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**How to Use  
The VOS Word Processor**

**Stratus Computer, Inc.**

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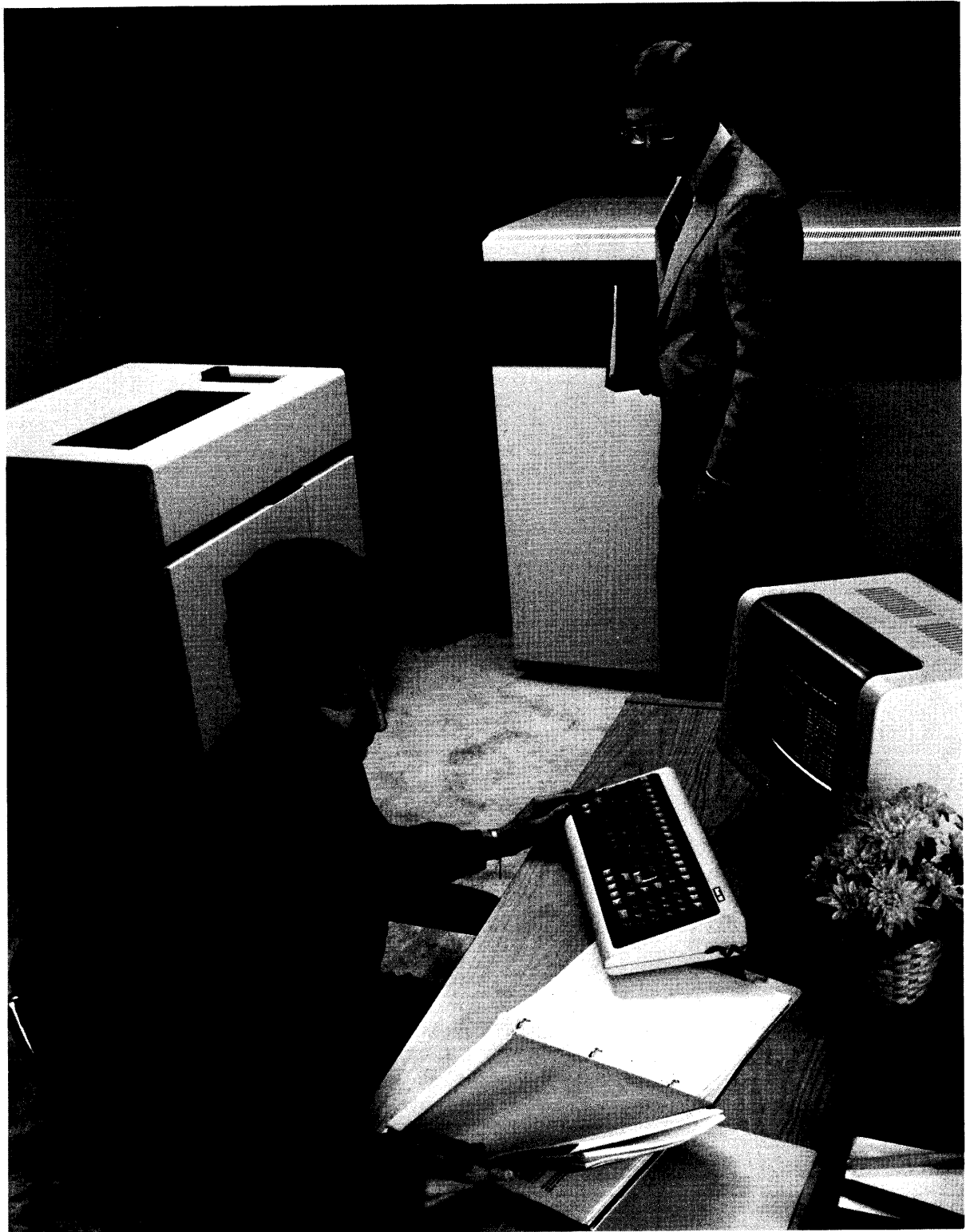
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# Introduction

*How to Use the VOS Word Processor (R022)* is written for you if you are inexperienced in using computers. The purpose of the manual is to teach you how to create, edit, format, and save documents. At the end of the manual, you will be able to write a letter and report with the word processor in a fraction of the time it would take at the typewriter.

This manual is self-instructional. By following the steps, you can learn how to use the VOS Word Processor by yourself, at your own speed. Examples are taken from familiar office procedures. The few computer terms that are used are introduced in italics and explained in the text.

We recommend that you read the first chapter completely, as it contains important information about the equipment you will be using. Then see your system administrator for any information he or she may have for you before you begin the "hands on" tutorial.

## Organization of the Manual

This manual is organized as follows:

- **Becoming Familiar With the Equipment** describes the equipment you will be using to do word processing.
- **Getting Started** shows you how to operate the terminal and what to do when you are through working at it.
- **Documents** explains how the information you enter in the computer is organized. It also shows you how to print, display, rename, or delete a stored document.
- **Creating and Saving Documents** demonstrates how to create a document, put text in it, erase text, give editing instructions to the computer, and save the document.
- **Basic Editing** demonstrates the basic techniques of editing on the VOS Word Processor. This includes moving through the text one character at a time, line by line, or by the screenful. It also includes adding text within a line and joining lines.
- **Deleting or Inserting a Block of Text Within a Document** shows you how to cut and paste within a document. You will learn, for example, how to delete a line or paragraph, retrieve it from storage, and insert it elsewhere in the document.
- **Copying Text Into Another Document** explains how to transfer text from one document to another. This text can be either part of a document or the whole document.

- **Searching** shows you ways of finding a sequence of characters within a document and then replacing the sequence, if you wish.
- **More Editing Techniques** presents several additional editing functions, including replacing text within a limited space, such as in a column heading.
- **Formatting Text** shows you how to instruct the computer to format a letter or a report automatically. These instructions are for margins, right justification, paragraph indentation, headers and footers, and other specifications. The chapter also shows you how to underscore.
- **Using Multiple Work Areas** demonstrates working with several texts at a time. As a result, you can cut and paste using various documents.
- **Shorthands** gives you a method of storing a series of keystrokes and using them at any time by pressing only two keys.
- **Page Numbers and Cross-References** demonstrates inserting page numbers automatically within a formatted document.

Since the editing techniques are presented in a stepwise manner, we recommend that you learn each section thoroughly before proceeding to the next one.

## **Organization of a Section**

Each editing technique is discussed in a separate section.

A section begins with a general explanation of the technique, mentioning the keys and requests necessary to perform it.

An overview introduces the “hands on” example that follows.

The example demonstrates how to perform the editing technique in a step-by-step manner. First, read the introduction to the step. Next, carry out the instructions that tell you what keys to type or press. Finally, compare the display on the page with that on your screen.

If you are interrupted, try to stop at the end of an example. This will make it easier for you to return where you left off.



## Conventions

Throughout this book the following conventions are used:

Convention	Identifies:
Print in this typeface	text you type into your terminal, or text you see on your screen
<b>SMALL CAPS IN BOX</b>	a nontyping key you press to enter an instruction to the VOS Word Processor, e.g., <b>RETURN</b>
<i>Italic typeface</i>	a new term, e.g., <i>work area</i>
Initial caps	the name of an instruction, e.g., Write request
TYPE	the keystrokes for a letter, number, or special symbol, e.g., login
PRESS	the keystrokes for a nontyping key, e.g., <b>TAB</b>

## References

For more information on the VOS Word Processor, see the following STRATUS documentation:

- *VOS Word Processing User's Guide (R006)*. This manual discusses in detail the editing techniques presented in *How to Use the VOS Word Processor (R022)*, as well as additional techniques.
- *Introduction to VOS (R001)*. This manual explains some of the basic terms and operating procedures of the STRATUS computer.

## How to Comment on This Manual

You can send us comments using the command `comment_on_manual`, described in the *VOS System Administrator's Guide (R012)*. To use this command, issue the command by typing `comment_on_manual`, then fill in the form that appears on your screen. Your comments will be sent to us over the STRATUS Remote Service Network. We welcome any corrections and suggestions for improving the manual.



## Becoming Familiar with the Equipment

The VOS Word Processor is a tool for helping you prepare and produce *documents*. As you type in text at a keyboard, the word processor displays the text on a screen. When you have finished making the document, the word processor saves it in permanent storage. You can easily retrieve the document, change, and save it again. Also, you can ask the computer to print the document at any time.

Read the text given below describing the main parts of the VOS Word Processor.

### The System

The STRATUS computer has several physical components. In this manual, you will be concerned mainly with the terminal and the printer.

### The Terminal

This manual is written for the person who is using the STRATUS Model V101 Terminal. If you are using another terminal, you may need to see the instructions that apply to it for information about the keyboard.

The STRATUS Model V101 Terminal has two parts: a screen and a keyboard (see figure 1).

The screen displays the text you type. It sometimes also displays a list, called a *menu*, consisting of the names of special VOS Word Processing features. In addition, the screen displays instructions and questions. A shaded block, called a *cursor*, shows where you are in the document.

The keyboard has three parts: the main keyboard, the numeric key pad, and the function keys (see figure 2).

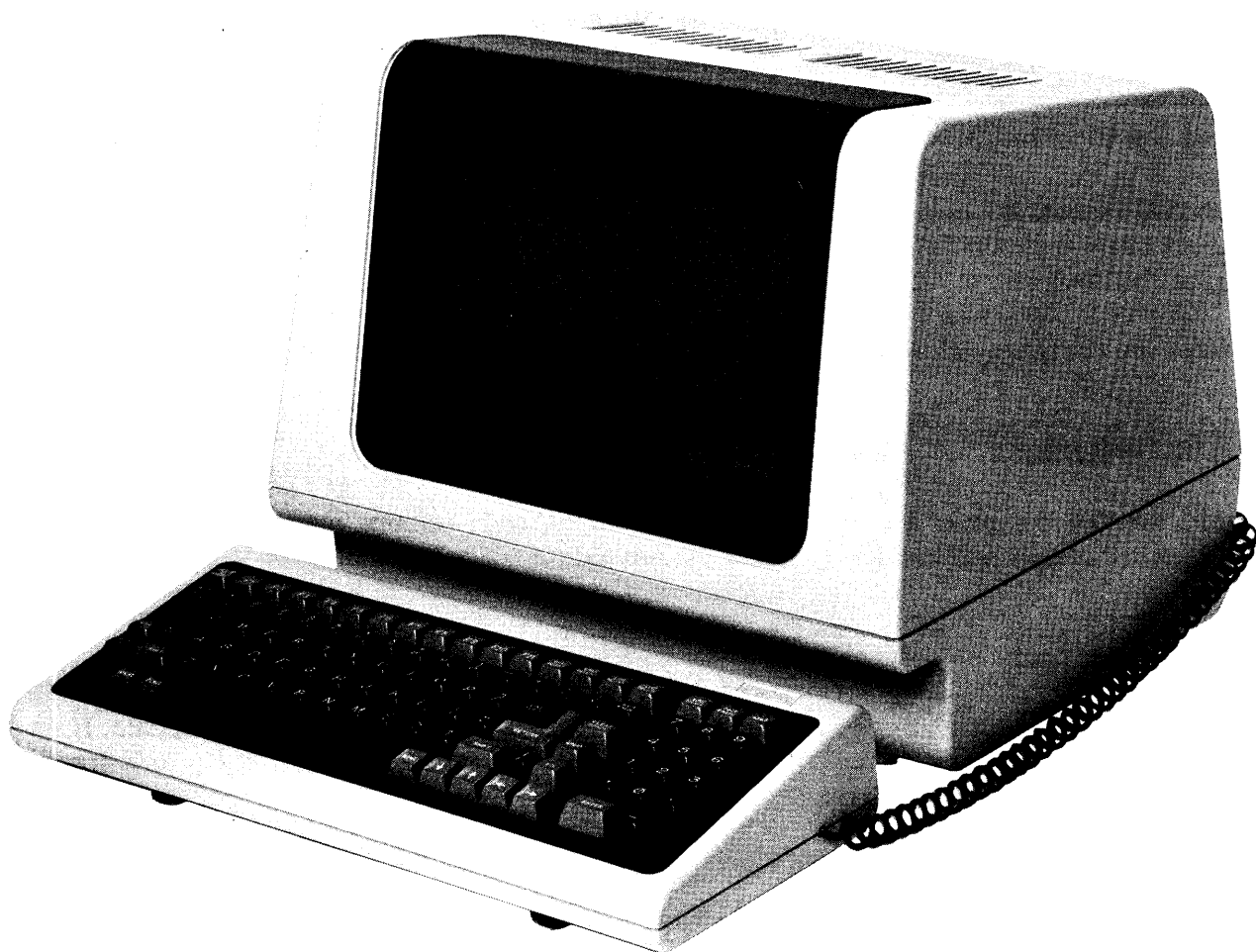


Figure 1. STRATUS Model V101 Terminal

## **The Main Keyboard**

The main keyboard, on the left, looks like an ordinary typewriter keyboard but with a few extra keys. You use the main keyboard to type in text.

The **(SPACE BAR)**, the **(TAB)** key, and the **(RETURN)** key work almost the same as they do on a typewriter. When you are editing a document, they move the cursor to the next column, the next tab stop, or the start of the next line, respectively. Unlike the typewriter keys, however, these keys move the text at the right of the cursor together with the cursor.

When you are giving instructions, called *commands* or *requests*, to the STRATUS computer, you use the **(RETURN)** key to tell the computer that you have finished typing the instruction.

The **(ALPHA LOCK)** key is like the shift lock key on a typewriter. It latches down and makes the alphabetic keys act as though the **(SHIFT)** key were down. Pressing it again releases it and returns the alphabetic keys to normal. Unlike the typewriter key, however, **(ALPHA LOCK)** does not affect the keys for numerals or special symbols.

There are three keys that do not have functions. These keys are **(PRINT)**, **(FUNCT)**, and **(ESC)**. You should avoid using **(ESC)**, since it could cause the computer to beep or to perform a request you did not type in. If you do press this key inadvertently, simply correct your text, if necessary, and continue working.

## **The Numeric Key Pad**

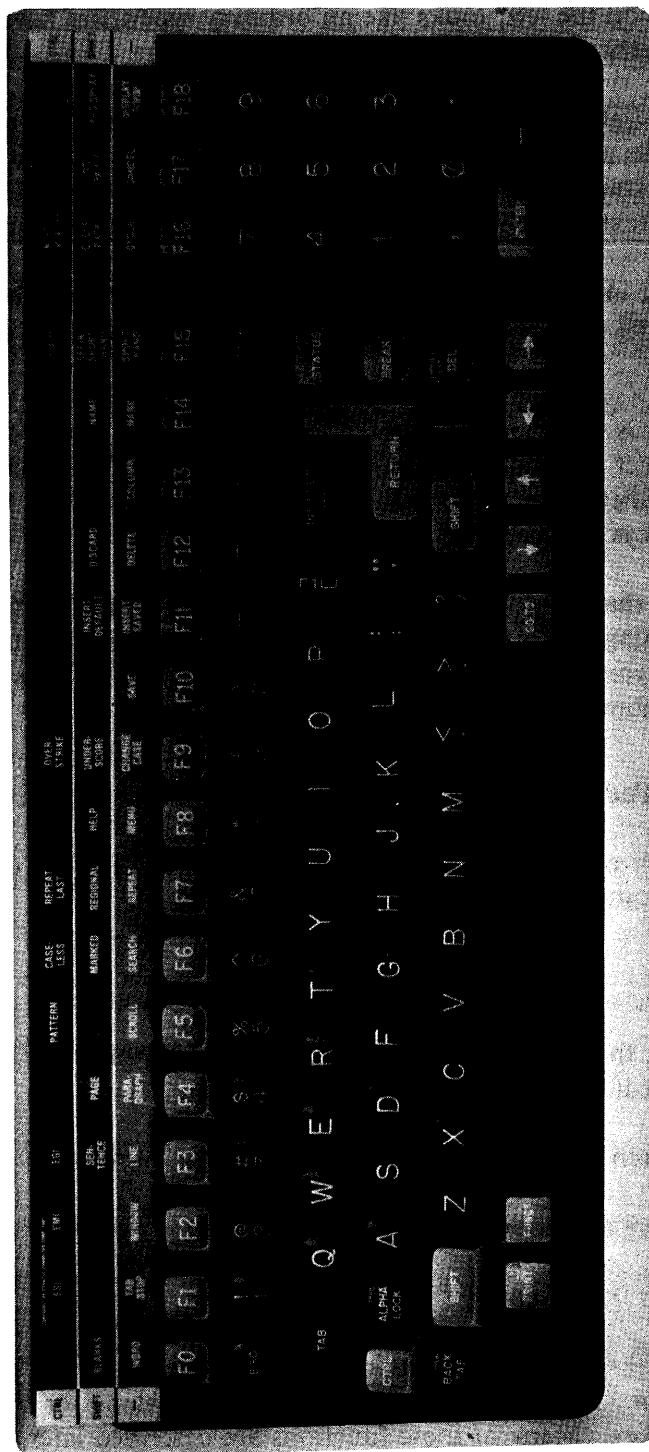
The keys on the right of the main keyboard are duplicates of those on the left for typing numbers. The duplicates are for convenience.

## **The Function Keys**

The nineteen keys at the top of the keyboard activate the VOS Word Processing functions. These functions are editing features, which include:

- **(SEARCH)** — search for a pattern of characters
- **(DELETE)** — delete a portion of text
- **(PAGE)** — start a new page

The template above the function keys names the functions, as well as the keys you must press to activate them. In general, a function key is used alone, or with the **(SHIFT)** key or the **(CTRL)** (Control) key. Many of these functions are described later in this manual.



**Figure 2. Keyboard of the STRATUS Model V101 Terminal**

## **The Printer**

There are two kinds of printers:

- the letter-quality printer, which produces a final copy of a document (see figure 3)
- the line printer, which produces a rough draft of a document (see figure 4)

If you want your document to be printed on paper, you must give the computer a command to print it.

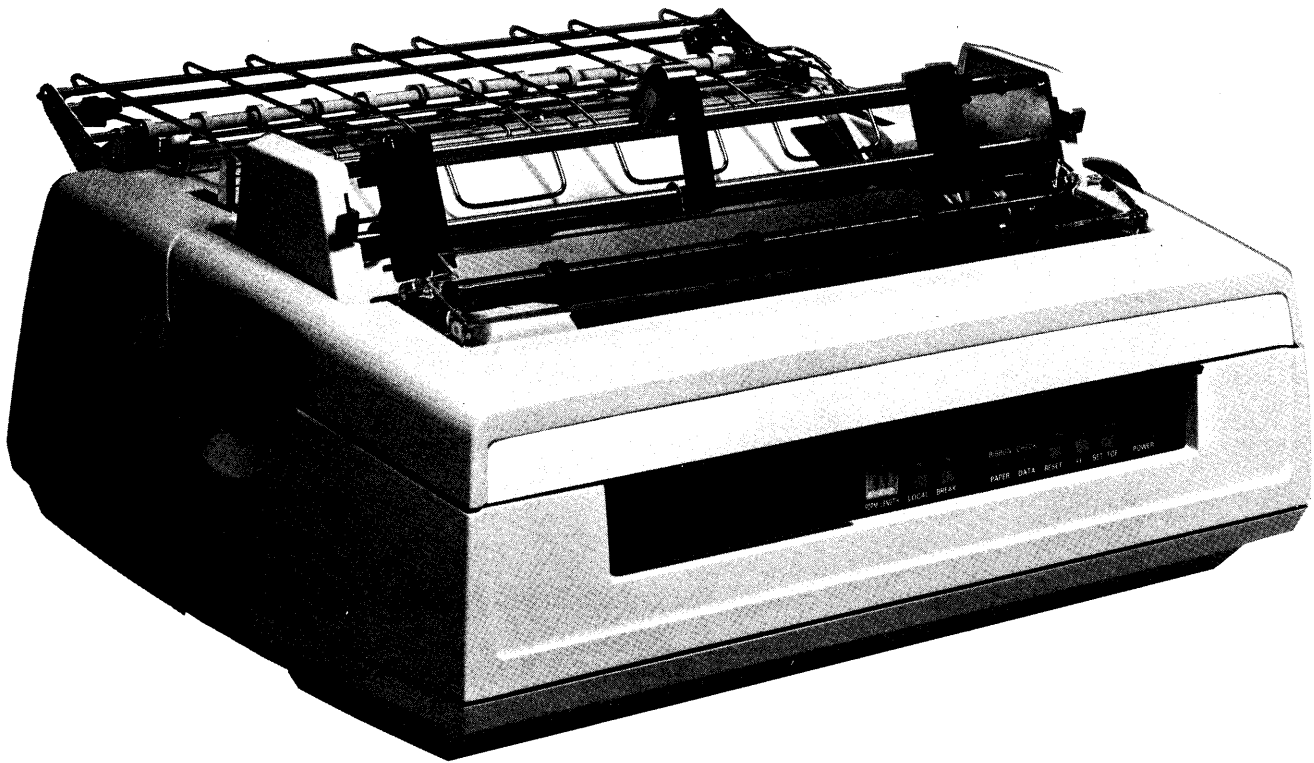


Figure 3. STRATUS Model L151 Printer

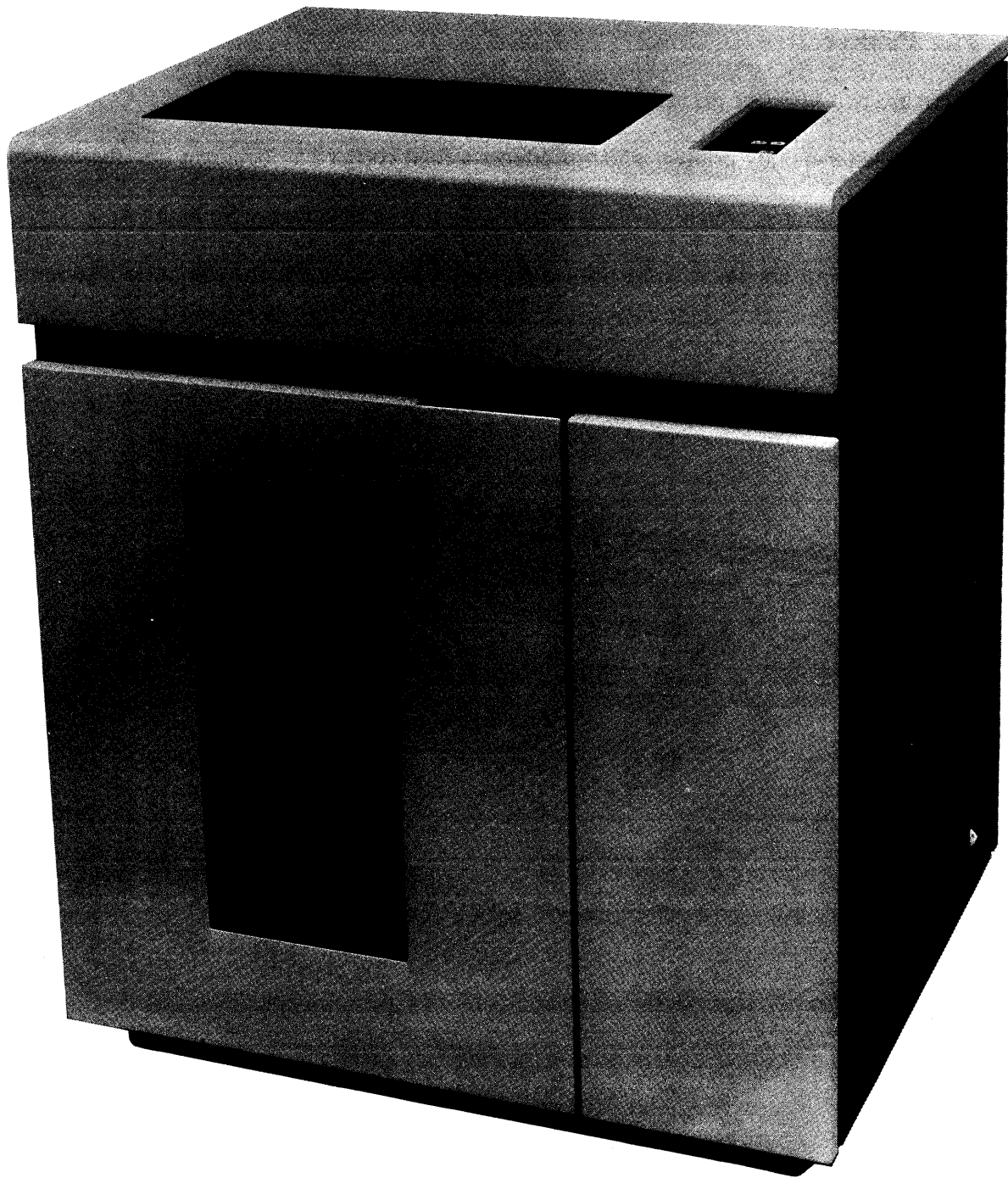


Figure 4. STRATUS Model L103 Printer



## Getting Started

VOS Word Processing is designed to be used by many people at the same time. You can make or edit your own documents with it, as well as share documents with others.

