

G Y P S Y

OPERATOR'S HANDBOOK

May 11, 1978

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1. INTRODUCTION.

Gypsy is the "typescript" component of the Ginn Publishing System developed by PARC and XEOS. It is oriented towards the preparation of the content of a book with little concern for its format.

The primary responsibility of the operator is to key in the author's manuscript as accurately as possible, using **boldface**, *italics*, and underlining where appropriate. When version one of the typescript is completed and stored, the system produces hard copy for editorial scrutiny.

The editor, at this point, may work on-line to make revisions or may mark up the printout and ask an operator to make the revisions. In either case, the editing facilities of the system are used to alter the stored text producing version two. This process may be repeated several times before a final version of the typescript is obtained.

Gypsy presents the user with a File Cabinet in which folders are created. The user may create and edit one or more drafts in a folder. Use of this directory system is explained in this manual.

The standard input/output devices include a keyboard, a three-button mouse, a five-key keyset, a bit map display, an impact printer (HyType I or HyType II), and a removable disk. In addition, GYPSY can output to a Press printer via the ethernet, and to a Communicating 800 ETS.

2. GYPSY COMMAND SUMMARY

To select a caret target (between characters):

Point with the mouse, push the top button, release.

To select a blacked out target (a range of text):

Point with the mouse, push the left or middle button, draw to the right, and release.

To select a source:

Point with the mouse, push the right button, draw to the right, release.

To select words:

Double click the middle or right button before drawing.

To select a paragraph:

Click the middle or right button in the left margin.

To select multiple paragraphs:

Draw downward in the left margin.

To insert new text:

Select a caret target, type the new material on the keyboard.

To delete text:

Select a highlighted target, press CUT.

To undo the delete:

Press PASTE.

To replace text by new typing:

Select a highlighted target, press CUT, type in the new material;

Or :

Select a highlighted target, overwrite new material. The remaining part of the paragraph or highlighted target will be deleted when you start typing new material.

To move text:

Select a highlighted target, press CUT, select a caret target, press PASTE;

Or :

Select a source and a caret target in either order, press CUT+PASTE.

To transpose two passages:

Select a source and a highlighted target in either order, press CUT+PASTE (press these keys simultaneously).

To make a target and typein look bold, italic, or underlined.

Press CTRL-b, CTRL-i, or CTRL-u. There oppoisties are SHIFT-CTRL-B, etc.

To invoke a menu item:

Point at the command word, press a mouse button, and release it.

To scan for a key word(s):

Type in the key word(s) in the place provided and then invoke *Scan*.

To substitute one short passage for another:

Type the two passages in the places provided. The menu will automatically scroll up as you type the passages. Highlight a target as the range (or invoke *All* to make the range be the whole document) and then invoke *Substitute*.

To scroll a window:

Point the mouse within the window, hold down the appropriate keyset key.

To File your document, find a folder, etc.:

Invoke the appropriate menu or directory command word.

To move a window boundary:

Point the mouse along the right edge of the boundary, press the left button, move up or down to the new position, and release.

To split a window on one document:

Point the mouse along the right edge of the window, press the middle button, release.

To divide a window to see two documents:

Point the mouse along the right edge of the window, press the right button, release. Then turn to the desired directory page and fetch the second docuement into the lower window.

To delete a window:

Point the mouse along the right edge of the window, press the middle and right buttons together, release.

To print on the Hy-Type:

Bug *HyType*, bug the desired options, and then bug *Start*.

To fetch an Alto file:

Scroll the system window up until *Fetch {}* appears, type the name between the brackets, and then bug *Fetch*.

To make an Alto file part of a folder:

Bug *Add. Fetch {}* will appear. Type the file name between the brackets.

To execute another subsystem:

Scroll the system window up until *Execute {}* appears, type the name between the brackets (without the ".Run") followed by any parameters, and then bug *Execute*. This works for ".Image" and ".Boot" files as well.

Or:

Type the name between the brackets following an *Execute* menu item in your File Cabinet before invoking it. This makes the name a permanent part of the File Cabinet, and you will not have to type the name again.

To print on your local Press printer:

Bug *Send*, bug *Press*, and then bug *Start*.

To insert a new folder or copy to a new draft:

First type a description below the command, then a carriage return, then bug the command.

