VISI ON™

VISI ON WORD™
QuickStart™ Course

VISICORP®

Contents

The Visi On Word™ QuickStart™ Course

Are you an office professional or anyone who must communicate with others in writing? If you are, the Visi On Word™ program, together with the rest of the Visi On™ system, is the advance in word processing that you've been waiting for.

The Visi On Word program is so easy to learn and use that you may not have to refer to the *Visi On Word User's Guide.* The Visi On Word program, like all Visi On programs and the Visi On system itself, is virtually self-teaching. Help instructions are right at your fingertips, available to you whenever you select "HELP" from the Visi On menu.

The word processing tasks you'll do most often are easily selected from the Visi On Word menus. You can quickly locate any page in your document, and move, copy, and delete text. You can also search for and replace text, reformat and enhance text, save and revise documents, and print documents directly from the edit screen.

In addition, you can choose the way you want to perform certain tasks and enhance and format your documents with a wide range of program options.

Taking this QuickStart™ Course

You should have completed the Visi On Tutorial or have experience with the Visi On system before you take this QuickStart™ Course. If you have not done so already, take the Visi On Tutorial now, before starting this Visi On Word QuickStart Course.

This QuickStart Course helps you begin using the Visi On Word program. It is designed to give you what you need to know so you can create, edit, and print your own memos, reports, and letters. When you have completed this course, you will know how to:

- Create a document
- Edit a document
- Print a document
- Save a document
- Revise and update the saved document

The section "Where to Go from Here" at the end of the QuickStart Course describes the chapters in the *Visi On Word User's Guide.* You can learn more about the features of the Visi On Word program by referring to specific chapters and sections of the User's Guide and by experimenting on your own (using the Visi On "HELP" command to give you instructions on any part of the program).

The commands you used to master the skills presented in this QuickStart Course are summarized at the back of this booklet. You can use this chart as a quick reference when you're working with the program later.

Using Your Screen and Keyboard

Menu commands, prompts, and messages that you will see on your computer screen are shown in quotation marks in this QuickStart Course; for example: the "create" command. Characters that you will type at your keyboard to enter text are shown in **boldface** type.

The representations of special keys used throughout your Visi On Word documentation are illustrated in Figure 1. Before you begin using your keyboard, position your Visi On Word template over the function keys (F1 through F10).

Look at each special key on your keyboard as you read how to use it. You will practice using most of these keys during the QuickStart Course, so don't feel you need to remember them all now.

Key	Representation	Meaning and Use
F1	F 1	F1—Turns on and off **boldface** to emphasize the characters you type.
F3	F 3	F3—Turns on and off *italics* to emphasize the characters you type.

Figure 1. *Special keys you will use as you work with the Visi On Word program are represented by these symbols. (continued)*

Key	Representation	Meaning and Use
F5	(F 5)	F5—Turns on and off underlining of the characters and spaces you type. Underlining can be used alone or in combination with either **bold** or *italic*.
F2	(F 2)	F2—Centers the line of text at the cursor location.
F4	(F 4)	F4—Inserts an indent at the cursor location, and begins indenting text at the next tab stop.
F6	(F 6)	F6—Deletes characters from the cursor location to the end of the line.
Esc	(E S C)	Escape—pressed before the first letter of a command name, is an alternate way to select that command.
→|	(→|)	Tab—moves the cursor to the next tab stop on the ruler.
←	(B K S P)	Backspace—deletes characters to the left of the cursor position.
↵	(↵)	Return—ends lines as you enter text, or selects the cursor position as the location of your editing operation.
Ins	(I N S)	Insert—switches your text entry option to let you either insert text or type over existing text.

Figure 1. *Special keys you will use as you work with the Visi On Word program are represented by these symbols. (continued)*

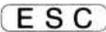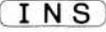| Key	Representation	Meaning and Use
Del	(DEL)	Del—deletes characters at the cursor position.
Home	(HOME)	Home—how many times you press (HOME) determines where the cursor moves: **once** to the beginning of the line, **twice** to the top of the screen, **three times** to the beginning of the document.
End	(END)	End—how many times you press (END) determines where the cursor moves: **once** to the end of the line, **twice** to the bottom of the screen, **three times** to the end of the document.
PgUp	(PGUP)	Page Up—scrolls your text backward one screenful.
PgDn	(PGDN)	Page Down—scrolls your text forward one screenful.
↑	(↑)	Up arrow—moves the cursor up.
↓	(↓)	Down arrow—moves the cursor down.
←	(←)	Left arrow—moves the cursor to the left.
→	(→)	Right arrow—moves the cursor to the right.
⇧	(SHIFT)	Shift—enters uppercase characters as a typewriter would.

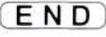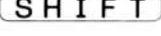**Figure 1.** *Special keys you will use as you work with the Visi On Word program are represented by these symbols.*

WORD·

Beginning: Opening a Visi On Word™ Program Window

If you have set up your equipment and have installed both the Visi On system and the Visi On Word program, you are ready to begin this QuickStart Course. (If you have not set up your equipment or have not installed your programs, follow the *Setup Guide* instructions that came with your *Visi On User's Guide.*) Your screen should look like Figure 2.

You'll begin the QuickStart Course by opening a Visi On Word window.

To open a
Visi On Word
window

1. If the Visi On Services window is not the active window (as indicated by a special border), select the Services window.

2. Select "start" from the Services menu.

    You are prompted to select the name of the program you want to start.

3. Select "Visi On Word" from the list of programs in the Services window.

    You are prompted to type a name for the new window, or you could select the same name again in

Figure 2. The installed Visi On system displays the Services window, where you can open a program window.


```
Services
 ✔ Calc
 ✔ Graph
 ✔ Query
 ✔ Word

Archives


S------  (run a product in a wind(
start install remove Printing 

HELP   CLOSE   OPEN   FULL   FRAME   OPTIONS   TRANSFER   STOP
```
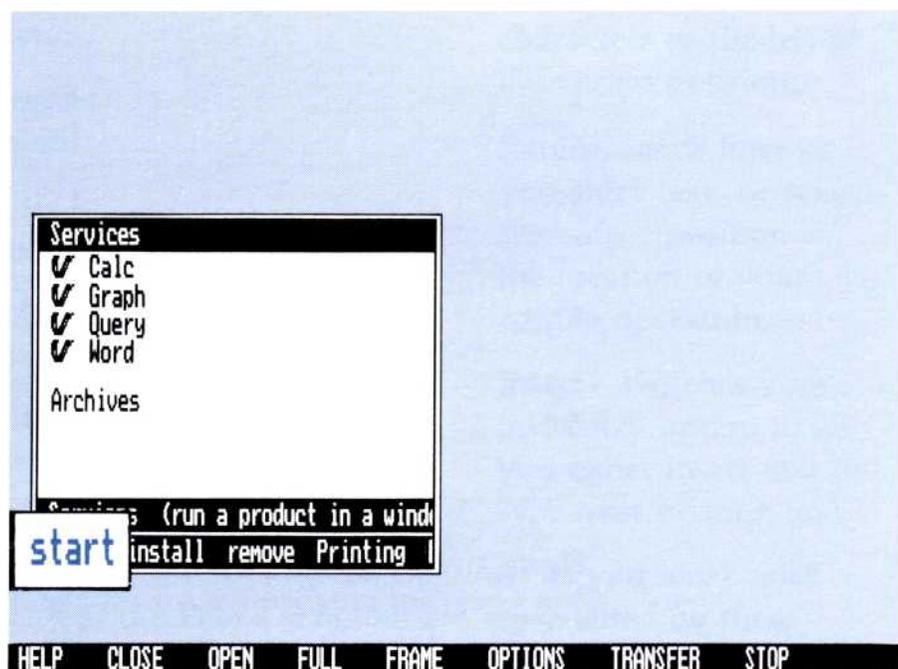
WORD™

the Services window to use it for the name of the
program window. You'll type a name for the
window.

4. Type **Tutorial** and then press ⏎.

The Visi On Word window, named Tutorial, is
framed in the upper left corner of the screen.

You will use a full-screen window as you take this
QuickStart Course.

5. Select "FULL" from the Visi On menu.

6. Select the Visi On Word window, named Tutorial,
that you just opened.

The Visi On system redraws the window to the size
of your full screen.

Selecting Commands from Visi On Word™ Menus

The initial Visi On Word display contains the program's
version number and copyright information. At the
bottom of the display is your first Visi On Word menu.
You can select either of two commands: "create" to begin
a new document or "revise" to get an existing document
to edit.

In this course you will create a small document of your
own, a memo. Your *Visi On Word User's Guide* details
the steps you follow when you select "revise" to begin
editing an existing document.

Now you're ready to select your first command from a
Visi On Word menu. You can select a command in either
of two ways:

■ Use your pointing device to move the pointer to the
command you want. When the command is
highlighted, you press the SELECT button on the
pointing device.

■ Press the ESC key and then type the first letter of
the command's name. If the command begins with a
capital letter, you *must* use the shift key to capitalize
the first letter of the command.

To begin creating
a new document

1. Select "create" from the menu. Remember, you can do either of the following:

    ☐ Move the pointer to "create" and then press the SELECT button on your pointing device.

    ☐ Press ⌈E S C⌋ and then type c.

Creating a Document with the Visi On Word™ Program

You are now looking at the Visi On Word edit screen, as shown in Figure 3. The edit screen is the most important part of the Visi On Word program. On it, you enter, edit, and format the text for your documents.

