the Document Format

You learned how to revise the document format in Lesson 1 of this unit. Revisions to the document format involve any changes or additions to the formatting that apply to most or all of the document. Revisions to the document format must be made *before* going to the typing area.

### Revising Format Within the Document

You learned how to revise format changes in Lesson 2 of this unit. Revisions to the format within a document involve any changes to page, line, or typestyle format changes. You can revise by adding, deleting, or revising format changes. Revisions to format changes are made from the typing area.

**Checking Settings for Format Changes**

If format changes exist within the document, check settings for each format change to ensure that the desired change is made.

The settings within format changes are *not* automatically revised when the document format or previous format changes are revised. Therefore, you must check each format change to see if it must be revised.

Let's look at some examples:

If you want to change line spacing from single spacing to double spacing for your *entire* document, you know that you must revise the document format.

Change line spacing
for entire document

Page 1

Page 2

Page 3
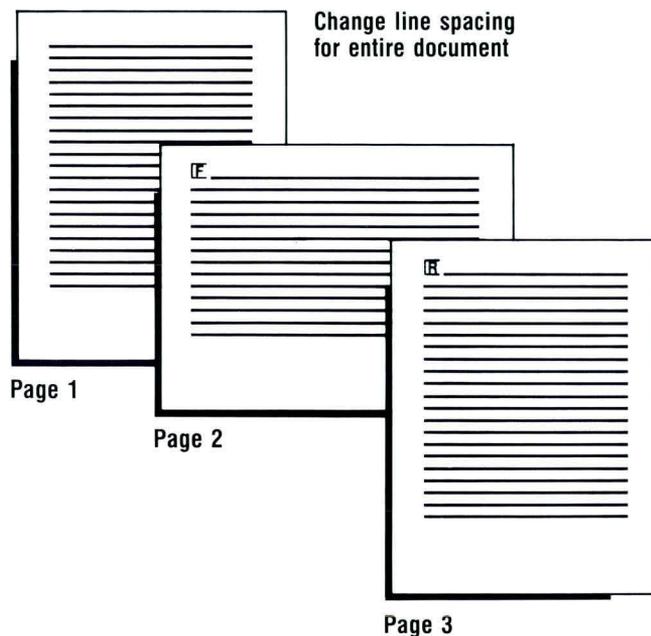
If you revise only the document format for a document like the one illustrated, page 1 and 3 of the document will be double-spaced. The page 2 format will not be revised because of the format change at the beginning of the page. The third page appears double-spaced because of the Format Return code at the beginning of page 3.

**Revise document format**

Page 1

Page 2

Page 3
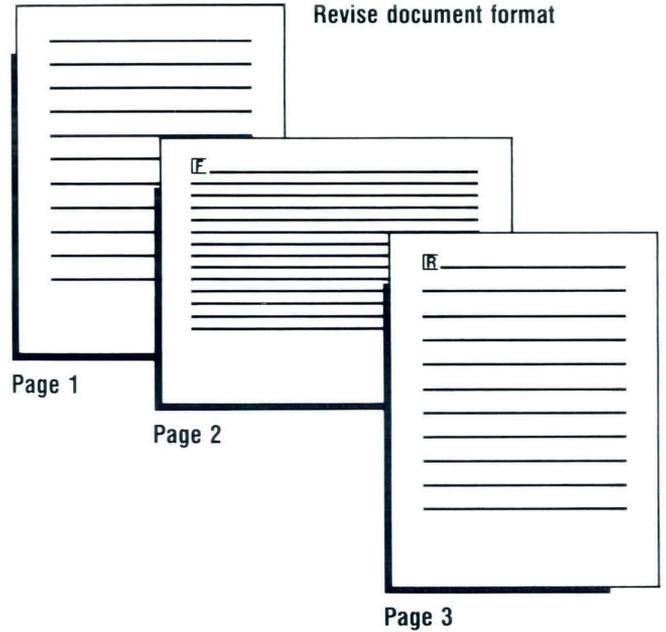
To change the entire document to double spacing you must revise the document format *and* revise the page format change.

1. Revise document format

2. Revise page format change

Page 1

Page 2

Page 3
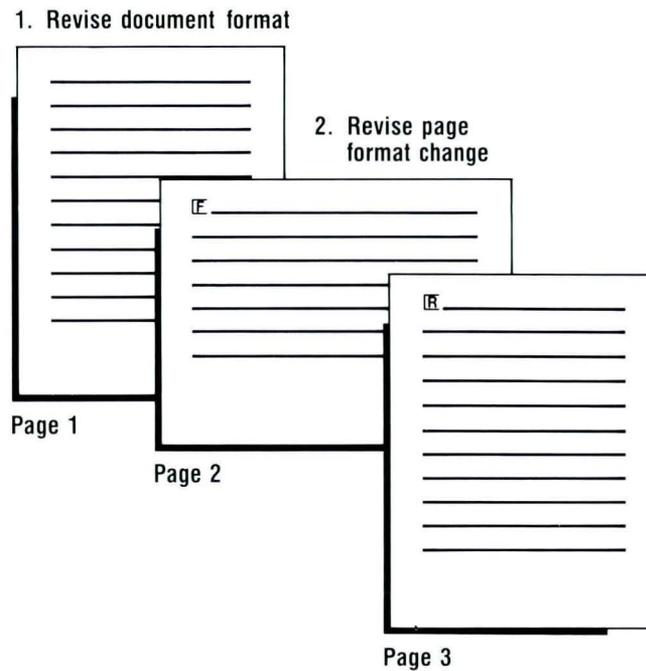
Another example would be if you revise a document in which you add or revise headers and/or footers for the entire document.

You must revise the document format *and* any page format changes to ensure that the headers and footers appear in the entire document.