3. GYPSY TRAINING COURSE

The Display:

The display is divided into vertically stacked "windows" (figure 1). Most of the time there are three windows, as follows:

o Command Window

The command window has two lines. The first is usually blank but occasionally displays a feedback message. The second line contains a menu of commands which can be invoked by pointing at the italicized command word and pressing a mouse button.

o Document Window

The document window displays almost a full page worth of text. The text can be scrolled behind the window to bring hidden portions into view (see section on Page Turning).

o Waste Basket

The Waste Basket has two lines but can be expanded at the expense of the document window. Whenever material is *cut* (deleted) it is put in the Waste Basket so that the operator can see what has been cut and have access to it for reinsertion.

THE DISPLAY

*Command
Window*

G Y P S Y of March 10, 1978
Quit
 Scan for { } All Substitute { } for { } Length Time

*Document
Window*

FILE CABINET

Manuscript Drawer

Find the Folder labelled...
Testing

Insert a new Folder labelled...

*Waste
Basket*

Figure 1

File Cabinet/Manuscript Drawer

When you start up Gypsy (do this by typing Gypsy^(cr) to the Executive), the document window displays the contents page of the FILE CABINET/Manuscript Drawer listing all documents that are available on the disk.

Inserting Text

To add a gypsy folder to your disk position a caret target, on the line provided directly below "*Insert a new folder labelled...*" and type the document title you have chosen. Move the mouse over the word *Insert* and press the left mouse button. Moving the mouse over a command word and pressing the left mouse button, selects the command.

This command automatically edits the contents page to reflect the addition, and creates a new folder at the end of the directory with the correct title. At this time select "*Find folder labelled...*" (the title you have chosen for the new file folder) and that title will appear on the screen. You can either *Fetch* the Working Draft, *Add* a new entry, or "*Copy* the working draft to a new Draft titled..." with the name of the new document. The initial working draft will normally be empty.

Fetch the Working Draft and began by typing a couple of sample paragraphs. Read the following section, *Key Components*, then use the sample paragraphs to experiment with the *Mouse*, *Keyset* and *Keyboard*.

Inserting Text

o *The Mouse*

When the mouse is rolled on the table, a distinctive symbol follows its motions on the display. The mouse symbol looks like a large capital I with wide horizontals.

If the left mouse button is pressed and released while the mouse symbol is pointing to text, a caret symbol appears between adjacent characters. The caret specifies a target for text insertion. It can also be positioned at either end of a word or line of text or at the left end of a blank line.

Only one target exists at any one time. When a new selection is begun, the old target is deselected.

If the operator types on the keyboard, text is inserted at the target. Any text to the right of the caret is moved over to accommodate the additional material. If the line overflows, the paragraph is realigned immediately so that each line contains as many words as can possibly fit.

Typing new material and typing corrections are the most frequent editing tasks, so they have been made simplest. Less frequent but still simple are deletion, rearrangement, and copying of text.

If the *left* button is pressed while the mouse symbol is pointing to text, but not released immediately, the operator can draw to the right and/or down to highlight a passage of text (i.e., white characters on a black background). The highlighted text is another kind of target, an alternative to the usual caret. It may cover one or more characters of a paragraph, or may cover whole paragraphs. Whole paragraphs are selected with the mouse at the left margin. Multiple paragraphs may be selected by drawing downward in the left margin.

Once text is highlighted it can be *cut* (deleted) by pressing the CUT key on the keyset. The cut material is put into the Waste Basket. Its former space is closed up and a caret appears there to allow typing of new material in its place.

o *The Keyset*

The five keyset keys are labelled as follows:
PASTE, Down Arrow, Fast, Up Arrow, CUT

If the operator types when the target is highlighted overtyping occurs. Each character of the target is replaced by new material and the target is shortened in the process. If the target is completely overtyped, it becomes a caret and insertion resumes. If it is not completely overtyped, the operator must *cut* the remainder. Normal practice is always to *cut* after overtyping, since it is harmless even when unnecessary.

All *cut* material since the last *Fetch* is retained in the Waste Basket for possible retrieval, but only the first few lines of the most recent cutout are visible without scrolling.