Because you will use the edit screen to do most of your work in the Visi On Word program, you should become familiar with the different parts of the display.

1   The *status line* at the top of the edit screen displays the way you will enter text, the name of your current document, and the page and line where the cursor is positioned for you to type in that document. In
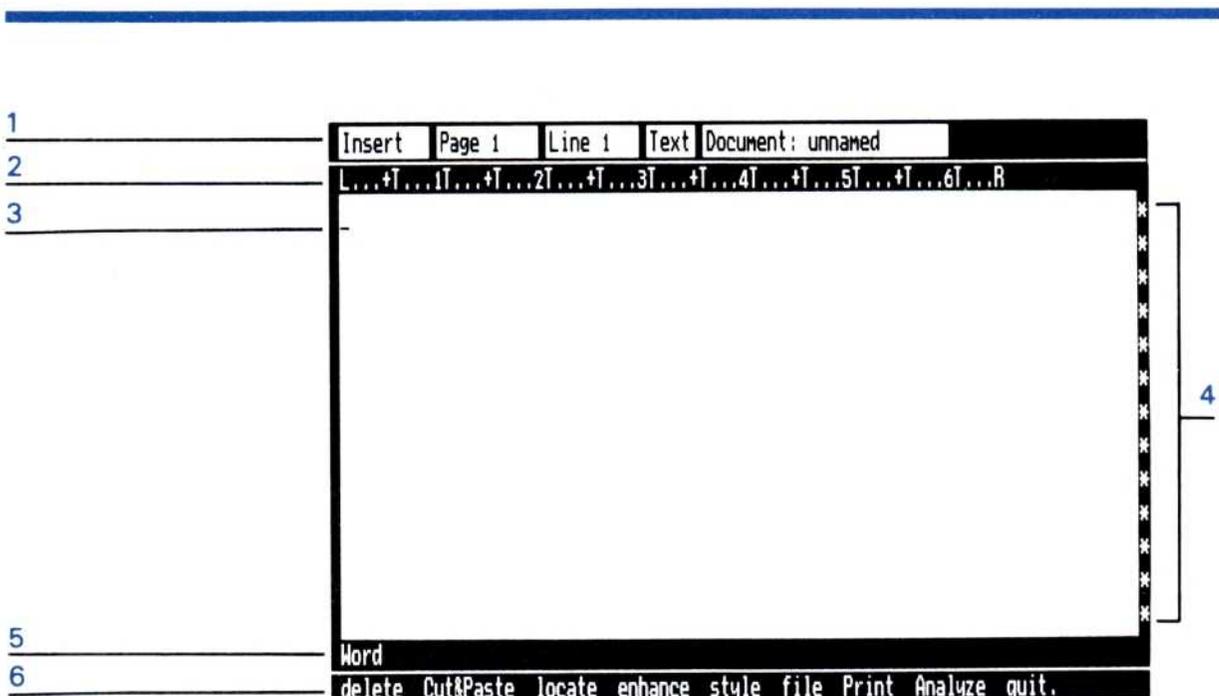
Figure 3. *The Visi On Word edit screen is the display where you will do most of your work on a document. Refer to the text for an explanation of the numbered items in this illustration.*

addition, the word "Text" changes to bold, italic, and/or underlined to show when you are using these enhancements.

2   The *ruler* shows you the settings that the program provides for your left and right margins, and for stops when you use a tab or indent.

3   The *cursor* is the flashing indicator that shows you where you are working in the document.

4   The *right border* contains special symbols such as the asterisks you now see that show you the end of the document, or a required return (¶) that appears when you have pressed ⏎ to end a line of text.

5   The *menu path* line lets you return from the Cut & Paste, Print, or Analyze menu to this edit menu. This line also displays prompts from the program to explain commands and operations.

6   The *edit menu* contains the commands you can select while you work on your document to edit your text and go to other menus.

Practicing Some Basics

You can begin typing a new document on the edit screen right away. During this QuickStart Course, you will create a memo, make some changes to it, print it, and then save it. Before you start entering the actual memo, you'll first learn how to move the cursor and how to change and delete characters with the special keys on your keyboard.

To move the cursor

There are two ways you can move the cursor on the edit screen:

■ You can press any of the arrow keys (⬆, ⬇, ⬅, or ➡) to move the cursor up, down, left, or right. Try it now. Press ➡ several times or hold it down. The cursor moves to the right on the screen. Experiment with the ⬇, ⬅, and ⬆ keys until you feel comfortable moving the cursor this way.

■ You can move the pointer to any location and press the SELECT button on your pointing device. The cursor moves to the location you selected.

Try it now. Move the pointer and select several different locations on the edit screen. The cursor position changes each time you select a new location.

You can enter text anywhere you position the cursor in your document. Try it now.

To enter text

1. Type **hello**.

   The word is placed on the edit screen at the location where you last positioned the cursor.

   You'll now practice removing all the text from your document. You can use the "delete" command.

To delete all text from your document

2. Select "delete" from the edit menu.

   The program displays the delete menu. This menu lets you delete a word, characters to the end of the line, a sentence, or a paragraph, and restore the last one you deleted. You can also delete all the text from your document.

3. Select "clear-all" and then select "yes" to confirm the deletion.

   The program clears the document and moves the cursor back to position 1 on Line 1.

Now you'll enter some more practice text; then change, move, and delete it using the special delete character keys on the keyboard.

1. Type **trial memo.**

2. Move the cursor back to the beginning of the line, under the "t" in "trial."

3. Type **my** and then press the space bar.

   The new word "my" is inserted and pushes the existing text to the right, because your option for entering text is set to "Insert" (which you can see on the status line). You can change this option so that the text you type writes over existing text and replaces it.

4. Press (INS).

   Each time you press (INS), your option switches between "Insert" and "Overtype."

5. With the cursor on the "t" in "trial," type **first.**

   Each character you type replaces the character at the cursor position.

6. Press (INS) again to switch your text entry option back to "Insert."

To delete with the (DEL) Key

7. Move the cursor to the "r" in "first" and then press (DEL).

    The "r" disappears and the rest of the line moves left. Press (DEL) again to delete the "s." Each time you press (DEL), you delete the character at the cursor position.

8. Type **rs** again to insert it back into "first."

To delete with the (BKSP) Key

9. Now press (BKSP) once and watch what happens. Then press (BKSP) again.

    First the "s," and then the "r" disappears and the rest of the line again moves left. Each time you press (BKSP), you delete the character to the left of the cursor.

10. Type the **rs** back into "first" and then move the cursor to the space after the "o" in "memo."

11. Press the space bar and then type **dear sir,**.

    Suppose you decide you want "dear sir," to be on the next line. This is easy to do.

To insert a required return

12. Move the cursor to the "d" in "dear" and then press (↵).

    Pressing (↵) inserts a *required return* into the text. A required return forces one line to end and another to begin. The "dear sir," moves to the next line and the return symbol (¶) appears in the right border at the end of the first line.

    Now suppose you want to reformat "dear sir," back onto the first line. Removing a required return is also simple: you can press (DEL) when the cursor is at the end of the line with the required return, or you can press (BKSP) when the cursor is on the first character of the next line (as it is now).

13. Press (BKSP).

    The return symbol disappears from the right border and the cursor moves back to the end of the line above. The next time you move the cursor, the program will reformat your text.

14. Move the cursor left or right.

    The words "dear sir," reformat back to the line above.

    Now you'll delete this entire line of practice text.

To delete a line

15. Press ⎣HOME⎦.

    When you press ⎣HOME⎦ once, you move the cursor to the beginning of the line.

16. Press ⎣F 6⎦.

    The ⎣F 6⎦ key deletes all the characters from the cursor location to the end of the line. You now have a clear edit screen where you can begin entering a short memo.

Entering and Formatting Your Document

Suppose you are preparing a company budget for the fourth quarter. To do this you have to distribute the third-quarter projected and actual budget figures to key department directors, and collect updated information from them. You want to call a review meeting to discuss the budget figures. The attachments are ready but the cover memo is not. Using the Visi On Word program, you can produce your memo quickly without relying on outside help. Figure 4 shows the rough draft of the cover memo you want to distribute.

The first thing you want to do is type your memo and see what it looks like.

To begin your memo

1. Type **MEMORANDUM.** To capitalize letters, use the ⎣SHIFT⎦ key just as you would on a typewriter.

    So that this text will stand out, you'll now center it at the top of the page.

To center a line of text

2. Press ⎣F 2⎦.

    The ⎣F 2⎦ key centers your text between the left and right margins. The right border now contains the symbol (c) to indicate that this is a centered line.

    You can press ⎣F 2⎦ again to uncenter this line of text back to the left margin. Practice uncentering the line, then press ⎣F 2⎦ once more to center the line.

3. Press ⎣↓⎦ to move the cursor down one line.

Figure 4. *You prepare a rough handwritten draft of your cover memo.*

MEMORANDUM

Date: December 19, 1984

To: Directors of Marketing, Sales and Distribution

From: James Newcomber

Subject: Department budgets review meeting

Attached is a copy of the third-quarter company budget. The figures shown compare the projected and actual budgets for each of your departments.

