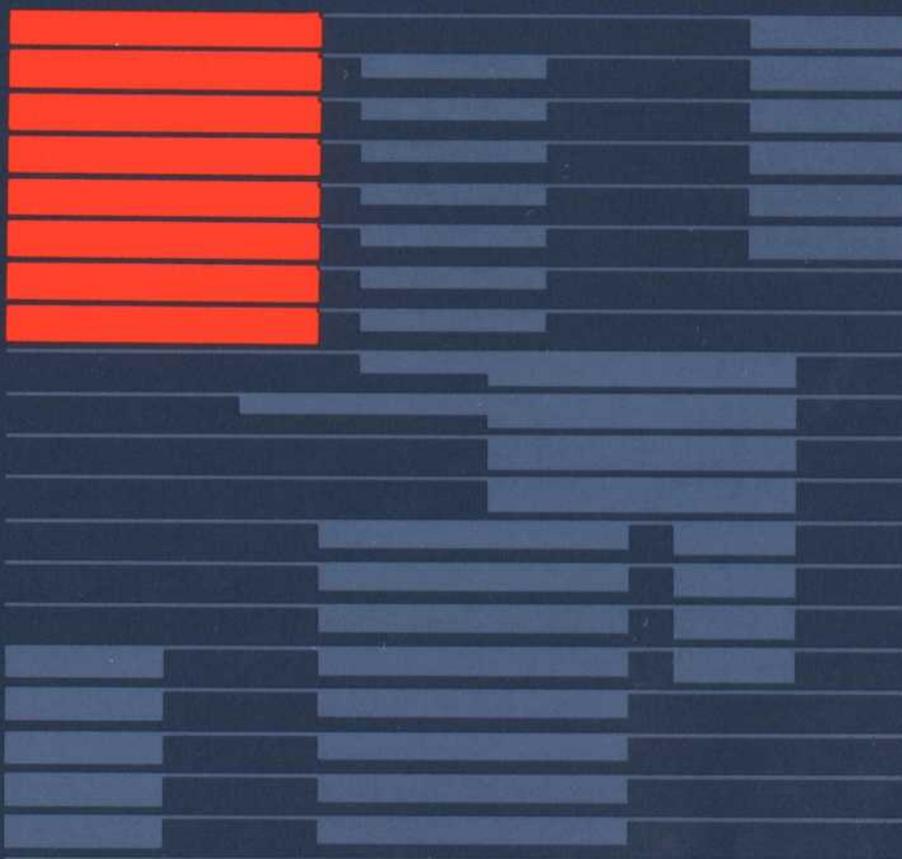




# VISI ON WORD™

## User's Guide



VISICORP®





**VISI ON™**

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**VISI ON WORD™**

User's Guide

VISICORP®

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# Using this Guide

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## Using this Guide

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This guide contains additional information you may need as you use the Visi On Word™ program to create your own documents, edit them, and transfer information from them to files in the other Visi On™ programs.

The User's Guide is designed to be used *after* you have learned the basics of the program through the Visi On Word QuickStart™ Course. Figure 1 illustrates the relationships among the learning tools that are available to you.