1. Revise document format

Report

2. Revise page format

Report

Report

1

2

3
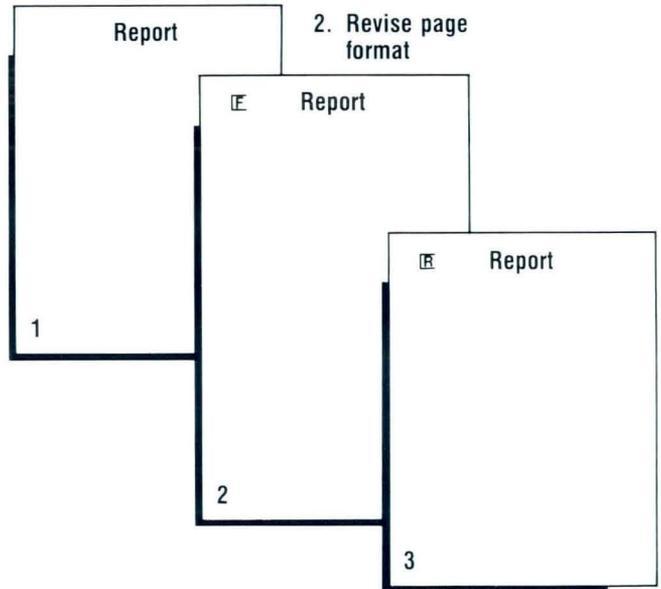
Let's look at another example. If you want to change a page from single spacing to double spacing, you know that you must add or revise a page format change.

Revise entire page

Page 1

Page 2

Page 3
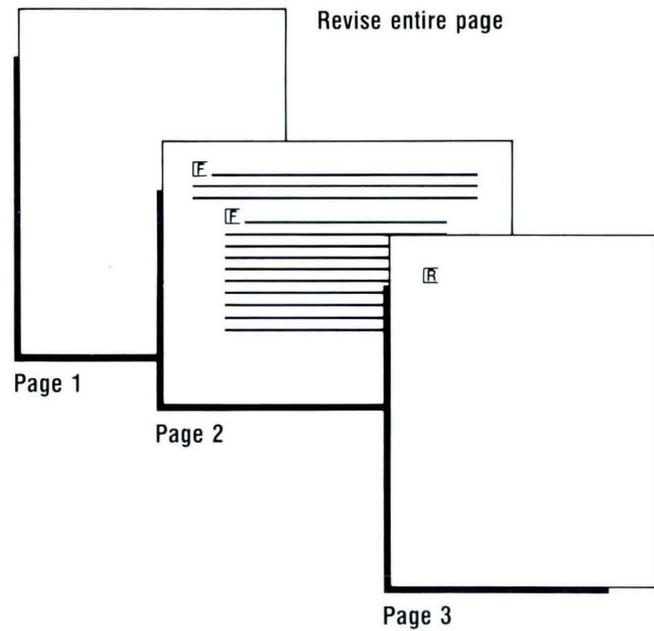
If you revise only the page format change for a document like the one illustrated, only part of the page will be double-spaced. The second half of the page will remain single-spaced because a line format change is located there.

Revise page format change

Page 1

Page 2

Page 3
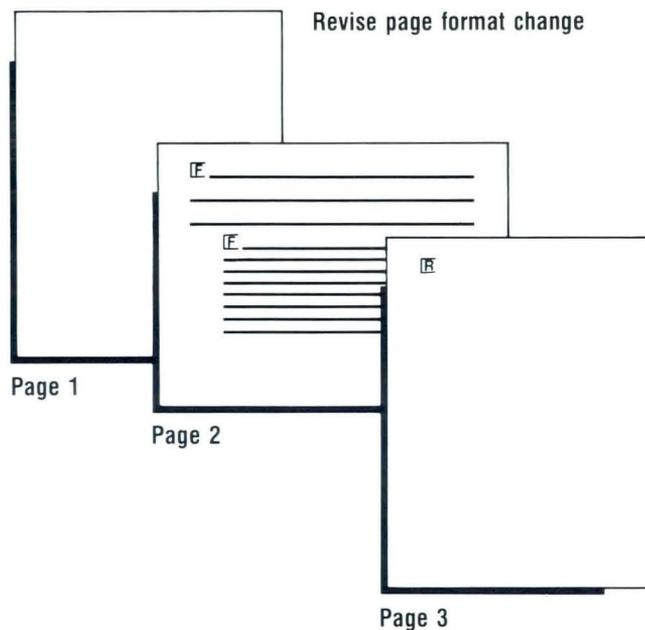
To change the whole page to double spacing, you must revise the page format change *and* revise the line format change.
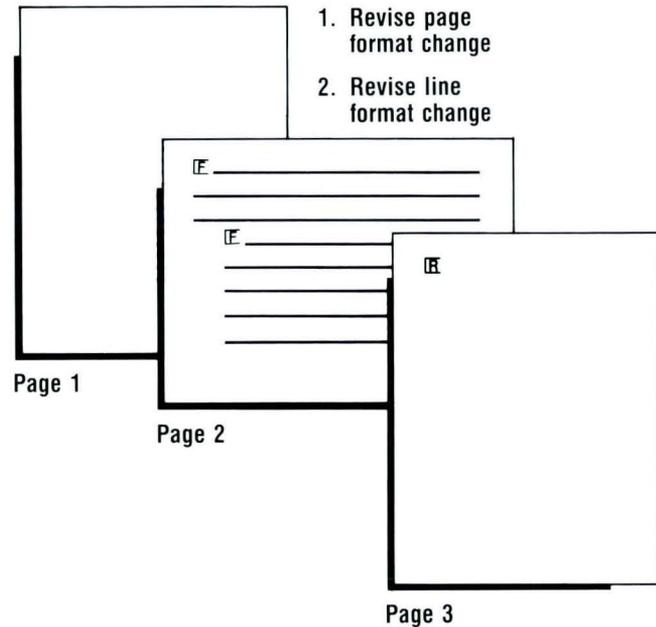
1. Revise page format change

2. Revise line format change

Page 1

Page 2

Page 3

*To practice reformatting a document, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will reformat the document illustrated so that the entire document is double-spaced. To do this you must change line spacing for the document format *and* change line spacing for the page format change.