1. Review all figures for your department budget, both projected and actual.

2. Gather any data in support of changes to the budget as shown, and submit it to me by 5:00 today.

A meeting to review these figures is scheduled as follows: Tuesday, January 8 in the board room at 8:30 A.M

To insert blank lines

4. Press ⏎ ⏎ ⏎ to insert three blank lines.

Notice the ruler display on the edit screen above your text. A "T" appears every five character positions, beginning at position 6 on the ruler. Each "T" is a tab stop that the program has set for you to use with your document. Each time you press the ⇥ key, the cursor jumps to the next tab stop setting on the ruler. You can change tab stops (as well as the right margin) when you create a ruler of your own, as described in Chapter 5 of your *Visi On Word User's Guide*. For the purposes of this QuickStart Course, though, you will use the tab stops and margins that are supplied by the program.

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To align text at a tab stop

1. Type **DATE:** and then press ⟶.

   The cursor moves under the tab stop at character position 11 on the ruler.

2. Type **December 19, 1984** and then press ⏎ ⏎.

3. Type **TO:** and then press ⟶ ⟶.

   At this point, you can emphasize the titles of the people who will receive your memo by typing them in bold.

To use bold type

4. Press F 1.

   The word "Text" in the status line changes to show that the characters you now type will appear in bold.

5. Type **Directors of Marketing, Sales, and Distribution** and then press ⏎ ⏎.

6. Press F 1 again to turn off bold and return to normal type.

7. Type **FROM:** and then press ⟶.

8. Type **James Newcomber** and then press ⏎ ⏎.

9. Type **SUBJECT:** and then press ⟶.

10. Type **Department budgets review meeting** and then press ⏎ ⏎ ⏎.

    Your text on the edit screen automatically scrolls up three lines so you will have more space where you can type the document. The text that moved upward off the screen is still in your document. Later, you'll scroll the text downward to see it. For now, your edit screen should resemble Figure 5.

Now you'll enter the body of the memo. Type the following lines exactly as they appear. If you make any errors, don't try to correct them now; you can do that later.

To use text wraparound

Do not press ⏎ at the end of a line unless you are instructed to do so. As you type, the Visi On Word program automatically ends one line and begins a new one when the cursor reaches the right margin. This is called *text wraparound*: the cursor moves to the left margin on the next line, where you can continue to type.

| Insert | Page 1 | Line 14 | Text | Document: unnamed |

```
L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R

DATE:      December 19, 1984

To:        Directors of Marketing, Sales, and Distribution

From:      James Newcomber

Subject:   Department budgets review meeting




Word
```

| delete | Cut&Paste | locate | enhance | style | file | Print | Analyze | quit. |

| HELP | CLOSE | OPEN | FULL | FRAME | OPTIONS | TRANSFER | STOP |

Figure 5. *The screen scrolls upward as you enter your text so you have more room where you can type.*

Begin by typing the following text into the first paragraph:

Attached is a copy of the third-quarter company budget. The figures shown compare the projected and actual budgets for each of your departments. ⏎
⏎

The next two short paragraphs are numbered instructions that should be indented from the rest of the text to set them apart. When you insert an indent character in your text, it's like setting a temporary left margin for a paragraph: your text still wraps like a regular paragraph, but the cursor moves to your indent instead of all the way back to the left margin, until you press ⏎ to end indenting.

You press the ⟨ F 4 ⟩ key to insert an indent where the cursor is located in your text. Your text after the indent character will then move and wrap to the next tab stop (T) on the ruler.

You can insert indents as you type, or you can type your text and add indents afterwards. The program will reformat your text to the position of each indent.

WORD˙

To indent
paragraphs

Type the following text into the first numbered paragraph and press the `F 4` key as shown:

1.`F 4`Review all figures for your department budget, both projected and actual. ⏎ ⏎

When you pressed `F 4`, the program inserted an indent character (→) at the next tab stop. The text of your paragraph was wrapped and indented to that tab position until you ended the paragraph with a required return.

Your screen should look like Figure 6.

Next, you'll follow the same steps to indent the second numbered paragraph. Type the following and press the `F 4` key as shown:

2.`F 4`Gather any data in support of changes to the budget as shown, and submit it to me by

Before you complete the second paragraph, you'll use italics to emphasize the deadline for submitting that data:

To use italic type

1. Press `F 3`.

   The word "Text" in the status line changes to show that the characters you now type will appear in italics.

Figure 6. You've created a numbered paragraph indented to a temporary left margin at the next tab stop.


```
 Insert    Page 1    Line 21   Text Document: unnamed
 L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R

Subject: Department budgets review meeting


Attached is a copy of the third-quarter company budget. The
figures shown compare the projected and actual budgets for each
of your departments.

1.  →Review all figures for your department budget, both
      projected and actual.




 Word
 delete  Cut&Paste  locate  enhance  style  file  Print  Analyze  quit.
 HELP    CLOSE   OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

WORD™

2. Press the space bar; type **5:00 today.** and then press
   ⏎ ⏎.

   Your first required return ends the indented
   paragraph and your second one creates a blank line.

3. Press ⎡F 3⎤ again to turn off italics and return to
   normal type.

   Your screen should now look like Figure 7.

Next, type the last paragraph of your memo:

**A meeting to review these figures is scheduled as
follows:⏎ Tuesday, January 8 in the board room at
8:30 A.M.⏎**

The information about the date, place, and time of your
meeting is very important. It would show up a lot better
if each piece of information appeared on a separate line:

To separate the
line

1. Move the cursor to the "T" in the word "Tuesday."

2. Press ⏎.

3. Move the cursor to the "i" in the word "in" and then
   press ⎡D E L⎤ three times to delete "in ."

4. Now press ⏎ to break the line again.

Figure 7. *You used
italics to emphasize
an important
deadline.*

```
Insert    Page 1    Line 24   Text Document: unnamed
L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R

Attached is a copy of the third-quarter company budget. The
figures shown compare the projected and actual budgets for each
of your departments.

1. →Review all figures for your department budget, both
      projected and actual.

2. →Gather any data in support of changes to the budget as
      shown, and submit it to me by 5:00 today.



Word
delete  Cut&Paste  locate  enhance  style  file  Print  Analyze  quit.
 HELP      CLOSE    OPEN    FULL    FRAME    OPTIONS   TRANSFER    STOP
```

5. Move the cursor to the "a" in the word "at" and then press `DEL` three times to delete "at ."

6. Now press `⏎` to break the line one last time.

   Your screen should now look like Figure 8.

Congratulations! You've finished entering the text for your first memo. If you made any typing errors, you can use the `DEL` or `BKSP` key to correct them as you move around in your document during the rest of this QuickStart Course.

Next, you'll practice moving to other areas of the document; then you'll learn how to select options from the options sheet, and how to move some text.

Displaying Other Areas of Your Document

While you have been typing the text of your document, the program has been scrolling your document upward on the edit screen so you would have more space in which to type. There are four ways that you can display