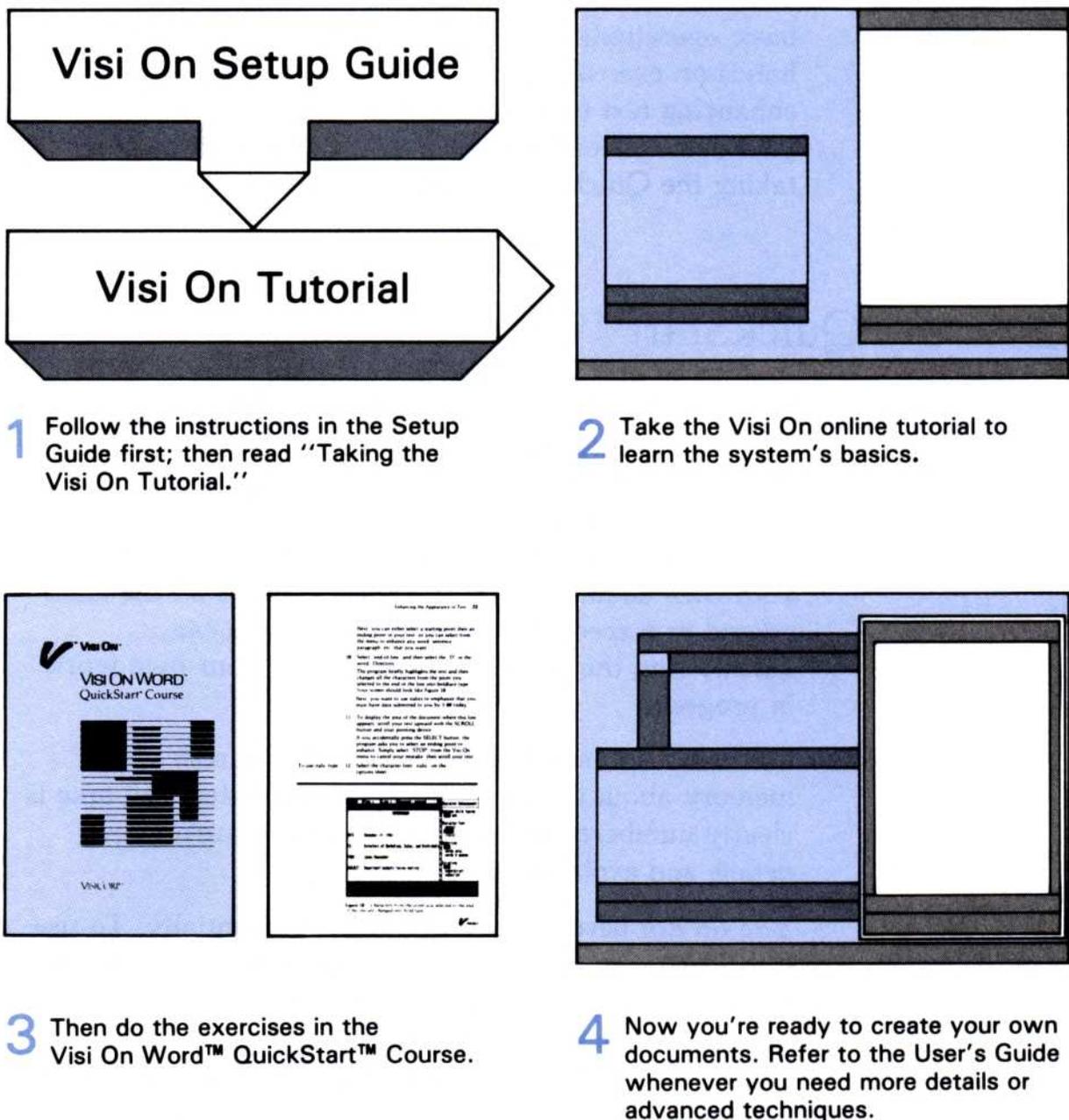


Figure 1. The Visi On Word Learning Tools.

## Learning the Basics

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The Visi On Tutorial is your introduction to the Visi On environment. It teaches you, by having you actually use the computer, how to use the Visi On system with any of the Visi On programs. Anyone about to begin using the Visi On system should complete this Tutorial first.

The *Visi On User's Guide* provides a complete reference to the Visi On system. In addition to supplying an overview of the system, each chapter discusses a particular operation that you can perform within the system.

The Visi On Word QuickStart Course teaches you the basic operations of the Visi On Word program. Its hands-on exercises prepare you for entering, editing, and enhancing text to create your own documents. Begin your first session with the Visi On Word program by taking the QuickStart Course.

## After the QuickStart™ Course...

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The *Visi On Word User's Guide* provides a complete reference to the details of the Visi On Word program. After you complete the Visi On Word QuickStart Course, you can use this guide to look up additional details about any task you want to do as you work on your own documents. Each chapter covers all the tasks related to a specific operation so that you can quickly find the section that applies to your own work in progress.

You can also use this guide to quickly refresh your memory about certain procedures. Each step you take is clearly numbered to stand out from the surrounding details and explanations on the page.

You do *not* need to read this guide sequentially. To use it most efficiently, simply go to the chapter that details the task you have in mind. For example, Chapter 5 covers all topics related to choosing your document layout. The section "Creating Page Headers and Footers" in Chapter 5 details all you need to know about creating, displaying, and changing header and footer

information for your document pages. You can refer directly to “Creating Page Headers and Footers” without reading any other section or chapter in the guide.

## Getting HELP

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In addition to the information in this guide, help is always available to you on your computer screen as you learn to use the program.