In this chapter, you will become acquainted with the terminal. Read the explanations, and follow the instructions.

### System Administrator

The *system administrator* is the person who is responsible for controlling access to the computer and allocating its resources. The system administrator makes sure that the computer is used efficiently.

### Person Name

To communicate with the computer, you must first identify yourself to the computer with a *person name*. This is a name registered in a file that the system administrator keeps for this purpose.

### Password

You may need to identify yourself to the computer with a *password*, also. This is a name of up to eight characters. The system administrator can tell you whether or not you must have a password, and if so, can give you one.

### Turning on the Terminal

Turn on the terminal by pressing the POWER switch. If you are facing the screen, you can find the switch by reaching the lower left-hand corner of the rear of the terminal.

Within a few seconds, a message and the cursor should appear on the screen. If they do not appear, check that the terminal is plugged into an electric outlet.

The message that appears identifies the STRATUS computer. It tells you that the computer is waiting for the command login. Also, it tells you the time, in a six-digit pattern. Below the message, the cursor prompts you to begin your dialogue with the computer. For example:

```
Stratus/32, VOS Release 3, Module %Riverside#sales_dept
Please login 13:53:52
█
```

## **Logging In**

The virtual operating system (VOS) is the part of the STRATUS computer that controls access to the computer. It does so by asking you to type a person name and, on some computers, a password. Only when you have entered the person name and the password correctly will VOS let you proceed with a word processing session. *Logging in* is the procedure where VOS obtains your person name and password.

In order to begin a VOS Word Processing session, you must issue the VOS command login and give your person name. Then press the **(RETURN)** key. Note that when you type a character, the cursor moves one position to the right. The character you just typed occupies the former position of the cursor.

### **Entering the login Command and Person Name**

Log in to the STRATUS computer, entering the person name the system administrator has registered for you. In this manual, the sample name Smith will be used.

TYPE:

```
login Smith (RETURN)
```

If you have typed, or *entered*, the command and person name correctly, and if your computer does not require a password, VOS logs you in right away. It displays the message:

```
Smith.East logged in on %Riverside#sales_dept at 85-05-03 15:28:17 EDT.
```

```
ready 15:28:19
```

```
█
```

If, when you begin to type, the cursor does not move, check whether the terminal is connected to the computer or call the system administrator.

### **Correcting a Typing Error**

If you make a typing error and see it before pressing the **(RETURN)** key, you can correct the error using the **(BACK SPACE)** key. If, for example, you have typed:

```
login█
```

you can correct the error by doing the following three times:

PRESS:

```
(BACK SPACE)
```

The display is:

```
log█
```

Now, finish typing the command and the person name, and press the **(RETURN)** key.

TYPE:

```
login Smith (RETURN)
```

If your computer does not require a password, VOS logs you in right away, and displays the message:

```
Smith.East logged in on %Riverside#sales_dept at 85-05-03 15:28:17 EDT.
```

```
ready 15:28:19
```

```
█
```

## Getting Started

If the computer does require a password, VOS asks you to enter it, as explained below.

If you make a typing error but don't see it before pressing the **(RETURN)** key, VOS asks you to try again. For example, if you have typed the following:

```
loginn Smith (RETURN)
```

VOS responds that it does not know the word `loginn`. It asks you to type the command and person name again. The display is:

```
command_processor: Object not found.  loginn.  
Stratus/32, VOS Release 3, Module %Riverside#sales_dept  
Please login 13:53:52  
█
```

Try again to enter a valid login command and person name. If your computer does not require a password, VOS logs you in right away.

### Entering a Password

If your computer does require a password, VOS asks you to enter it. After you have entered a valid command and person name, VOS issues the prompt:

```
Password? █
```

Type your password, and press the **(RETURN)** key. As you type, notice that the cursor does not move. For the sake of security, VOS registers the password but does not display it.

If you type an invalid password, you must start the log-in procedure again from the beginning. VOS asks you to do so in the message:

```
Wrong password.  
Stratus/32, VOS Release 3, Module %Riverside#sales_dept  
Please login 13:53:52  
█
```

When you have entered your password correctly, VOS displays a message informing you that you are logged in:

```
Smith.East logged in on %Riverside#sales_dept at 83-09-26 13:30:36 EDT.  
ready 13:30:36  
█
```

The system is now ready for you to issue another command.

## **Logging Out**

When you finish using the VOS Word Processor, log out. Do this by typing the command `logout` and pressing the **(RETURN)** key, as follows:

TYPE:

```
logout (RETURN)
```

The system displays a message verifying that you have ended your session at the terminal:

```
Smith.East logged out.  
█
```

The screen clears, and the log-in message appears again.

## **Turning off the Terminal**

If you do not intend to work at your terminal for a while, turn it off by pressing the **POWER** switch.

# Documents

VOS organizes text you type into files called *documents*. A document typically contains the text from a single typing job, a single letter, or a single memo. When you have finished creating or editing your document, VOS stores, or *files*, the document in permanent storage. When you want to print your document, you must specify which document you want. You do this by typing the appropriate command and the *document name*.

In this chapter, you will learn about documents through both reading and practicing at the terminal.

## Document Names

When you create a document, you must give that document a name. The name can contain up to 32 of the following characters:

Upper-case letters	A B C . . . Z
Lower-case letters	a b c . . . z
Numerals	0 1 2 3 4 5 6 7 8 9
19 special symbols	\$ " + , - . / : _ [ ] ^ ` { \ } @   ~

A document name must not contain:

- a space
- two periods in a row
- a hyphen at the beginning
- a period at the beginning or at the end

## *Documents*

After you have named the document, VOS displays a *full path name* (a longer name), which includes the document name. The full path name identifies precisely where the document is stored.

VOS places your documents and their names in a place in permanent storage called a *directory*.

You can change a document name by using the command `rename`.

## **Document Size**

The documents in this manual will have a line length of up to 80 characters. This is the longest line that can be seen on the screen. Documents of this size can be printed on 8-1/2-by-11-inch paper.

The VOS Word Processor can produce documents with a line length of up to 300 characters. To see a line that extends to the right of the screen, such as may be needed on a statistical sheet, you must move the text across the screen horizontally. You can do this by *scrolling*, which will be described later in this manual. For more information about documents wider than 80 characters, see the chapter entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

## **Using a Document Written by Another Person**

VOS Word Processing allows you to use a document written by another person, if you have the proper authorization. The system administrator can decide who may use each document in the system. In some cases, you can decide who may use your documents. As a new user of VOS Word Processing, you need not concern yourself with the subject of documents written by other people. Before you begin working, the system administrator will have established who may use your documents and which documents you may use.

## **Directory**

You can ask VOS to display a list showing which documents are stored in your directory.

First, log in.

TYPE:

login Smith (RETURN)



If your computer requires a password, type your password after the prompt, and press the **(RETURN)** key.

The computer responds with a message saying that you are logged in:

Smith.East logged in on %Riverside#sales\_dept at 85-05-03 15:28:17 EDT.  
ready 15:28:17

Now, tell the computer to list the items in your directory.

TYPE:

list **(RETURN)**

VOS displays the names of the documents stored under your person name. For example:

Files: 6, Blocks: 10.

w	1	_edit.term.sales_dept.1
w	2	abbreviations
w	1	memos
w	2	sales_report
w	1	Test
w	1	Test.backup

Each entry shows your access to the document, the number of *blocks* (storage space) the document takes, and the document name by which you refer to it. *Access* means:

w (short for "write") — you are authorized to change a document

r (short for "read") — you are authorized to see a document

n (short for "null") — you have no authority to see or change a document

The system administrator arranges access; you therefore need only know what it is.

When there are more than 19 documents in a directory, the display requires more than one page. Pressing **(RETURN)** when **--PAUSE--** is displayed at the bottom of the screen makes VOS display the next screen of directory entries.

After the last entry, VOS indicates that it is ready for another command. The display is:

```
ready 13:52:01
```

When waiting for a command, VOS is said to be *at command level*.

## **Displaying a Document**

You can tell VOS to display the contents of a document by entering the command **display** and the document name.

The document **abbreviations**, for example, may have been placed in your directory by the system administrator. (For information about how to use this document, see the system administrator.)

To display the document,

TYPE:

```
display abbreviations (RETURN)
```

VOS displays the contents.

If the document is longer than 19 lines, press the **(RETURN)** key in response to **--PAUSE--** to view the next page.

After the last entry, VOS returns you to command level, displaying the message **ready** and the time.

To interrupt a display, use the **(CANCEL)** key. It is located at the top of the Numeric Key Pad.

Display once again the document **abbreviations**, and then interrupt the display, as follows:

TYPE:

```
display abbreviations (RETURN)
```

While the text is entering the screen,

PRESS:

**CANCEL**

VOS stops displaying the document, and returns you to command level.

## **Printing a Document**

To tell VOS to print a document, use the `print` command, then specify the document to be printed. For the document abbreviations, for example,

TYPE:

`print abbreviations` **RETURN**

VOS responds that it is carrying out your command. The display is:

ready 13:52:01

█

VOS is again at command level.

**Note:** The printer is often located in an area other than that of the terminals. In such case, you must go to the other area to get your document. Check with the system administrator for the location of the printer.

## **Renaming a Document**

If you want to change a document name, use the command `rename`. Enter the command, then the document name, and then the new name.

If you have a document named `memos`, for example, you can change the name to `notes`. Simply

TYPE:

`rename memos notes` **RETURN**

VOS responds with the message `ready` and the time, indicating that it has renamed your document and is ready for another command. To see the new document name in your directory, type `list` and press **RETURN**.

## Deleting a Document

The command `delete_file` deletes a document. If you want to delete a document, enter the command and the document name. To delete the document notes, for example,

TYPE:

`delete_file notes` (RETURN)

VOS responds with the message *ready* and the time.

As VOS removes the document from permanent storage, it also removes the document name from your directory.

## Retrieving a Document

If you want to get back a document you have deleted, see the system administrator. If back-up copies are made at your installation, the information you need may still be available.

## Characters

*Characters* are the smallest unit of text in a document. The VOS Word Processor handles two sorts of characters: visible and invisible. Visible characters can be seen on the screen as you type. Invisible characters cannot be seen on the screen as you type because they are not visible when the document is printed.

Visible Characters	
Upper-case letters	A B C . . . Z
Lower-case letters	a b c . . . z
Numerals	0 1 2 3 4 5 6 7 8 9
32 special symbols	! ~ @ { . . .
Space (or blank)	

A space counts as a visible character because although you cannot see it, it occupies space on the screen.

Invisible Characters
Line separating character
Paragraph marker
Tab

Invisible characters are described in more detail in the following chapters.

Documents may also contain formatting lines or tab definition lines. These characters are described later in this manual. You can see them on the screen and tell the difference between them and typed text, but they do not appear in the printed document.

## Storing a Document

Although the VOS Word Processor displays and prints documents in lines, it stores each document as a single, continuous sequence of characters. Imagine the text from the top line of a document, then the line separating character that ends that line, then the text from the second line, and so on, in a straight line. This is the way the VOS Word Processor stores a document.

Therefore, to move from one point to another in a document, the word processor reads all the characters in between the two points. To move from the top of a document to the bottom, it has to read the entire document in storage. The time it takes depends on the length of the document. For this reason, the word processor works most efficiently when you keep the document small.

## Ending This Test Session

At this point, you can log out.

To log out,

TYPE:

logout **RETURN**

VOS responds with the message:

Smith.East logged out.





## Creating and Saving Documents

The VOS Word Processor is the part of the STRATUS computer that allows you to:

- Type a new document
- Store the document
- Recall the document
- Change the contents
- Check the spelling of the contents
- Store the document again
- Have a document automatically formatted

The VOS Word Processor is also called an *editor*.

### The Editor

Before making a document, you must begin an editing session. You do this by *calling the editor*, that is, you enter the edit command. Then, you tell the editor what work you want it to do by entering instructions called *requests*. When working in the editor, you cannot enter a command.

### Moving around the Document

As you make a document, the editor displays a part of it on the screen. The cursor points to your current position in the document. As you enter text, the editor inserts it to the left of the cursor. You can use the arrow keys to move the cursor anywhere on the screen.

Before you can add or change text, you must move the cursor to the point in the document where you want to make the change.

## **The Work Area**

As you type in text, the editor stores it at a location in temporary storage called a *work area*. When you are editing, your text is always located here. The work area is sometimes also called a *buffer*.

The screen serves as a window for viewing the contents of the work area. If your document is larger than the size of the screen, you can move the screen horizontally or vertically to view the rest of the text. The screen has 20 lines and 80 columns.

When you have finished working on the text, you must either discard it or else store it in a permanent location.

It is possible to edit text in more than one work area at a time. This editing technique will be described later.

## **Creating a Document**

To create a document, you first log in to the STRATUS computer. Then, you begin an editing session by typing the command `edit`. Also, you enter text. Logging in is described in the section entitled **Getting Started**.

In this example, you will create a document.

### **Beginning an Editing Session**

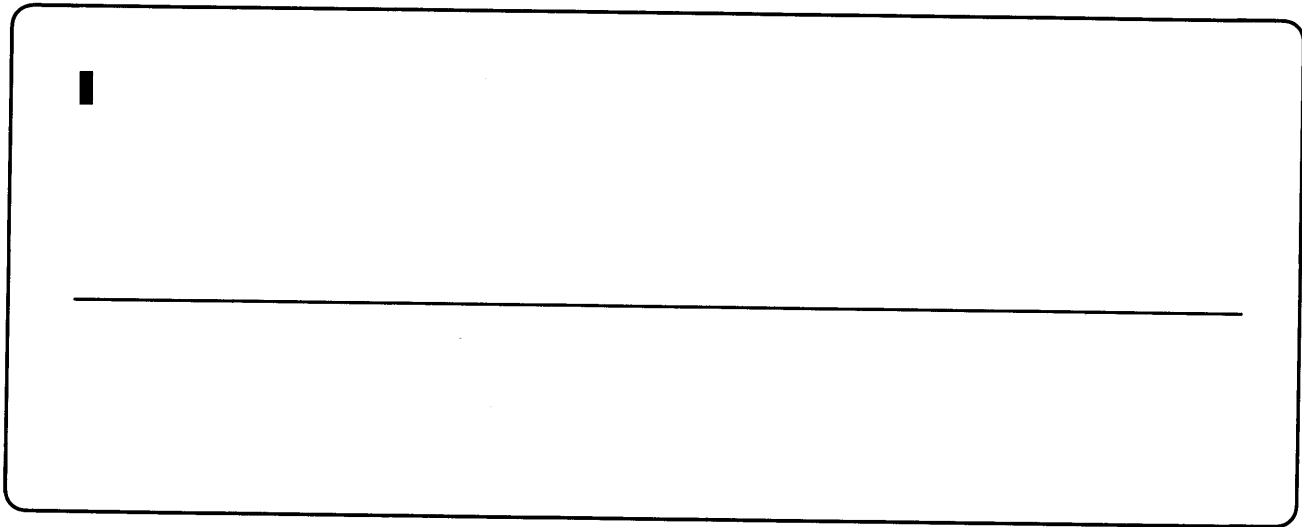
After you log in, begin the editing session by calling the editor.

TYPE:

`edit` **(RETURN)**



The screen clears, and looks like this:



The space above the solid horizontal line is for the text you type in. The cursor in the upper left-hand corner shows you where you can begin.

The space below the solid line is for messages from the editor and your responses to them.

### **Entering Text**

Now that you have begun the editing session, you are ready to enter text in the work area. You can type in as much text as you want.

TYPE:

Trying out the editor.

As you type, each character appears at the cursor location, and the cursor moves one position to the right. The screen looks like this:



Trying out the editor.█

When you are finished typing in the text you want, you must either save the document or discard it.

Other ways of entering text are by “reading in” an existing document and by inserting blocks of text that the editor has saved. These methods are explained later.

## **Correcting Typing Errors with Back Space**

One way to erase a typing error you discover before you press **(RETURN)** is by typing **(BACK SPACE)**. This key removes the character to the left of the cursor. The cursor and the text to the right of it move one position to the left.

In this example, you will erase the word `editor` and the period at the left of the cursor in the line you just typed.

The display on your screen is:

Trying out the editor.█

---

To erase the seven characters at the left of the cursor, do the following seven times:

PRESS:

**BACK SPACE**

When the period and the word editor are erased, the display is:

Trying out the █

---

Now that you have erased this part of the line, retype it. The display then is:

Trying out the editor.█

---

You can use this exercise to practice erasing with **(BACK SPACE)**.

## **Correcting Typing Errors with Del**

Another way to remove an error you discover before pressing **(RETURN)** is with the **(DEL)** key. Pressing **(DEL)** removes the character that is in the same position as the cursor. The text at the right of the cursor then shifts one position to the left. (Do not confuse **(DEL)** with the function key **(DELETE)**.)

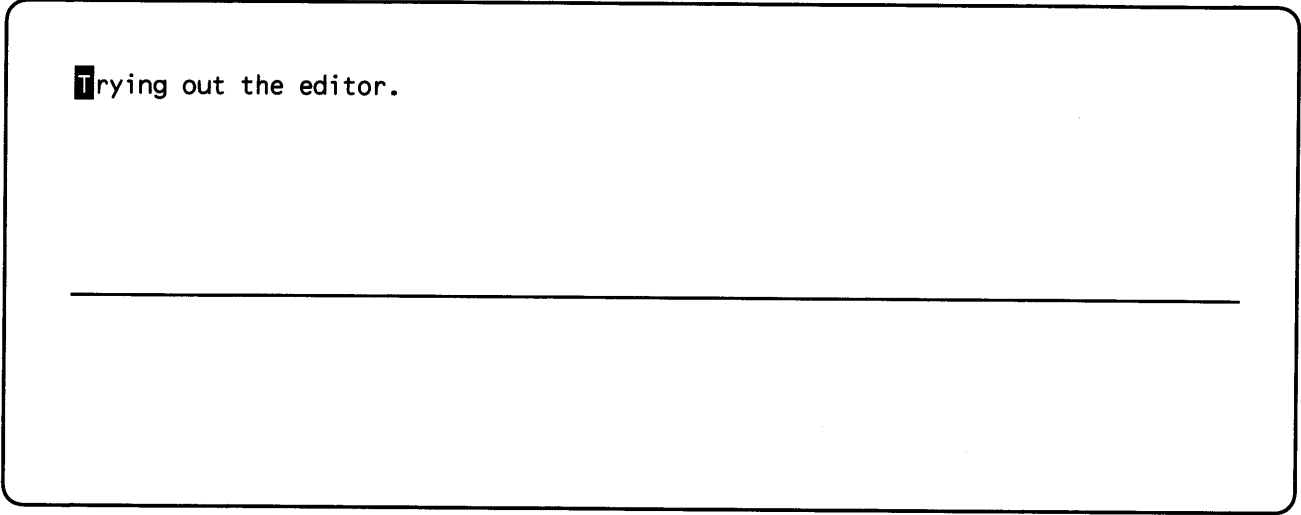
In this example, you will move the cursor to the beginning of the line you just typed, as displayed above, by pressing **(GO TO)** **(←)**. Then, you will erase the words Trying out, at the right of the cursor, with **(DEL)**.

First, move the cursor from the end of the line to the beginning. In sequence,

PRESS:

**(GO TO)** **(←)**

The cursor moves to the first character of the line, thus:



Trying out the editor.

To erase the 10 characters at the right of the cursor and under it, do the following 10 times:

PRESS:

**DEL**

When the words Trying out are erased, the display is:



the editor.

Leaving the cursor where it is, retype the phrase you just erased. The display is:

Trying out█the editor.

---

Note: Typing in the middle of existing text inserts new characters. Characters are not struck over, as would happen if you were using a typewriter.

To return the cursor to the end of the line, in sequence,

PRESS:

(GO TO) (→)

The display then is:

Trying out the editor.█

---

You can use this exercise to practice erasing with (DEL).

## **Making an Editor Request**

During an editing session, you communicate with the editor, which in turn communicates with VOS. You communicate with the editor by entering a directive called a request. At request level, you cannot enter a command.

This manual shows you how to make many editor requests. In addition to typing in text, the requests include:

- moving the cursor around the screen, with an arrow key
- ending a line, with **(RETURN)**
- erasing a character, with **(BACK SPACE)** or **(DEL)**
- deleting a word or line, with **(DELETE)** and an arrow key
- moving a word or line, with **(SPACE BAR)**, **(RETURN)**, **(DEL)**, or **(BACK SPACE)**
- searching for a pattern, with **(SEARCH)**
- listing selected editor requests, with **(MENU)**
- canceling a procedure, with **(CANCEL)**

In the following example, you will practice the last two requests on this list.

### **Displaying the Request Menu**

To see a display of selected editor requests, give the **(MENU)** request.

PRESS:

**(MENU)**

The Request Menu is displayed:

A En/disable request menu display	R Read file
B Change buffer	S Verify spelling
C Change buffer and read	T Set tab stops
D Define variable	U En/disable shorthand display
E En/disable format display	V Insert variable
F Change format	W Write
G Global replace	X Generate index listing
H Change header/footer	Y Generate table of contents
I Index item	Z Set bell column
J Use line in table of contents	1 Display status
K Hide line	2 Reserve picture
L Insert literal	3 Designate floating text
M En/disable ruler mode	4 Remove revision marks
N En/disable line number mode	5 Set variables from buffer
O En/disable overlay mode	6 En/disable format control display
P Set variable	7 Execute command and wait
Q Quit	8 Execute command and continue

In the next example, you will make a selection from the Request Menu and will type the letter or number next to the selection. For now, cancel this display, as follows:

PRESS:

**CANCEL**

The screen clears, and looks the way it did before you gave the **MENU** request.