```
┌─────────┬────────┬─────────┬──────┬──────────────────────┐
│ Insert  │ Page 1 │ Line 28 │ Text │ Document: unnamed     │
├─────────┴────────┴─────────┴──────┴──────────────────────┤
│L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R│
│of your departments.                                       │
│                                                           │
│1.··→Review all figures for your department budget, both   │
│:::::::::projected and actual.                             │
│                                                           │
│2.··→Gather any data in support of changes to the budget as│
│:::::::::shown, and submit it to me by 5:00 today.         │
│                                                           │
│A meeting to review these figures is scheduled as follows: │
│                                                           │
│Tuesday, January 8                                         │
│the board room                                             │
│8:30 A.M.                                                  │
├───────────────────────────────────────────────────────────┤
│Word                                                       │
├───────────────────────────────────────────────────────────┤
│delete Cut&Paste locate enhance style file Print Analyze quit.│
│ HELP    CLOSE    OPEN    FULL    FRAME   OPTIONS   TRANSFER   STOP │
└───────────────────────────────────────────────────────────┘
```
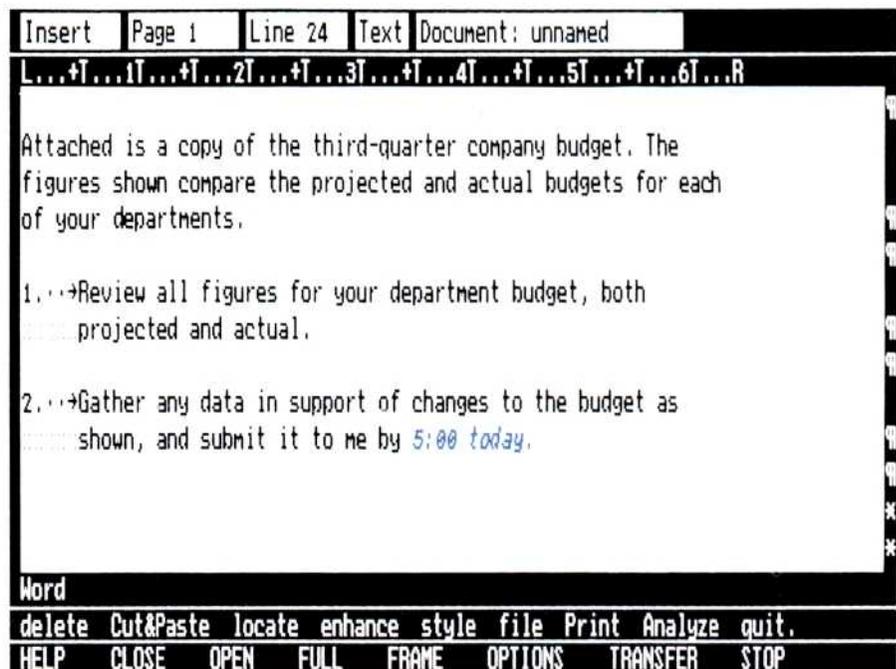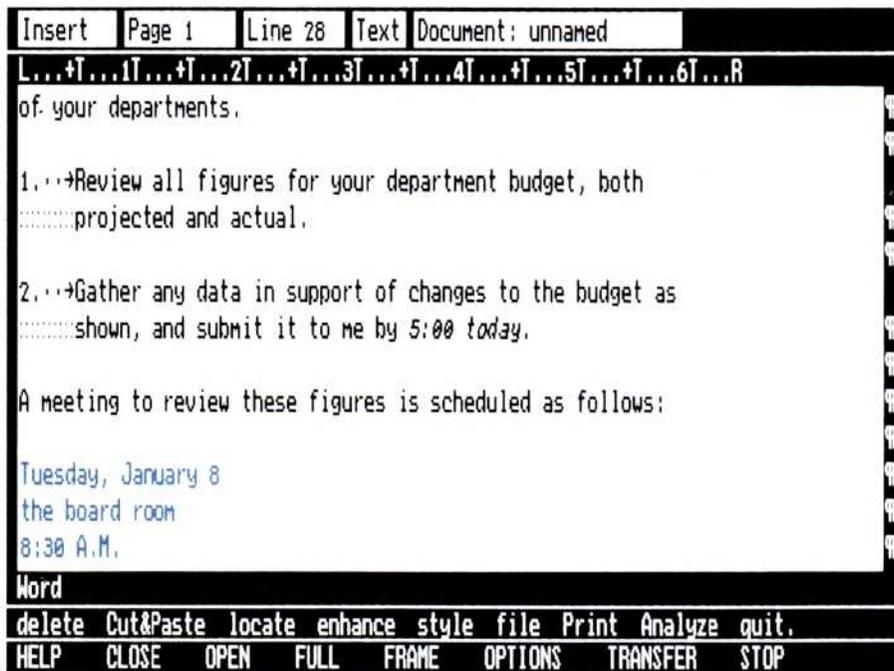
Figure 8.   *The date, place, and time of the meeting are now on separate lines.*

another area of your document that isn't visible in the edit screen:

■ You can use any of the four locating keys in the following ways:

☐ Press (**PGUP**) to scroll your text backward one screenful.

☐ Press (**PGDN**) to scroll your text forward one screenful.

☐ Press (**HOME**) (**HOME**) (**HOME**) to display the beginning of your document.

☐ Press (**END**) (**END**) (**END**) to display the end of your document.

■ You can press the SCROLL button and move your pointing device up, down, left, or right.

■ You can use the "locate" command in the edit menu.

■ You can use one of the arrow keys. When an arrow key moves the cursor against the top or bottom border, your text scrolls three lines at a time. When an arrow key moves the cursor against the left or right border, your text scrolls eight characters at a time.

Each of these methods is described in Chapter 8 of your *Visi On Word User's Guide*. For now, you'll practice using the (**PGUP**), (**PGDN**), and (**HOME**) keys.

To display other areas of the memo

1. Press (**PGUP**).

Your text scrolls backward 12 text lines because you are working in a full-screen window. The line that was previously at the top of the screen is now at the bottom.

2. Press (**PGDN**).

Your text scrolls forward the same 12 lines.

3. Press (**HOME**) (**HOME**) (**HOME**).

The program displays the beginning of your document.

Using More Program Options

Next, you'll learn a few things about the many options that the program provides on its options sheets.

To use the
options sheet

1. Select "OPTIONS" from the Visi On menu.

    The program asks you to select the window where you want to display your options.

2. Select any part of your current Visi On Word window.

    The program displays the options sheet to the right of your document on the edit screen.

3. Take a few moments to scroll your options sheet forward with the SCROLL button and your pointing device. Move the pointer into the options sheet area before you start to scroll.

4. Next, scroll it all the way backward to the top.

    The program beeps when you reach the bottom or top of the options sheet.

    As you can see, you have many options you can choose for the way you perform operations, the way you display your text, and even how your edit screen looks.

    To practice with a few options, look at the first option on the sheet: "Display Status Line." The option is preset to "yes" so that the status line is displayed at the top of the edit screen.

5. Move the pointer to "no" and select it.

    The program redraws the edit screen without the status line.

6. Now select "no" for the second option: "Display Ruler Line."

    Again, the program redraws the edit screen. This time both the status line and the ruler have disappeared and you have more room to see your text.

    However, the status line and ruler contain a lot of helpful information that you'll usually want to see.

7. Select "yes" for each of these options again to return the status line and ruler to your edit screen.

Next you'll see that some items on the options sheet give you an alternate to using certain special keys.

8. Scroll the options sheet forward until the "Editing Options" are at the top.

9. Select "overtype" for your Text Entry option; then move the pointer back onto the edit screen.

    Both the options sheet and status line change to show that Overtype is in effect, exactly as they would if you had pressed the (INS) key. Your screen should look like Figure 9.

10. Press (INS).

    Again, the options sheet and the status line both change to display Insert as your current text entry option.

In the same way, the options sheet lets you select the Character Enhancement options for bold, italic, and underlining as an alternate to using the (F 1), (F 3), and (F 5) keys. You can learn more about using character enhancements in Chapter 6 of your *Visi On Word User's Guide*.

Next, you'll learn how to move some text in your document to a new location.

Figure 9. *Selecting a text entry option on the options sheet is an alternate of using the (INS) key.*

Moving Text

Begin by pressing (PGDN) (PGDN) so that your text scrolls forward and displays the last four lines of your memo in the edit screen.

Earlier, you put the date, place, and time of your meeting into a separate block of lines at the bottom of your memo. To balance it better, you'll move the block of information more toward the middle.

Whenever you want to select an area of text (for example, to move, copy, or delete it) you can mark the text either as a sequence or as a block. Normally, you will mark text as a *sequence* when it consists of paragraphs of wrapped text. On the other hand, you will normally mark text as a *block* when it consists of short lines or columns where each line ends with a required return. Figure 10 illustrates text marked as a sequence and as a block.

To mark and move a block of text

1. Select "Cut&Paste" from the edit menu.

   The options sheet changes to display the Cut & Paste options you can choose.

2. Select "block" for your document marking option on the options sheet.

3. Select "move" from the Cut & Paste menu.

   The program prompts you to select the beginning point of the text you want to move. You can select any two opposite corners of the block you want to mark and move.

4. Select each number "8" to mark the entire block you want to move.

   The program asks you to select the point in your text where you want to move the highlighted block. You want to move the block of text straight to the right, but not up or down, as shown by the pointer position in Figure 11.

5. Move the pointer right to approximately character position 40 (it's shown with a number 4 on the ruler). Select that position on the same line where the block currently begins.

   The program moves the block of text to the new location you selected. If you don't like the new

Text marked as
a "sequence"

```
The sales portfolio items printed in the month of May contained
various combinations of materials.  The following lists each item
printed, the number of pages, the number of copies, and the unit
cost of each.

ITEM                    PAGES       QUANTITY        UNIT COST

Company Brochure          15         10,000          2.70
Cost Summary               2          5,000           .45
Order Forms                3         15,000           .85
Packet of Samples         10         10,000          3.10

TOTAL                     30         40,000          7.00
```

Text marked as
a "block"

```
The sales portfolio items printed in the month of May contained
various combinations of materials.  The following lists each item
printed, the number of pages, the number of copies, and the unit
cost of each.

ITEM                    PAGES       QUANTITY        UNIT COST

Company Brochure          15         10,000          2.70
Cost Summary               2          5,000           .45
Order Forms                3         15,000           .85
Packet of Samples         10         10,000          3.10

TOTAL                     30         40,000          7.00_
```

Figure 10.   *You normally mark paragraphs of wrapped text as a sequence and columns of text as a block. How you mark text determines what the program moves.*

Figure 11.   *You move the pointer to select the location where you want to move the block of text.*

```
Insert   Page 1    Line 28   Text Document: unnamed      -------------------
                                                         Cut & Paste Options
L....+T....1T....+T...2T....+T...3T....+T...4T....+T...5T....+  -------------------
                                                         Document Marking
                                                           sequence  block
Tuesday, January 8                       ↑
the board room                                           Search Direction
8:30 A.M.                                                  forward  backward

                                                         Search Range
                                                          entire document
                                                           only to end

                                                         Match upper/lower case
                                                           no  yes




select destination in text or select below      Options
top  previous  next  bottom.                     save  restore  done
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

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location, you can simply move the text again by repeating from step 3 above.

6. When your text is where you want it, return to the edit menu by selecting "Word" from the menu path above the Cut & Paste menu. Use your pointer and SELECT button.

7. To stop displaying the options sheet for now, select "done" from the options sheet menu.

Well, your memo is done; and it looks exactly the way you want it to look. Next, you'll learn how to print it.

Printing Your Document

You can now print your finished memo. You can complete this section of the QuickStart Course even if you don't have a printer connected to your Visi On station. Each of the Visi On programs gives you the option of printing a document into a special transmittal file on your hard disk. You can then later copy the file onto a floppy disk and take it to another computer that has a printer connected to it.

Whether you have a printer connected to your computer, or you intend to print your document into a file on the disk, you must have installed the driver program for the printer you will use. The driver lets the program correctly format your text for the printer you will use now or later. If you haven't already done so, follow the instructions in the *Setup Guide* for installing your printer.