**First, choose Revise to access the following document:**

Document name: Table II
Diskette name: TRAIN

Follow these steps to reformat:

**Before going to the typing area, choose Change Document Format in the Create or Revise Document menu.**

The Format Selection menu appears.

**Choose Change Line Format.**

The Line Format menu appears.

**Set Line Spacing to Double.**

**Press ENTER as many times as necessary to return to the typing area.**

**Press FIND, CHG FMT, and ENTER to check for format changes within the document.**

Change entire document to double spacing

Page 1

Page 2

Page 3
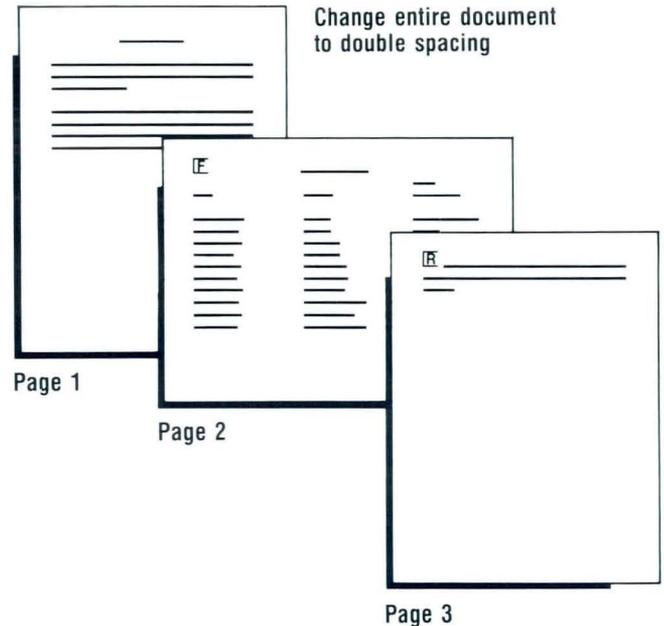
You are now on the second page of the document and the cursor is under the Format Change code.

**Press ENTER to revise the format change.**

The Format Selection menu appears.

**Choose Change Line Format.**

The Line Format menu appears.

**Set Line Spacing to Double.**

**Return to the typing area.**

**Press FIND and ENTER to check for other format changes within the document.**

The Page Format Return code appears at the top of the third page. Since the Page Format Return code automatically returns page 3 to the document format of double spacing, no change is necessary.

**End, paginate, and print the document.**

If you are using a sheet-feed paper handler, remember to turn the paper sideways in the bottom tray before printing the document.

Your document should look like the one illustrated.

**Page 1**

PART-TIME HELP REPORT

Following is the Toy Department's report for this year.  The figures

speak for themselves.  We have had a good year.  The key reasons for our

success are listed before the table, while our general plans for next

year follow the table.

Some of the factors which have contributed to this successful record

are:  1)  The special sales we held over July 4th, Labor Day,

Thanskgiving and Christmas.  2)  The extension of our store closing hour

to 11:00 p.m. for the Christmas season.  3)  The availability of

reliable part-time help during special sales.

**Page 3**

Next year there are plans to have special sales <u>each</u> month.  The
reliable part-time help is available.  With inflation continuing,
parents are eager to take advantage of special sales at <u>any</u> time of the
year.

**Page 2**

<div align="center">AVAILABLE PART-TIME HELP</div>

|  |  | JOB FOR |
| --- | --- | --- |
| <u>NAME</u> | <u>FORMER TITLE</u> | <u>UPWARD MOBILITY</u> |
| Diane Becker | Proofreader | Editor |
| Ellen Squire | Proofreader | Editor |
| Laura McDonald | Production Tech. | Action Supervisor |
| Janet McKendry | Paste-Up Artist | Supervisor/Paste-Up |
| Sandra O'Keefe | Typing Supervisor | Word Proc. Supv. |
| Carl Maldonado | Asst. to Finance | Comptroller |
| Susan Mancini | Writer-Trainee | Writer |
| Mary Parker | Secretary | Supervisor/WP |
| Penny Koch | Proofreader | Editor |
| Judith Albert | Typist | Project Secretary |
| Jane Freiden | IDT | Mgr. of Inst. Dev. |
| Julie Sabin | Production Coordinator | Purchasing Agent |
| Paul Mattes | IT | Asst. to Director |
| Tracy Pruitt | Chief Artist | Mgr. Graphics |
| Bob Statieski | IT | A/C, Project Dir. |
| Mary Jane Klein | Artist/Illustrator | Art Director |

*If you would like more practice reformatting a document, go on to the Exercise that follows. If you are ready to reformat a document on your own, go on to the Self-Test.*

## EXERCISE

In this Exercise you will change the line format to single spacing for an entire document. Remember, you must change line spacing for the document format and for the page and line format changes that already exist.

**Choose Revise to access the following document:**

Document name: Walk, Don't Run
Diskette name: TRAIN

**Before you go to the typing area, choose Change Document Format in the Create or Revise Document menu.**

Change entire document
to single spacing

Page 1

Page 2

Page 3
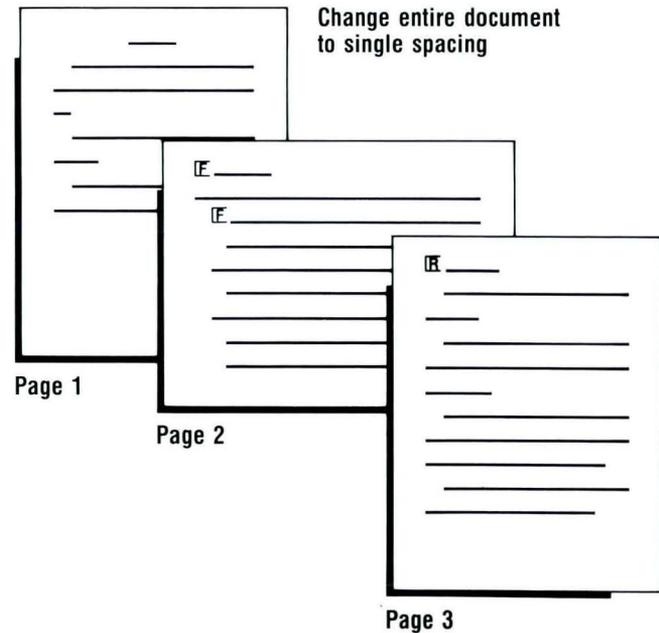
Set Line Spacing to Single in the Line Format menu.