You can cancel any procedure you do not want to finish by giving the **CANCEL** request.



## **Saving a Document**

To preserve your document, you must *save* it.

When you save a document, you request the editor to make a copy of the document in the work area. The editor then stores that copy at a location in permanent storage. To start the procedure, you give the **(MENU)** request. When the Request Menu appears, you select the request **Write**. In response to the prompt **Output path name:** ■ you type a name and press the **(RETURN)** key. The rules for naming a document are given in the chapter entitled **Documents**.

In this example, you will save the document you previously created, naming it **Test**.

To save the document displayed on your screen, give the request **(MENU)**.

PRESS:

**(MENU)**

When the Request Menu is displayed, select the request **Write**. Type the key for the letter next to that request on the Menu. You can type the letter in either upper or lower case.

TYPE:

**W**

When the editor receives this request, it makes a copy of the document in the work area. Before storing it, the editor asks you for a document name. Below the solid line, it issues a prompt:

Trying out the editor.

---

Output path name: ■

To respond, at the cursor location, enter the name you have chosen for the document.

TYPE:

Test **(RETURN)**

The editor now stores the copy it made of your document, under the document name. When the cursor returns to its previous position above the solid line, you can work further on the copy in the work area, if you wish. If not, end the editing session. The next example shows you how to do this.

## **Ending an Editing Session**

When you request the editor to end an editing session, the editor returns you to command level. You make the request to end a session by selecting **Quit** from the Request Menu. If you have not yet saved the document, the editor asks you if you want to do so. Before ending the session, the editor discards the document in the work area.

In this example, you will end the present editing session.

To end a session, give the **Menu** request.

PRESS:

**(MENU)**

When the Request Menu is displayed, select the request **Quit**. Press the key for the letter next to that request on the Menu.

TYPE:

**Q**

When the editor receives this request, it discards the document in the work area and returns you to command level. This ends the session. But first, if you have not saved your document, the editor displays the following message (remember that *buffer* means *work area*):

A buffer has been modified and not written.  
Quit anyway?

If you have not saved the document and want to keep it, you still can do so. First, answer the message with no, meaning that you do not want to leave the editor.

TYPE:

no **(RETURN)**

(A variation of this answer is n.)

Then, save the document. First, give the **(MENU)** request.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

W

In response to the prompt

Output path name: █

PRESS:

**(RETURN)**

Finally, end the editing session.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

Q

If, however, you do not want to save the document, you can answer the message with **yes**, meaning that you want to leave the editor.

TYPE:

yes **(RETURN)**

(A variation of this answer is **ye** or **y**.)

The editor then discards the document in the work area, and returns you to command level.

Remember that if you have worked on a document after saving it during that session, you must save it again to keep the changes.

To cancel the message about leaving the editor, press **(CANCEL)**.

At command level, type **list (RETURN)** to see the name of the document you saved listed in your directory.

## **Reconstructing a Document**

Should you unintentionally end a session without storing a document you meant to save, you can reconstruct the document by using the keystrokes file. This file is a record that the system keeps of the keystrokes you used in your most recent editing session. If you need to reconstruct a document, see your system administrator. See also the section entitled **Using VOS** in the *VOS Word Processing User's Guide (R006)*.

## **Another Way to Create a Document**

Another way to create a document is by entering **edit** and the document name. If you know the name you want to give the document when you begin the session, you can use this method.

In this example, you will create a document, naming it **Test\_2**.

## **Beginning an Editing Session**

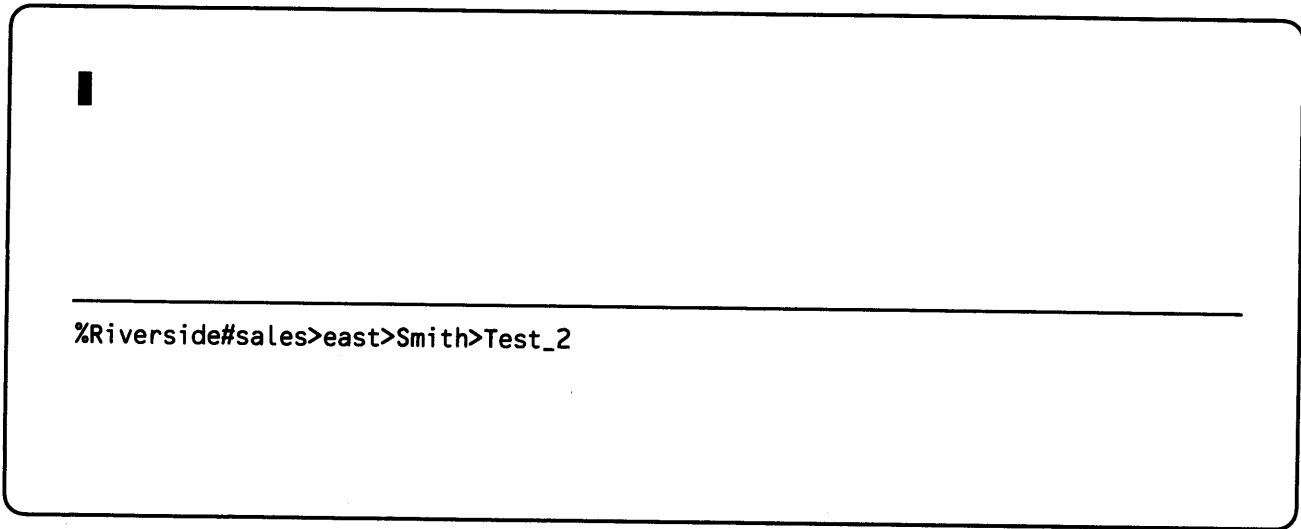
First, if you have logged out after the last editing session, log in again.

Next, call the editor and give the document name.

TYPE:

**edit Test\_2 (RETURN)**

The screen clears, and looks like this:



Below the solid line, the full path name of the document is displayed.

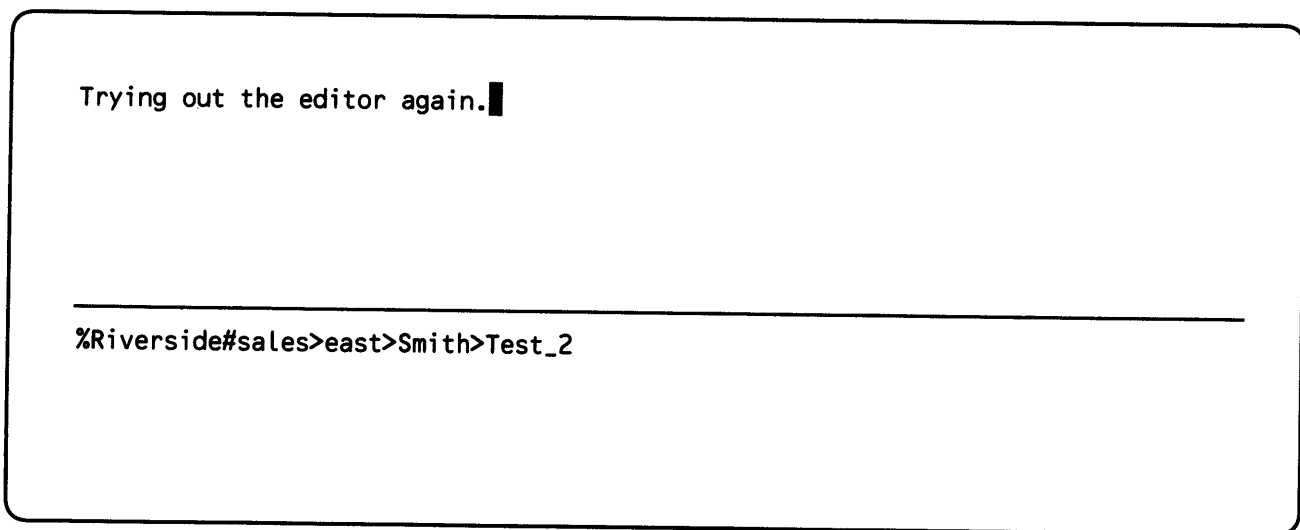
### **Entering Text**

Now, enter your text by typing it in. For example,

TYPE:

Trying out the editor again.

The display is:



## **Saving the Document**

When you are through entering text, save the document. Give the **(MENU)** request.

PRESS:

**(MENU)**

When the Request Menu appears, select the **Write** request.

TYPE:

**W**

Tell the editor to store the document under the name that you entered when you began the editing session. In response to the prompt

Output path name: █

simply,

PRESS:

**(RETURN)**

You do not need to type the document name, since you entered it earlier.

The editor now stores the copy it made of your document under the existing name, **Test\_2**. When the cursor goes back above the solid line, you can work further on the document, if you wish, or you can end the session.

## **Ending This Editing Session**

To end the editing session, give the **(MENU)** request.

PRESS:

**(MENU)**

When the Request Menu appears, select the **Quit** request.

TYPE:

**Q**

You are again at command level.

## **Editing a Saved Document**

To edit a saved document, you first retrieve it from permanent storage. You do this by typing edit and the document name. Then, you change the document and save it again.

In this example, you will retrieve the document named Test\_2, which you just saved. Then, you will add a line of text and will store it again.

### **Retrieving a Document**

Call the editor and enter the document name. Be sure to spell the name with the correct combination of upper- and lower-case letters.

TYPE:

edit Test\_2 (RETURN)

The screen clears, and the display is:

Trying out the editor again.

---

%Riverside#sales>east>Smith>Test\_2

### **Editing the Document**

Now, edit the document. But before you enter text, add more space to the work area. Do this by moving the cursor to the beginning of the next line.

First, do the following, in sequence:

PRESS:

(GO TO) (→)

## *Creating and Saving Documents*

The cursor moves to the end of the line, and the display is:

Trying out the editor again.█

---

%Riverside#sales>east>Smith>Test\_2

Then, make space in the work area for a new line.

PRESS:

**(RETURN)**

The cursor is now at the beginning of a new line, and the screen looks like this:

Trying out the editor again.

█

---

%Riverside#sales>east>Smith>Test\_2



On the new line, enter text.

TYPE:

Entering another line. (RETURN)

The display is:

```
Trying out the editor again.  
Entering another line.  
█
```

---

```
%Riverside#sales>east>Smith>Test_2
```

### **Saving an Edited Document**

When you are through editing the document, save it under the name you gave it earlier.

PRESS:

(MENU)

When the Request Menu appears,

TYPE:

W

In response to the prompt

Output path name: █

PRESS:

(RETURN)

## *Creating and Saving Documents*

Then, to leave the editor,

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

Q

You are again at command level.

## **Saving a Document with a New Name**

After editing a document, you can preserve it in both its original and its edited form. Do this by giving the document in the work area a new name.

In this example, you will retrieve a copy of the document named **Test\_2**, which you saved earlier. You will edit the copy and save it under the new name **Test\_3**. The editor will then preserve this new document, as well as the original one, named **Test\_2**.

## **Editing the Document**

First, retrieve **Test\_2** by calling the editor and entering the document name.

TYPE:

edit Test\_2 **(RETURN)**

The screen clears, and the document is displayed, as follows:

**T**rying out the editor again.  
Entering another line.

---

%Riverside#sales>east>Smith>Test\_2

Next, edit the document. To make space in the work area for new text, move the cursor to a new line. First, move it down one line.

PRESS:



Then move the cursor to the end of the second line and to the beginning of the new line. In sequence,

PRESS:



The cursor is on the new line, and the display is:

Trying out the editor again.  
Entering another line.



---

%Riverside#sales>east>Smith>Test\_2

## *Creating and Saving Documents*

Now, add text.

TYPE:

Adding a third line.

The display is:

Trying out the editor again.  
Entering another line.  
Adding a third line.█

---

%Riverside#sales>east>Smith>Test\_2

You have now edited a copy of the original document by adding text to it.

### **Saving the Edited Document with a New Name**

When you save the edited document, give it a new name.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

**W**

When the prompt

Output path name: █

appears, however,

TYPE:

Test\_3 (RETURN)

The editor saves a copy of the edited document under its name, Test\_3. It also preserves the original document under its name, Test\_2. You can retrieve either one at any time.

Leave the editor now.

PRESS:

(MENU)

When the Request Menu appears,

TYPE:

Q

To verify that each document is correct, tell VOS to display each one. At command level, enter the command display, the document name, and press (RETURN).

TYPE:

display Test\_2 (RETURN)

VOS makes a copy of your document in permanent storage and shows it, as follows:

```
display Test_2
```

```
%Riverside#sales>east>Smith>Test_2 85-07-01 13:19:39 EDT
```

```
Trying out he editor again.  
Entering another line.
```

```
ready 13:19:39
```

Now, display the second document.

TYPE:

```
display Test_3 (RETURN)
```

VOS makes a copy of the second document, which is also in permanent storage, and shows it, as follows:

```
display Test_3
```

```
%Riverside#sales>east>Smith>Test_3  85-07-01 13:21:39 EDT
```

```
Trying out the editor again.
```

```
Entering another line.
```

```
Adding a third line.
```

```
ready 13:21:39
```

```
█
```

These displays verify that the texts you entered in the work areas have been saved at separate locations in permanent storage.





## **Basic Editing**

This chapter demonstrates the basic techniques of editing on the VOS Word Processor.

The first part of the chapter shows how to move the cursor around the document. You can move it one position at a time, to the end of a line, word by word, around the screen, to a different screen of text, to a particular line, or line by line. At the cursor location, you can then make the insertion or deletion that you wish.

The second part of the chapter shows how to insert or delete text within a line, and how to join two lines of text. It also explains the request you can make for help from the editor.

### **Moving the Cursor One Position**

You can move the cursor one position at a time by pressing an arrow key. There are four arrow keys. They move the cursor up and down or back and forth.

In this example, you will learn how to use the arrow keys.

## *Basic Editing*

First, retrieve the document Test\_3, which you saved earlier.

TYPE:

edit Test\_3 (RETURN)

The display is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **Up and Down**

Move the cursor from the first character in the first line to the first character in the third line. Do the following twice:

PRESS:



The cursor moves down two lines, one line at a time. The display is:

```
Trying out the editor again.  
Entering a second line.  
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

If you attempt to move the cursor below the third line, thus:

PRESS:



The cursor does not move. Instead, the editor displays the message:

```
Stopped at the last line of the buffer.
```

This message indicates that there are no lines in the work area below the third line. Therefore, you cannot move the cursor any lower. Shortly, you will add more lines to the work area, but for now, move the cursor upward. Do the following twice:

PRESS:



The cursor moves in the same column up to the preceding line and then to the top line. The display is:

**T**rying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

Now, try to move the cursor above the first line.

PRESS:



The cursor does not move. Instead, the editor displays a message similar to the one for the bottom line:

Stopped at the first line of the buffer.

The message indicates that there are no lines above the top line in the work area. You can therefore not move the cursor any higher.

## **Right and Left**

From here, take the cursor to the right.

PRESS:



The cursor moves one position to the right.

To take the cursor to the end of that line, you must continue to press the right-arrow key. Do this now. Twenty-seven times,

PRESS:



The cursor is now in the far right of the work area, and the display is:

Trying out the editor again.█  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

Unlike the limits at the top and bottom of the work area, the cursor can move beyond the work area at the right. To move the cursor, for example, two positions to the right, do the following twice:

PRESS:



The cursor moves as follows:

```
Trying out the editor again. █  
Entering another line.  
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

You can move the cursor across the rest of the screen and off-screen to the right, within a limit of 300 characters. The cursor does not automatically proceed to the next line. If you moved the cursor, for example, 11 characters off-screen to the right, the editor would inform you of the cursor location, as follows:

The cursor is **11** characters offscreen right.

## **Moving the Cursor to the End of a Line**

You can move the cursor to the end of a line by pressing the **(GO TO)** key, followed by either the right-arrow or the left-arrow key.

In this example, you will move the cursor to the right and left ends of the first line in the document Test\_3. The document displayed on your screen is:

Trying out the editor again. █  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

### **To the Left**

Move the cursor to left end of the first line. In sequence,

PRESS:

**GO TO** **←**

The cursor goes to the beginning of the line, thus:

█ Trying out the editor again.  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **To the Right**

Now, move the cursor to the right end of the line. In sequence,

PRESS:

**GO TO** **→**

The cursor moves to the position at the right of the last visible character on the first line, thus:

Trying out the editor again.█  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

If, during your typing, you have added spaces to the right of the sentence by pressing the **(SPACE BAR)**, the cursor will go to the right of those spaces. The line may look something like this:

Trying out the editor again. █  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3



Spaces inserted at the end of a line will be discussed later in this chapter.

Moving the cursor on the screen with an arrow key does not insert a space on the line, in computer memory.

## **Moving the Cursor to the Corners of the Work Area on the Current Screen**

You can move the cursor to the corners of the work area on the current screen by pressing the **(GO TO)** key and an arrow key. With two strokes, you can thus accomplish what you must otherwise do with repeated strokes of an arrow key.

In this example, you will move the cursor directly to the four corners of the work area on your screen. The display is:

```
Trying out the editor again.█  
Entering another line.  
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

Move the cursor from the end of the first line to the end of the last line of text on the screen. In sequence,

PRESS:

**(GO TO)** **(↓)**

## Basic Editing

The cursor moves downward to the end of the last line. The display is:

```
Trying out the editor again.  
Entering a second line.  
Adding a third line.█
```

---

```
%Riverside#sales>east>Smith>Test_3
```

Now, move the cursor to the left.

PRESS:

(GO TO) (←)

The cursor moves to the beginning of the last line on the screen. The display is:

```
Trying out the editor again.  
Entering a second line.  
█Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

Now, move the cursor upward:

PRESS:

(GO TO) (↑)

The cursor moves to the beginning of the top line of text on the screen. The display is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

Finally, move the cursor to the right.

PRESS:

(GO TO) (→)

The cursor moves to the point from where it began, and the display is:

Trying out the editor again.█  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

You have moved the cursor to the extremities of the work area on the current screen.

You can move the cursor diagonally across the screen, also.

## *Basic Editing*

To move the cursor to the upper left corner,

PRESS:

**GO TO** **←**

The display is:

```
Trying out the editor again.  
Entering a second line.  
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

Now, move the cursor to the lower right corner.

PRESS:

**GO TO** **↓**

The display is:

```
Trying out the editor again.  
Entering a second line.  
Adding a third line.█
```

---

```
%Riverside#sales>east>Smith>Test_3
```

To move the cursor back to the upper left corner,

PRESS:

(GO TO) (↑)

The display is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

You have moved the cursor back and forth between the beginning and the end of the work area on the screen.

## **Moving the Cursor Word by Word**

If you want to make a change within a line, you can move the cursor to the correct position, word by word. If the cursor is at the left of the text, you press the (WORD) and right-arrow keys. If the cursor is at the right of the text, you press the (WORD) and left-arrow keys. You can proceed thus across a line, or several lines.

In this example, you will move the cursor word by word across the first two lines of the document `Test_3`. Then, you will move the cursor back. The display now is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

`%Riverside#sales>east>Smith>Test_3`

### **To the Right**

Take the cursor to the end of the second line, word by word. Do the following in sequence 10 times:

PRESS:

`(WORD)` `(→)`

The cursor stops over the first character of each word as it moves to the end of the second line. The display is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

`%Riverside#sales>east>Smith>Test_3`

On the STRATUS Model V101 Terminal, you can use the keystrokes **(SHIFT) (→)**, also, to move the cursor word by word across a line.

### **To the Left**

Take the cursor back across the lines to the place where it began. Do the following in sequence 10 times:

PRESS:

**(WORD) (←)**

The cursor moves back, stopping over the first character of each word, until it reaches the left margin of the first line. The display again is:

**T**rying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

On the STRATUS Model V101 Terminal, you can use the keystrokes **(SHIFT) (←)**, also, to move the cursor word by word across the line.

### **Adding a Screen of Text**

To lengthen your document, you add text, pressing **(RETURN)** at the end of each line. When you press **(RETURN)** with the cursor on the bottom line of the screen, the editor raises the text. The last line is then in the middle of the screen, and there is room for more text.

You can tell the editor to number the lines as a temporary visual aid. To do this, you select **En\disable line number mode** from the Request Menu. The editor then numbers the lines of the document consecutively. At any point, you can remove these numbers by giving the same request, **En\disable line number mode**, from the Request Menu.

## *Basic Editing*

In this example, you will first number the lines of the document Test\_3, shown below and displayed on your screen. Then, you will type text freely into this document until you have filled two screens. You will enter, for instance, your name and address, the date, the alphabet, or a paragraph. To erase, you will use either **(BACK SPACE)** or **(DEL)**. Finally, you will remove the numbers from the screen.

Trying out the editor again.  
Entering another line.  
Adding a third line.█

---

%Riverside#sales>east>Smith>Test\_3

### **Numbering the Lines**

Before you add text to your document, tell the editor to number the lines.

PRESS:

**(MENU)**

When the Request Menu appears, select En/disable line number mode.

TYPE:

**N**



The editor displays a number on the screen for every line in the document. The display is:

```
1 Trying out the editor again.  
2 Entering another line.  
3 Adding a third line.█
```

---