In addition to the target, there is one other selection that can exist called the "source". Each time a passage is *cut* and put in the Waste Basket, it is automatically selected as the source, and any previous source is deselected. The "source" is marked by a dotted underline.

Once a source exists, it can be pasted or copied to the target by pressing the PASTE key on the keyset. The effect is very much as if the operator had typed the material from the source.

It should be noted that a *cut* followed by a *paste* undoes the *cut*, and that a *cut* followed by a new target selection followed by a *paste* effects a "move".

o *The Keyboard*

Special keys on the keyboard are SHIFT, LOCK, BS, BW, ESC (same as CUT), RETURN, TAB, and CTRL (for look).

SHIFT and LOCK are as on any typewriter, except that LOCK locks only the letters; SHIFT means un- when pressed in conjunction with other special keys (i.e., SHIFT-ESC is un-ESC, i.e., paste).

BS backspaces the target, deleting the character to its left. At the beginning of a line BS deletes the last character on the previous line, and at the beginning of a paragraph it merges the paragraph with the preceding one. BW is similar but it backspaces over a whole word.

ESC/CUT works as the keyset key that has been previously described.

RETURN begins a new paragraph. Two RETURNS are needed if a blank line is desired between paragraphs.

TAB is "fixed", meaning that when you strike the TAB key during typein, the caret moves to the next tab stop just as it does on a typewriter. Fixed tab stops have been set at every 10 character positions.

A stroke of TAB, RETURN, and SPACE in addition to moving the caret, inserts an "invisible character" into the document to assure that the text preceding and following it stays spaced correctly even if later editing moves words and paragraphs around in the document. These "invisible characters" can be selected and deleted like any other. Thus, to close up the space between two words, one can select the space as a character and CUT it.

Type the following exercise using the the instructions provided.

Practice Exercise 1

1. Start Gypsy
2. Select the line space provided below "Insert a new folder labelled..." and type SUCCESS.
3. Select "Find the folder labelled..."
SUCCESS
4. Select "Fetch Working Draft"
5. Type the following exercise, do not correct mistakes.
6. File document by selecting the word file the Command *Window*

SUCCESS

If climbing the ladder to success is vital to you, you possess an advantage over many who have no strong feeling one way or the other. This is just as true in college as it is on the job. Your instructors can guide you, but you must do the work. History is filled to the brim with great men who had harsh strikes against them in health, education, and even intelligence. But one asset they did possess. They wanted to learn; they wanted to win the prize; they expected to reach their goal. Desire and action are effective qualities. Put them to work for you immediately.

Do you ever feel that you are in the wrong place as you try to master a difficult problem or succeed in a new job? You usually have these feelings because you have not prepared well enough. The way to eliminate the difficulty is to master every new learning and every new skill that will help you past some hurdle that may lie ahead. Do you think you might want to establish your own business some day? Then learn to analyze; learn to communicate well; learn to make decisions. Improve each of the skills required in your work or study, and you will feel in the right place.

Filing Text

When *File* is invoked, the document with all its changes is filed back on the disk replacing the Working Draft so it can be *Fetch*ed at a later time. If *Cancel* is invoked, the user intends to abandon all the edits that have been made to the document since the last *Fetch* or *File*.

Editing Text

Should a file already exist and you wish to edit it, select "*Find the Folder labelled...*". This command commands the system to locate a particular folder and puts the title of that folder visually on the screen. At this time you can "*Fetch the working draft*" and began editing your document.

After fetching a working draft, the menu contains:

	<i>Drafts</i>	<i>Quit</i>	<i>HyType</i>	<i>Send</i>	<i>Do it</i>		
<i>Scan for { }</i>	<i>All</i>	<i>Substitute { }</i>	<i>for { }</i>	<i>Length</i>	<i>Time</i>		

If *Draft* or *Quit* is selected, the document in the document window is replaced by the FILE CABINET/Manuscript Drawer

If *Printer* or *Send* is selected the menu displays a new set of choices (see section on Printing).

After a working draft is *fetch*ed, the operator may wish to edit it. First it is necessary to select the location where the change is to be made and then make that change.