If you have a printer connected to your computer, follow the steps under "To print on a connected printer" below. If you do not have a printer connected, follow the steps under "To print into a file on the disk".
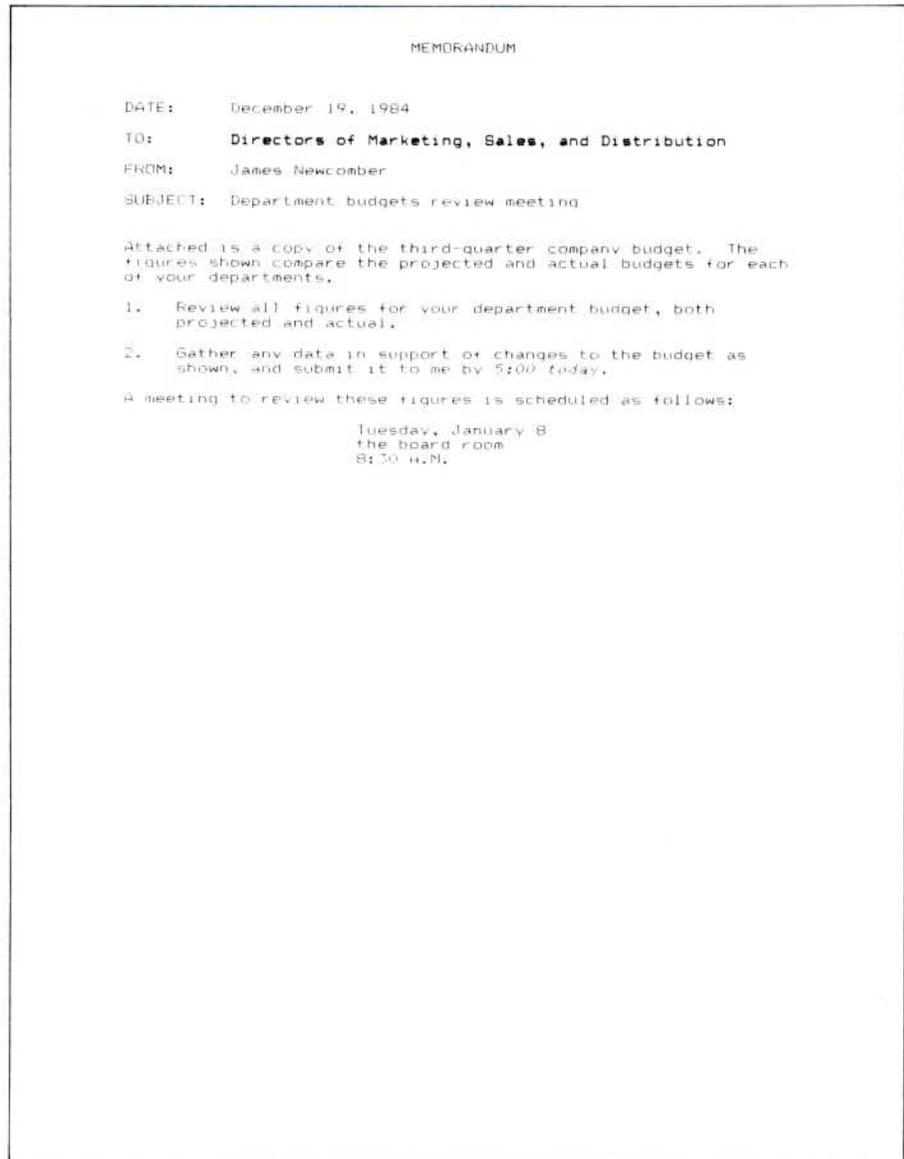
When your document has been printed, it will look like Figure 12.

To print on a
connected printer

1. Select "Print" from the edit menu.

2. Select "local-print" from the Print menu.

The program displays the Print options sheet and asks you to confirm that your options are correct before printing begins.

Figure 12. *Your memo after it has been printed.*


```
                              MEMORANDUM


        DATE:       December 19, 1984

        TO:         Directors of Marketing, Sales, and Distribution

        FROM:       James Newcomber

        SUBJECT:    Department budgets review meeting

        Attached is a copy of the third-quarter company budget.  The
        figures shown compare the projected and actual budgets for each
        of your departments.

        1.    Review all figures for your department budget, both
              projected and actual.

        2.    Gather any data in support of changes to the budget as
              shown, and submit it to me by 5:00 today.

        A meeting to review these figures is scheduled as follows:

                              Tuesday, January 8
                              the board room
                              8:30 A.M.
```
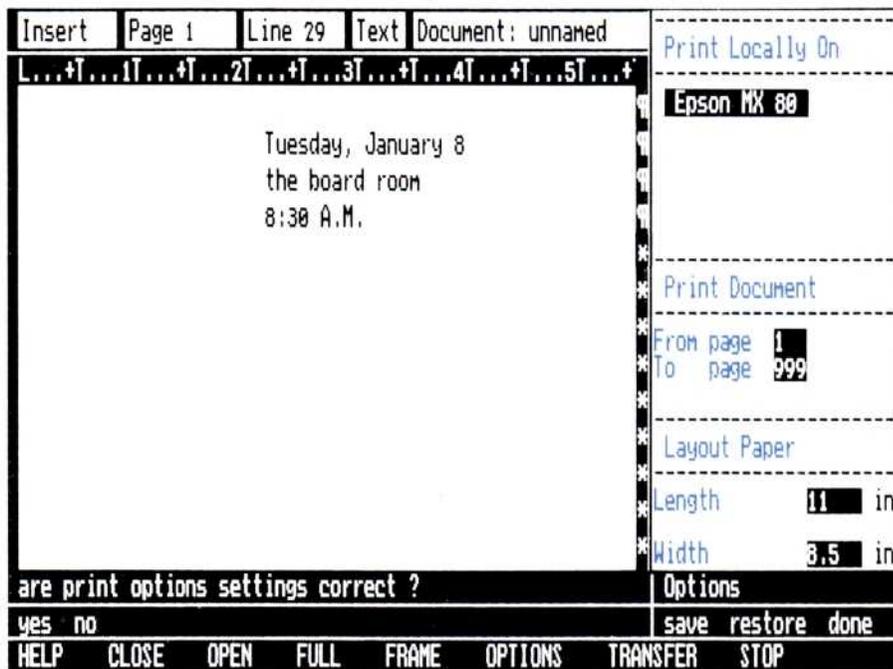
3. If the printer you want to use is not the one highlighted, select the correct printer on the options sheet, as shown in Figure 13. For the rest of your options, you'll use the settings that are preset by the Visi On Word program. See Chapter 11 of your *Visi On Word User's Guide* for details on the other options you can choose.

4. Select "yes" to confirm that the options sheet settings are correct.

   The program prepares your document and then your printer begins printing it.

Figure 13. *The Print options sheet lets you select the correct printer and choose many other printing options.*

```
 Insert   Page 1    Line 29   Text Document: unnamed       --------------------
 L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+     Print Locally On
┌───────────────────────────────────────────────────┐     --------------------
│                                                    │█    Epson MX 80
│                 Tuesday, January 8                 │█    --------------------
│                 the board room                     │█
│                 8:30 A.M.                          │█    Print Document
│                                                    │█    --------------------
│                                                    │*    From page  1
│                                                    │*    To   page  999
│                                                    │*    --------------------
│                                                    │*    Layout Paper
│                                                    │*    --------------------
│                                                    │*    Length      11   in
│                                                    │*    --------------------
│                                                    │*    Width      8.5   in
└───────────────────────────────────────────────────┘
 are print options settings correct ?              │ Options
 yes  no                                            │ save  restore  done
 HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS   │ TRANSFER   STOP
```

5. Select "Word" from the menu path line above the Print menu to return to the edit screen and edit menu. Use your pointer and SELECT button.

To print into a file on the disk

1. Select "Print" from the edit menu.

2. Select "remote-print" from the Print menu.

    The program displays the list of printer models that have been installed in your Visi On system.

3. Select, from the list on the screen, the model of printer you will later use and then select "done."

    The program asks you to enter a name for your printed document (called a transmittal file). You can type up to 12 characters for the name of the transmittal file.

4. Type **my memo** on the input line and then press ⏎.

    The program next displays the Print options sheet and asks you to confirm that your options are correct before printing begins.

    In this QuickStart Course, you'll use the settings that are preset by the Visi On Word program. See Chapter 11 of your *Visi On Word User's Guide* for details on the other options you can choose.

5. Select "yes" to confirm that the options sheet settings are correct.

   The program prepares your document for the transmittal file and sends it to the Visi On Archives for storage. See your *Visi On User's Guide* for instructions on copying the document onto a floppy disk and printing it on the printer at another location.

6. To return to the edit screen and edit menu, select "Word" from the menu path line above the Print menu. Use your pointer and SELECT button.

Saving Your Document

The last task you'll perform with your finished document is to store it permanently on your hard disk. Up to now, your document has existed only in temporary storage (called *computer memory*); if you were to turn off your computer before you saved your document, it would be lost.

You will use the Visi On Word Files display to save your document.

To use the Files display

1. Begin by selecting "done" from the options sheet menu.

   The options sheet is removed from the screen so that you will be able to see all the parts of the Files display more clearly.

2. Select "file" from the edit menu.

   The Files display and file menu replace your document on the screen. It should be similar to Figure 14.

Before you begin saving your new document, you'll need to know a few things about the Files display. The Files display is your Visi On Word view into the Visi On system's central filing folder, called the Archives. When you save a document, you store it in a folder just as you would in your office filing cabinet or desk drawer.