```
%Riverside#sales>east>Smith>Test_3
```

From now on, each time you press **(RETURN)**, the editor will number the new line.

### **Entering a Second Screen of Text**

Enter 40 lines or so of text, pressing **(RETURN)** at the end of each line. Notice that when you press **(RETURN)** with the cursor at the end of the last line on the screen, the editor raises the text. The last line is then in the middle of the screen, and there is room for you to add more text.

When you have entered a second screen, tell the editor to remove the numbers. Press **(MENU)**, and when the Request Menu appears, type N.

### **Moving the Cursor to a Different Screen**

You can move the cursor around the document between adjacent screens of text. On the Stratus Model V101 Terminal, you press the **(SHIFT)** and the down-arrow keys to move the cursor forward, from the first to the second screen. You press the **(SHIFT)** and the up-arrow keys to move the cursor backward, from the second to the first screen.

In this example, you will move the cursor between the two screens of text in the document `Test_3`.

## **Moving the Cursor Backward**

Move the cursor backward, from the currently displayed second screen to the first screen.

HOLD:

**(SHIFT)**

and

PRESS:

**(↑)**

The text moves downward, until the previous 20 lines are displayed.

## **Moving the Cursor Forward**

Move the cursor forward, from the currently displayed first screen to the second screen.

HOLD:

**(SHIFT)**

and

PRESS:

**(↓)**

The editor displays the next 20 lines.

Continue to move the cursor thus around the document.

## **Moving the Cursor Half a Screen**

You can move the cursor half a screen at a time by telling the editor to lower or raise the document 10 lines.

To lower the document, you move the cursor to the first line on the screen by pressing **(GO TO)** **(↑)**. Then, you press **(↑)** again. As the cursor moves to the line above, the editor lowers the text 10 lines.

To raise the document, you move the cursor to the last line on the screen by pressing **(GO TO)** **(↓)**. Then, you press **(↓)** again. As the cursor moves to the line below, the editor raises the text 10 lines.

Remember: The editor lowers the document only if there are lines in the work area above the first line on the screen. Similarly, the editor raises the document only if there are lines in the work area below the last line on the screen.

In this example, you will move the cursor half a screen at a time over the contents of Test\_3.

### **Moving the Cursor Upward**

Move the cursor from the currently displayed second screen into the previous 10 lines of text.

First, move the cursor to the first line on the screen. In sequence,

PRESS:

(GO TO) (↑)

Then, again,

PRESS:

(↑)

As the cursor moves to the line above, the editor lowers the text 10 lines. The screen now contains 10 lines you just worked on and 10 lines you previously worked on.

### **Moving the Cursor Downward**

Move the cursor from the current display into the following 10 lines of text.

First, move the cursor to the last line on the screen. In sequence,

PRESS:

(GO TO) (↓)

Then, again,

PRESS:

(↓)

As the cursor moves to the line below, the editor raises the text 10 lines. The display now contains 10 lines you just worked on and 10 lines from the following screen.

## Moving the Cursor to a Specified Line

You can move the cursor from any point in a document to the first or last line, or to a line within.

To move the cursor to the first line of the document, you press the **(GO TO)** and **(LINE)** keys. When you see the prompt **Line number:** █ you press the up-arrow key.

To move the cursor to the last line, you press the **(GO TO)** and **(LINE)** keys. When you see the prompt **Line number:** █ you press the down-arrow key.

To move the cursor to a specific line within the document, you press the **(GO TO)** and **(LINE)** keys. When you see the prompt **Line number:** █ you type the number of the line you want to move to, and you press the **(RETURN)** key.

In this example, you will move the cursor to the first and last lines of the document **Test\_3**. Then you will move it to a particular line within the document.

### To the First Line

Move the cursor from wherever it is currently located to the first line in the document. In sequence,

PRESS:

**(GO TO)** **(LINE)**

When the prompt

**Line number:** █

appears below the solid line,

PRESS:

⬆

The editor lowers the document until the first 20 lines are displayed. The cursor stops at the left margin of the first line, thus:

█ Trying out the editor again.

### **To the Last Line**

Now move the cursor to the last line of the document. In sequence,

PRESS:

**GO TO** **LINE**

When the prompt

Line number: █

appears below the solid line,

PRESS:

**↓**

The editor raises the document until the last line is in the middle of the screen. The cursor stops at the left margin of the last line; for example:

█ This is the last line of the document.

### **To a Particular Line within the Document**

Move the cursor to a line that you specify with a number. Move it, say, to line 12. In sequence,

PRESS:

**GO TO** **LINE**

When the prompt

Line number: █

appears below the solid line,

TYPE:

12 **RETURN**

The cursor moves to the first character in line 12.

If you need to find out the number of a particular line, do so by selecting **N** from the Request Menu. Give the **(MENU)** request, and when the Request Menu appears, type **N**. Cancel the line numbers by repeating the same request.

The technique of moving the cursor to a specified line can be useful especially when you are working on a long document.

## **Moving a Document Line by Line**

While editing, you might want to see the continuity between the text on the screen and the lines that come before or after it. You can do this by moving the document line by line across the screen, as if it were on a scroll. To move the document upward, you press the **(SCROLL)** and the up-arrow keys. To move the document downward, you press the **(SCROLL)** and the down-arrow keys.

In this example, you will raise the document to show the lines below the one now at the bottom of the screen. Then, you will lower the document to show the lines above the one now at the top of the screen. You will use lines 1 through 20 in the document **Test\_3**.

### **Moving the Document Upward**

First, using the up-arrow or the down-arrow key, move the cursor toward the middle of the screen. Placing the cursor there allows the document to move freely upward or downward. The cursor always remains on the screen.

Raise the document two lines. Do the following in sequence, twice.

PRESS:

**(SCROLL)** **(↑)**

The editor raises the document, and exposes the twenty-first and twenty-second lines of text at the bottom of the screen. The third line of text is now at the top.

### **Moving the Document Downward**

Now, lower the document two lines. Do the following in sequence, twice.

PRESS:

**(SCROLL)** **(↓)**

The editor lowers the document, and exposes the first line of text at the top of the screen. The twentieth line is now at the bottom.

Experiment further with raising and lowering the document on the screen.

You can also move a document column by column, across the screen. Do this with the **(SCROLL)** and the right-arrow or left-arrow keys. Horizontal scrolling is useful when the document lines are wider than 80 characters. For details, see the section entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

## **Inserting Characters within a Line**

You can make an insertion within a line of text. To do this, you position the cursor at the point where you want the insertion and enter the appropriate characters.

The characters you insert can be either visible or nonprinting. To enter text, you type it in. To enter spaces, you press the **(SPACE BAR)** or the **(TAB)** key. As a result of these entries, the cursor and the text under it and to the right move forward on the line.

To break the text within the line, you position the cursor and press the **(RETURN)** key. The editor inserts a nonprinting, line separating character. As a result, the cursor and the text under it and to the right move to the next line.

In this example, you will insert characters within a line, noting the changes in the position of the text that follows the insertion. You will use the first three lines of the document Test\_3, shown on your screen, as follows:

Trying out the editor again.  
Entering another line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **Inserting Text**

Insert the phrase I am now at the beginning of the first line.

First, place the cursor over the first character in that line.

PRESS:

**(GO TO)** **(↑)**

The display of that line is:

**T**rying out the editor again.

Then, add the phrase.

TYPE:

I am now **(SPACE BAR)**

The line now looks like this:

I am now **T**rying out the editor again.

You can change the first character in Trying to lower case.

PRESS:

**(DEL)**

Then,

TYPE:

t

The display is:

I am now t**T**rying out the editor again.



## **Inserting Spaces with the Space Bar**

Insert five spaces in the first line between the last two words.

First, move the cursor over the first character in the last word, **again**. Do the following in sequence four times.

PRESS:

(WORD) (→)

Then, move the word to the right. Do the following five times:

PRESS:

(SPACE BAR)

The editor inserts five spaces at the cursor location, and the display is:

I am now trying out the editor   **a**gain.

The cursor and the characters under and to the right of it have moved five positions to the right.

## **Inserting Spaces with the Tab Key**

Insert 10 spaces in the second line between the left margin and the first word. The (TAB) key can insert multiple spaces at once to align text with the next tab stop. Since tab stops are normally set every five character positions, the (TAB) key is efficient to use here.

First, position the cursor correctly. Take the cursor to the second line by pressing (↓) once. Then, take it to the left end of that line by pressing, in sequence, (GO TO) (←). The cursor is now over the first character in that line.

To move the text 10 spaces to the right, do the following twice:

PRESS:

(TAB)

The cursor and the whole line move 10 spaces to the right.

The line looks like this:

**E**ntering another line.

## **Inserting a Line Separating Character**

Insert a line separating character at the beginning of the third line. The third line will then be blank, as the cursor and the text move down.

Place the cursor over the first character in the third line, and

PRESS:

**(RETURN)**

The cursor and the text under and to the right of it move down.

The first four lines of the document now look like this:

```
I am trying out the editor      again.  
      Entering another line.
```

```
AAdding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

You have inserted text and blank spaces within a line. In each case, the cursor and the text under and to the right of it moved forward on the line.

You have also inserted a line separating character at the beginning of a line. The cursor and the text under it and to the right moved down a line.

## **Deleting Characters within a Line**

You can delete visible characters or spaces within a line of text. To do this, you position the cursor and press the **(BACK SPACE)** or the **(DEL)** key. The characters at the cursor location are erased. As a result, text following the cursor on that line moves to the left.

You can erase a blank line by deleting the nonprinting, line separating character. You do this by pressing either the **(DEL)** or the **(BACK SPACE)** key.

To erase a blank line with the **(DEL)** key, you first place the cursor on the blank line. Then, you find the end of the line by pressing the **(GO TO)** and right-arrow keys. Finally, you press the **(DEL)** key. The blank line is erased, and the text from below moves up.

To erase a blank line with the **(BACK SPACE)** key, you first place the cursor on the line below the blank line. Then, you move the cursor to the left margin by pressing the **(GO TO)** and left-arrow keys. Finally, with the cursor over the first character of any text that may be on that line, you press the **(BACK SPACE)** key. The blank line is erased, and the cursor and text move up.

In this example, you will change the three lines you just edited back to their original position and wording. The lines now read:

```
I am now trying out the editor      again.  
      Entering another line.
```

```
AAdding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

## **Deleting Visible Characters or Spaces**

You can delete visible characters or spaces within a line, using the **(BACK SPACE)** or the **(DEL)** key. Choose the sequence of keys that requires fewer strokes.

Erase the phrase `I am now` and the `t` in the first line, with the **(DEL)** key.

First, move the cursor from the beginning of the third line of text to the beginning of the first line by pressing **(GO TO)** **(↑)**. Then, do the following 10 times:

PRESS:

**(DEL)**

Ten characters are erased as the text moves toward the cursor, to the left. Replace the first letter of `trying` with a `T`.

## Basic Editing

The sentence now looks like this:

Trying out the editor again.

Use the **BACK SPACE** key to delete the five spaces between the last two words.

First, position the cursor. Move it to the end of the line at the right by pressing **GO TO** **→**. Next, press **WORD** **←**. The cursor should now be over the a. Then, five times,

PRESS:

**BACK SPACE**

The cursor and the word again move five positions to the left.

The display now looks like this:

```
Trying out the editor again.  
      Entering another line.
```

```
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

In the second line, use the **DEL** key to erase the 10 spaces between the left margin and the text.

First, position the cursor. Move it to the second line by pressing **↓** once. Then, move the cursor to the left margin by pressing **GO TO** **←**. The cursor should now be in position.

Next, remove the spaces. Do the following 10 times:

PRESS:

**DEL**

As the line moves toward the cursor and under it, the spaces are erased. The display is:

Trying out the editor again.

■ Entering another line.

Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

The first and second lines now contain the original spacing and wording.

### **Deleting a Blank Line with the Del Key**

To return the third line of text to its original position, you must delete the blank line between the second and third lines of text.

To delete the blank line with the **(DEL)** key, first, move the cursor onto that line by pressing **(↓)** once. Then, find the end of the blank line by pressing **(GO TO) (→)**. If you have not inserted a space on the line, the cursor will remain stationary. If you have inserted a space on the line, perhaps unintentionally, the cursor will move to the space. Erase it and move the cursor to the left margin by pressing **(BACK SPACE)**. The text should look like this:

Trying out the editor again.

■ Entering another line.

■ Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## *Basic Editing*

The blank line can now be erased. To do this,

PRESS:

**(DEL)**

The editor removes the line separating character, and as a result, the blank line is erased. The text from below moves up, and the display is:

Trying out the editor again.

Entering another line.

Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

The third line, also, has been restored to the original form.

### **Removing a Blank Line with the Back Space Key**

You can erase a blank line also with the **(BACK SPACE)** key. To demonstrate this technique, create a blank line between the second and third lines of text. Then erase the blank line with **(BACK SPACE)**.

With the cursor still over the first character in the third line of text, press **(RETURN)**.

The display is:

```
Trying out the editor again.  
Entering another line.
```

```
AAdding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

The cursor and third line of text have moved down. They are in position for you to erase the blank line above them. To erase the line,

PRESS:

**(BACK SPACE)**

The editor removes the line separating character, and as a result, the blank line is erased. The cursor and text move up, and the display is:

```
Trying out the editor again.  
Entering another line.  
AAdding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

The document is now restored to the original form.

## **Joining Lines of Text**

You join two lines of text by moving the lower line to the end of the upper line. You do this with the techniques for deleting a blank line, explained in the previous example.

In this example, you will join text in the first three lines of the document **Test\_3**, shown on your screen, as follows:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **The Back Space Key**

When the cursor is on the lower line, containing text you want to join with text on the upper line, use **BACK SPACE**.

Join the second and third lines of text by moving the third line up.

With the cursor at the left margin over the first character in the third line,

PRESS:

**BACK SPACE**



The editor removes the line separating character between the second and third lines. The cursor and third line move up, next to the last visible character on the second line. The display is:

Trying out the editor again.  
Entering a second line. Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

To move the third line back to its previous position, leave the cursor over the first character, and

PRESS:

(RETURN)

The display again is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **The Del Key**

When the cursor is on the upper line, containing text you want to join with text on a lower line, use **(DEL)**.

Move the second line of text up to the first line, using the **(DEL)** key.

First, move the cursor onto the first line. Press **(↑)** twice. Then, find the end of the first line. In sequence,

PRESS:

**(GO TO)** **(→)**

The cursor moves to the end of the line, and the display is:

```
Trying out the editor again.█  
Entering a second line.  
Adding a third line.
```

---

```
%Riverside#sales>east>Smith>Test_3
```

Now, join the second line with the first.

PRESS:

**(DEL)**

The editor removes the line separating character between the two lines, and the second line moves up to the cursor location. The display is:

Trying out the editor again. **E**ntering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

To move the second line back to its previous position, leave the cursor over the first character, and

PRESS:

**(RETURN)**

The editor inserts a line separating character at the cursor location. The cursor and the text under it and to the right move down. The display is:

Trying out the editor again.  
**E**ntering a second line.  
Adding a third line.

---

%Riverside#sales>east>Smith>Test\_3

## **Getting On-Line Help**

While editing, you can get on-line information about a request by using the **(HELP)** key. This example will show you how.

To ask for on-line help,

PRESS:

**(HELP)**

The editor interrupts your display, and lists the editor requests. Press the key for the request you are interested in. The editor displays information about it.

To resume editing, type any character. The text you were working on before you requested help is again displayed.

## **Ending This Editing Session**

Save the document you have been editing under its current name, **Test\_3**. Press **(MENU)**, and when the Request Menu appears, type **W (RETURN)**.

Finally, end the current session. Press **(MENU)**, and when the Request Menu appears, type **Q**.

The editor returns you to command level.

For more information on how to edit a document, see the section entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

## Deleting or Inserting a Block of Text within a Document

This chapter demonstrates how to move text as a *block* within a document. A block is text of any size, from a single character to an entire document.

You can “cut and paste” text by moving a block in the following ways:

- removing it completely
- relocating it
- placing a copy at multiple locations

### Deleting a Line of Text

The easiest way to erase a block consisting of one line of text is with the **DELETE** and right- or left-arrow keys. If the cursor is at the left of the line, you press the **DELETE** and right-arrow keys. If the cursor is at the right of the line, you press the **DELETE** and left-arrow keys. The editor saves the deleted line in temporary storage, from where you can retrieve it.

In this example, you will make a new document. Then, you will delete single lines from it.

### Making the Document

Create a document containing three paragraphs. In the first paragraph, enter two rows of 10 A's; in the second, two rows of 10 B's; and in the third, two rows of 10 C's. Then, delete the two rows of A's.

First, call the editor. Name the document blocks.

TYPE:

edit blocks **RETURN**

## *Deleting or Inserting a Block of Text within a Document*

The editor clears the screen, and displays the document path name. Now you can enter text.

TYPE:

```
AAAAAAAAAA (RETURN)
AAAAAAAAAA (RETURN) (RETURN)
BBBBBBBBBB (RETURN)
BBBBBBBBBB (RETURN) (RETURN)
CCCCCCCCCC (RETURN)
CCCCCCCCCC
```

The display is:

```
AAAAAAAAAA
AAAAAAAAAA
```

```
BBBBBBBBBB
BBBBBBBBBB
```

```
CCCCCCCCCC
CCCCCCCCCC█
```

---

%Riverside#sales>east>Smith>blocks

## **Deleting a Line**

Delete the first two lines of the document.

Move the cursor from the end of the last row of C's to the beginning of the second row of A's. Press **(GO TO) (←)**. Then press **(↑)** six times. The cursor is now over the first A in the second line of the document.

The display of the first paragraph is:

```
AAAAAAAAAA
A AAAAAAAAA
```

To delete the entire second line, leave the cursor at the left margin, and in sequence,

PRESS:

**(DELETE) (→)**

The line is erased, and the cursor remains at the left margin, thus:

```
AAAAAAAAAA
█
```

Now, delete the first line, using the **(←)** key.

First, position the cursor to the right of the first line. Press **(↑)** and then **(GO TO) (→)**.

The display of the first paragraph is:

```
AAAAAAAAAA█
```

Now, delete this line. In sequence,

PRESS:

**(DELETE) (←)**

The entire line is erased, and the cursor moves to the left margin. The display is:

█

BBBBBBBBBB

BBBBBBBBBB

CCCCCCCC

CCCCCCCC

---

%Riverside#sales>east>Smith>blocks

Do not retype the lines. In the following sections, you will learn how to replace the deleted text with one or two keystrokes.

### **Viewing a Block in Temporary Storage**

When the editor deleted the lines, it first made a copy, and then placed the copy in temporary storage.

To see the text in temporary storage,

PRESS:

**MENU**



When the Request Menu is displayed, select **Display Status**.

TYPE:

1

The deleted lines are listed, with the most recent entry appearing last. Above each entry, in half intensity, is a line indicating whether the text following it was deleted from your document or simply copied from it. The display is:

■ (default):

Cursor at line 1, column 1; mark at line 1, column 1.

DELETE

AAAAAAAAAA

DELETE

AAAAAAAAAA

---

\*\* STATUS \*\*:

The editor uses the text in temporary storage as a source for making copies, should you decide to reinsert the text in the document.

To return the document to the screen,

PRESS:

**CANCEL**

The document has only two paragraphs now, and the display is:

█

BBBBBBBBBB  
BBBBBBBBBB

CCCCCCCC  
CCCCCCCC

---

%Riverside#sales>east>Smith>blocks

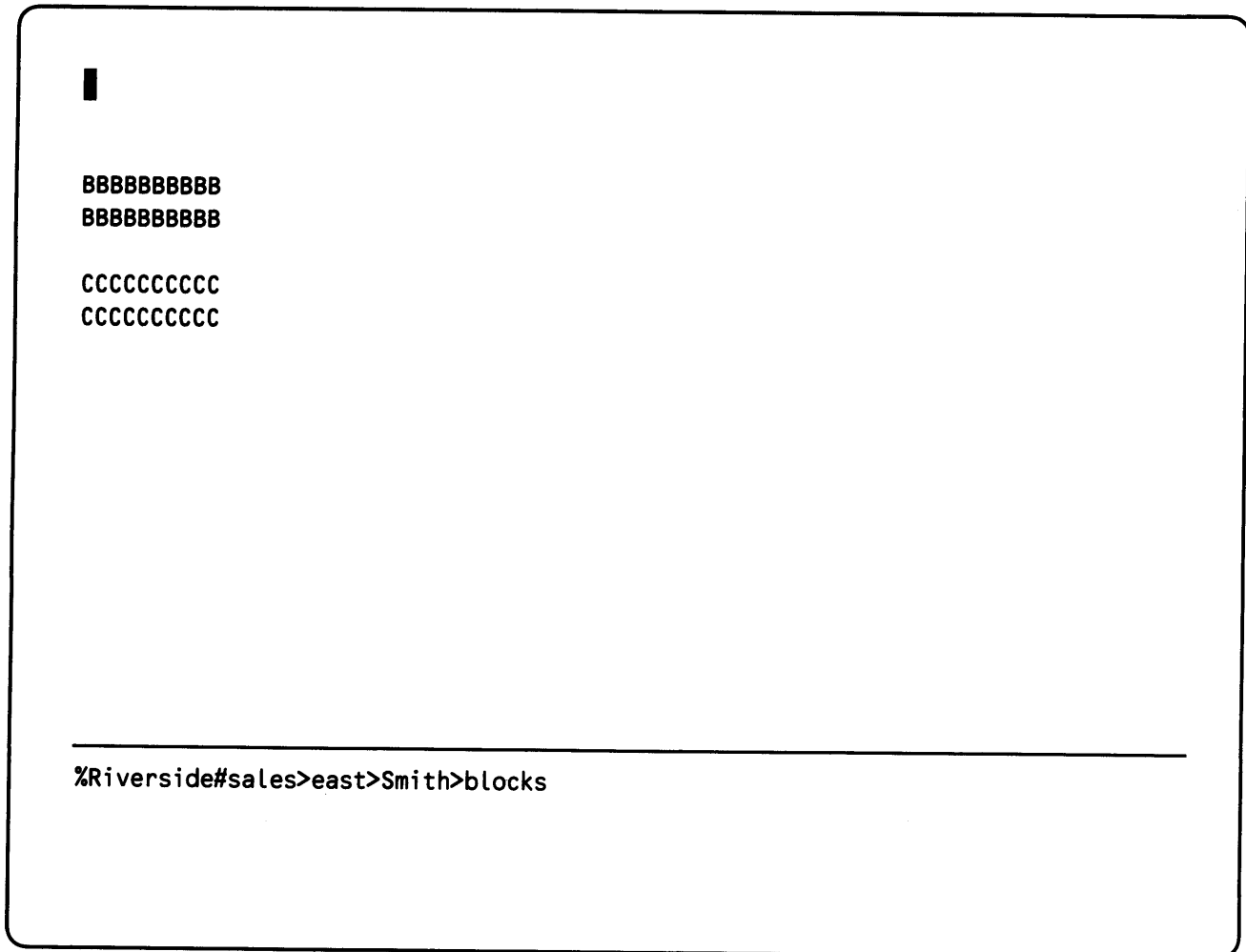
Note that the request **DELETE**, when used with **→** or **←**, works only for text the length of one line.

## Deleting Text of Any Length

You can delete a block consisting of any length of text using the **MARK** and **DELETE** requests. First, you put the cursor at the beginning of the block, and give the **MARK** request. Next, you press the down-arrow key until the cursor moves to the line below the block. The editor puts boundaries around the block and highlights it. Finally, you give the **DELETE** request. The editor removes the highlighted text and places a copy in temporary storage. You can make a copy of the stored text if you wish to reinsert it in the document.

In this example, you will set boundaries around the second paragraph of the document blocks. Then, you will delete that paragraph.

The display on your screen is:



### **Setting Boundaries around the Text**

Set boundaries around the beginning and the end of the second paragraph.

First, move the cursor to the second paragraph. Press **(↓)** three times.

Then,

PRESS:

**(MARK)**

The editor delineates the beginning of the block. A message is displayed, telling you that the editor has set a mark at line 4, column 1.

Now, move the cursor by doing the following twice:

PRESS:



The editor moves the cursor two lines down, and highlights the area between the beginning of the block and the cursor location.

Highlighting consists of showing text in *inverse video*, that is, with the characters dark, and the background light. The highlighted characters move a position to the right. When you delete the block, the highlighting disappears. It does not show in the final document.

To cancel the **(MARK)** request and the highlighting, simply press **(CANCEL)**. The text then resumes its normal appearance.

### **Deleting the Highlighted Block**

Once you have marked and highlighted the block, you can erase it. Simply

PRESS:



The second paragraph is erased, and a copy is placed in temporary storage. You can see the copy by giving the Display Status request from the Request Menu, as shown earlier.

The display on your screen now is:

```
█  
CCCCCCCCC  
CCCCCCCCC
```

---

```
%Riverside#sales>east>Smith>blocks
```

Do not retype the deleted block, since in the next example you will learn how to insert a copy from temporary storage.

Note: To delete one line of text, you can use either the **(DELETE)** and **(→)** or **(←)** requests, or the **(MARK)** **(↓)** and **(DELETE)** requests.

Note also: When you deleted the A's, earlier, the text below remained stationary. When you deleted the B's, however, the text below moved up. The reason for this difference is that the line separating characters remained when you pressed **(DELETE)** and an arrow key. They were removed, however, when you pressed **(MARK)** and **(DELETE)**.