After editing, the menu contains:

	<i>File</i>	<i>Cancel</i>			
<i>Scan for { }</i>	<i>All</i>	<i>Substitute { }</i>	<i>for { }</i>	<i>Length</i>	<i>Time</i>

Edit the following exercise using the instructions provided, and the Gypsy features outlined in the preceding sections of this document.

Practice Exercise 2

1. Fetch the document titled "SUCCESS".
2. Began editing, making corrections as needed and format to the specifications indicated in the following example:

Refer to the Gypsy features discussed in the preceding sections of this document should you have difficulty in invoking any of the commands.

Note: See the Command Summary for formatting procedure to *underline* and *center*.

SUCCESS

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Length:

Any time during inputting or editing a draft, the draft's length can be calculated. Invoke the *Length* command. GYPSY will count the number of characters of the draft in the current Window. The number of characters in the draft and the repletion of the draft will be displayed at the top of the Command Window.

Time:

The current date and time can be inserted into your document automatically by invoking *Time*. This will replace any text which has been highlighted.

Views, Fonts, and Formats

The CTRL key is used like a shift key in conjunction with another key. It controls special views, font changes, and paragraph formatting.

To make a space visible in a window, use CTRL-SPACE. The corresponding SHIFT-CTRL combination reverses this effect.

Font changing uses CTRL-b for bold, CTRL-i for *italic*, and CTRL-u for underline. SHIFT-CTRL-B means "un-bold", and so forth. For example, during typein, CTRL-b starts boldface typein and SHIFT-CTRL-B stops it. If there is highlighted target, then it is bolded by CTRL-b and unbolded by SHIFT-CTRL-B.

Paragraph formatting uses CTRL-c for centered, CTRL-l and CTRL-r to pull in the left and right margins, and SHIFT-CTRL combinations to reverse these effects.

CTRL-p for paragraph turns all the paragraphs in the target into a single paragraph. This action is not reversable.

CTRL-n for normal takes all special fonts and formats out of the target. This action is not reversable.

Utilize Exercise 2 to experiment with *Views, Fonts, and Formats*.

Page Turning

The arrow keys on the keyset scroll text back and forth in that window which contains the mouse symbol. Scrolling is a pleasant method of scanning a document, but it is too slow for finding material many pages away. Therefore, three additional methods of bringing material into the document window are provided.

If a document has been paginated during printing (see printing), then the system remembers where in the text the page breaks occurred, and the user can look at page 3 by holding down the CTRL key and pressing 3, then letting up the CTRL key.

The operator can always turn to the beginning of the document by pointing the mouse symbol at the upper left corner of the display and pressing the left mouse button. The end of the document can be reached by pointing at the upper right corner instead and pressing the left mouse button. The top of the screen is in fact a scale useful for turning to any part of the document. The arrow displayed above the Command Window marks the current position of your document as it appears in the Document Window area, i.e., top, middle or end of the document.

Sometimes the operator wishes to scan the document for a passage containing a key word or phrase. The menu in the command window contains a

Scan for { }

command for this purpose. The search key is typed into the { } and then *Scan* is invoked by pointing and pressing a mouse button. The system scans the document starting at the second line of the document window until it finds an occurrence of the key. If none is found, the message "Not found" is displayed at the top of the command window. Otherwise, the text is scrolled to bring the line with the desired content to the top of the document window. Furthermore, if either the middle or right mouse button were used, the found content is selected as the target or as the source.

Scan may be invoked again to scan for another occurrence of the same key. To search for a different key, the text inside { } is edited before invoking *Scan*.

Printing

When a document has been filed after inputting/editing text, the operator has the capability of selecting the output device of his/her choice by selecting one of the options shown in the following menu:

Drafts Quit HyType Send Do it
Scan for { } All Substitute { } for { } Length Time

If *HyType* is selected, the menu displays a new set of choices:

Stop Start
Double spacing | Page numbers | Repaginate | Pause

allowing various printing options to be picked before an invocation of *Start*. Printing begins with the text at the top of the document window.