Your display is divided into three parts:

■ The top part of the display shows you which folder is your *current folder*: where the document you save
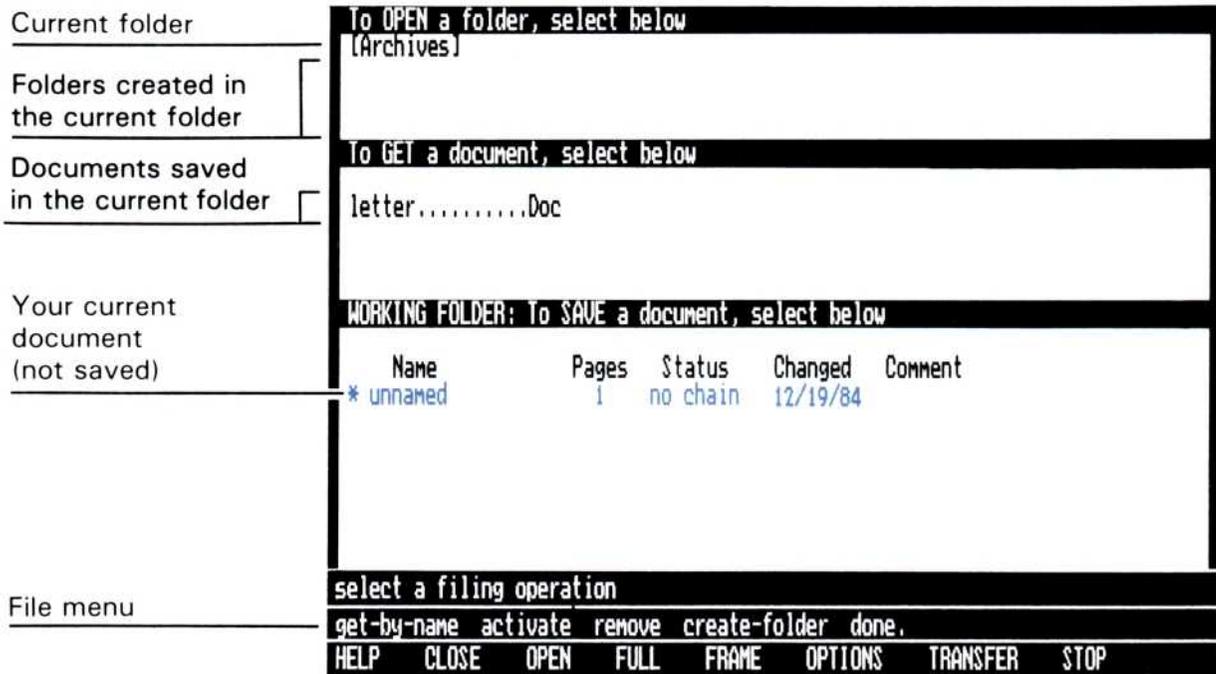
Current folder

Folders created in
the current folder

Documents saved
in the current folder

Your current
document
(not saved)

File menu

```
To OPEN a folder, select below
[Archives]


To GET a document, select below

letter.........Doc


WORKING FOLDER: To SAVE a document, select below

     Name          Pages  Status    Changed    Comment
 * unnamed           1     no chain  12/19/84




select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

Figure 14.   *The Files display shows the document you will save
in a folder in the Visi On filing system.*

will be stored. The last name on that first line is the
current folder. Right now, your current folder is
[Archives], the central folder provided by the
Visi On system.

You can save all your documents inside the Archives
folder, or you can create other folders within the
Archives folder to organize and store different
documents. Later, you will create a new folder as
your current folder; then save your document in it.

The rest of the space in the top part of the display is
used to list other folders that you may create inside
the Archives folder, if you wish.

■ The middle part of the display is used to list
documents that you create and save inside the
current folder. Together, the top and middle parts of
the display will list the contents of the current folder.
Figure 14 illustrates one saved document named
"letter."

■ The bottom part of the display is your *working
folder*. It lists the document that you are working on.
Because your document is new, it is listed as

"unnamed." The asterisk next to the name indicates that you used the edit screen to work on the document and haven't saved it yet.

As mentioned earlier, you can save your current document inside the Archives folder provided by the Visi On system. However, you'll probably want to organize related documents you create into different folders, just as you would in your office. So, first you'll create a new folder; then you'll save your memo inside it. When you're done, your example filing system will be similar to Figure 15.
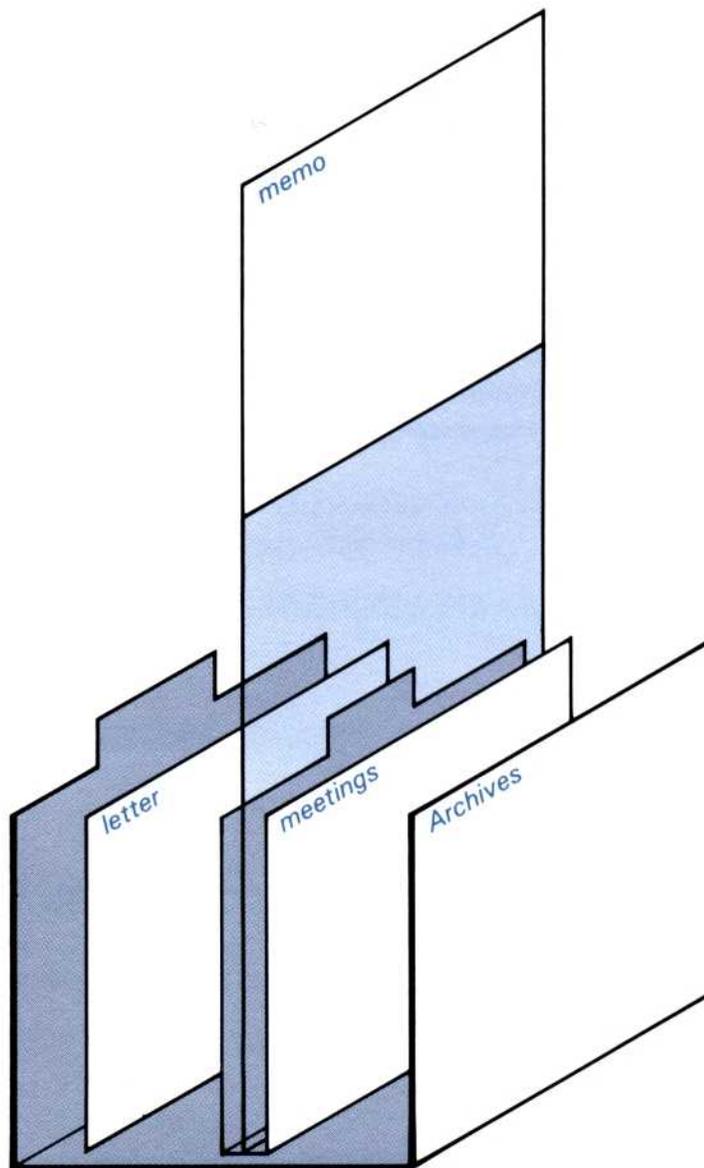
Figure 15.   *The Visi On filing system lets you create a hierarchy of folders to store documents within the central Archives folder provided by the program.*

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To create a folder

1. Select "create-folder" from the file menu.

   The program prompts you to enter a name for your new folder. You can type up to 12 characters for a folder name.

2. Type **meetings** and then press ⏎.

   Your new folder is listed in a path line next to the [Archives] folder in the top part of the display, as shown in Figure 16. The path line always shows you which folder is your current folder: it is the last name on the line. When you save your document, it is stored in whatever folder is your current folder.

   You can select a different folder from the path line if you want to make it your current folder. Try it now for practice.

3. Select "[Archives]" from the path line.

   Your new folder moves down from the path line and the Archives folder is now the current folder again. The "meetings" folder is listed below as simply a folder contained in the current folder. Your screen should now look like Figure 17.

Figure 16. *Your new folder is stored inside the Archives folder, and it becomes the current folder (the last one on the path line).*

```
To OPEN a folder, select below
[Archives]/meetings




WORKING FOLDER: To SAVE a document, select below

      Name          Pages  Status    Changed   Comment
    * unnamed          1    no chain  12/19/84




select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```
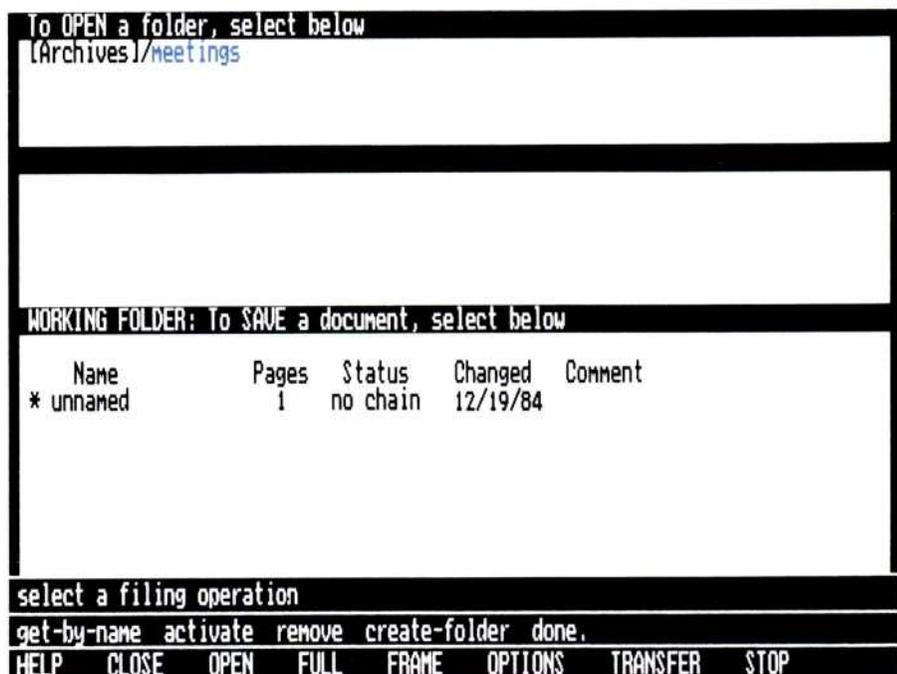
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Figure 17. *You can select a folder from the path line to make it your current folder. Other folders inside the current folder are listed below it in the top part of the display.*

```
To OPEN a folder, select below
 [Archives]

 meetings
To GET a document, select below

 letter..........Doc



WORKING FOLDER: To SAVE a document, select below

    Name           Pages  Status    Changed    Comment
 * unnamed           1     no chain  12/19/84





select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP     CLOSE     OPEN     FULL    FRAME    OPTIONS    TRANSFER    STOP
```