The Visi On Word Help facility is available to you any time you select “HELP” from the Visi On menu at the bottom of your screen. You simply point to and select any item on the screen when you need help with that item. A special Help window opens that contains instructions to help you complete your task, without changing the text in your Visi On Word window, or any other window on the screen.

Help topics generally display information about the item you selected and instructions for how to use it. Other cross-referenced topics may also be displayed in your Help window. For more information, you simply select the bullet next to a listed topic.

## Organization of this Guide

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This User’s Guide consists of five major sections:

- **OVERVIEW** contains the terminology and concepts of the program, as well as summaries of basic program operations, such as starting and quitting the program.
- **BASIC OPERATIONS** consists of ten chapters that contain step-by-step procedures for performing all the tasks related to a specific program operation. You can select which section of each chapter you need to read or review, depending on the task you want to perform.
- **EXAMPLES** shows you several illustrated sample documents that were created in the program. Each sample document shows representative keystrokes and

simple steps so that you can format your documents like the examples shown.

- **MESSAGES** lists all the error messages the program may give you from time to time. Each message explains what could have caused the error and details what you can do to correct it.
- **GLOSSARY/INDEX** provides a glossary that defines all the terms used in the Visi On Word program as well as within the Visi On system. It can be effectively used for learning or reviewing special terms that might be unfamiliar to you. An index lists and cross-references all major topics and terms used in this guide, providing a quick reference for locating any program command, option, or operation.

The ten chapters contained in the “Basic Operations” section of your guide detail the following program operations:

**CHAPTER 2: Creating, Revising, Saving, and Organizing Documents** describes how to create documents, include documents within other documents, save a whole or partial document, get a document to revise, remove a document from disk, clear a working document, and organize your documents by creating folders where you can store them.

**CHAPTER 3: Entering Text** describes how to begin a new document or revise an existing document in the edit screen. You’ll learn how to insert and type over text, use text wraparound, and end paragraphs and lines with the  key.

**CHAPTER 4: Deleting Text** describes how to delete individual characters, words, lines, sentences, paragraphs, and sequences and blocks of text; and how to restore the last text you deleted.

**CHAPTER 5: Choosing a Document Layout** describes how to use the program’s preset format and layout or choose your own page and line formatting. Sections of the chapter detail how to create your own rulers to change your margins and tab stops; how to center and indent lines, and break for a new page; how to create

page headers and footers; how to record information about your document's history and content; how to append documents together; and how to enter messages for printing.

**CHAPTER 6: Enhancing the Appearance of Text** describes how to create special effects in your documents by using boldface or italic type, underlining, superscript and subscript characters, and overstriking.

**CHAPTER 7: Moving and Copying Text** describes how to specify the text that you want to move or copy, and then its destination.

**CHAPTER 8: Locating Text in a Document** describes how to move the cursor; scroll the text of a document and then return to the cursor; and locate phrases, pages, or the beginning or end of a document.

**CHAPTER 9: Finding and Replacing Characters or Words** describes how to look for and replace a phrase in your document: once, repeatedly, or throughout the document.

**CHAPTER 10: Transferring Text** describes how to use the Visi On "TRANSFER" command to copy text between the Visi On Word program and other programs in the Visi On series.

**CHAPTER 11: Printing Documents** describes how to define printer page formats, chain documents together for printing, print a document on a connected printer or into a file on the disk to be printed later at another location.

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## When You're Looking at the Screen...

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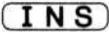
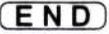
Menu commands, prompts, and messages that you see on your computer screen appear in this guide in quotation marks; for example, the "create" command.

Characters that you type at your keyboard to enter text are shown in **boldface** type.

The special keys you will use are illustrated in Figure 2.

Key	Representation	Meaning and Use
F1	<b>F 1</b>	F1—Turns on and off <b>boldface</b> to emphasize the characters you type.
F3	<b>F 3</b>	F3—Turns on and off <i>italics</i> to emphasize the characters you type.
F5	<b>F 5</b>	F5—Turns on and off <u>underlining</u> of the characters and spaces you type. Underlining can be used alone or in combination with either <b>bold</b> or <i>italic</i> .
F2	<b>F 2</b>	F2—Centers the line of text at the cursor location.
F4	<b>F 4</b>	F4—Inserts an indent at the cursor location, and begins indenting text at the next tab stop.
F6	<b>F 6</b>	F6—Deletes characters from the cursor location to the end of the line.
Esc	<b>ESC</b>	Escape—pressed before the first letter of a command name, is an alternate way to select that command.
→	<b>→</b>	Tab—moves the cursor to the next tab stop on the ruler.
←	<b>BKSP</b>	Backspace—deletes characters to the left of the cursor position.