Find the Page Format Change code on page 2 of your document and set Line Spacing to Single.

Find the Line Format Change code on page 2 of your document and change Line Spacing to Single.

End, paginate, and print the document.

Compare your document with the final version shown.

Page 1

WALK, DON'T RUN

It's the pace that counts. That's the advice of C. Carson Conrad, executive director of the President's Council on Physical Fitness, who says, "Our research shows that whether you run three miles, jog three miles, run and walk three miles or just walk three miles doesn't make any difference as long as you do it at a pace of under 15 minutes per mile."

Walking is easy. Anyone can do it. If you walk fast enough, at a vigorous and regulated pace, you can still achieve the kind of cardiorespiratory fitness that doctors consider important in preventing heart disease.

Running, on the other hand, especially if you are a beginner, can lead to all kinds of back, body and knee injuries.

**Page 3**

<u>Walking -- who needs it?</u>
    Could be we all do.  Whether we're driving to the corner for the
paper or plunked down in front of TV, too many Americans are finding
that their get up and go has got up and gone.  They've become, in a
word, sedentary.
    Says Jean Mayer in <u>A Diet for Living</u>, "Although Americans generally
have been getting fatter and fatter over the last 70 years, the
surprising fact is that people today actually eat less food and get
fewer calories than they did in 1900.  The only possible explanation
must be inactivity."
    Exercise trends can be as faddish as diets.  Racquet sports had
their vogue.  Now running and jogging are "in" but, interestingly, more
people start running than keep running.  (Maybe they run out of steam.)
Walking, on the other hand, is as natural as breathing.  Everybody does
it.  Housewives average six miles a day just walking around the house.
And office workers walk two and half miles on their daily rounds.
    Doctors advise walking 30 minutes continuously to maintain a
reasonable level of cardiorespiratory fitness.  Eventually increasing
your walk to an hour a day -- covering three and a half to four miles --
is even better.
    Walking may lack the cachet of tennis, but two out of the three
Americans who exercise at all do so by walking.  That means some 46
million of us walk regularly to get -- or keep -- in shape.

**Page 2**

<u>No sweat, relatively speaking</u>
    Walking may lack glamour.  No Boston marathons.  No catchy slogans on T-shirts.  But
walking is:
    1.   Safe and natural.  You can -- and should -- begin slowly and
         increase your tempo and distance however much you desire.
    2.   Therapeutic.  It can strengthen your heart and lungs, reduce
         stress, eliminate headaches and lower backaches and improve
         sleep.  Oh, yes, and help you lose weight, too.
    3.   Economical.  You don't need fancy sports clothes, special
         equipment or a club membership.  The only essentials are
         comfortable shoes and loose-fitting clothing.
    4.   Noncompetitive, unskilled and totally individualistic.  You
         set your own pace.  Of course, the faster you walk, the more
         calories you burn.  A brisk walk burns up 300 calories.  A
         Wake Forest University study found that walking four miles an
         hour burns as many calories as jogging at the same pace.
    5.   Convenient.  You can do it on your lunch hour, at home, in
         airports -- just about anywhere.  And walkers, unlike runners,
         don't have to warm up, cool down, shower and change.

If your document doesn't match the one illustrated, did you remember to:

☐ Change the document format in the Create or Revise Document menu?

☐ Press FIND, CHG FMT, and ENTER to locate the Page Format Change code on page 2, and then change Line Spacing to Single?

☐ Press FIND and ENTER to locate the Line Format Change code on page 2 and change Line Spacing to Single?

*To practice reformatting a document on your own, go on to the Self-Test that follows.*

**SELF-TEST**

In this Self-Test you will reformat the illustrated
document. Change the line format to single spacing
for the entire document. Paginate and print the
document.
    Choose Revise to access the following document:
    Document name: Making of a Reader
    Diskette name: TRAIN

**Page 1**

THE MAKING OF A READER

     In a great many colleges today, nearly 50 percent of every freshman class require some form of remedial English. What went wrong for these students?

     Educators and professional evaluators say that the root of the problem is reading: children are not reading as well as they used to, nor as much. Declining S.A.T. scores point to reduced language skills, but an English professor at Dartmouth believes that the problem can be summed up in one simple word: underexposure.

     This gloomy news makes parents eager to reverse the trend, to raise children who will be readers. But how? Let us count the ways.

     Begin early. The road to reading begins in childhood -- in the playpen, to be exact. Among the toys, say educators, should be several playpen books. The goal is twofold: to make books a pleasurable part of life from the beginning, and to have early vocabulary grow from books.

     A few minutes at a time, spread over the early months, parents can teach dozens of words from playpen books to babies, who are, literally, born mimics. By the time a child is 1 to 2 years old, he can be reading his books -- saying the words out loud to a stuffed bear. He will have gotten the idea -- books are fun.

     Keep talking. One-word sounds are a baby's language. For him, cookie is enough of a conversation to summon up a cookie. Often he will order far more cookies than he wants, just because he loves the sound of his own voice and the voice in reply. Nancy Larrick, author of A

**Page 2**

Parent's Guide to Children's Reading, believes that early conversation is crucial to later reading skills:

> "Many children are already on the road to
> reading failure when they enter first grade. No
> matter what the teacher does, no matter what
> teaching method is used, it will be impossible for
> some children to catch up. They may remain reading
> cripples all through school because of what they did
> not get before they came to school."