You can combine **(DELETE)** with other requests, such as **(WORD)**, **(BLANKS)**, or **(RETURN)**. For information about these sequences, see the chapter entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

## **Moving a Block of Text**

You can move a block of text from one place to another in a document. First, you delete the block, using the **(DELETE)** request. Next, you move the cursor to the location where a copy is to be inserted, and you give the **(INSERT SAVED)** request. The editor then makes a copy of the last entry in temporary storage, and inserts it at the cursor location. You can insert any number of copies of the block throughout the document.

In this example, using the document blocks, you will insert a copy of the last entry in temporary storage. This is the paragraph of B's that you deleted in the previous example. Then, you will insert the paragraph in its original position.

The display is:

```
█  
CCCCCCCCC  
CCCCCCCCC
```

---

```
%Riverside#sales>east>Smith>blocks
```

## **Inserting the Block**

To insert the second paragraph in its original position, leave the cursor where it is, as shown above, and

PRESS:

**(INSERT SAVED)**

The display is:

**B**BBBBBBBBB  
BBBBBBBBBB

CCCCCCCCC  
CCCCCCCCC

---

%Riverside#sales>east>Smith>blocks

A copy of the second paragraph has been inserted at the cursor location. Note: The copy that was placed in temporary storage remains there.

To insert this block at another location within the document, see the next example.

## **Discarding a Block of Text**

The **(DISCARD)** request erases the most recent entry in temporary storage and gives you access to the previous entry. You use the **(DISCARD)** request to retrieve a block entered in temporary storage before the most recent one.

You should use caution with the **(DISCARD)** request, however. Once you remove an entry from temporary storage, you must retrieve it and reinsert it there, should you need it again.

In this example, you will display the entries in temporary storage from the document blocks. Then, you will discard the block you most recently placed there. Finally, you will reinsert in the document a copy of the block you placed in temporary storage before the one you just discarded.

The display is:

```
BBBBBBBBBB
BBBBBBBBBB
```

```
CCCCCCCCCC
CCCCCCCCCC
```

---

```
%Riverside#sales>east>Smith>blocks
```



## **Discarding a Block from Temporary Storage**

A block must be at the bottom of the list in temporary storage in order to be discarded. You might therefore wish to check the position of the stored blocks before you give the **(DISCARD)** request. Do this by giving the Display Status request. Press **(MENU)**, and when the Request Menu appears, type 1.

When the list of entries in temporary storage is displayed, tell the editor to show the last one. Press **(GO TO)** **(LINE)**. In response to the prompt Line number: **|** press **(↓)**.

The display of the last two entries is:

DELETE

AAAAAAAAAA

DELETE

BBBBBBBBBB

**B**BBBBBBBBBB

Discard the most recent entry, which is the last one, consisting of two rows of B's.

PRESS:

**(DISCARD)**

The word **DISCARD** now appears next to **DELETE**:

DELETE DISCARD

BBBBBBBBBB

**B**BBBBBBBBBB

The editor will overlook the discarded block when you give the next **(INSERT SAVED)** request. It will copy and insert the previous block.

Press **(CANCEL)** to return the document to the screen.

You can give the **(DISCARD)** request from the displayed document, also, without showing the list in temporary storage. Do this if you are sure that the block you want to discard is on the bottom of the list.

## **Inserting the Block Entered Previously in Temporary Storage**

Insert in the document a copy of the row of A's listed before the last entry in temporary storage.

### *Deleting or Inserting a Block of Text within a Document*

First, move the cursor to the correct position in the document. Move it to the blank line for the beginning of the first paragraph. Press **(↑)** four times.

The display is:

█

BBBBBBBBBB  
BBBBBBBBBB

CCCCCCCCC  
CCCCCCCCC

---

%Riverside#sales>east>Smith>blocks

Now, twice, insert a copy of the row of A's from temporary storage.

PRESS:

(INSERT SAVED) (↓) (INSERT SAVED)

The display is:

AAAAAAAAAA

A AAAAAAAAAA

BBBBBBBBBB

BBBBBBBBBB

CCCCCCCCC

CCCCCCCCC

---

%Riverside#sales>east>Smith>blocks

You have now restored the document to its original form, by discarding and reinserting text.

Notice that in the last series, the keystroke (DISCARD) did not follow the keystroke (INSERT SAVED). If this had happened, the editor would have discarded both the block just inserted in the document and the copy placed in temporary storage.

The series (INSERT SAVED) (DISCARD), with no keystroke in between, has a special purpose. For details, see the chapter entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

## **Copying a Block of Text**

To copy a block from one section of a document into another, you first highlight the block, using the **(MARK)** request. Then, you save a copy of the block in temporary storage, using the **(SAVE)** request. Next, you move the cursor to the point in the document where a copy is to be inserted. Finally, you insert the copy, using the **(INSERT SAVED)** request. You can repeat the insertion any number of times in the document.

In this example, using the document blocks, you will copy a row of A's into the second and third paragraphs.

The display is:

```
AAAAAAAAAA
A AAAAAAAAAA
```

```
BBBBBBBBBB
BBBBBBBBBB
```

```
CCCCCCCCCC
CCCCCCCCCC
```

---

```
%Riverside#sales>east>Smith>blocks
```

## **Highlighting and Saving the Block**

Highlight and save the second line.

With the cursor over the first character of the second line,

PRESS:

**(MARK)**

The editor sets a mark at the beginning of the line.

Next,

PRESS:

**(↓)**

As the cursor moves down a line, the editor highlights the text between the mark and the cursor.

The display of the first paragraph is:

```
AAAAAAAAAA
AAAAAAAAAA
█
```

Now, make a copy of the highlighted block, as follows:

PRESS:

**(SAVE)**

The editor makes a copy of this text, and places it in temporary storage.

To see the saved copy, press **(MENU)**. When the Request Menu appears, type 1. The last entry in temporary storage is the block you just saved, namely:

SAVE

AAAAAAAAAA

Press **(CANCEL)** to return the document to the screen.

## **Inserting a Copy of the Saved Block**

At the end of the second and third paragraphs, insert a copy of the last entry in temporary storage.

First, move the cursor to the beginning of the line following the second paragraph. Press **⏏** three times.

The display of the first two paragraphs is:

AAAAAAAAAA  
AAAAAAAAAA

BBBBBBBBBB  
BBBBBBBBBB



Next,

PRESS:

**INSERT SAVED**

At the cursor location, the editor inserts a copy of the row of A's you placed in temporary storage. The text below moves down a line, and the second paragraph now looks like this:

BBBBBBBBBB  
BBBBBBBBBB

**A**AAAAAAAAA

Copy the block in temporary storage again, and insert the copy at the end of the third paragraph.

First, move the cursor to the beginning of the line following the third paragraph. Press **⏏** four times.

The display of the last two paragraphs is:

BBBBBBBBBB  
BBBBBBBBBB  
AAAAAAAAAA

CCCCCCCCC  
CCCCCCCCC



Now,

PRESS:

**(INSERT SAVED)**

A row of A's appears at the cursor location, and the document looks like this:

AAAAAAAAAA  
AAAAAAAAAA

BBBBBBBBBB  
BBBBBBBBBB  
AAAAAAAAAA

CCCCCCCCC  
CCCCCCCCC  
A AAAAAAAAA

---

%Riverside#sales>east>Smith>blocks

## **Ending This Editing Session**

Save the document blocks, which you have just edited. Press **(MENU)**, and when the Request Menu appears, type **W (RETURN)**.

Finally, end the editing session. Press **(MENU)**, and when the Request Menu appears, type **Q**.

You are now at command level.

To read more about deleting, inserting, discarding, or copying text, refer to the chapter entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.



## Copying Text into Another Document

You can transfer a block of text from one document into another. Remember that a block can be of any length, from a character to an entire document. Transfer a block into another document in one of the following ways:

- Save a copy of the block under a new document name.
- Make a copy of an entire document, and add this copy to the contents of another document.

This chapter shows you how to move text thus, between documents.

### Saving a Block of Text As a Separate Document

To save a copy of a block as a separate document, you first highlight the block, using the **(MARK)** and down-arrow requests. Next, you give the **(REGIONAL)** request, telling the editor to limit its next action to the highlighted region. Then, you instruct the editor to save the block under a new document name. You do this by selecting **Write** from the Request Menu. In response to the prompt **Output path name:** ■ you type a new document name. Finally, you press the **(RETURN)** key.

In this example, using the document blocks, you will save a copy of the first paragraph under the name **new\_doc**.

First, retrieve the document blocks.

TYPE:

edit blocks **(RETURN)**

## *Copying Text into Another Document*

The display on your screen is:

```
A A A A A A A A A A  
A A A A A A A A A A
```

```
B B B B B B B B B B  
B B B B B B B B B B  
A A A A A A A A A A
```

```
C C C C C C C C C C  
C C C C C C C C C C  
A A A A A A A A A A
```

---

```
%Riverside#sales>east>Smith>blocks
```

### **Highlighting the Block**

To save a copy of the first paragraph as a separate document, first, set boundaries around the block. With the cursor over the first character,

PRESS:

**(MARK)**

The editor displays a message saying that it has set a mark at the line and column where the cursor is.

Then, move the cursor to the other end of the paragraph. Do the following twice:

PRESS:



As the cursor moves down two lines, the text is highlighted. The paragraph looks like this:

```
AAAAAAAAAA
AAAAAAAAAA
```

### **Defining the Block As a Region**

Now, give the **REGIONAL** request, telling the editor to limit its next action to the highlighted block.

PRESS:

**REGIONAL**

The editor displays the word **Regional**, indicating that it is ready to execute your next request over this region.

### **Saving the Block As a Separate Document**

Tell the editor to save the text in the highlighted region as a separate document.

PRESS:

**MENU**

When the Request Menu appears, select **Write**.

TYPE:

**W**

When the prompt

Output path name: █

appears, enter a new document name; for example:

TYPE:

new\_doc **RETURN**

### *Copying Text into Another Document*

The highlighting disappears, and the cursor returns to the text. The editor has copied the block, and saved the copy under the new document name.

### **Displaying the New Document**

Display the block you just saved in a new document.

Next, end the current session. Again, press **(MENU)**. When the Request Menu appears, type **Q**.

You are now at command level.

To see the new document name in your directory, type **list (RETURN)**.

The entries in your directory are displayed.

To see the contents of `new_doc`, type **display new\_doc (RETURN)**.

The display is:

```
%Riverside#sales>east>Smith>new_doc 85-06-11 14:01:05 EDT

AAAAAAAAAA
AAAAAAAAAA

ready 14:01:05
```

The display shows that a copy of the block you highlighted is stored as a new document.

The request **(REGIONAL)** can be combined also with other requests. Later, **(REGIONAL)** will be used in searching for a pattern, changing a letter to the upper or lower case, and underscoring.

## **Combining Documents**

You can combine the contents of one document with those of another. To begin, you move the cursor to the location for an insertion in a document. Next, you give the **(MENU)** request, and when the Request Menu appears, you select **Read File**. In response to the prompt **Input path name:** ■ you type the name of the document you want to insert and press the **(RETURN)** key. The editor then makes a copy of the second document and inserts it at the cursor location in the first document.

In this example, you will recall the document blocks to the screen. Then, you will insert a copy of the document `new_doc`.

### **Beginning the Editing Session**

Call the editor, and name the first document.

TYPE:

edit blocks **(RETURN)**

The editor displays the document blocks, as follows:

**A** AAAAAAAAAA  
AAAAAAAAAA

BBBBBBBBBB  
BBBBBBBBBB  
AAAAAAAAAA

CCCCCCCCC  
CCCCCCCCC  
AAAAAAAAAA

---

%Riverside#sales>east>Smith>blocks

## Inserting Another Document

Insert a copy of new\_doc at the end of blocks.

First, move the cursor two lines below the last line of the document blocks. Press **(GO TO)** **(↓)** **(RETURN)** **(RETURN)**. The display is:

```
AAAAAAAAAA
AAAAAAAAAA
```

```
BBBBBBBBBB
BBBBBBBBBB
AAAAAAAAAA
```

```
CCCCCCCCCC
CCCCCCCCCC
AAAAAAAAAA
```

```
█
```

---

```
%Riverside#sales>east>Smith>blocks
```

Then, tell the editor to “read in” a copy of the document new\_doc.

PRESS:

**(MENU)**

When the Request Menu appears, select the request Read File.

TYPE:

R

## *Copying Text into Another Document*

Below the solid line, the editor displays the prompt

Input path name: █

Enter the name of the document you wish to add.

TYPE:

new\_doc (RETURN)

At the cursor location, the editor inserts a copy of the second document. The original of the latter document, of course, remains in permanent storage. The display is:

```
AAAAAAAAAA
AAAAAAAAAA
```

```
BBBBBBBBBB
BBBBBBBBBB
AAAAAAAAAA
```

```
CCCCCCCCCC
CCCCCCCCCC
AAAAAAAAAA
```

```
A AAAAAAAAAA
AAAAAAAAAA
```

---

```
%Riverside#sales>east>Smith>blocks
```

The document new\_doc has now been incorporated into the document blocks.

You can now work further on the displayed document by editing any part of it, or adding text below the insertion.



## **Ending This Editing Session**

End the current editing session by saving the displayed document, and leaving the editor.

To save the document, press **(MENU)**. When the Request Menu appears, type **W**, and press **(RETURN)**.

To leave the editor, press **(MENU)**. When the Request Menu appears, type **Q**.

You are again at command level.

For more information on saving text in a separate document or on combining documents, see the section entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.



## Searching

A **(SEARCH)** request tells the editor to find a sequence of characters within a document. The editor scans for the sequence, and displays it. You can then check the sequence, and if you wish, replace it.

In this chapter, you will learn several methods of making a search. You will learn, for example, how to:

- search forward and backward for an exact match to a sequence
- repeat a search
- search for a match, regardless of whether it is in upper or lower case
- search for and replace all matches to a sequence
- search for all matches, display them one at a time, and be queried whether or not to replace them

In messages from the editor, a sequence is called a *string*.

### Searching Forward or Backward

To tell the editor to search forward through a text for a sequence of characters, you first place the cursor at the beginning of the text. Next, you enter the **(SEARCH)** and down-arrow requests. When the editor displays the prompt **Forward search:** █ you type the sequence you want the editor to find and press the **(RETURN)** key.

To tell the editor to search backward through a text, you place the cursor at the end of the text. Then, you enter the **(SEARCH)** and up-arrow requests. When the editor displays the prompt **Reverse search:** █ you type the sequence you want the editor to find and press the **(RETURN)** key.

In this example, you will make a new document. Then, you will search backward for the first occurrence of the sequence **Agreement**. Next, you will search forward for the first occurrence of the sequence of **Effective Date**.

## *Searching*

### **Making a New Document**

Call the editor. Name the document searches.

TYPE:

edit searches (RETURN)

When the editor clears the screen, enter the following excerpt from a contract.

With the cursor at the top left corner of the screen,

TYPE:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

The display is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.█

---

%Riverside#sales>east>Smith>searches

### **Searching Backward**

With the cursor at the end of the text, tell the editor to search backward for a match to the sequence Agreement.

PRESS:

(SEARCH) (↑)

Below the solid line, the editor displays the prompt:

Reverse search: █

Enter the sequence you want the editor to find.

TYPE:

Agreement (RETURN)

The editor scans the text for the first match to the sequence. When it finds the match, it moves the cursor over the first character. The display is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### **Searching Forward**

Move the cursor to the beginning of the text, and tell the editor to search forward for the first match to the sequence Effective Date.

## Searching

First, move the cursor to the first character of the text. Press **GO TO** **↑**. The display is:

**T**he Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

Next, start the search. Note that the sequence contains two words. The editor treats the blank space between the words as a character.

PRESS:

**SEARCH** **↓**

When the prompt

Forward search: **█**

appears, enter the sequence.

TYPE:

Effective Date **RETURN**

The editor searches forward for the sequence, and moves the cursor to the first character in the first match it finds. The display is:

The **E**ffective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### **Canceling a Search Request**

If you want to cancel a **(SEARCH)** request before you have pressed **(RETURN)**, simply press **(CANCEL)**.

The editor responds with the message:

The "search,down" request has been cancelled.

You can then work further on the document.

If you want to cancel a **(SEARCH)** request after you have pressed **(RETURN)**, press simultaneously **(CTRL)** **(BREAK)**.

The editor responds:

\*\*\*"BREAK" interrupts request\*\*\*

This request is useful during a search through a long document.

### **Repeating a Search**

After finding the first occurrence of a sequence, you can tell the editor to search for the second occurrence. You do this by giving the **(REPEAT LAST)** request. The editor then repeats the search from the cursor location onward. You can continue to give the **(REPEAT LAST)** request until the editor has found all occurrences of that sequence.

The **(REPEAT LAST)** request can also be used to repeat other requests.

## Searching

In this example, using the document searches, you will tell the editor to search forward for the first and second occurrences of the sequence **Date**.

The display on your screen is:

The **E**ffective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### Finding the First Occurrence

Conduct a forward search, telling the editor to find the first occurrence of **Date**.

First, move the cursor to the beginning of the text. Press **(GO TO)** **(↑)**.

The cursor moves over the first character in the text.

Then, give the **(SEARCH)** request.

TYPE:

**(SEARCH)** **(↓)**

In response to the prompt

Forward search: **█**

enter the sequence you want the editor to find.

TYPE:

Date **(RETURN)**



The cursor goes to the first occurrence of the sequence. The display is:

The Effective **D**ate of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of the Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### Finding the Second Occurrence

Find the second occurrence of the sequence Date.

Using the **(REPEAT LAST)** request, tell the editor to repeat the search it just made. Press the keys for this request simultaneously.

PRESS:

**(REPEAT LAST)**

The cursor moves to the next match to the sequence. The display is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective **D**ate, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

## Searching

Since the sequence you requested the editor to find begins in upper case, the cursor passed over **date**, in the first line, and went to **Date**, in the third line.

### Searching for a Match, whether in Upper or Lower Case

You can tell the editor to look for a match, whether the letters are in upper case or lower case or both. You begin by positioning the cursor and entering the **(CASELESS)** request. Then, you press the up-arrow key for a reverse search, or the down-arrow key for a forward search. Next, the editor displays the prompt that corresponds to the arrow key you used. To respond, you enter the sequence the editor is to find, and press the **(RETURN)** key. Then the editor looks for a match to the sequence.

In this example, using the document searches, you will find matches to the sequences **the** and **The Effective Date**. The letters in the match can be in upper case or lower case or both. The display on your screen is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective **D**ate, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### Finding Matches to the First Sequence

Make a backward search for occurrences of the sequence **the**.

First, move the cursor to the end of the document. Press **(GO TO)** **(↓)**. The cursor moves to the right of the last character.

Next, give the **(CASELESS)** request for a search backwards.

PRESS:

**(CASELESS)** **(↑)**

The message

(Case will be ignored)

appears together with the prompt

Reverse search: █

Enter the sequence you want the editor to find.

TYPE:

the (RETURN)

The cursor moves to the nearest occurrence of the. It is in the middle of the word either, as follows:

thereafter, unless ei█ther party gives 90 days' notice of intent to cancel.

Note that the editor finds a match even if it is embedded in another word.

To tell the editor to find the next occurrence of the sequence,

PRESS:

(REPEAT LAST)

Again, the editor finds a match to the sequence within another word. The cursor stops over the first letter in the word thereafter, as follows:

t█hereafter, unless either party gives 90 days' notice of intent to cancel.

Tell the editor to find yet another occurrence of the sequence.

PRESS:

(REPEAT LAST)

The cursor this time stops over the word The, in the previous line. The display is:

Effective Date, and extend for one year. █The Agreement shall remain in effect

In this instance, the match to the sequence begins in upper case.

Give the (REPEAT LAST) request three more times. The cursor moves back through the text, stopping over three more matches to the sequence. Two begin in lower case and one, in upper case.

## Searching

The display of the last match is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

### Finding Matches to the Second Sequence

Make a search forward for all occurrences of the three-word sequence The Effective Date. The letters can be in either upper or lower case.

First, move the cursor to the beginning of the document by pressing **(GO TO)** **(↑)**. The cursor moves over the first character of the first line, and the display of that line is:

The Effective Date of this Agreement is the date it is signed by an authorized

Then, start the search.

PRESS:

**(CASELESS)** **(↓)**

The message

(Case will be ignored)

appears together with the prompt

Forward search: █

Next, enter the sequence you want the editor to find.

TYPE:

The Effective Date **(RETURN)**

The cursor stays over the first character in the text, identifying the first match to the sequence. The display is:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

Now, tell the editor to search for the next occurrence.

PRESS:

**(REPEAT LAST)**

The editor displays a message, indicating that there is no other occurrence:

"The Effective Date" not found.

Even though there appears to be a match in the second and third lines, the cursor does not move to it. This is because the second sequence, displayed on two lines, contains a line separating character. The presence of this additional, nonprinting character eliminates this sequence as a match to the first.

Caution: Be careful not to add spaces inadvertently to the sequence you want the editor to find. All spaces you enter before pressing **(RETURN)** are included in the sequence.

## Searching for and Replacing a Sequence Globally

You can tell the editor both to search for and replace a sequence *globally*, that is, in every instance that it occurs throughout a document. First, you move the cursor to the beginning of the document. Next, you select the Global Replace request from the Request Menu. When the prompt Original string: █ appears, you type the sequence the editor is to find and press the **(RETURN)** key. When the prompt New string: █ appears, you type the sequence the editor is to replace the first one with and press the **(RETURN)** key. The editor then finds all occurrences of the first sequence and replaces them with the second.

## Searching

If you want to see each occurrence of a sequence before deciding whether or not to replace it, you can give the **(QUERY)** request before answering the second prompt. The editor then displays each occurrence individually, and asks you whether or not to replace it.

In the first part of this example, you will tell the editor to replace all occurrences of the sequence Agreement with the sequence Contract. In the second part, you will tell the editor to do the reverse, namely, replace all occurrences of Contract with Agreement. In the latter case, you will also tell the editor to display each occurrence individually and query you. You will type yes in response to each query.

The display on your screen is:

**T**he Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective Date, and extend for one year. The Agreement shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

## Searching and Replacing Globally

Tell the editor to search for all occurrences of the sequence Agreement and replace them with the sequence Contract.

With the cursor over the first character in the document, give the Global Replace request.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

G

When the prompt

Original string: █

appears, enter the sequence you want the editor to find.

TYPE:

Agreement (RETURN)

When the prompt

New string: █

appears, enter a sequence to replace the original.

TYPE:

Contract (RETURN)

The editor then searches for all occurrences of Agreement and replaces them with Contract.  
The display is:

The Effective Date of this Contract is the date it is signed by an authorized representative of ABC Company. The term of this Contract shall commence on the Effective Date, and extend for one year. The Contract█ shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

The editor has made a global search for the first sequence you entered, and has replaced all occurrences with the second sequence you entered.

## **Searching, Querying, and Replacing Globally**

Tell the editor to search for all matches to the sequence **Contract**, to display each one, and to ask you whether or not to replace it with the sequence **Agreement**.

First, move the cursor to the correct position for a global search. Move it to the beginning of the document by pressing **(GOTO)** **(↑)**. The cursor goes to the first character.