4. Now select "meetings" from the top part of the display to make it your current folder again, so you can store your memo in it.

Now you're ready to save your document in the new current folder you just created.
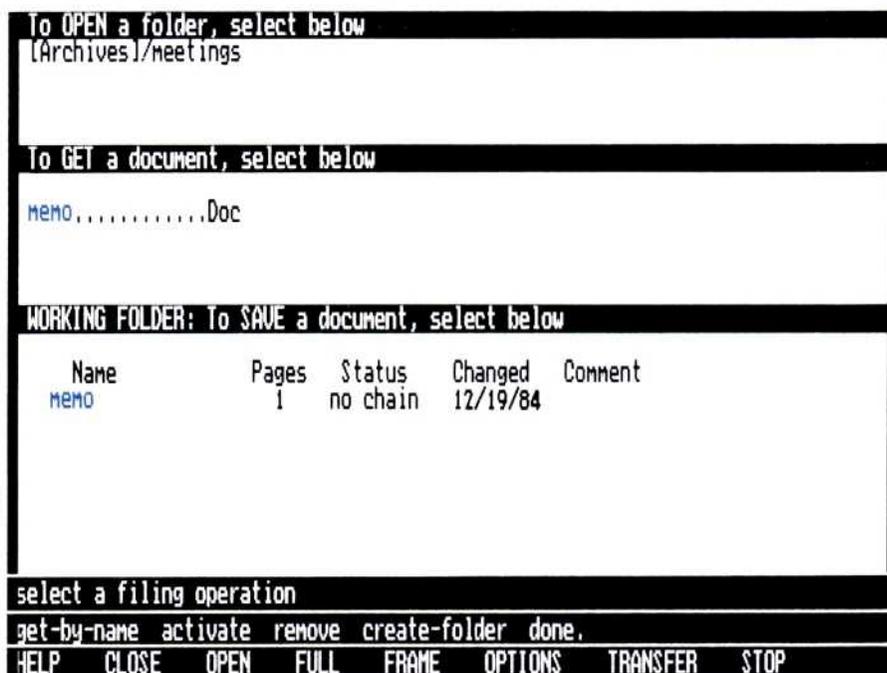
To save a
document in a
folder

1. Select your new document, "unnamed," from your working folder in the bottom part of the display.

   The program prompts you to enter a name for your new document.

2. Type **memo** and then press ⏎.

   The program saves your new document with the name you typed. The document appears in the middle part of the display to indicate that it is now contained in the current folder, "meetings."

   Your new name also appears in the bottom part of the display, where your current document was previously called "unnamed." The asterisk is gone, however, because you have now saved your document since you last worked on it. Your screen should look like Figure 18.

Figure 18. Your new document is saved in the current folder and its new name also appears in the working folder.

```
To OPEN a folder, select below
[Archives]/meetings



To GET a document, select below

Memo............Doc



WORKING FOLDER: To SAVE a document, select below

   Name           Pages  Status    Changed   Comment
   Memo             1     no chain  12/19/84




select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

You can now do one of three things:

▪ You can go back to the edit screen and edit menu and do some more work on your current document, "memo." Later, you could come back to the Files display and save the changes into the same document so you can update it.

▪ You can remove your current document from your working folder; then go back to a blank edit screen and the edit menu to begin creating another document.

▪ You can go back to the edit menu; then exit from the Visi On Word program.

Just for practice, you'll briefly learn about all three of these tasks.

To revise the current document and save it again

1. Select "done" from the file menu.

   Your current document, "memo," appears again on the edit screen exactly as it was when you last worked on it.

2. Position the cursor on the last line (after all your text) and then press ⏎ ⏎ ⏎ to insert three blank lines.

3. Type the initials **JN** and then press ⏎.

4. Select "file" from the edit menu to go back to the Files display.

   Your current document is again marked with an asterisk in the working folder because you used the edit screen to work on it and have not yet saved your changes.

5. To save the changes—thereby updating the document you previously saved—select "memo" from the working folder; then select "memo" from the middle part of the display.
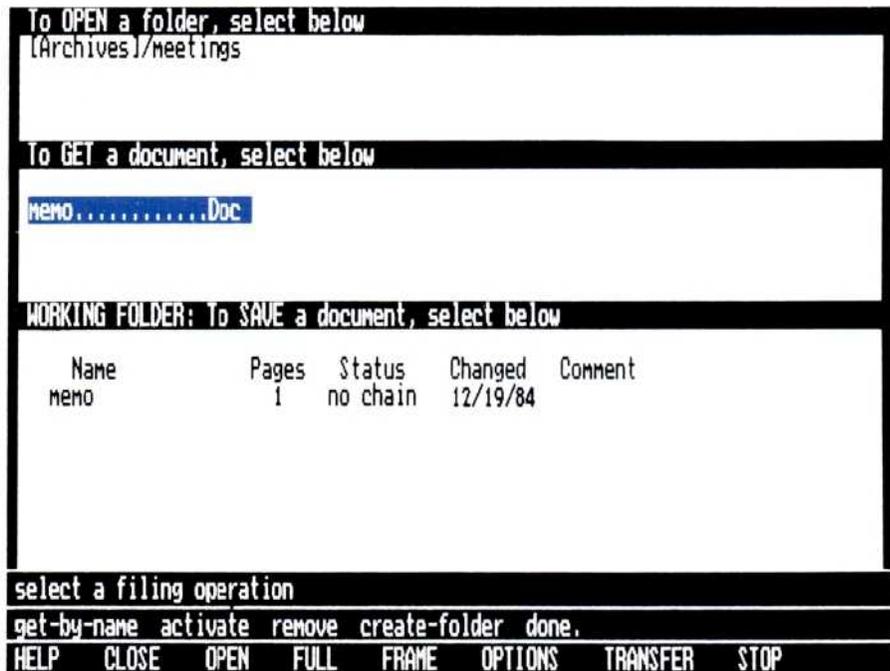
   The contents of the document you previously saved are written over (replaced) by the contents of your current document in the working folder. Your screen should look like Figure 19.

Now you'll practice removing your current document from the working folder so you can create a new document on a blank edit screen.

To remove your document from the working folder

1. Select "remove" from the file menu.

2. Select your current document, "memo," from the working folder in the bottom part of the display.

Figure 19. *Your working document is saved by replacing the document you previously saved in the current folder.*

```
To OPEN a folder, select below
[Archives]/meetings


To GET a document, select below

Memo............Doc


WORKING FOLDER: To SAVE a document, select below

    Name            Pages  Status    Changed   Comment
    memo              1    no chain  12/19/84




select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

3. When the program prompts you to confirm that you really want to remove the document, select "yes."

   Your current document is removed from the working folder. The copy you saved permanently on the disk remains in the current folder and is still listed in the middle part of the display. Your screen should look like Figure 20.

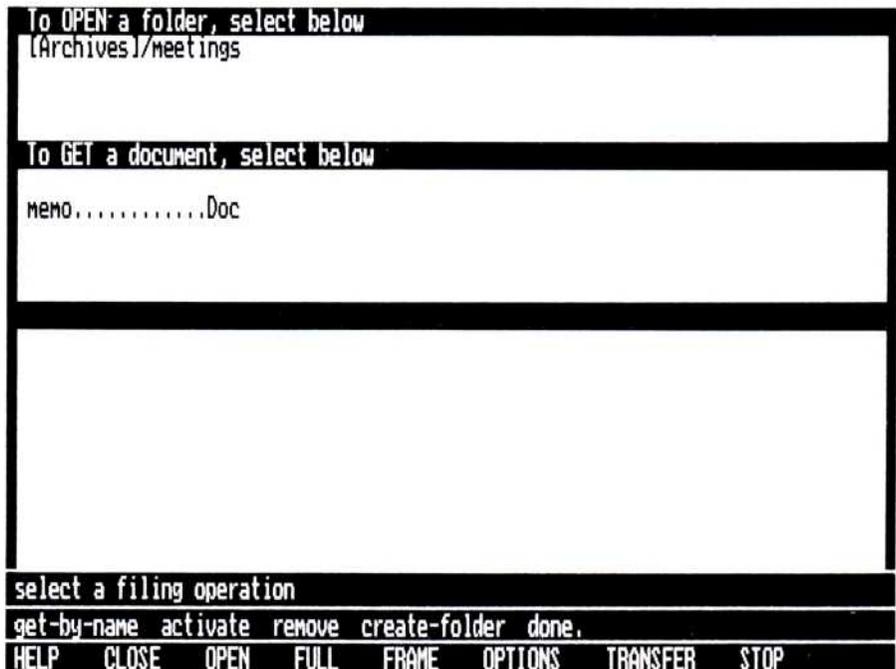4. Now select "done" from the file menu.