     Dr. Larrick urges parents to talk frequently with their children and to correct their pronunciation when necessary. Speech therapists add that babies often need to see how words are formed by watching the movements of a parent's tongue and lips.

     Most important of all, growing children are proud to be included in discussions. They aren't fussy about topics either; their need for conversation is too great.

     Read aloud. As soon as a child will sit still and look at pictures (usually around 12 to 18 months), parents should begin reading aloud. At first, reading sessions should be only a few minutes, say preschool teachers. A few lines of text per page are plenty until the child is 2 to 4 years old and demands more story.

     If the stories are really good, then everyone has fun. Also, a good story deserves a good delivery. Reading aloud calls for a few dramatics. Librarians polled by Dr. Larrick say that children prefer a soft voice, a slightly mysterious tone, as though there were a secret to impart.

*For Feedback, go on to the next page.*

**FEEDBACK**

Your document should look like the illustrated document. If it doesn't, did you remember to:

☐ Change to single spacing *before* you entered the typing area?

☐ Press FIND, CHG FMT, then ENTER to find the Line Format Change code on page 2 of the document?

THE MAKING OF A READER

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Keep talking. One-word sounds are a baby's language. For him, cookie is enough of a conversation to summon up a cookie. Often he will order far more cookies than he wants, just because he loves the sound of his own voice and the voice in reply. Nancy Larrick, author of A Parent's Guide to Children's Reading, believes that early conversation is crucial to later reading skills:

"Many children are already on the road to reading failure when they enter first grade. No matter what the teacher does, no matter what teaching method is used, it will be impossible for some children to catch up. They may remain reading cripples all through school because of what they did not get before they came to school."

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*If you had trouble, review the segment and try the Self-Test again.*

*Prerequisites:*
*You must have completed*
*Lesson 1 of this unit*

**4** You have already learned how to change the document format settings to meet your requirements. You have also learned how to change the format within a document. Sometimes you will want to use a second format frequently within a document.

For example: a table may be repeated several times, you may need to change paper size, or you may need to set up a format for an envelope.

The Displaywriter allows you to create and store an alternate format in addition to the document format. Then, each time you need this second format, you can access it by a simple instruction.

Your goal for this segment is to be able to create a document using a document format and an alternate format.

**MAIN IDEA**

An alternate format may be created and used when you have a second format that appears frequently in a document.

The alternate format must be used for a full page. If the second format you need is not required for a full page, you must make a format change within the document by using the CHG FMT key.

There are two different procedures involved in creating a document using a document format and an alternate format. The first is setting up the alternate format for your document. The second is using the alternate format in the body of the document.

To set up an alternate format, use the following procedure:

1. Choose Change Alternate Format in the Create or Revise Document menu.
2. Change the appropriate format settings in the Format Selection menu.

Once you are in the typing area of the document, you can use your alternate format settings by following this procedure:

1. Press PAGE END if your cursor is not already at the beginning of a page.
2. Press CHG FMT.
3. Choose Begin Using Alternate Format in the Format Selection menu.
4. Type the text that uses the alternate format.

To return to the document format:

1. Press **PAGE END** if your cursor is not already at the beginning of a page.
2. Press **CHG FMT**.
3. Choose Begin Using Document Format in the Format Selection menu.
4. Type the text that uses the document format.

*If you have enough information about the alternate format, go on to the Demonstration. If you need more detail, go on to the Help that follows.*

## HELP

The alternate format is used when you have a second format that appears frequently within a document. Using an alternate format is similar to making a format change in that you are using a format that is an exception to the document format. For example, you may have a document with wide tables that requires a change from 8½ x 11 in. paper to 11 x 8½ in. paper. Or, you may be sending out letters with envelopes.

Using an alternate format differs from making a format change, however, in that the alternate format must be used for a full page of the document. If you need to change format settings *within* a page, you must do so by making a format change, rather than by using the alternate format.

The alternate format also differs from making a format change in that the alternate format is set up at the beginning of the document, while you are still in the Create or Revise Document menu.

If you have two document formats that you use often in your work, you might want to personalize the alternate format on your program diskette. Then, every time you create a document, you will have the personalized alternate format already available to you if you need it. For more information on personalizing your program diskette, see *Diskettes*, Lesson 3, Segment 1.

**Use alternate format for:**
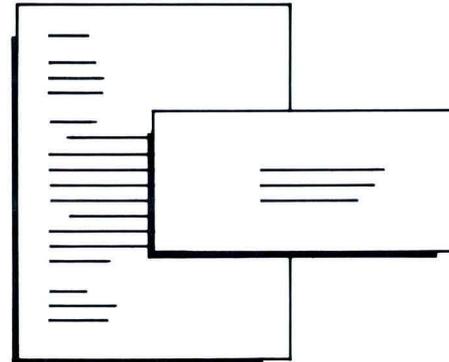


**Letters and envelopes**
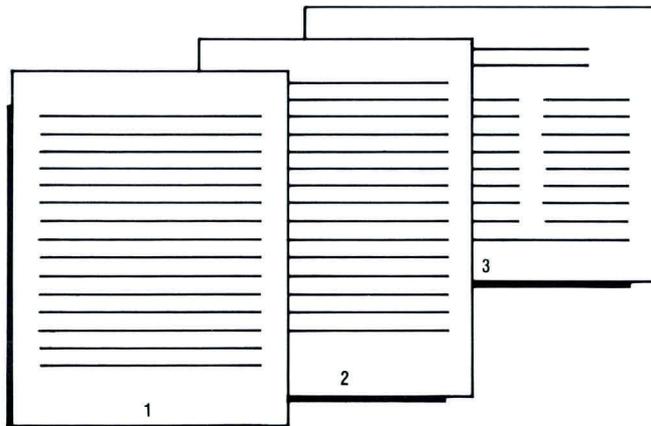


**Statistical tables**

To set up an alternate format, use the following procedure:

1. **Choose Change Alternate Format in the Create or Revise Document menu.**
   You set up the alternate format in the same way that you set up the document format. First, you must go to the Create or Revise Document menu. Then, choose Change Alternate Format.