Next, give the **Global Replace** request.

PRESS:

**(MENU)**

When the **Request Menu** appears,

TYPE:

**G**

When you see the prompt

**Original string: █**

enter the sequence you want the editor to find.

TYPE:

**Contract** **(RETURN)**

When you see the next prompt,

**New string: █**

enter first the **(QUERY)** request.

PRESS:

**(QUERY)**

The editor displays the message

You will be queried for each occurrence.



Respond to the second prompt by entering the replacement sequence.

TYPE:

Agreement **(RETURN)**

The editor highlights the first occurrence of the sequence Contract in the text, and asks you whether or not to replace it:

Replace this occurrence? **■**

To answer,

TYPE:

yes **(RETURN)**

The editor then replaces this occurrence of Contract with Agreement.

The editor highlights the next occurrence of Contract, and queries you again. Respond with yes. Answer the query accompanying the third display of Contract in the same way. All occurrences of this sequence will then be changed back to Agreement, and the display will be:

The Effective Date of this Agreement is the date it is signed by an authorized representative of ABC Company. The term of this Agreement shall commence on the Effective Date, and extend for one year. The Agreement **■** shall remain in effect thereafter, unless either party gives 90 days' notice of intent to cancel.

---

%Riverside#sales>east>Smith>searches

In this global search, the editor has found all occurrences of a sequence you entered. It has displayed each occurrence individually, and has queried you whether or not to replace it with the second sequence you entered.

## **Ending This Editing Session**

To end this editing session, save the document, and leave the editor.

Press **(MENU)**. When the Request Menu appears, type **W (RETURN)**. The edited document is now saved under the name **searches**.

Press **(MENU)** again. When the Request Menu appears, type **Q**.

You are now at command level.

For information about other kinds of searches, see the chapters entitled **Basic Editing** and **More Editing** in the *VOS Word Processing User's Guide (R006)*.

## More Editing Techniques

This chapter presents a few more editing techniques. It shows you how to:

- change a letter to upper or lower case, using the CHANGE CASE request
- replace the character under the cursor, using Overlay mode
- tabulate

### Changing a Letter to Upper Case or Lower Case

You can change a single letter from upper case to lower case, or from lower case to upper case. First, you place the cursor over the letter you want to change. Then, you make the CHANGE CASE request. Next, you press the down-arrow key if the letter is to go to lower case, or the up-arrow key if the letter is to go to upper case.

You can also change a word from upper case to lower case, or the reverse. To begin, you place the cursor over the first letter of the word. Then, you give the WORD and the CHANGE CASE requests. Finally, you press the down-arrow or the up-arrow key, as necessary.

In this example, you will change single letters and words from lower to upper case. Then, you will change them back to lower case. First, you will make a new document.

### Changing a Single Letter

Call the editor. Name the document `more_editing`.

TYPE:

`edit more_editing` RETURN

When the editor clears the screen, enter the following phrase:

TYPE:

the date

The display on your screen is:

the date█

---

%Riverside#sales>east>Smith>more\_editing

Now, capitalize the first letter of each word.

Begin by moving the cursor to the first letter of the first word. Press **GO TO** **←**. The cursor moves over the t in the.

To capitalize that letter,

PRESS:

**CHANGE CASE** **↑**

The letter changes to T, and the cursor moves one position to the right. The display is:

**T**he date

---

%Riverside#sales>east>Smith>more\_editing

Now, move the cursor to the first letter of the next word. Press **(WORD)** **(→)**. The cursor moves over the d in date.

To capitalize that letter,

PRESS:

**(CHANGE CASE)** **(↑)**

The letter changes to D, and the cursor moves a position to the right. The display is:

The **D**ate

---

%Riverside#sales>east>Smith>more\_editing

In the second part of this example, change the letters you have capitalized back to lower case.

Begin by moving the cursor to the first letter of the second word. Press **(←)**. The cursor goes to the D.

To change that letter to lower case,

PRESS:

**(CHANGE CASE)** **(↓)**

### *More Editing Techniques*

The letter changes to d, and the display is:

The d<sup>a</sup>te

---

%Riverside#sales>east>Smith>more\_editing

Finally, move the cursor over the first character of the first word. Press **GO TO** **←**. The cursor goes to the T.

To change that letter to lower case,

PRESS:

**CHANGE CASE** **↓**

The letter changes to t, and the entire phrase is again in lower case. The display is:

t<sup>h</sup>e date

---

%Riverside#sales>east>Smith>more\_editing

## Changing a Word

Change all the letters in both words to upper case.

First, move the cursor over the first letter of the first word. Press **←**. The cursor moves over the t.

Next, give the **(WORD)** request. This tells the editor to treat the whole word when carrying out the next requests, which are **(CHANGE CASE)** and **(↑)**.

PRESS:

**(WORD)** **(CHANGE CASE)** **(↑)**

The word is capitalized. The cursor remains in the same position, and the display is:

**T**HE date

---

%Riverside#sales>east>Smith>more\_editing

### *More Editing Techniques*

Now, change the second word to upper case. Move the cursor over the first character by pressing (WORD) (→). The cursor moves over the d. Then,

PRESS:

(WORD) (CHANGE CASE) (↑)

The display is:

THE **D**ATE

---

%Riverside#sales>east>Smith>more\_editing

To change the second word back to lower case, leave the cursor over the first character, and

PRESS:

(WORD) (CHANGE CASE) (↓)

The display is:

THE **d**ate

---

%Riverside#sales>east>Smith>more\_editing



Move the cursor to the first word by pressing **(GO TO)** **(←)**. The cursor moves over the T. Then, change that word to lower case.

PRESS:

**(WORD)** **(CHANGE CASE)** **(↓)**

The display then is:

**t**he date

---

%Riverside#sales>east>Smith>more\_editing

You have changed two words from lower to upper case and back to lower case.

You can change a whole block to upper or lower case, similarly. For details, see the section entitled **More Editing** in the *VOS Word Processing User's Guide (R006)*.

## **Ending This Editing Session**

Save the document you have made. Press **(MENU)**. When the Request Menu appears, type **W** **(RETURN)**.

Then leave the editor. Press **(MENU)**. When the Request Menu appears, type **Q**.

You are now at command level.

## Replacing the Character under the Cursor

When working with titles or column headings, you might want to replace a few characters without changing the position of the other characters on that line. You can do this by using Overlay mode. This is a process for replacing the character under the cursor. To enter Overlay mode, you select En/disable overlay mode from the Request Menu. When you are through replacing the characters, you leave Overlay mode in the same way, namely, by selecting En/disable overlay mode from the Request Menu.

In this example, you will make a new document and will insert three column headings. Then, you will delete and replace two of the headings, using Overlay mode.

### Making a Document with Column Headings

First, call the editor, naming the document overlay.

TYPE:

edit overlay (RETURN)

When the editor clears the screen, insert the following column headings with five spaces between each set:

TYPE:

aaa      bbb      ccc

The display is:

aaa      bbb      ccc█

---

%Riverside#sales>east>Smith>overlay

## **Entering Overlay Mode**

Enter Overlay mode as follows:

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

0

The editor responds with the message:

Overlay.

## **Deleting Characters**

Delete the second column heading, using the **(DEL)** key.

First, move the cursor to the first character of that heading. Hold **(WORD)**, and twice, press **(←)**.

The display is:

aaa   **b**bb   ccc

---

%Riverside#sales>east>Smith>overlay

Overlay.

### *More Editing Techniques*

To erase the heading, do the following three times:

PRESS:

**(DEL)**

Notice that with each keystroke, the cursor moves one position to the right. As the cursor passes over a letter, the editor erases it and inserts a space. The text to the right retains its position, and the display is:

aaa      █      ccc

---

%Riverside#sales>east>Smith>overlay

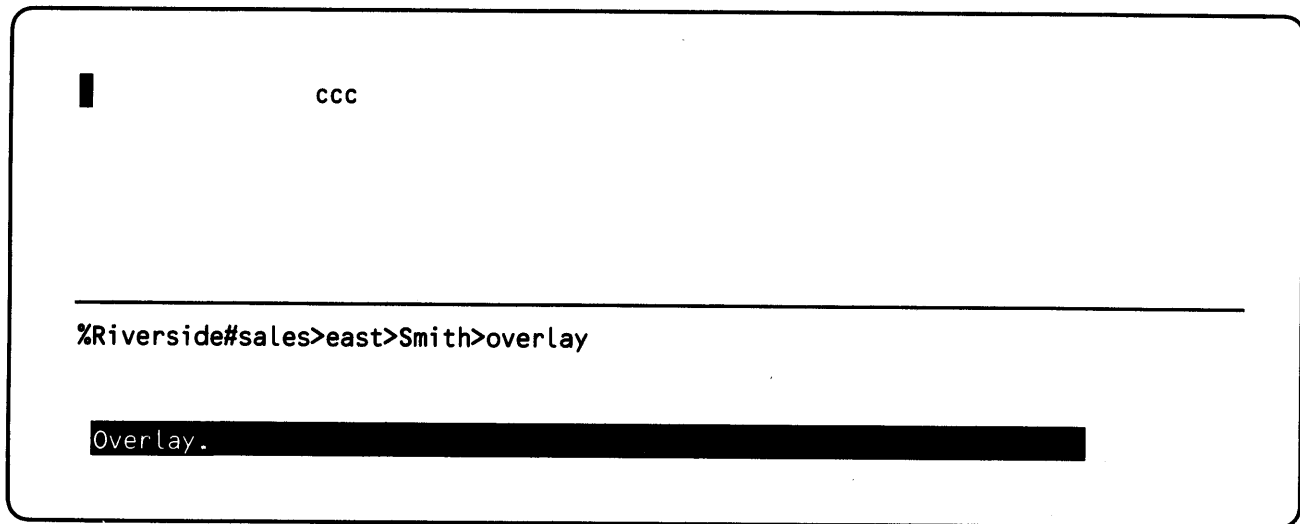
Overlay. █

Next, erase the first column heading, using the **(BACK SPACE)** key. Do the following 11 times:

PRESS:

**(BACK SPACE)**

Notice that with each keystroke, the cursor moves one position to the left. As the cursor passes over a letter, the editor erases it and inserts a space. The text to the right retains its position, and the display is:



By pressing **(DEL)** or **(BACK SPACE)** in Overlay mode, you have erased characters without moving the rest of the line. You can now enter new headings, using the space that the previous headings occupied.

### **Entering New Column Headings**

Enter two new column headings, working in Overlay mode.

With the cursor at the left margin, as shown above,

TYPE:

ddd

## *More Editing Techniques*

Then do the following five times:

PRESS:

(SPACE BAR)

The display is:

ddd █ ccc

---

%Riverside#sales>east>Smith>overlay

Overlay.

For the second heading, at the cursor location

TYPE:

eee

The display is:

ddd eee █ ccc

---

%Riverside#sales>east>Smith>more\_editing

Overlay.

You have now entered new headings in place of the previous ones while leaving the rest of the text in the same position on the line.

### **Leaving Overlay Mode**

When you have finished replacing the headings, leave Overlay mode, as follows:

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

O

The message Overlay disappears from the bottom of the screen.

The editor will now insert text to the left of the cursor when you type, as before.

### **Tabulating**

Tab stops are preset at columns 6, 11, 16, 21, etc.

To tabulate to the nearest setting, press **(TAB)**. The editor inserts spaces as the cursor moves to the stop.

You can tabulate also without inserting spaces. Press **(TAB STOP)** **(→)** or **(TAB STOP)** **(←)**.

If you would like to change a setting, press **(MENU)**. When the Request Menu appears, select the Set tab stops request. Then change the setting, and press the **(ENTER)** key.

For details about these techniques, see the chapter entitled **Basic Editing** in the *VOS Word Processing User's Guide (R006)*.

### **Ending This Editing Session**

Save the document you have made. Press **(MENU)**, and when the Request Menu appears, type W **(RETURN)**.

Now leave the editor. Press **(MENU)**, and when the Request Menu appears, type Q.

You are again at command level.





## Formatting Text

*Formatting* is a procedure by which the editor lays out the text you type into the work area. The text is formatted automatically, according to either preset or manually set specifications.

In this chapter, you will learn how to display, enter, and change the preset specifications. Also, you will learn how to underscore. In the process, you will format a short letter and a report.

### Displaying the Format Specifications

To format a document, you must first display the preset format specifications. These are 20 items and values that control the spacing of text on a page. They are displayed on a form called a *Format Form*. To see the display, you give the Change Format request from the Request Menu. Then, you do one of the following:

- enter the specifications into the editor
- change any of the specifications, and then enter them
- cancel the specifications display, and return the document to the screen

In this example, you will become familiar with the specifications. First, you will display them. Then, you will practice moving the cursor over the values as you read the descriptions in the manual. Finally, you will cancel the display and return to the document.

Explanations in this manual will focus on the specifications you are most likely to use in formatting a letter or a report.

### Calling the Editor

To make a document, call the editor, as you did for unformatted text. You can name the document letter.

TYPE:

edit letter (RETURN)

The editor clears the screen, and displays a solid line at the bottom.

## **Displaying the Specifications**

Tell the editor to display the Format Form.

PRESS:

**(MENU)**

When the Request Menu appears, select Change Format.

TYPE:

**F**

The editor displays the Format Form. Items are shown at the left, in half intensity, and values are shown at the right. The cursor is over the first value. The display is:

Left margin:	<b>10</b>
Right margin:	10
Top margin:	7
Bottom margin:	7
Number of columns:	1
Spaces between columns:	5
Blank lines before paragraph:	1
Paragraph indentation:	5
Mode:	justify
Line spacing:	single
Alternating headers/footers:	no
Alternating margins:	no
Hyphenation:	yes
Widow/orphan suppression count:	3
Page length:	66
Page width:	85
Vertical pitch:	6
Horizontal pitch:	10
Revision/deletion marking:	no
Reduction ratio:	100

## Identifying the Format Specifications

As you read the items in the display, move the cursor down over the values, using any of these keys: (↓), (RETURN), or (TAB). At the same time, read the descriptions given below. Items that will not be used in this manual are mentioned briefly in parentheses.

Left and right margins are preset to 10 characters. When the horizontal pitch is 10 characters per inch, each margin will be one inch wide.

Top and bottom margins are preset to 7 lines. When the vertical pitch is 6 lines per inch, each margin will be 1-1/6 inch high.

(The next two items pertain to the spacing of columns.)

Space between paragraphs is preset to one blank line.

Indentation at the beginning of a paragraph is preset to 5 character spaces.

*Mode* refers to the spacing of characters on a line. The editor automatically fills each line with as many words as will fit. When mode is preset to *justify*, the editor will add spaces between words, if necessary, so that the right margin will be even.

Lines are preset to single spacing.

(The next two items refer to headings in the margins on odd and even numbered pages.)

If your company has purchased the dictionary option of the word processing system, the editor is preset to hyphenate words automatically at break points.

(The last 7 items refer to:

- the minimum number of lines that can be printed at the top or bottom of a page
- the number of characters in the length and width of a page
- the *pitch*, or size, of the characters
- revision or deletion marks that can be printed in the margin
- a percentage to which the printed, formatted text is to be adjusted so that the defined margins will be unchanged when the document is reduced on a copying machine)

When the cursor is at the bottom of the list, move it again to the top by pressing (↓), (RETURN), or (TAB) once more. Practice moving the cursor up and down the list, using also (↑).

When you are familiar with the specifications, cancel the Format Form by pressing (CANCEL). The editor then erases the display, cancels the Change Format request, and returns the document to the screen.

## **Entering the Format Specifications**

To enter the preset specifications into the editor, you display the Format Form by giving the Change Format request from the Request Menu. Next, you press the **(ENTER)** key. The editor then displays a *Format Line*, showing the controls to be used in laying out the text.

In this example, you will prepare the editor to format a letter using the document displayed on your screen. First, you will display the Format Form. Then, you will enter the preset specifications. Finally, you will see the Format Line appearing at the top of the document.

### **Displaying the Format Form**

To display the Format Form, give the Change Format request.

TYPE:

**(MENU)**

When the Request Menu appears,

TYPE:

**F**

The Format Form is displayed.

### **Entering the Specifications**

To enter the preset specifications,

PRESS:

**(ENTER)**

The editor then erases the Format Form from the screen, and applies the specifications to laying out the document.

At the top of the document, the Format Line appears, and extends off-screen. It consists of a list of abbreviations for the items and values you entered.

The Format Line for the preset specifications is:

FORMAT: LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y WID3  
PL66 PW85 VP6 HP10 REV=N RR100

These abbreviations stand for the following items on the Format Form:

LM	Left margin
RM	Right margin
TM	Top margin
BM	Bottom margin
COL	Number of columns
CSP	Spaces between columns
BLP	Blank lines before paragraphs
INP	Paragraph indentation
MDF	Fill mode
MDJ	Justify mode
SP	Line spacing
ALTHF	Alternating headers/footers
ALTM	Alternating margins
HY	Hyphenation
WID	Widow/orphan suppression count
PL	Page length
PW	Page width
VP	Vertical pitch
HP	Horizontal pitch
REV	Revision/deletion marking
RR	Reduction ratio

Two other lines appear below the Format Line. First, there is a row of symbols that mark the preset tab stops. Below that is a Top of Page Line specifically for the page you are working on. None of these formatting lines, displayed in half intensity, will show on the printed page. Below them, however, are 7 blank lines marked by a box that is displayed in full intensity. These lines, but not the boxes, will show on the printed page as the top margin.

## Formatting Text

The display of the formatting lines is:

```
FORMAT: LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y WID3 P
. _] .> _> .> _> .> _> .> _> .> _> .> _> [ _
Top of page 1; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y
```

---

```
%Riverside#sales>east>Smith>letter
```

The editor is now ready to lay out the text you type in.

## Formatting a Letter

Once you have entered the format specifications, you can type in the letter to be formatted.

In this example, you will type the text shown below into the document named **letter**. You will begin at the cursor location, as shown above.

## Beginning or Ending a Line Manually

Even though in formatting the editor arranges spacing on a line automatically, you can begin or end a line manually, if you wish. To indent for the date, for instance, you press the **(TAB)** key. To end a line with the last character, before the right margin, you press the **(RETURN)** key. To indent for a paragraph, you press the **(PARAGRAPH)** key.

Begin the line for the date, in the following letter, at column 46. Remember that the page is formatted with a line of 65 characters and 2 side margins, each 10 characters wide. Tab stops are set every 5 columns, starting at the left margin.

To type the date, first, do the following seven times:

PRESS:

**(TAB)**

Then, at the cursor location,

TYPE:

February 15, 1985 **(RETURN)**

The display is:

█

February 15, 1985

---

%Riverside#sales>east>Smith>letter

## *Formatting Text*

Now, skip two lines between the date and the inside address. Press **(RETURN)** twice.

Next, type the inside address. End each line after the last character by pressing the **(RETURN)** key.

TYPE:

Ms. Joanna P. Sawyer **(RETURN)**  
Executive Vice President **(RETURN)**  
XYZ Company **(RETURN)**  
495 Mason Street **(RETURN)**  
St. Louis, MO 63121 **(RETURN)**

Now skip a line between the inside address and the salutation. Press **(RETURN)** once.

Then, type the salutation, leaving the cursor next to the last character.

TYPE:

Dear Ms. Sawyer:



The display of the formatted letter thus far is:

February 15, 1985

Ms. Joanna P. Sawyer  
Executive Vice President  
XYZ Company  
495 Mason Street  
St. Louis, MO 63121

Dear Ms. Sawyer:■

---

%Riverside#sales>east>Smith>letter

Note that the word processor automatically inserts two spaces after a period in formatted text.

The next part is the body of the letter. With the cursor next to the salutation, tell the editor to format for a paragraph.

PRESS:

(PARAGRAPH)

The editor ends the current line at the cursor location, skips a line, and indents 5 spaces from the left margin, thus:

Dear Ms. Sawyer:

■

## **Automatic Formatting**

Now, type the paragraph. Remember that the editor adjusts the spacing on the line automatically. Even when the text extends off-screen as you type, do not press the **(RETURN)** key. The editor will justify the right margin and make a new line as it formats.

At the end of the paragraph, press the **(RETURN)** key, to end the line at that point.

TYPE:

Thank you for your recent letter, informing us that you will visit our plant on March 2, 1985. We look forward to seeing you at 9:00 a.m. on that day. **(RETURN)**

The display of the formatted letter thus far is:

February 15, 1985

Ms. Joanna P. Sawyer  
Executive Vice President  
XYZ Company  
495 Mason Street  
St. Louis, MO 63121

Dear Ms. Sawyer:

Thank you for your recent letter, informing us that you will visit our plant on March 2, 1985. We look forward to seeing you at 9:00 a.m. on that day.

■

---

%Riverside#sales>east>Smith>letter

## **Beginning or Ending More Lines Manually**

To indent for the closing, the name, and the title, begin and end the lines manually.

First, skip a line. Press **(RETURN)** once.

Next, indent for the closing, and align it with the date. Do the following seven times:

PRESS:

**(TAB)**

With the cursor at column 46,

TYPE:

Yours truly, **(RETURN)**

Now, leave blank lines for the signature. With the cursor at the left margin, press **(RETURN)** twice.

The display is:

Yours truly,

█

Next, indent for the name, and align it with the closing. Press **(TAB)** seven times. Then,

TYPE:

Mark P. Brown **(RETURN)**

Finally, indent for the title, and align it with the name. Press **(TAB)** seven times. Then,

TYPE:

Manager, Applications

The display of the entire formatted letter is:

February 15, 1985

Ms. Joanna P. Sawyer  
Executive Vice President  
XYZ Company  
495 Mason Street  
St. Louis, MO 63121

Dear Ms. Sawyer:

Thank you for your recent letter, informing us that you will visit our plant on March 2, 1985. We look forward to seeing you at 9:00 a.m. on that day.

Yours truly,

Mark P. Brown  
Manager, Applications

---

%Riverside#sales>east>Smith>letter

## Ending This Formatting Session

To end the formatting session, save the document and leave the editor.

Press **(MENU)**, and when the Request Menu appears, type **W (RETURN)**. The formatted letter is now stored.

Press **(MENU)**, and when the Request Menu appears, type **Q**. You are now at command level.

## **Changing the Preset Format Specifications**

You can change the preset format specifications by replacing the values on the Format Form. You replace the numerical values by typing new values over the current ones. You replace the values expressed in words by pressing the **(CYCLE)** key.

In this example, you will prepare the editor to format a report. First, you will make a new document. Then, you will display the Format Form, change four preset values, and press the **(ENTER)** key.

### **Calling the Editor**

To make a new document, call the editor. You can name the document report.

TYPE:

edit report **(RETURN)**

The editor clears the screen, and displays the solid bar.

### **Displaying the Format Form**

To begin formatting, give the Change Format request.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

F

## *Formatting Text*

The Format Form is displayed. The first half, with which you will be concerned in this example, is as follows:

Left margin:	10
Right margin:	10
Top margin:	7
Bottom margin:	7
Number of columns:	1
Spaces between columns:	5
Blank lines before paragraph:	1
Paragraph indentation:	5
Mode:	justify
Line spacing:	single

### **Changing the Numerical Values**

Change the values for the left and right margins from 10 to 8.