If *Send* is selected, the menu displays a new set of choices:

<i>Last Folder</i>	<table style="border-collapse: collapse;"> <tr> <td style="padding: 0 5px;"><i>Stop</i></td> <td style="padding: 0 10px;"><i>Start</i></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 0 5px;"><i>CETS</i></td> <td style="border-right: 1px solid black; padding: 0 5px;"><i>Sigma</i></td> </tr> <tr> <td style="padding: 0 5px;"><i>Press</i></td> <td></td> </tr> </table>	<i>Stop</i>	<i>Start</i>	<i>CETS</i>	<i>Sigma</i>	<i>Press</i>	
<i>Stop</i>	<i>Start</i>						
<i>CETS</i>	<i>Sigma</i>						
<i>Press</i>							

allowing one of three destinations to be selected, CETS Sigma or Press. See section on CETS (800 Communicating Electronic Typing System), and SIGMA for a detailed explanation of how to operate these features .

o Printer Output (HyType) -

During operation of the HyType impact printer, the menu line contains *Stop Start*, which allows the operator to stop the printer in case of paper difficulties. After the HyType has stopped and the paper has been adjusted, *Start* will restart printing at the top of the page that was interrupted.

o Printer Output (Press) -

Gypsy formats text for the press printer in double columns. In order for this to look pleasing, a small font should be specified in the [HARDCOPY] section of your User Profile. (TimesRoman 8 works well.) Transmission to the printer may be stopped by invoking *Stop*.

o CETS Output -

CETS (Communicating 800 Electronic Typing System) see section on "Writing A Cassette".

ADVANCED FEATURES

o The Mouse

Experienced operators learn to use the middle and right mouse buttons for speed and additional capability. These buttons select a

passage of text that is at least one character long (at least a paragraph long if in the left margin), i.e., these buttons can not position a caret. The *middle button* selects a "target" and blackens out the target. The *right button* selects a "source" and underlines it with a dotted line. This means that a single character or paragraph can be selected without drawing. Furthermore, if the button is clicked twice within half a second, a whole word can be selected without drawing.

o The Keypad

Paste copies the source to the target. If the target is a caret, a copy of the source is inserted there. If the target is highlighted a copy of the source replaces it (the target text is first deleted and tucked in the Waste Basket). The Waste Basket after any *Cut* or *Paste* always displays the last passage cut or paste, selected as the new source. This permits multiple copies to be easily made.

The special keypad combination CUT+PASTE (depress both keys before releasing either) effects a transpose. The text of the source and the target are interchanged. If the target is a caret, this is equivalent to a move.

o Windows

In addition to the three standard windows, the user may create other document windows and change their sizes. When the mouse is moved to the extreme right edge of the screen, its buttons will perform window commands.

The left button moves a window boundary. This is most useful for enlarging the waste basket so more lines can be seen.

The middle button splits a window into two windows containing the same document. The bottom of the two becomes the current window, that is, the current window is marked at all times by a small gray box in the left margin. Scan and other menu commands always deal with the current window and with the document that is displayed. On the other hand, the scroll keys always scroll the window that contains the mouse symbol.

The right button divides a window, showing the original document

in the upper portion and the File Cabinet/Manuscript Drawer in the lower portion. The lower portion becomes the current window after another document has been fetched. This feature is useful when the operator has the need to insert/transfer text from one document to another document i.e., text from the lower window to the upper window using two different files/documents.

The middle and right buttons in combination delete a window.

Whenever a target is selected, the window pointed at to begin the selection becomes the current window. It is possible to start a target in one window and draw to a point in another window upon the same document. All the text in between is included in the selection, even if it is not visible. It is similarly possible to scroll while drawing in order to include text that was off the bottom of the window when drawing began.

4. SPECIAL FEATURES

o Writing a Cassette:

If you want to write a cassette on a remote Communicating 800 CETS unit, the following procedures should be coordinated with the operator of the ETS unit:

DO NOT BE ALARMED when the screen starts flashing off and on during the sending mode, this feature was put in purposely and actually decreases error rates.

o At the Computer -

Dial the CETS Operator. Switch the modem's POWER button to ON. The Red POWER light will come on. Pick up the receiver, switch the mode button to ANS on the modem, and place the telephone receiver in the modem. The Green CARRIER light will come on.

Invoke the CETS command on the GYPSY draft to be sent to the cassette.

When the CETS operator signals the ETS is ready, invoke the *Start* command. When GYPSY indicates that the draft has been written to the cassette, signal the CETS operator that the transmission has been completed and hang up the phone.

o At the ETS -

The phone will ring. Switch the modem's POWER button on. The Red POWER light will come on. When the computer operator confirms connection a shrill tone will be heard. Place the telephone receiver in the modem. The Green CARRIER light will come on.