2. **Change the appropriate format settings in the Format Selection menu.**
   Move through the menus. These menus are the same as the menus you use in setting up the document format. Make the appropriate changes in the document format settings.

```
                    CREATE OR REVISE DOCUMENT

                                        YOUR      POSSIBLE
   ID   ITEM                            CHOICE    CHOICES

   a    Document Comment
   b    Change Document Format
   c    Change Alternate Format
   d    Preserve Page Numbers          2         1 = Yes  2 = No




   When finished with this menu, press ENTER.

   Type ID letter to choose ITEM; press ENTER: ▯
```

Once you are in the typing area of the document, you can use your alternate format settings by following this procedure:

**1. Press PAGE END if your cursor is not already at the beginning of a page.**

Before you can use the alternate format, you must move the cursor to the beginning of a page, either by creating a new page at that point in the document, or by going to the beginning of the first typing line of a page that already exists in the document. You can type as many pages as you want after each format change.

**2. Press CHG FMT.**

When you press CHG FMT, a Format Selection menu appears. Notice that this menu is different from the Format Selection menu you reach through the Create or Revise Document menu. This menu has some additional choices in it. The last two choices are the ones you use to select your alternate format (or your original format) when you need it.

**3. Choose Begin Using Alternate Format in the Format Selection menu.**

Choosing Begin Using Alternate Format tells the system that you plan to use the alternate format. As soon as you make your selection, the system automatically returns to the typing area.

**4. Type the text that uses the alternate format.**

FORMAT SELECTION

| ID | ITEM |
|----|------|
| a | Change Line Format |
| b | Change Margins and Tabs |
| c | Change Page Format |
| d | Change Header and Footer |
| e | Change Alternating Headers and Footers |
| f | Return All Formats to Starting Choice |
| g | Return Line Format, Margins and Tabs to Starting Choice |
| h | Return Typestyle to Starting Choice |
| i | Begin Using Document Format |
| j | Begin Using Alternate Format |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

To return to the document format:

**1. Press PAGE END if your cursor is not already at the beginning of a page.**

**2. Press CHG FMT.**
The Format Selection menu appears.

**3. Choose Begin Using Document Format in the Format Selection menu.**
This tells the system you plan to use the document format. As soon as you make your selection, the system automatically returns to the typing area.

**4. Type the text that uses the document format.**

```
                         FORMAT SELECTION

        ID    ITEM

        a     Change Line Format
        b     Change Margins and Tabs
        c     Change Page Format
        d     Change Header and Footer
        e     Change Alternating Headers and Footers

        f     Return All Formats to Starting Choice
        g     Return Line Format, Margins and Tabs to Starting Choice
        h     Return Typestyle to Starting Choice

        i     Begin Using Document Format
        j     Begin Using Alternate Format



        When finished with this menu, press ENTER.

        Type ID letter to choose ITEM; press ENTER:  ¤
```

You can switch back and forth between the two formats as often as you want. If your last page is in the alternate format, it is not necessary to switch back to the document format before ending the document.

If you select Begin Using Document Format or Begin Using Alternate Format by mistake, and you have already started typing in the typing area, you can delete the Start Document Format code ( **1** ) or the Start Alternate Format code ( **2** ) as you would delete any code.

**Note:** If you decide to change your alternate format settings *after* you have entered your Start Alternate Format code ( **2** ), you must be sure to paginate before printing. Otherwise, the system may not incorporate your changes to the alternate format on all following pages.

For further information on when to use alternate format, see Segment 5 of this lesson.

*To use the alternate format, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will use an alternate format to create a business envelope in a document. (This document already contains the business letter that will be mailed in the envelope.)

You will make the following selections in the appropriate menus:

- Left Margin at 48
- First Typing Line at 13
- Last Typing Line at 20
- Paper or Envelope Size = 241.3 x 104. 8 mm (9.5 x 4.13 in.)

**Choose Revise to access the following document:**

Document name: Smith Letter
Diskette name: TRAIN

**Choose Change Alternate Format in the Create or Revise Document menu before going to the regular typing area.**

The Format Selection menu appears.

**Choose Change Margins and Tabs.**

The Margins and Tabs menu appears.

**Place your cursor at the left margin and use the space bar to move the margin to 48.**

**Press ENTER.**

The Format Selection menu appears.

**Choose Change Page Format.**

The Page Format menu appears.

**Set First Typing Line at 13.**

**Set Last Typing Line at 20.**

**Set Paper or Envelope Size at 241.3 x 104. 8 mm
(9.5 x 4.13 in.).**

**If you are using a 5218 or 5228 Printwheel Printer
with a sheet-feed paper handler, change the Printing
Paper Source to Manual Feed.**

**Press ENTER.**

The Format Selection menu appears.

**Go to the typing area.**

The Smith Letter appears on the screen. Imagine that
you have just finished typing it.

**Move your cursor to the Page End code at the end
of the letter.**

**Press PAGE END.**

You are now at the beginning of the first typing line on page 2. This "page" will be given the alternate format, so you can use it to print your business envelope.

**Press CHG FMT.**

The Format Selection menu appears.

**Choose Begin Using Alternate Format.**

When you press ENTER, the system automatically returns to the typing area.

**Now type the following address:**

*Mr. R. L. Smith*
*Executive Towers*
*2003 South Canal Street*
*New Orleans, LA 70230*

**End the document.**

**Print the letter and envelope.**

If you have a 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, refer to *Printing*, Lesson 1, Segment 3, to manually load the envelope.

*To use the alternate format on your own, go on to the Self-Test.*

**SELF-TEST**

In this Self-Test you will set up an alternate format
in an envelope format.