Leaving the cursor over the preset value 10 for the left margin,

TYPE:

8

The editor erases both digits, and inserts the new value. The display is:

Left margin:	8
--------------	---

Then, move the cursor over the preset value 10 for the right margin.

PRESS:



The display of that line is:

Right margin: 10

Now,

TYPE:

8

The editor replaces the 10 with an 8, and the display of the first two specifications is:

Left margin: 8  
Right margin: 8

Next, change the value for paragraph indentation from 5 to 0.

To move the cursor over the preset value 5, do the following six times:

PRESS:



The display is:

Paragraph indentation: 5

Now,

TYPE:

0

The display then is:

Paragraph indentation: 0

The editor is now set to start paragraphs flush with the left margin.

You can also use the **BACK SPACE** or the **DEL** key to erase a numerical value on the Format Form, if you wish.

## **Changing Values Expressed in Words**

Change the value of mode from *justify* to *fill*. In fill mode, the editor puts one space between words as it fills the line with as many words as will fit. The right margin is ragged.

To change the preset value, first, move the cursor over it.

PRESS:



The display is:

Mode: **j**ustify

Then,

PRESS:



The display now shows the alternative mode:

Mode: **f**ill

You can change the other five values on the Format Form expressed with a word by pressing the **CYCLE** key, also. The options for line spacing, for example, are single, double, and triple spacing.

## **Entering the Changed Values**

Enter the specifications on the Format Form.

PRESS:





9

1

1

In this example, you will tell the editor to put a header and a footer in the document named **report**, shown on your screen.

## **Making the Change Header/Footer Request**

With the cursor below the top margin, as shown in the preceding display,

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

H

The screen clears. The Format Line and tab stops appear at the top, and below them are the Header and Footer Lines, thus:

```
FORMAT: COL1 PLO REV=N LM8 RM8 TM7 BM7 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=  
      . ]_> .> _> .> _> .> _>^ .> _> .> _> .> _> .>[ _  
HEADER  
      █  
FOOTER
```

---

**HEADER/FOOTER DEFINITION:**

The cursor is in position for you to type in text for the header.

## **Entering the Header and the Footer**

For the header, type the name of the company issuing the report.

TYPE:

ABC COMPANY

The display is:

```
FORMAT: COL1 PLO REV=N LM8 RM8 TM7 BM7 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=  
      .  ]_>  .>  _>  .>  _>  .>  _>^  .>  _>  .>  _>  .>  _>  .>[  _  
HEADER  
      ABC COMPANY█  
FOOTER
```

---

**HEADER/FOOTER DEFINITION:**

This header will appear at the top of page 2 and of every page thereafter.

Now, move the cursor to the line below the word **FOOTER**, using the down-arrow key. Do the following twice:

PRESS:



## Formatting Text

Next, move the cursor to the left margin. In sequence,

PRESS:

**GO TO** **←** **TAB**

The cursor is aligned with the first character in the header, and the display is:

```
FORMAT: COL1 PLO REV=N LM8 RM8 TM7 BM7 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=  
  . ]_> .> _> .> _> .> _>^ .> _> .> _> .> _> .>[ _  
HEADER  
      ABC COMPANY  
FOOTER  
  █
```

---

HEADER/FOOTER DEFINITION:

Now, at the cursor location, enter text for the footer.

TYPE:

Draft

This footer will appear at the bottom of the first page and of every page thereafter.

**Finally, enter these instructions in the editor.**

**PRESS:**

**ENTER**

The editor clears the screen, and is ready for you to type in text.

The editor will apply these instructions when it formats the text you type in.

To see the formatting lines, which include the instructions for a header and a footer, display the previous screen. Press **(SHIFT)** **(↑)**. The display is:

```

FORMAT: LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y WID3 PL6
. ]_> .> _> .> _> .> _>^ .> _> .> _> .> _> .>[ _
Top of page 1; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W

FORMAT: COL1 PLO REV=N LM8 RM8 TM7 BM7 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY
. ]_> .> _> .> _> .> _>^ .> _> .> _> .> _> .>[
HEADER
ABC COMPANY
FOOTER
Draft

```

```
%Riverside#sales>east>Smith>report
```

Move the cursor to a location for inserting text. Press **(GO TO)** **(↓)**. The cursor moves to the left margin of the screen on the line below the formatting lines.

## **Formatting a Report**

Now that the editor is ready to format your report, you can type it in.

The editor is set to end a page when the text you enter reaches the bottom margin. You can end the page at an earlier point, however, by giving the **(PAGE)** request.

In this example, you will type the report shown below into the document on your screen. Also, you will end the first page by giving the **(PAGE)** request.

### **Typing the First Page**

Type the following company sports club report. Begin at the cursor location, described above.

To indent for the title, move the cursor to column 31 by doing the following six times:

PRESS:

**(TAB)**

Then, enter the title.

TYPE:

SPORTS CLUB REPORT **(RETURN)**

The display is:

```

                                SPORTS CLUB REPORT
    █
```

Now, move the cursor to a location for entering a subtitle. Skip two lines by pressing **(RETURN)** twice.

Then,

TYPE:

ABC COMPANY, INC. **(PARAGRAPH)**

The display of the report thus far is:

SPORTS CLUB REPORT

ABC COMPANY, INC.

█

By giving the (PARAGRAPH) request, you have moved the cursor to the left margin two lines below the last line of text. This is the specification you entered for paragraph indentation.

As you enter text for the body of the letter, remember that the editor sets the right margin automatically.

TYPE:

The Sports Club president, Ed Smith, announced that the ABC Company will hold its annual ski trip on February 15. Anyone who plans to attend should sign up by February first. (PARAGRAPH)

The cursor is now in position for you to type the second paragraph. Enter it, and at the end, leave the cursor next to the last character.

TYPE:

For more information, call the club president on extension 25.

The display of the report on the first page is:

**SPORTS CLUB REPORT**

**ABC COMPANY**

The Sports Club president, Ed Smith, announced that the ABC Company will hold its annual ski trip on February 15. Anyone who plans to attend should sign up by February first.

For more information, call the club president on extension 25.█

---

%Riverside#sales>east>Smith>report

Notice that the editor has formatted the text according to the specifications for fill mode. There is one space between words, and a ragged right margin.

### **Ending the Page Using the Page Request**

End the current page at the cursor location.

PRESS:

**(PAGE)**

As the text moves to show the newly created page, the footer Draft shows in the bottom margin of the first page.



## Typing the Second Page

The text stops moving when a Top of Page Line appears. The header ABC COMPANY is in the top margin, and the cursor is aligned with the header, under the margin. The display is:

Top of page 2; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W



ABC COMPANY



---

%Riverside#sales>east>Smith>report

At the cursor location, continue to enter the report.

TYPE:

The ABC Company Tennis Activities chairperson has purchased 50 tickets for the Mixed Doubles Tennis Finals on Sunday, March 16, at 1:00 p.m. (PARAGRAPH)

To reserve a ticket, call Jeanne Brown on extension 20.

The display of the report on the second page is:

Top of page 2; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W



# ABC COMPANY

The ABC Company Tennis Activities chairperson has purchased 50 tickets for the Mixed Doubles Professional Tennis Finals on Sunday, March 16, at 1:00 p.m.

To reserve a ticket, call the chairperson, Jeanne Brown, on extension 20.■

---

%Riverside#sales>east>Smith>report

## Underscoring

You can underscore any part of a text that is formatted. The procedure is as follows:

To underscore

- a single character: place the cursor over the character, and give the **(UNDERSCORE)** request
- a word: place the cursor over the first character, and give the requests **(WORD)** and **(UNDERSCORE)**
- a block:
  1. place the cursor over the first character, and give the **(MARK)** request
  2. move the cursor to the other end of the block using any of the cursor positioning requests in this manual
  3. give the requests **(REGIONAL)** and **(UNDERSCORE)**

To remove an underscore

- from a character: place the cursor to the left of the character, and give the **(UNDERSCORE)** request
- from a word: place the cursor to the left of the first character, and give the **(UNDERSCORE)** request
- from a block: place the cursor to the left of the first underscored character in each line, and give the **(UNDERSCORE)** request

In this example, you will underscore a single character, a word, and a block. Then, you will remove the underscores. Finally, you will end the editing session. You will use the text on the second page of the document named **report**, which is shown on your screen.

### Underscoring a Single Character

Underscore the **s** in **reserve**, in the fourth line of the text. The fourth and fifth lines are:

To reserve a ticket, call the chairperson, Jeanne Brown, on extension 20.■

## *Formatting Text*

First, move the cursor over the character to be underscored.

PRESS:



Then twice,

PRESS:



The display of the word is:

re<sup>■</sup>s<sup>■</sup>erve

Now, underscore the character under the cursor.

PRESS:



The editor underlines the s, and sets it off from the rest of the word by placing a space on either side of it. The cursor appears in half intensity in the space on the right.

The display of the word is:

re s<sup>■</sup>erve

The added spaces will not appear on the printed page.

### **Removing the Underscore from a Character**

To remove the underscore you just made, move the cursor into the space at the left of the underscored character by pressing . The word then looks like this:

re<sup>■</sup>s<sup>■</sup>erve

Next,

PRESS:



The underscore and added spaces are removed, and the word looks as it did originally:

re<sup>■</sup>s<sup>■</sup>erve

## Underscoring a Word

Underscore the entire word `reserve`.

To begin, move the cursor over the first character of the word. Do the following twice:

PRESS:



The display of the word is:

`reserve`

Then in sequence,

PRESS:

`(WORD) (UNDERSCORE)`

The editor underlines the entire word and sets it off from the rest of the text by adding a space on either side of it. The cursor moves into the space on the left and shows in half intensity. The display is:

`reserve`

The added spaces will not appear on the printed page.

## Removing the Underscore from a Word

To remove the underscore, leave the cursor in the space at the left of the underscored word, and

PRESS:

`(UNDERSCORE)`

The underscore and added space are removed, and the word resumes its original appearance, which is:

`reserve`

## **Underscoring a Block**

Underscore both paragraphs on this page.

First, highlight the block, starting at the end. To move the cursor to the right of the last character,

PRESS:



Then, delineate the end of the block.

PRESS:



Next, to move the cursor to the first line, do the following five times:

PRESS:



To move the cursor to the first character of the block, do the following three times:

PRESS:



The block is now highlighted, and all the characters have moved one position to the right.

Now, with the following requests, tell the editor to underscore the entire block.

PRESS:



The editor underscores the block, and the display is:

Top of page 2; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W



ABC COMPANY

The ABC Company Tennis Activities chairperson has purchased 50 tickets for the Mixed Doubles Professional Tennis Finals on Sunday, March 16, at 1:00 p.m.

To reserve a ticket, call the chairperson, Jeanne Brown, on extension 20.

---

%Riverside#sales>east>Smith>report

## Removing the Underscore from a Block

Remove the underscore from the block.

With the cursor over the first character in the first line,

PRESS:

**UNDERSCORE**

The underscore for that line is removed. The characters move one position to the left, into their original place.

Remove the underscore from the second line in the same way.

## Formatting Text

To begin, move the cursor over the first character of that line.

PRESS:



Then, remove the underscore.

PRESS:

UNDERScore

The underscore disappears from that line, and the characters move one position to the left.

The display of the block now is:

Top of page 2; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W



ABC COMPANY

The ABC Company Tennis Activities chairperson has purchased 50  
tickets for the Mixed Doubles Professional Tennis Finals on Sunday,  
March 16, at 1:00 p.m.

To reserve a ticket, call the chairperson, Jeanne Brown, on extension  
20.

---

%Riverside#sales>east>Smith>report



Finally, remove the underscores from the remaining three lines, using the same method.

The display then will be:

Top of page 2; LM8 RM8 TM7 BM7 COL1 CSP5 BLP1 INPO MDF SP1 ALTHF=N ALTM=N HY=Y W



### ABC COMPANY

The ABC Company Tennis Activities chairperson has purchased 50 tickets for the Mixed Doubles Professional Tennis Finals on Sunday, March 16, at 1:00 p.m.

To reserve a ticket, call the chairperson, Jeanne Brown, on extension 20.

---

%Riverside#sales>east>Smith>report

The underscores have now been removed from the entire block, and the page has resumed its original appearance.

## **Ending This Formatting Session**

To end the formatting session, save your document and leave the editor.

Press **(MENU)**, and when the Request Menu appears, type **W (RETURN)**. The formatted document is now stored.

Press **(MENU)**, and when the Request Menu appears, type **Q**. You have now left the editor and are at command level.

For information on other aspects of formatting, see the chapter entitled **Formatting** in the *VOS Word Processing User's Guide (R006)*.

## Using Multiple Work Areas

A *work area* is a part of temporary storage that the editor makes available when you enter, edit, or display text. A work area is available only temporarily, for the duration of an editing session. If you want to retain the text you have entered beyond the editing session, you must save a copy in permanent storage.

You can create multiple work areas during an editing session and cut and paste text in them. While you are viewing a text in one work area, the texts in the other work areas are readily accessible. You can insert, edit, and save text in multiple work areas just as you do in a single work area.

This chapter shows you how to edit in multiple work areas.

Remember that in messages on the screen, a work area is called a *buffer*.

### Creating Multiple Work Areas

You can create as many work areas as you wish.

You create the first work area by typing the command `edit` and pressing `(RETURN)`. If you enter a document name together with `edit`, a path name will appear below the solid line.

The second and subsequent work areas are identified by a work area name. This name must consist of an unbroken sequence of up to 32 printing characters, chosen from the ASCII table, shown in the **Appendix**. A work area name appears at the left margin, beneath the solid line, when the work area is displayed.

To create another work area without text in it, you select the **Change Buffer** request from the the Request Menu. You respond to the prompt **Buffer name:** █ by typing a name and pressing `(RETURN)`. A work area made with the **Change Buffer** request does not take a path name.

To create another work area containing a saved document, you select the **Change Buffer** and **Read** request from the Request Menu. You then respond to the prompt **Input path name:** █ by naming the document and pressing `(RETURN)`. This work area takes the path name of the document copied into it. The document name is repeated as the work area name.

In this example, you will create two empty work areas and type text into them. Then, you will create a third work area containing a saved document.

## **Creating the First Work Area**

Call the editor, and name the document numbers.

TYPE:

edit numbers (RETURN)

The editor displays a path name for the document, below the solid line; for example:

%Riverside#sales>east>Smith>numbers

At the cursor location, type two rows of numbers, as follows:

TYPE:

1 2 3 4 5 (RETURN)  
6 7 8 9 0

The editor displays the text:

1 2 3 4 5  
6 7 8 9 0

---

%Riverside#sales>east>Smith>numbers

## **Creating Another Work Area**

Make a second work area, without text.

With the cursor in the first work area, give the Change Buffer request.

PRESS:

(MENU)

When the Request Menu appears,

TYPE:

B

In response to the prompt

Buffer name: █

type a work area name; for example:

TYPE:

buf\_2 (RETURN)

The editor clears the screen and displays an empty work area. The work area name appears below the solid line, thus:

buf\_2:

At the cursor location, enter text. Type the alphabet in two rows, as follows:

a b c d e f g h i j k l m (RETURN)  
n o p q r s t u v w x y z

The editor displays the text:

a b c d e f g h i j k l m  
n o p q r s t u v w x y z █

---

buf\_2:

## **Creating a Work Area Containing a Document**

Make a work area that contains a saved document.

With the cursor in the second work area, give the Change Buffer and Read request.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

C

In response to the prompt

Input path name: █

type the name of a document you saved earlier; for instance:

TYPE:

Test\_3 **(RETURN)**

The editor clears the screen and displays the document:

█ Trying out the editor again.  
Entering a second line.  
Adding a third line.

---

Test\_3:%Riverside#sales>east>Smith>Test\_3

The document name becomes the work area name. Next to it, the path name of the document is shown:

**Test\_3:%Riverside#sales>east>Smith>Test\_3**

The three work areas are now ready for you to compare and cut and paste text.

## **Transferring Text between Work Areas**

One way to transfer text between work areas is to move a copy of a block from one work area into temporary storage, with the **(MARK)** and **(SAVE)** or **(DELETE)** requests. Then, you change work areas, using the **Change Buffer** request. Finally, you insert a copy of the saved block, using the **(INSERT SAVED)** request. This method is the same as that for transferring text within a work area, explained earlier in this manual.

Other ways of transferring text, also explained earlier, are:

- insert a copy of a document saved in permanent storage, using the **Read File** request from the **Request Menu**
- save a portion of a displayed document, using the **(MARK)**, **(REGIONAL)**, and **Write** requests. Then change work areas, with the **Change Buffer** request. Finally, insert a copy of the new document, using the **Read File** request

In this example, you will move a copy of a block from a work area into temporary storage, and will then transfer a copy of that block into another work area.

### **Moving a Block with the Save Request**

Move a copy of a block from work area **Test\_3** into work area **buf\_2**.

With the cursor at the beginning of work area **Test\_3**, thus:

**T**rying out the editor again.  
Entering a second line.  
Adding a third line.

---

**Test\_3:%Riverside#sales>east>Smith>Test\_3**

move a copy of the first line into temporary storage.

First, highlight the line.

PRESS:

**(MARK)** **(↓)**

Then, copy the line.

PRESS:

**(SAVE)**

The editor makes a copy of the block, and puts it in temporary storage.

Now, display the contents of work area **buf\_2**, into which you will insert a copy of the saved block.

PRESS:

**(MENU)**



When the Request Menu appears,

TYPE:

B

In response to the prompt

Buffer Name: █

enter the name of the work area that you want to change to.

TYPE:

buf\_2 (RETURN)

The editor displays the text in buf\_2:

```
a b c d e f g h i j k l m
n o p q r s t u v w x y z █
```

---

buf\_2:

Move the cursor two lines below the last line of text by pressing (RETURN) twice.

Then, insert the saved block.

PRESS:

(INSERT SAVED)

The display on your screen is:

```
a b c d e f g h i j k l m
n o p q r s t u v w x y z

T rying out the editor again.
```

---

buf\_2:

### **Moving a Block with the Delete Request**

Delete a block from the first work area, and insert a copy of it into work area Test\_3.

With the cursor in work area buf\_2, move to the first work area.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

**B**

You will see the prompt

Buffer name: █

Since the first work area does not have a work area name, do not type a response. Simply

PRESS:

**(RETURN)**

The editor displays the text in the first work area:

1 2 3 4 5  
6 7 8 9 0

---

%Riverside#sales>east>Smith>numbers

Now, delete the second line of text.

PRESS:

**DELETE** 

The editor puts a copy of the block into temporary storage, and removes the block from the work area. The display is:

1 2 3 4 5  
█

---

%Riverside#sales>east>Smith>numbers

## *Using Multiple Work Areas*

Next, display work area **Test\_3**, into which you will insert a copy of the deleted block.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

**B**

When you see the prompt

Buffer name: █

enter the name of the work area that you want to change to.

TYPE:

**Test\_3 (RETURN)**

The editor displays the contents, thus:

Trying out the editor again.  
█ Entering a second line.  
Adding a third line.

---

**Test\_3:%Riverside#sales>east>Smith>Test\_3**

Now, insert a copy of the block that you deleted from the first work area, as follows.

Move the cursor two lines below the last line of text by pressing **(GO TO) (↓) (RETURN) (RETURN)**.

Then,

PRESS:

**(INSERT SAVED)**

The editor inserts a copy of the block deleted from the first work area, and the display is:

Trying out the editor again.  
Entering a second line.  
Adding a third line.

**6** 7 8 9 0

---

Test\_3:%Riverside#sales>east>Smith>Test\_3

You have changed the contents of all three work areas by moving text between them.

## **Saving the Contents of Multiple Work Areas**

You save the contents of multiple work areas in the same way that you save those in a single work area. First, you display the contents you want to save. Then, you press **(MENU)**, and when the Request Menu appears, you select **Write** by typing **W**. If the contents have a document name you want to keep, you respond to the prompt **Output path name:** by pressing **(RETURN)**. If the contents have no document name, or have a name you want to change, you respond to the prompt by entering the document name you choose. Then, you press **(RETURN)**. Finally, you display the next work area that has contents to be saved, and you repeat the process.

To find out whether there is a work area that has not been saved, you select the **Display Status** request from the Request Menu. Then, you observe the status of the work areas on the listing. An asterisk next to a work area name indicates that the contents of that work area have not been saved.

In this example, you will save the contents of work area **Test\_3** under a new document name, **New\_Test\_3**. Then, you will change to work area **buf\_2** and will save that document under the name **characters**. Next, you will display the listing of work areas. Finally, you will change back to the first work area, and will save those contents under the current document name, **numbers**.

### **Saving the Contents of a Work Area with a Document Name**

Save the contents of work area `Test_3`, containing an edited version of the document `Test_3`. Save these contents under the new document name `New_Test_3`. In this way, the contents of the original document will remain in permanent storage, also.

With the cursor in the work area `Test_3`,

PRESS:

**(MENU)**

When the Request Menu appears, select `Write`.

TYPE:

`W`

In response to the prompt

Output path name: █

type the new document name.

TYPE:

`New_Test_3` **(RETURN)**

The editor saves the document in a new location in permanent storage. The path name on the screen stays the same, however. You can see the new document name in your directory if you type `list` **(RETURN)** when you later return to command level.

### **Saving the Contents of a Work Area with No Document Name**

Save the contents of work area `buf_2`, having no document name.

First, display that work area.

With the cursor in work area `Test_3`, give the **(MENU)** request.

PRESS:

**(MENU)**

When the Request Menu appears, select **Change Buffer**.

TYPE:

**B**

Respond to the prompt

Buffer name: █

by entering the name of the work area you want to change to.

TYPE:

buf\_2 (RETURN)

The editor displays the contents of work area buf\_2.

Now, save these contents under the document name characters.

PRESS:

(MENU)

When the Request Menu appears, select **Write**.

TYPE:

**W**

In response to the prompt

Output path name: █

enter the document name.

TYPE:

characters (RETURN)

The editor stores the contents in work area buf\_2 under the document name characters.

## **Leaving the Editor without Saving a Document**

If you try to leave the editor without saving the contents of a work area, the editor will remind you that there is a document that has not been saved.

Try to leave the editor at this point, before the document in the first work area has been saved.

PRESS:

**(MENU)**

When the Request Menu appears, select **Quit**.

TYPE:

**Q**

The editor issues a prompt reminding you that there is another work area.

A buffer has been modified and not written.  
Quit anyway? █

If you type yes, the editor will erase the contents in the remaining work area and will take you to command level.

If you type no, the editor will cancel the request to leave the editor.

TYPE:

no **(RETURN)**

The editor cancels the **Quit** request, and returns the cursor to the document.

## **Checking the List of Work Area Names**

To find out which work area you have not saved, check the list of work area names. To do this,

PRESS:

**(MENU)**

When the Request Menu appears, select **Display Status**.

TYPE:

**1**



The editor displays the following list, created during this session:

```
* (default):%Riverside#sales>east>Smith>numbers
    Cursor at line 2, column 1; mark at line 1, column 1.
buf_2:%Riverside#sales>east>Smith>characters
    Cursor at line 4, column 1; mark at line 5, column 29.
Test_3:%Riverside#sales>east>Smith>Test_3
    Cursor at line 5, column 1; mark at line 5, column 10.
```

---

**\*\* STATUS \*\*:**

Next to the work area names are the corresponding path names. Any document that has not been saved has an asterisk next to it. In this case, the first work area is preceded by an asterisk, indicating that the document has not been saved.