Put a tape in the top station of the CETS unit. Depress CODE + COMM and the digits "15". COMM light becomes constant.

Depress RECord, put in a REFerence Code. Depress DUP. Signal the GYPSY operator to begin sending as required. The RECEIVE light automatically comes on as the computer begins to send.

The Gypsy draft will be recorded on the cassette and not printed on the CETS.

When the data transmission has been completed, the RECEIVE (word) light goes out. Release RECord. Depress CODE + COMM to return the CETS unit to the Word Processing State, and hang up the phone.

Inputting from Cassette :

Before inputting a draft into GYPSY that has been prepared on an ETS unit, select the folder the draft is to be inserted in and record the folder number for use during transmission. It is good practice to read the cassette information into the Working Draft of the folder. Therefore, if the current Working Draft in the folder has text that should be saved, "Copy the Working Draft to a new Draft titled...". If the text is to be stored in a draft other than the Working Draft, record the Working Draft number for use during transmission.

The folder number is the position of the folder in the FILE CABINET. The first folder listed in the FILE CABINET is counted as one, the second folder is counted as two, etc. The draft number is the position of the draft in the folder. The first draft is counted as one, the second as two, and so on. (The Working Draft is always counted as draft zero in the folder.)

o At the ETS -

Dial the Computer. Switch the modem's POWER button on. The Red POWER light will come on. When the Computer answers, a shrill tone will be heard. Place the telephone receiver in the modem. The Green CARRIER light will come on.

Depress PLAY, and CODE +COMM and the digits 15.
COMM light becomes constant.

When the computer operator has signaled that the computer is ready to receive, depress AUTO twice to start. The SEND light will come on, and the ETS will play out the gypsy draft while it is sending it to the computer.

When the next reference point on the cassette is reached indicating the draft has been sent, signal the computer operator that transmission has been completed.

Depress CODE +COMM to return the CETS unit to the Word Processing State and hang up the phone.

o At the Computer -

The phone will ring. Switch the modem's POWER button to ON. The Red POWER light will come on. Pick up the telephone receiver. Switch the mode button to ANS on the modem, and place the telephone receiver in the modem. The Green CARRIER light will come on.

Type "READ" at the computer followed by a RETURN. The computer will ask you to "Please enter Folder number, followed by RETURN". It will ask you to confirm the number then ask you to "Please enter Draft number, followed by RETURN". (If inputting into a Working Draft, you can respond with a zero, the letter "W", or RETURN.) Again you will be asked to confirm the draft number entered. Signal the CETS operator that you are ready to receive the draft from the cassette.

The computer will print on the screen the text it receives from the CETS. When the CETS operator signals that transmission of the draft is complete, type "Q" to stop inputting and automatically cause Reform to run. Hang up the phone. (see Appendix A - REFORM.)

In GYPSY *Find* the folder you have just inserted information into, and *Fetch* the Working Draft. The draft is now ready for editing.

*o Alternate Approach -
At the CETS*

To transmit text to the computer without printing a copy at your station, Depress DUP, and CODE +COMM and the digits 15. COMM light becomes constant.

Insert a blank cassette in to the top station and the cassette with the gypsy draft to be transferred, in to the bottom station of the console, and do the following:

- o Depress RECord and put in a reference code.
- o Depress ALT key to read bottom station.
- o Search to reference number of the gypsy draft you wish to transfer to the computer.

Note: you will, in addition to sending text to the computer, actually make a duplication of that material on the cassette in the top station.

- o To tell theCETS where to terminate the transmission (and duplication), set the indicator dials one reference number past the reference number you want to transmit.

Example: Set the indicator dials at 04 when you want to transmit the draft at reference 03.

When the computer operator has signaled that the computer is ready to receive, depress AUTO twice to start. The SEND light will come on. The ETS will not play out the text while it is sending it to the computer.

- o When the AUTO lights goes off and the 800 beeps you, you have completed transmitting the gypsy draft to the computer. Release REC, rewind both tapes and remove cassettes from their appropriate tape stations.