Choose Revise to access the following document:
Document name: Harrison Letter
Diskette name: TRAIN

- Before going to the typing area, set up the following
  alternate format:
  Left Margin at 48
  First Typing Line at 13
  Last Typing Line at 20
  Paper or Envelope Size = 241.3 x
  104. 8 mm (9.5 x 4.13 in.)
  Printing Paper Source = Manual

- Go to the typing area. The following address should
  be placed on page 2 of the document in an envelope
  format:

  *Candice Harrison*
  *6755 Bay View Avenue*
  *San Diego, CA 92118*

- Print the document and the corresponding envelope.

If you have a 5218 or 5228 Printwheel Printer with
a sheet-feed paper handler, refer to *Printing*, Lesson
1, Segment 3, to manually load the envelope.

*Go on to the Feedback.*

**FEEDBACK**

If you had any problems with the Self-Test, ask yourself these questions:

☐ Was the cursor in the upper left corner of page 2 when you pressed CHG FMT?

☐ Did you remember to choose Begin Using Alternate Format in the Format Selection menu *before* typing page 2?

☐ Did you accidentally change the document format instead of the alternate format?

*If you had trouble, review the segment and try the Self-Test again.*

*Common Text Applications*

**5**

You have learned how to change the format settings for a document using Document Format, Alternate Format, and CHG FMT. Up to now, you have been changing these settings one at a time, as needed. In this segment you will learn how to plan your formatting strategy so that you can change *all* of the settings at once, as often as you need to.

The Format Strategy Planning Guide that follows is designed to help you select the fastest and easiest method of planning your format strategy for a particular type of work. After you review this guide, read the Help for this segment, where these strategies are explained in detail.

Your goal for this segment is to be able to plan the appropriate format strategy for the types of work you will be doing.

**MAIN IDEA**

A group of format settings is called a *format setup*. The Displaywriter allows you to store, recall, and even duplicate format setups, once you have created them.

There are four principal ways of storing format setups for future use:

- In the document or alternate format settings on a *program diskette*.
- In the document or alternate format settings of an otherwise empty document, known as a *format document*.
- In the pages of a *format library* document as a Format Change code.
- In stored *keystrokes* using the Keystroke Store (Textpack 6) function.

When planning your format strategy for a particular kind of format setup, ask yourself the following questions:

- ☐ Will I be using this setup over a long time period?
- ☐ Will I have to access this setup continuously, occasionally, or only momentarily as I do this type of work?
- ☐ Will I be changing the format setup for:
  - an entire document?
  - several pages of a document?
  - one page or less within a document?
- ☐ How many different format setups will I be using within the same document?

The particular format strategy you choose will depend on your answers to these questions.

| FORMAT STRATEGY PLANNING GUIDE | | |
|---|---|---|
| USAGE | AMOUNT OF TEXT AFFECTED | METHOD |
| Long Term　Continuous | Whole document or several pages<br><br>One page or less | • Program diskette(s) with personalized settings for document and alternate formats<br>• Format library, containing a different Format Change code on each page |
| Long Term　Occasional | Whole document or several pages<br>One page or less | • Format document<br><br>• Format library, containing a different Format Change code on each page |
| Short Term　Continuous | Whole document or several pages<br>One page or less | • Format document<br>• Keystroke Store (Textpack 6)<br>• Format library, containing a different Format Change code on each page |
| Short Term　Occasional | Two or more documents<br>Within a single document | • Keystroke Store (Textpack 6)<br>• Format Change Codes duplicated using COPY |
| Short Term　Momentary | Two or more documents<br>Within a single document | • Keystroke Save<br>• Format Change codes duplicated using COPY |

*To learn more about formatting strategies, go on to the next page.*

**HELP**

**Format Setups**

You can store, recall, and even duplicate format setups for use in the future.

For example, you might be asked to prepare a monthly report that is double-spaced, right-hand justified, and has system page numbers centered on the first footer line. This group of settings (plus the appropriate margins, tabs, and page format choices) is called a *format setup*. Once you have stored this setup, you can use it again and again, every time you need to prepare a monthly report.

**Storing Format Setups**

- **Document or alternate format settings on a *program diskette*.**

  In *Diskettes*, Lesson 3, Segment 1, you learned how to change (or "personalize") the format settings on your program diskette so that each document you create with that diskette will already contain *two* of your own "personal" format setups (one for the document format and another for the alternate format).

  If you want to create more than two setups for use across different documents, create as many program diskettes as you need, each containing specific document and alternate format setups.

- **Document or alternate format settings of a *format document*.**
  A format document is a document that contains only format settings and nothing in the regular typing area.
  Each time the format document is duplicated, all the formatting information is put in each duplicate copy. The original format document is used for duplicating. The copies are used as working documents.
  When naming your original format documents, you should indicate, either in the document name or in the comment, that the document is a format document only. This document should never be used as a working document.

- **Format Change codes in a *format library*.**
  A format library is a document containing nothing but Format Change codes, with each code located on a separate page. Within the code itself, the various format settings have been adjusted to the requirements of that particular setup.
  To create a format library, create a document using any format, go to the regular typing area, and press CHG FMT at the beginning of the first page. A Format Selection menu appears. Next, create your setup, choosing the appropriate settings in the Format Selection menu. When you are finished, press ENTER to return to the typing area. Press PAGE END to go to a new page. At the beginning of page 2, you can create another format setup using CHG FMT.

You can continue this process to create any number of new format setups, adding as many pages as you wish to your format library.

When you want to retrieve a format setup from a format library, place your cursor at the location where you want the setup to appear, and use GET to retrieve the specific page of the appropriate format library. The system then gets the page — which, in this case, contains only the Format Change code, with all the instructions for that setup in it.

- *Keystrokes* using Keystroke Store (Textpack 6). This form of storing setups is useful when you want to alter some of the settings of a format setup that is already in place.