   A blank edit screen and the edit menu appear. You can do either of the following:

   ☐ Begin typing a new document on the edit screen (it will again be called "unnamed").

   ☐ Exit from the Visi On Word program by selecting "quit" from the edit menu.

Where to Go from Here

Now that you've completed the Visi On Word QuickStart Course, you should begin to feel confident with creating, editing, printing, and saving documents of your own. You are encouraged to experiment with using the commands and options that were not covered in this course. You have several very effective tools to help you.

Figure 20. *Your current document is removed from the working folder, but the saved copy remains in the current folder on the disk.*

```
To OPEN a folder, select below
[Archives]/meetings




To GET a document, select below

memo...........Doc






select a filing operation
get-by-name  activate  remove  create-folder  done.
HELP    CLOSE    OPEN    FULL    FRAME    OPTIONS    TRANSFER    STOP
```

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■ The Visi On Word program itself is almost self-teaching. You will probably be able to learn most of what you need by following your intuitions, reading the prompt messages *before* you select a command to see what the command does, and reading the prompt messages *after* selecting a command to guide you through the following steps.

Use the memo you have just created to try out commands and options not covered in the QuickStart Course. If you prefer different applications, go to the Examples chapter of the *Visi On Word User's Guide*. There you will find sample documents that were created with other commands and special formatting options of the program.

■ Try the Visi On "HELP" command. During any stage of your work with the Visi On Word program, you can request Help information on any command, option, or display you see on the screen. You simply select "HELP" from the Visi On menu; then select the item on the screen where you need more information. Use the "HELP" command before you refer to the User's Guide; you may not need to spend much time reading to get the answers you need.

■ Use the *Visi On Word User's Guide* for step-by-step instructions and detailed explanations of all the tasks you can perform in the program. Each chapter of the User's Guide covers a specific type of operation; for example, "Deleting Text" or "Choosing a Document Layout." The different tasks relating to each operation are detailed within the sections of the chapter; for example, deleting words, sentences, and paragraphs, or changing margins and tab stops. Concepts are generally discussed before exact procedures.

The task orientation of your User's Guide makes it easy for you to find and complete a specific task you have in mind, and choose the pace of instruction that you need. Go to the Table of Contents for your User's Guide now and take a look at what is contained in the various chapters. Use the Index to find any topic you want, and use the Glossary to clarify definitions of program concepts and terminology.
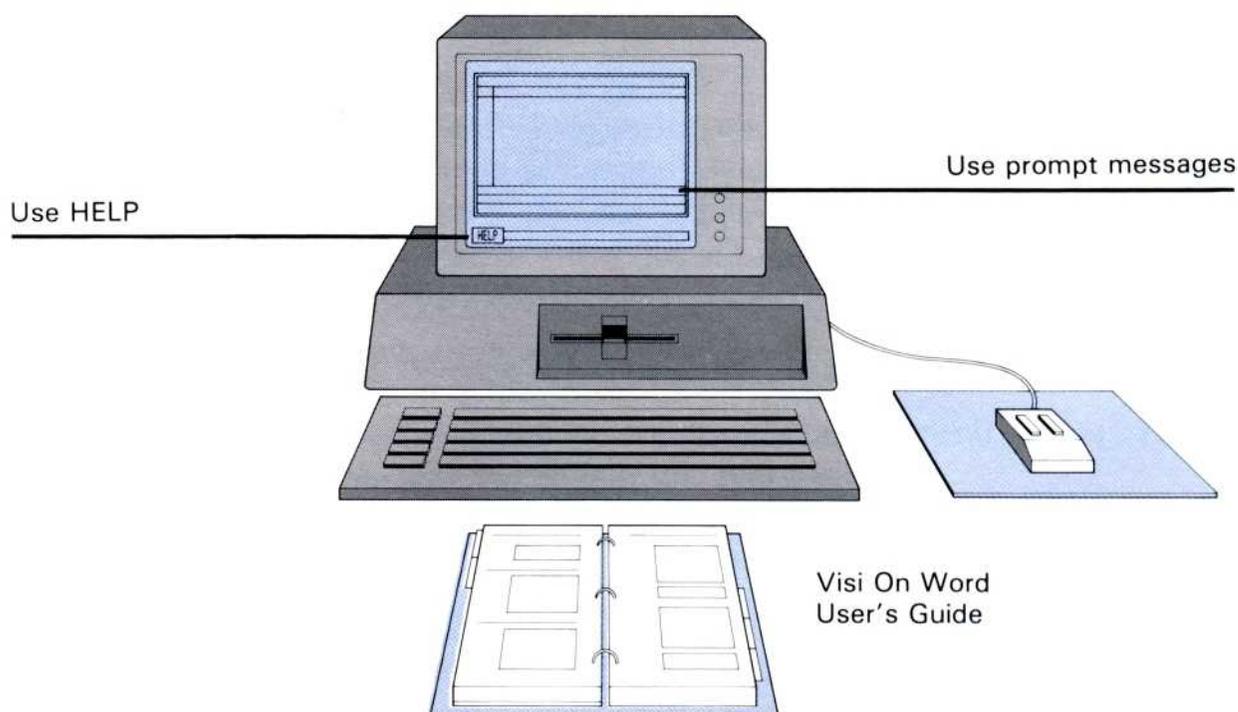
Figure 21. *Depending on your needs, you have several ways to proceed from the QuickStart Course.*

QuickStart™ Course Task Summary

The following summary shows you the commands and features you used to do this QuickStart Course.

Task	From	Action
Start the program	Services window	1. Select "start." 2. Select "Visi On Word."
Enlarge a window to full-screen size	Visi On menu	1. Select "FULL." 2. Select the Visi On Word window.
Select from a menu	any part of the program	1. Move the pointer to highlight the command and then select it. or 1. Press (E S C) and then type the first letter of the command's name.
Create a document	Copyright display	1. Select "create."

Task	From	Action
Move the cursor	edit screen	1. Use the arrow keys. or 1. Move the pointer and then select a location.
End a line of text with a required return	edit screen	1. Press ⏎.
Enter a blank line	edit screen	1. Press ⏎.
Delete a required return	edit screen	1. Move the cursor after text on the line. 2. Press `DEL`. or 1. Move the cursor to the beginning of the next line. 2. Press `BKSP`.
Delete characters at the cursor	edit screen	1. Press `DEL`.
Delete characters to the left of the cursor	edit screen	1. Press `BKSP`.
Delete from the cursor to the end of the line	edit screen	1. Position the cursor on the first character to delete. 2. Press `F 6`.
Move the cursor to the next tab stop	edit screen	1. Press →.
Center a line (or uncenter it)	edit screen	1. Position the cursor anywhere on the line. 2. Press `F 2`.
Indent a paragraph to the next tab stop	edit screen	1. Position the cursor in front of the first character to be indented. 2. Press `F 4`. 3. When typing indented text, press ⏎ to stop indenting.

Task	From	Action
Display screens of text forward or backward	edit screen	1. Press `PGDN` to scroll text forward. or 1. Press `PGUP` to scroll text backward.
Display the beginning of the document	edit screen	1. Press `HOME` `HOME` `HOME`.
Display and select options	Visi On menu options sheet	1. "OPTIONS" 2. Select your Visi On Word window. 3. Move the pointer and select any option(s) you want.
Remove the options sheet display	options sheet menu	1. Select "done."
Type text in bold or italic	edit screen	1. Press `F 1` to set bold. or 1. Press `F 3` to set italics. 2. Type your text. 3. Press the same key again to stop using that font.
Move text	edit menu Cut & Paste menu options sheet menu path	1. Select "Cut&Paste." 2. Select "move." 3. Select "block" or "sequence." 4. Select any two points of text to move. 5. Select a new location. 6. Select "Word" to return to the edit menu.
Print on a connected printer	edit menu Print menu options sheet menu path	1. Select "Print." 2. Select "local-print." 3. Select your connected printer. 4. Select other print options. 5. Select "yes" to confirm your options. 6. Select "Word" to return to the edit menu.

Task	From	Action
Print into a file for a remote printer	edit menu Print menu printer models options sheet menu path	1. Select "Print." 2. Select "remote-print." 3. Select the printer model. 4. Type a name for the file. 5. Select other print options. 6. Select "yes" to confirm your options. 7. Select "Word" to return to the edit menu.
Create a folder as the current folder	edit menu file menu	1. Select "file." 2. Select "create-folder." 3. Type a name for the new folder.
Save a new document in the current folder	edit menu Files display file menu	1. Select "file." 2. Select your document from the working folder (bottom part of the display). 3. Type a name for the new document. 4. Select "done" to return to the edit screen.
Clear the working folder to create another document	file menu	1. Select "remove." 2. Select your document from the working folder. 3. Select "yes" to confirm the removal. 4. Select "done" to return to a blank edit screen and the edit menu.
Exit the program after saving your document	edit menu	1. Select "quit."