Depress CODE +COMM to return the ETS unit to the Word Processing State and hang up the phone.

o **SIGMA**

If you want to send a folder/folders to Sigma simply select the word *Sigma* in the command window and do the following:

Switch the modem's power lever to ON, the POWER light will come on. Dial the appropriate telephone number to make your connection to the Sigma. When the telephone stops ringing and you receive a data tone, place the telephone receiver in the modem. The CARRIER light will come on indicating that you have successfully made the connection. If the CARRIER light does not come on, try again by making a new connection to the Sigma.

The following is a step by step example of how to send one folder to the Sigma for outputting to a magnetic tape.

1. Let's begin at the beginning when you first start Gypsy. Select ***Find*** the Folder labelled...(this should be the folder you want sent to Sigma).
2. Select ***Fetch*** the Working Draft...(this is the contents of the folder you want to send to Sigma).
3. Select ***Send*** (to tell Gypsy that you wish to make a connection with CETS or SIGMA).
4. Select ***Sigma & Last Folder*** (to tell Gypsy that you want to send this folder to the Sigma and output the folder to magnetic tape). When you select ***Last Folder***, you are telling Gypsy to dump to Sigma's standard computer tape.

The following is an example of sending a number of folders to Sigma at the same time. Let's say we are sending five folders, the steps you will take are:

1. **Find** the Folder labeled...
2. **Fetch** the Working Draft...
3. Select **Send**
4. Select **Sigma**
5. Select **Start**

Repeat steps 1 through 5 four times. To send the fifth folder to the Sigma do the following:

1. **Find** the Folder labeled...
2. **Fetch** the Working Draft....
3. Select **Send**
4. Select **Sigma & Last Folder** (to tell Gypsy this is the last folder to be sent to Sigma. Gypsy will dump all the files (the 5 files in this example) to the Sigma's standard computer tape.
5. Select **Start**

The **Stop** menu allows the operator to stop the transmission of data anytime during the sending mode. **Start** will restart transmission as long as there is a telephone connection, check the CARRIER light, if green you're OK. If the CARRIER light is not on, simply make a new telephone connection.

NOTE: When you select *Start*, *Sigma*, and *Last Folder*, be sure and watch the Message Area (Black Bar area above the Command Window) as it will give you important messages.

If you have successfully connected to Sigma, you will see the following messages: Logging On, I.D.?, Various Sigma messages, Sending, Signing Off, and Writing Finished. Do not be concerned with the message *I.D.?*, as this information will be given to Sigma automatically by Gypsy.

DO NOT BE ALARMED when the screen starts flashing off and on during the sending mode, this feature was put in purposely and actually decreases error rates.

Trouble Summary Levels of Response:

Errors Messages will appear in the Message Area (black bar area above the Command Window) if Gypsy is having trouble connecting to Sigma.

Trouble: You may see a message error that reads "Gypsy Logon is not on your disk" or Gypsy.Batch is not on your disk".

Response Consult your local Gypsy expert as he/she will see that your disk gets these two files.

Trouble: You may see a message error that reads "Warning! Writing of Tape not Successful".

Response: Make a new telephone connection to Sigma and *Send* data again. Sigma may be busy.

Trouble: You may see a message that reads "Retrying".

Response:

**Make a new telephone connection to Sigma and *Send* data again.
Sigma may be busy.**

5. NOTES FOR PROGRAMMERS.

Gypsy was originally intended as an editor for the naive user. As such, a great effort was made to keep the command structure as clean and simple as possible. Because it was intended for a specific purpose with a limited scope, many of the bells and whistles of a full document editor could be sacrificed. Those features provided turn out to be the same set which are needed in an editor for programming. Some features have been added to Gypsy which allow it to fit more readily into the real world of the current Alto operating system, rather than the closed environment for which it was originally intended.

Concepts.

A few concepts must be recognized in order to use Gypsy effectively. These concepts bias the way certain features are implemented.

- a. File Cabinet (directory). Gypsy maintains its own directory, modeled after a file cabinet. This is a two-level directory, the top level appearing as folders within a file cabinet, and the second level the drafts (or files) within a folder. This File Cabinet is a (semi) ordinary document, and can be edited using the normal Cut and Paste functions, but care must be taken since there is invisible information imbedded in the document. Specifically, there are section names at the end of lines containing the *Find* and *Insert* commands, and file names at the end of *Fetch the Working Draft and Copy*. This information may be made visible by the look-shift-v command. In general, it is a good idea only to cut and paste whole lines.