**Figure 2.** *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
↵		Return—ends lines as you enter text, or selects the cursor position as the location of your editing operation.
Ins		Insert—switches your text entry option to let you either insert text or type over existing text.
Del		Del—deletes characters at the cursor position.
Home		Home—how many times you press  determines where the cursor moves: <b>once</b> to the beginning of the line, <b>twice</b> to the top of the screen, <b>three times</b> to the beginning of the document.
End		End—how many times you press  determines where the cursor moves: <b>once</b> to the end of the line, <b>twice</b> to the bottom of the screen, <b>three times</b> to the end of the document.
PgUp		Page Up—scrolls your text backward one screenful.
PgDn		Page Down—scrolls your text forward one screenful.

**Figure 2.** *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
↑		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—enters uppercase characters as a typewriter would.

**Figure 2.** *Special keys you will use as you work with the Visi On Word program are represented by these symbols.*

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## While You're Using the Program...

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While you use the program, built-in prompts and messages will guide you through most operations. The program may ask you to supply information by typing it at the keyboard or select an item with your pointer, for example.

The Visi On system is designed to be easy and natural for you to use. After you've become used to the way you work with the program, you may need to refer to this guide only when you want to learn about a feature you haven't already used.





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# 1

# Overview

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This chapter introduces you to the concepts of the Visi On Word™ program, an easy-to-learn and easy-to-use word processing program. Before you begin to use the Visi On Word program, you should know how to use the Visi On™ commands and your mouse pointing device, and how to open and close windows as described in the on-screen Visi On Tutorial.

If you have taken the Visi On Word QuickStart™ Course, you already know the concepts discussed in this chapter. You can skim this chapter as a refresher and go directly to any subject in this User's Guide that you want to learn more about.

If you are completely new to the Visi On Word program, you should read this chapter for an understanding of the program, how it is used, and what steps you should take to get started using the program.

## What Is the Visi On Word™ Program?

---

The Visi On Word program is a versatile word processing program that maximizes your ability to create, edit, and print documents—from short memos and letters to long reports and manuscripts. Editing tasks are simple and straightforward. The Visi On Word program lets you concentrate on the creative and thoughtful parts of your writing tasks.

## How Do You Use the Visi On Word™ Program?

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You use the Visi On Word program in two basic ways:

- You *enter* text directly into your document by typing it on the edit screen. The *cursor* is the flashing indicator that shows you your working location in the document. Most of the tasks you perform in the program happen at the cursor location. For example, as you type, the cursor moves right, then down to the next line to show where the next character will be placed in the document.

- You also instruct the program to do tasks for you by pressing certain special keys, or by selecting *commands* from the menu at the bottom of the program window. Each command that you select either leads you through a sequence of choices or gives you another set of choices that you can select. You can choose commands quickly with the pointer. You can also choose commands by using the keyboard instead of the pointer. You first press the **ESC** key; then you type the first letter of the command you want to use. If the command begins with a capital letter, you must use the shift key to capitalize the first letter of the command.

## Starting and Exiting the Program

---

You can start the Visi On Word program in a window on the screen each time you do the following steps.

To start  
the program

1. Select the Visi On Services window to make it the active window.
2. Select "Visi On Word" from the list of installed programs in the Services window.
3. Type a name for your Visi On Word window, or simply select its name again from the Services window to use the program name.

A window opens displaying the Visi On Word copyright information and two menu choices: "create" and "revise."

4. Select one of the commands:
  - Select "create" to go to the edit menu and a blank edit screen where you can begin typing a new document. See Chapter 3 "Entering Text" for more details on how you can enter your text.
  - Select "revise" to go to the Files display where you can get a document you want to revise on the edit screen. See "Revising a Document" in Chapter 2 for more details on the Files display.