The word default, in the first line, means "first work area".

Press **(CANCEL)** to erase the list and return to the previous screen.

### **Saving the Contents of the First Work Area**

Save the contents of the first work area, having the document name numbers.

First, change displays. To go to the first work area,

PRESS:

**(MENU)**

When the Request Menu appears, select Change Buffer.

TYPE:

**B**

### *Using Multiple Work Areas*

In response to the prompt

Buffer name: █

PRESS:

(RETURN)

The editor then displays the contents of the first work area.

To save these contents,

PRESS:

(MENU)

When the Request Menu appears, select **Write**.

TYPE:

**W**

Since the work area already has a document name, when you see the prompt

Output path name: █

simply

PRESS:

(RETURN)

The editor stores the document under the current document name, **numbers**.

You have now saved a copy of the contents in each of the work areas.

### **Ending This Editing Session**

Since all the documents you wish to keep have been saved, you can leave the editor.

Press (MENU). When the Request Menu appears, type **Q**.

The editor destroys the contents remaining in the work areas, and returns you to command level.

## Shorthands

A *shorthand* is a series of keystrokes that you save and can reuse by typing only two keys. Typically, a shorthand contains keystrokes for requests or texts you frequently type, such as for closing a letter. A shorthand can also contain a complicated series that you infrequently type, such as for capitalizing words. Saving the keystrokes under a shorthand name enables you to refer to them easily during any editing session.

This chapter will show you how to *define*, or make, a shorthand, and how to use it.

### Defining and Naming a Shorthand

To define a shorthand, you first enter the `(DEFINE SHORTHAND)` request. Next, you enter the requests or texts you wish to save. Then, you enter the `(DEFINE SHORTHAND)` request again, this time ending the definition. When the editor displays the prompt Shorthand name (1 character): █ you name the shorthand. To do this, you type a single printing character, and press the `(RETURN)` key. The editor then saves the shorthand under this name.

In this example, you will make a document named shorthand. Then, you will define and name a shorthand for closing a letter.

### Making a Document

Call the editor, and name the document shorthand.

TYPE:

```
edit shorthand (RETURN)
```

The editor clears the screen, and displays a solid bar and the document name.

### Defining a Shorthand

Define a shorthand for closing a letter. The text can consist of a closing phrase, space for the signature, and the name and title of the person who will sign the letter.

## Shorthands

With the cursor at the left margin, thus:

█

tell the editor that a series of keystrokes will follow.

PRESS:

**(DEFINE SHORTHAND)**

In a message at the bottom of the screen, the editor responds that it is ready to receive the keystrokes:

Defining shorthand.

Next, move the cursor to column 46, where you can begin the closing. To indent to this column, do the following nine times:

PRESS:

**(TAB)**

The display is:

█

---

%Riverside#sales>east>Smith>shorthand

Defining shorthand.

Now, type a closing phrase; for example:

TYPE:

Yours truly, **(RETURN)**

```
%Riverside#sales>east>Smith>shorthand
```

```
Defining shorthand.
```

**PRESS:**

With the cursor still at the left margin, indent to column 46 again, this time using the **BACK TAB** key. Pressing this key once will align the cursor with the first character that is indented on a previous line.

**PRESS:**

Then, enter the name of the person who will sign the letter; for example:

**TYPE:**

John R. Jones (RETURN)

**With the cursor again at the left margin, indent to column 46 once more.**

**PRESS:**

**(BACK TAB)**

## *Shorthands*

Under the name, type the title of the person who will sign the letter; for example:

TYPE:

Executive Vice President

The display is:

Yours truly,

John R. Jones  
Executive Vice President ■

---

%Riverside#sales>east>Smith>shorthand

Finally, tell the editor that you have entered the last keystroke in the shorthand.

PRESS:

**DEFINE SHORTHAND**

The editor now prompts you for a shorthand name:

Shorthand name (1 character): ■

## **Naming the Shorthand**

To respond to the prompt, type a single, printing character chosen from the ASCII table. This character can be a letter, a digit, or a special symbol. The editor treats a letter in both the uppercase and lowercase form as the same name.

Suppose that you choose the letter c. At the cursor location, enter it, and press the **(RETURN)** key.

TYPE:

c **(RETURN)**

If the character you have entered is not already a shorthand name, the editor saves it as the name of the current shorthand.

If the character, however, is already a shorthand name, the editor asks you whether you want to replace the previous shorthand. This procedure is described below.

When you have named the current shorthand, the editor indicates that it has saved the shorthand, by removing the message

Defining shorthand.

You can now use the shorthand in any editing session.

## **Canceling a Shorthand**

You can cancel a shorthand definition at any point before the second **(DEFINE SHORTHAND)** request. Simply press **(CANCEL)**. The editor responds:

The shorthand definition sequence has been cancelled.

You can cancel a shorthand name, also. After the prompt  
Shorthand name (1 character): **|** press **(CANCEL)**. The editor erases the prompt. You can then add more keystrokes to the definition, or cancel the definition, also.

When the character you enter is already a shorthand name, the editor displays the message

Shorthand definition "C" already exists.  
Replace it?

If you want to replace the previous shorthand,

TYPE:

yes **(RETURN)**

## *Shorthands*

The editor cancels it, and saves the current shorthand under that name.

If, however, you want to keep the previous shorthand, respond to the prompt with no, meaning that you don't want to replace the shorthand.

TYPE:

no (RETURN)

The editor then preserves the previous shorthand, and redisplay the prompt for naming the current shorthand. Enter another character, and press (RETURN).

## **Using a Shorthand**

To use a saved shorthand, you place the cursor at a location in the text. Then you enter the (SHORTHAND) request and the shorthand name. The editor *executes*, or carries out, the instructions in the named shorthand.

In this example, you will tell the editor to execute the shorthand named c, in the document displayed on your screen.

## **Executing a Shorthand**

First, move the cursor to the left margin, and skip a line. Do the following twice:

PRESS:

(RETURN)



The display on your screen is:

Yours truly,

John R. Jones  
Executive Vice President

█

---

%Riverside#sales>east>Smith>shorthand

Then, give the **(SHORTHAND)** request, and type the shorthand name.

PRESS:

**(SHORTHAND)**

and

TYPE:

c

At the bottom of the screen, the editor displays the message

Executing shorthand.

## *Shorthands*

At the cursor location, the editor inserts the text stored in the shorthand. The display is:

Yours truly,

John R. Jones  
Executive Vice President

Yours truly,

John R. Jones  
Executive Vice President █

---

%Riverside#sales>east>Smith>shorthand

## **Defining and Naming Another Shorthand**

You can define a shorthand that consists only of requests.

In this example, you will first create another work area and enter text. Then, you will define a shorthand that capitalizes every word in this text.

### **Creating Another Work Area**

To make another work area, give the Change Buffer request.

PRESS:

(MENU)

When the Request Menu appears,

TYPE:

**B**

In response to the prompt

Buffer name: █

enter a work area name; for example:

TYPE:

caps (RETURN)

The editor clears the screen and displays an empty work area named caps.

### **Entering Text**

Move the cursor to the second line of the work area by pressing (RETURN) once.

Then, enter the following sentence:

TYPE:

this is the way to capitalize every word in a text

The display is:

this is the way to capitalize every word in a text █

---

caps:

## **Defining the Shorthand**

Since the purpose of this shorthand is to capitalize every word of a text, the definition must begin before the first word.

Move the cursor to the character preceding the first word. This is a line separating character, found at the beginning of the blank line.

PRESS:

(GO TO) (←) (↑)

The display is:

█  
this is the way to capitalize every word in a text

---

caps:

To begin the shorthand,

PRESS:

(DEFINE SHORTHAND)

Move the cursor to the first character of the next word, as follows:

HOLD:

(SHIFT)

and

PRESS:

(→)

The display on your screen is:

**t**his is the way to capitalize every word in a text

---

caps:

Next, change that letter from lower case to upper case.

PRESS:

**CHANGE CASE** (↑)

The editor capitalizes the letter, and the display is:

**T**his is the way to capitalize every word in a text

---

caps:

Now, end the definition.

PRESS:

**DEFINE SHORTHAND**

## Shorthands

The editor indicates that it has concluded the definition by displaying the prompt

Shorthand name (1 character): █

### Naming the Shorthand

To name the shorthand, enter a single, printing character chosen from the ASCII table; for example:

TYPE:

r (RETURN)

The editor saves the shorthand you have defined under this shorthand name. You can now use the shorthand during any editing session.

### Using the Shorthand with a Repeat Request

To repeat a shorthand globally, you first give the (REPEAT) request. In response to the prompt **Number of times:** █ you press the (RETURN) key, indicating that the request is to be repeated to the end of the document. Finally, you enter the (SHORTHAND) request and a shorthand name. The editor then applies the instructions defined in the shorthand, starting at the cursor location.

In this example, you will repeat the shorthand named r globally, using the text in the work area caps. The display is:

This is the way to capitalize every word in a text

---

caps:

## **Giving the Repeat Request**

With the cursor over the second character of the first word in the display, give the global repeat request.

PRESS:

**(REPEAT)**

In response to the prompt

Number of times: █

PRESS:

**(RETURN)**

The editor is ready to repeat your next request for every word positioned after the cursor.

Enter the **(SHORTHAND)** request, followed by the name of the shorthand for capitalizing the word to the right of the cursor.

PRESS:

**(SHORTHAND)** r

The editor scans forward through the text and capitalizes every word. The display is:

This Is The Way To Capitalize Every Word In A Text █

---

caps:

Stopped at the last line of the buffer.

You can define a shorthand with any number of requests, presented both in this manual and in the *VOS Word Processing User's Guide (R006)*.

## **Ending This Editing Session**

In this example, you will end the test session. First, you will save the text in each work area as a separate document. Then, you will leave the editor.

With the cursor in the work area named caps, give the **(MENU)** request.

PRESS:

**(MENU)**

In response to the prompt

Output path name: █

tell the editor to save the document under the name shorthand\_2.

TYPE:

shorthand\_2 **(RETURN)**

The editor saves the document under this name.

Now, move to the first work area.

PRESS:

**(MENU)**

When the Request Menu appears, give the Change Buffer request.

PRESS:

B

In response to the prompt

Buffer name: █

tell the editor to display the unnamed, first work area.

PRESS:

**(RETURN)**



The editor displays the text. Save it under the document name shorthand, which you entered at the beginning of the editing session.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

**W**

In response to the prompt

Output path name: █

PRESS:

**(RETURN)**

The editor saves this document under the existing document name.

Finally, leave the editor.

PRESS:

**(MENU)**

and when the Request Menu appears,

TYPE:

**Q**

You are again at command level.

The shorthands and shorthand names that you have saved during this session can be seen in the document named `shorthand_definitions`. For information about this document, see the chapter entitled **Shorthand** in the *VOS Word Processing User's Guide (R006)*.



## Page Numbers and Cross-References

You can tell the editor to number the pages of a formatted document. You can also tell it to make cross-references to a page you have planned but not written yet. To use these techniques, you must:

- insert a name called a *variable* in the formatted text, and
- define this name

As the editor keeps track of page numbers, it updates the cross-references, should the page numbers change as you revise the text.

This chapter demonstrates how to use a variable to perform these editing functions.

### Numbering the Pages of a Formatted Document

Typically, page numbers are put in headers and footers.

To number the pages of a document, you first format it. Next, you give the **Change Header/Footer** request from the Request Menu. Then, you position the cursor under the Header Line and give the **Insert Variable** request from the Request Menu. In response to the prompt **Variable name:** you enter `page`. Finally, you press the **(RETURN)** key followed by the **(ENTER)** key. The editor will then automatically number the pages of the document, starting on page 2.

In this chapter, you will make a formatted document and will insert the variable name `page` as a header. Next, you will make three pages, using the **(PAGE)** request. Finally, you will observe the page number that the editor inserts in the top left corner of the last two pages.

## **Making a Formatted Document**

Call the editor, and name the document **pag**.

TYPE:

edit pag (RETURN)

When the editor clears the screen and displays the document name, give the **Change Format** request.

PRESS:

(MENU)

When the Request Menu appears,

TYPE:

F

The format specifications are displayed. To tell the editor to use them,

PRESS:

(ENTER)



The editor displays the following Header and Footer Lines:

```
FORMAT: COL1 PLO REV=N LM10 RM10 TM7 BM7 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N H
.    _]    .>    _>    .>    _>    .>    _>^    .>    _>    .>    _>    .>    _>    [    _
HEADER
      █
FOOTER
```

---

**HEADER/FOOTER DEFINITION:**

### **Inserting the Page Variable**

Insert the variable `page` as a header for the document on your screen. This variable is predefined in the editor as the number of the page you are working on.

With the cursor on the Header Line, as shown above,

PRESS:

**(MENU)**

When the Request Menu appears, select the `Insert Variable` request.

TYPE:

`V`

When you see the prompt

Variable name: █

do the following:

TYPE:

page (RETURN)

The editor inserts the variable name in half intensity on the Header Line, thus:

```
FORMAT: COL1 PLO REV=N LM10 RM10 TM7 BM7 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N H
.    _]    .>    _>    .>    _>    .>    _>^    .>    _>    .>    _>    .>    _>    [    _
HEADER
      page █
FOOTER
```

---

HEADER/FOOTER DEFINITION:

Then, enter these instructions in the editor.

PRESS:

(ENTER)

To display all the formatting lines,

HOLD:

(SHIFT)

and

PRESS:

(↑)

The display is:

```
FORMAT: LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y WID3 P
. _] .> _> .> _> .> _>^ .> _> .> _> .> _> [ _
Top of page 1; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y
```

```
FORMAT: COL1 PLO REV=N LM10 RM10 TM7 BM7 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N
_] .> _> .> _> .> _>^ .> _> .> _> .> _> [
HEADER
page
FOOTER
```

---

%Riverside#sales>east>Smith>pag



Note: The six Header and Footer Lines, displayed in half intensity, will not show on the printed page. The seven lines above them, however displayed in full intensity, will show as top and bottom margins.

The editor is now ready to number the pages of your document, beginning on page 2.

### **Displaying Values for the Page Variable**

Make two more pages in your document, as shown below. Notice the number that the editor displays on each page as a header.

First, move the cursor below the formatting lines.

PRESS:

**GO TO** **↓**

Then, give the **PAGE** request.

PRESS:

**PAGE**

The editor displays a Top of Page Line and a page number, thus:

Top of page 2; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



2



---

%Riverside#sales>east>Smith>pag

Now, enter a few characters of text. For instance,

TYPE:

This is a new page.

The display of the first line is:

This is a new page.█

Make a third page, and again, notice the number that the editor inserts as a header.

PRESS:

**PAGE**

The editor displays a Top of Page Line and a page number, as follows:

Top of page 3; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



3



---

%Riverside#sales>east>Smith>pag

Again, enter a few characters of text.

TYPE:

This is another new page.

The display of the first line is:

This is another new page.█

For each consecutive page, the editor adds an increment of 1 to the previous page number.

## **Ending This Formatting Session**

Save this document before proceeding to the next example. Press **(MENU)**, and when the Request Menu appears, type **W (RETURN)**.

Now, leave the editor. Press **(MENU)**, and when the Request Menu appears, type **Q**.

You are again at command level.

## **Making a Cross-Reference**

You can insert a variable name in a document as a cross-reference to a page that is planned but not written yet. When you eventually write the referenced page, you must define the variable name to mean the number of the referenced page. The editor will then replace the variable name in the text with the referenced page number. Later the editor will update the cross-references if the page number should change.

The steps for making a cross-reference using a variable name are:

1. Format the document.
2. Create a variable name as a cross-reference to an unwritten page. This name must consist of an unbroken sequence of any number of printing characters, up to 32. The first character must be a dollar sign (\$). All characters must be chosen from the ASCII table, shown in the **Appendix**.
3. Insert the variable name as a cross-reference in your sentence, using the **Insert Variable** request from the Request Menu. In response to the prompt **Variable name:** **|** enter the name you created, and press the **(RETURN)** key.
4. When you eventually write the referenced page, define the cross-reference variable name on that page, as follows:
  - a. Give the **Define Variable** request from the Request Menu.
  - b. Respond to the prompt **Variable name:** **|** by entering the cross-reference variable name you created. Press the **(RETURN)** key.
  - c. Respond to the prompt **Variable value:** by entering the **Insert Variable** request from the Request Menu. This request issues another prompt, **Variable name:** **|**.
  - d. Respond to this prompt by entering the name of the variable you are now inserting. Enter the predefined variable **page**. This variable instructs the editor to display the number of the page you are working on. Press the **(RETURN)** key.

- e. The editor displays the message **Variable value: page**. This means that the cross-reference name you inserted earlier is to be defined as the value of **page**, which is the number of the page you are working on. Press the **(RETURN)** key to complete the definition.
- f. The editor replaces all occurrences of the variable name in the text with the value of **page**.
- g. The editor continuously updates the cross-references, should the value of **page** change as you revise the text.

In this example, you will make a formatted document. On the first and second pages, you will insert a variable name as a cross-reference. On the third page, you will define the variable name you inserted, giving it the value of the variable **page**. The editor will then replace all occurrences of the cross-reference name with the value of **page**, which will be the referenced page number.

### **Making a Formatted Document**

To make a formatted document, call the editor, and name the document **crossref**.

TYPE:

**edit crossref (RETURN)**

The editor clears the screen, and displays the document name.

Next, format the document.

PRESS:

**(MENU)**

When the Request Menu appears, select the **Change Format** request.

TYPE:

**F**

When the format specifications are displayed,

PRESS:

**(ENTER)**

The editor displays a Format Line and Top of Page Line, as follows:

```
FORMAT: LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y WID3 P
.    _]    .>    _>    .>    _>    .>    _>^    .>    _>    .>    _>    [    _
Top of page 1; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y
```



---

%Riverside>sales>east>Smith>crossref

### **Inserting a Cross-Reference Variable**

Suppose that in a document of some length, you must refer to a table of statistics that you have planned but not written yet. The text on the current page might be the following:

TYPE:

For more information about these statistics, see page

As a cross-reference to the unwritten page, insert a name at the cursor location using the **Insert Variable** request.

First, create a name according to the conventions explained earlier. In this example, the name is **\$table**.

Next, insert this name as a variable.

**PRESS:**

**(MENU)**

When the Request Menu appears, select the **Insert Variable** request.

**TYPE:**

**V**

Respond to the prompt

**Variable name: █**

by entering the name you have created.

**TYPE:**

**\$table (RETURN)**

The editor inserts the variable name in half intensity in the text.

Punctuate the sentence by typing a period after the name.

The display is:

```
FORMAT: LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y WID3 P
. _] .> _> .> _> .> _> .> _> .> _> .> _> [ _
Top of page 1; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y
```



For information about these statistics, see page \$table.■

---

%Riverside#sales>east>Smith>crossref

Now, enter the cross-reference name again on another page.

PRESS:

**PAGE**



The editor displays a Top of Page Line for page 2:

Top of page 2; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



---

%Riverside#sales>east>Smith>crossref

Next, enter text, as follows:

TYPE:

See the Table of Statistics on page

At this point, insert the variable name as a cross-reference to the same unwritten page.

PRESS:

**(MENU)**

When the Request Menu appears,

TYPE:

V

Respond to the prompt

Variable name: ■

by entering the same variable name you inserted earlier.

TYPE:

\$table **(RETURN)**

The editor inserts the name in half intensity in the text.

Punctuate the sentence by typing a period after the name.

The display is:

Top of page 2; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



See the Table of Statistics on page \$table.■

---

%Riverside#sales>east>Smith>crossref

You can enter this cross-reference variable name as many times as you like in this document.

### **Defining the Cross-Reference Variable**

Now, create the page on which you will type the referenced Table of Statistics.

To make a new page,

PRESS:

**(PAGE)**

The editor displays a Top of Page Line for page 3:

Top of page 3; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



---

%Riverside#sales>east>Smith>crossref

Now, begin the table.

TYPE:

Table of Statistics

The display of the first line is:

Table of Statistics■

At this point, define the cross-reference name \$table that you inserted earlier. Define it as the number of the page on which you are writing the referenced Table of Statistics. Do this as follows:

PRESS:

**(MENU)**

When the Request Menu appears, give the Define Variable request.

PRESS:

**D**

Respond to the prompt

Variable name: **█**

by entering the name you are defining.

TYPE:

\$table **(RETURN)**

Respond to the prompt

Variable value: **█**

by giving a request that issues another prompt. With this prompt, you will insert the predefined variable page.

PRESS:

**(MENU)**

## *Page Numbers and Cross-References*

When the Request Menu appears, select the **Insert Variable** request.

TYPE:

V

Respond to the prompt

Variable name: █

by entering the name of the predefined variable.

TYPE:

page (RETURN)

The editor displays the following message:

Variable value: page █

The message confirms that the variable **\$table** will have the same value as the variable **page**, which is the current page number.

To complete the definition,

PRESS:

(RETURN)

The cursor now returns to the text. In the margin next to the table heading, the cross-reference name and its defined value are displayed, thus:

Top of page 3; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



\$table=page

Table of Statistics

---

%Riverside#sales>east>Smith>crossref

The editor is now ready to replace every occurrence of \$table in the document with its defined value, which is 3.

**HOLD:**

and

**PRESS:**



Top of page 2; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



**See the Table of Statistics on page 3.**

```
%Riverside#sales>east>Smith>crossref
```

The name \$table has been replaced by the number of the page it refers to, which is 3.



Check also the previous cross-reference. Do the following four times:

HOLD:

**(SHIFT)**

and

PRESS:

**(↑)**

The editor stops at the top of the first page, and the display is:

Top of page 1; LM10 RM10 TM7 BM7 COL1 CSP5 BLP1 INP5 MDJ SP1 ALTHF=N ALTM=N HY=Y



For more information about these statistics, see page 3.

---

%Riverside#sales>east>Smith>crossref

Here too, the name \$table has been replaced by the number of the page it refers to, which is 3.

Remember that if the number of the page containing the Table of Statistics should change, the editor will automatically update the cross-references.

## **Ending This Formatting Session**

End this formatting session by saving the document. Press **(MENU)**. When the Request Menu appears, type **W (RETURN)**.

Now leave the editor. Press **(MENU)**. When the Request Menu appears, type **Q**.

You are again at command level.

## **Conclusion**

You have now been introduced to the VOS Word Processor. If you wish, you can review the exercises you have done, and modify them. Practice will make you proficient. For more information, you can refer to the *VOS Word Processing User's Guide (R006)*.

## Appendix: The ASCII Characters

ASCII stands for American Standard Code for Information Interchange. This code is used to translate characters into computer language.

The following letters, numbers, and special symbols are the printing, or visible, characters in ASCII. They are listed below in the order in which they occur within the code.

<i>space</i>	@	`
!	A	a
"	B	b
#	C	c
\$	D	d
%	E	e
&	F	f
'	G	g
(	H	h
)	I	i
*	J	j
+	K	k
,	L	l
-	M	m
.	N	n
/	O	o
0	P	p
1	Q	q
2	R	r
3	S	s
4	T	t
5	U	u
6	V	v
7	W	w
8	X	x
9	Y	y
:	Z	z
;	[	{
<	\	
=	]	}
>	^	~
?	_	



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