  For example, you may have two versions of a monthly report to prepare. One version contains confidential information, the other is prepared for general distribution. The word *\* \* \* CONFIDENTIAL \* \* \** must appear in the headers of the confidential version. You can use Keystroke Store to store the steps required to go into the document format of each report, go to the special header typing area, insert the word *\* \* \* CONFIDENTIAL \* \* \**, and return to the typing area.

**Planning Your Format Strategy**

Ask yourself the following questions:

☐ **Will I be using this setup over a long time period? Will I have to access this setup continuously, occasionally, or only momentarily?**
If you will be using a setup *continuously, over a long time period*, you should store it on your program diskette. Then, each time you create a new document using that particular program diskette, your format setups will be correct.
If you need several different setups for several different types of documents, create additional program diskettes, each containing a different pair of format setups (one for the document format and one for the alternate format).
If you will be using a setup *only occasionally, but over a long time period*, you should create a *format document* which you can then duplicate as needed.
If you will be using a format setup *continuously, but over a short time period*, you should use either a format document, a set of instructions in Keystroke Store, or a format library.

If you will be using a setup *only occasionally, and only for a short time period*, you should either store it in Keystroke Store (Textpack 6) or, if you will need it only for a few minutes, in Keystroke Save. Finally, if the setup will be used *only within the document you are currently working on*, you can copy the Format Change code using COPY, and place it in additional locations within that document.

☐ **Will I be changing the format setup for:**

- An entire document or several pages of a Document?
  If you will be changing the format setups for an *entire document*, or for *several pages* of a document, you should place the setups in the document or alternate format.

- One Page or Less Within a Document?
  If you will be changing the format setups for a *single page*, you should use either the alternate format or a Format Change code at the very beginning of that page.
  It is always preferable to use document format and alternate format. However, if you have more than two format changes for the document, you must use CHG FMT for some of them.

If you will be changing the format setups for *less than one page*, you should use a Format Change code at the beginning of the line or word where the change occurs.

In general, it is better to use a format library if you expect to be using this setup over a long time period. If you will only be using it for a few days or hours, however, it is usually better to store the instructions in Keystroke Store (Textpack 6).

☐ **How many different format setups will I be using within the same document?**

If you will be using only *two* format setups within a document, they should be stored in the document and alternate format settings. If you will be using *three or more* format setups, however, the additional setups must be stored as Format Change codes ( **E** ).

These recommended strategies for storing and recalling format setups are *not* hard-and-fast rules. They are guidelines designed to help you find the fastest and easiest way to create, store, and use format setups in particular applications. Almost any of these methods can be used for any formatting application. The point, however, is that some methods are better for some purposes, while others are better for other purposes.

**EXAMPLE**

Planning your formatting strategies will be considerably easier if you keep a record of the format setups you create for future use.

Each time you store a format, whether by personalizing a diskette, storing an empty format document, or storing a format library, you should record all pertinent information. You should record the document and diskette name so that you can easily locate the format. You should also record each of the settings stored in that format.

The Format Strategy Planner that follows shows how one operator recorded stored formats. This operator types letters on letterhead stationery every day, so she has personalized a program diskette with the settings for letterhead paper stored as the document format. She has stored the settings for the envelope as the alternate format on the same program diskette. She will use the program diskette in her daily work whenever she types letters. She records the changed settings and notes which settings remain the same.

This operator also types a monthly report that contains wide tables that go on 11 x 8½ in. paper. She has stored the settings for this in a document format library (document name: Fmt). The settings for 11 x 8½ in. paper are stored on page 1 of this document. Again, she records the changed settings and notes which settings remain the same as the system defaults.

| | | FORMAT STRATEGY PLANNER | | |
|---|---|---|---|---|
| Document Format Checklist | Defaults | | STRATEGY | |
| | | Document: Diskette: **Personalized Program Diskette Document Format** | Document: Diskette: **Personalized Program Diskette Alternate Format** | Document: **Fmt, pg·1** Diskette: **FORMAT** |
| left margin | 18 | (same) | 48 | 12 |
| right margin | 90 | | (same) | 120 |
| tab settings | every 5 spaces | | | (same) |
| line spacing | single | | | |
| justification | no | | | |
| typestyle no. and pitch | 86, 12 | | | |
| first line, first page | 7 | 15 | 13 | |
| first line, following pages | 7 | (same) | (same) | |
| last line | 60 | | 20 | 45 |
| size of paper (or envelope) | (216 x 280 mm) 8½" x 11" | | 241.3 x 104.8 mm (9.5" x 4.13") | 279.4 x 215.9 mm (11" x 8.5") |
| headers | line 3 | | (same) | (same) |
| footers | line 63 | | | 48 |
| paper source | top tray | | manual | bottom tray |
| lines per in./cm. | 6/2.54 | | (same) | (same) |
| control of line endings | Adjust = Yes | | | |

*There is no Demonstration or Self-Test for this segment.*

# IBM / Technical Newsletter

**IBM Displaywriter System**
**Common Text Applications**
**Textpack 4/Textpack 6**

This technical newsletter provides replacement pages for the subject publication. These replacement pages remain in effect for subsequent versions and modifications unless specifically altered. Pages to be inserted are:

<div align="center">

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If you are inserting pages from different Newsletters/Supplements and *identical* page numbers are involved, always use the page with the latest date (shown in the change-page notice at the top of the page). The page with the latest date contains the most complete information.

**Summary of Amendments**

This additional information documents the inclusion of a supplemental page technical newsletter in the back of the *IBM Displaywriter System Spelling/Printing Book.*

Note: *Please file this cover letter at the back of the manual to provide a record of changes.*

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Common Text Applications
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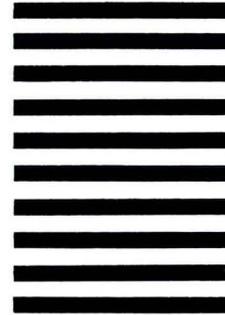
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