Menu items may be copied from other places in the directory, but they may also be created out of whole cloth. To do this, type in the key word, select it, and type CTRL-i (look italic) and CTRL-m (look menu). Be sure to type in the brackets following the command if it takes a parameter.

- b. File Names. As originally conceived, Gypsy would take care of all file names, allowing the user to specify any kind of identification for a folder or draft, including spaces and special characters. These are the file names which are used for the Working Draft and copied drafts. To calculate the name of a given draft, let f be the folder number, starting from 1, and d be the draft number within the folder, also starting from 1, except that the Working Draft is always $d = 0$. Then the file name will be:

Gypsy-S f -V d .File

- c. Documents. Gypsy makes a distinction between formatted and unformatted documents. An unformatted file has no trailer information at

the end of paragraphs. This is the recommended form of file for programs. However, the encoding of formatting information is similar to Bravo's, so that compilers will ignore it. Unformatted documents may not have bold, italics, etc.

- d. Paragraphs. Unlike Bravo, a paragraph is anything bounded by carriage returns. A consequence of this is that each line in a program is considered to be a separate paragraph.

Special Features.

- a. *Add*. When a new folder is created, the line "*Add* a new Entry" occurs at the beginning of the folder. If this menu item is bugged, a new menu line will appear in the folder:

Fetch {}

A file name may be typed between the brackets, allowing that file to be fetched when *Fetch* is selected. *Add* may be bugged repeatedly to keep several file names grouped in the same folder. These names are not to be counted when calculating the draft number.

- b. *Execute* {} and *Do it*. This feature allows Gypsy to call other programs directly, without going through the Executive. Any text within the brackets following *Execute* will be processed as an Executive command line. *Do it* operates the same way except that it uses the current selection. It has been found to be useful to keep the command line to compile a module as a comment at the beginning of the source, so that after it has been filed, the command line can be selected and *Do it* can be bugged.

Only the following characters have the special meaning as defined in the Executive:

CR and ;	command separation
↑	when followed by a CR causes both characters to be ignored.
//	comment; these and everything following up to the next CR or semi-colon are ignored.
/	switches; Gypsy builds the parameter table properly to be passed when the program is invoked.
!/	pause; this (as a global switch) is stripped off and the pause switch is set when the program is called (see the Executive user's Guide).

When Gypsy is started, and discovers that it is being run as the Executive, it will process Rem.Cm in the same fashion as the Alto Executive, except as noted above. The *Execute* command may, of course be used whether Gypsy is the Executive or not.

- c. System window additions. The system window may be scrolled like any other window. Scrolling up now brings into view a line containing *Fetch*, *Put* and *Execute*. *Fetch* and *Execute* are described above. *Put* writes the document in the current window to the named file. Using *Fetch*, *Put*, and *Execute* from the System window will not cause the File Cabinet to be updated when you quit Gypsy, which is a time-consuming process.
- d. System font. Gypsy will make use of sysFont.al if FONT.1 is not on the disk. However, look-space, look-return, and look-tab will not work with sysFont.
- e. Windows. Window commands are enabled as the default. Look-w is not required.

Hints.

Following are some hints which will help the new programmer get started with Gypsy.

- a. Retrieving Gypsy. To get Gypsy onto your disk, retrieve Gypsy.Run and Gypsy.directory from [Maxc]<Alto> or [XEOS]<Alto>. To update to a new version of Gypsy, merely retrieve Gypsy.Run.
- b. Using the Directory. I have found it useful to keep file names grouped in folders by project. Don't worry about duplicating file names in different folders; its easier than switching back and forth between folders. Text may be inserted between the *Fetch* and the first bracket as comments to identify the function of the file.
- c. Fresh Directory. If your File Cabinet becomes cluttered, retrieve a new version of Gypsy.Directory. This will start you over with a clean directory without actually deleting any files. **Warning.** If you are using documents with Gypsy's internal names as well, this will reset the naming counters, so that early documents are overwritten when new folders are added.