To leave  
the program

When you have saved your document, you can leave the Visi On Word program:

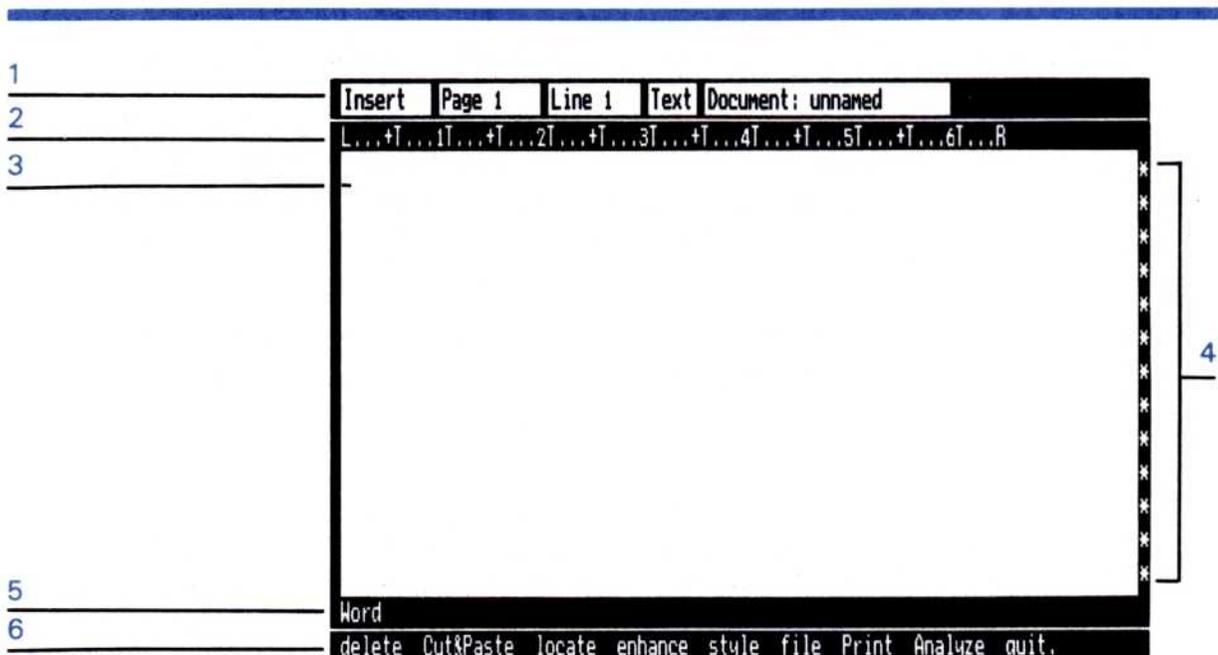
1. Select "quit" from the edit menu.

## Using the Edit Screen

The most important part of the Visi On Word program is the edit screen, as shown in Figure 1-1. On it, you create, revise, and edit 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 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 highlighted and 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.



**Figure 1-1.** 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.

- 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.

The Visi On Word edit commands let you begin editing your document and go to other menus:

**delete**—The “delete” command lets you select text that you want to delete from your document. You can select words, characters to the end of the line, sentences, paragraphs, areas, or all the text in the document. In addition, you can restore the last text you deleted.

**Cut&Paste**—The “Cut&Paste” command displays another menu of commands that let you change and rearrange parts of your document. These include: copying and moving text to another location in the document, saving part of a document, including another document inside the current one, and replacing occurrences of characters or words in your text.

**locate**—The “locate” command lets you display text in other areas of the document. You can: search for occurrences of characters or words, go to the beginning or end of the document, page backward or forward through the document, and locate a specific page number.

**enhance**—The “enhance” command lets you select text in your document and emphasize it with different font types, underlining, superscripting or subscripting, and overstriking. You can enhance words, characters to the end of the line, sentences, paragraphs, or any area of text in the document. In addition, you can enhance your text while you are typing it.

**style**—The “style” command lets you format your text by indenting paragraphs, creating your own page breaks, centering lines, changing line and character spacing, justifying text, and changing margins and tab stops.

**file**—The “file” command lets you store your documents permanently in folders on your hard disk, and retrieve them to be revised. When you are creating a new document or revising an existing one, it is only temporarily in computer memory and must be stored permanently if you want to reuse the document in the future.

**Print**—The “Print” command displays another menu that lets you specify documents you want to print either on a printer connected to your computer or on a printer at another location. This menu also lets you print headers and footers on your document pages and display messages during printing.

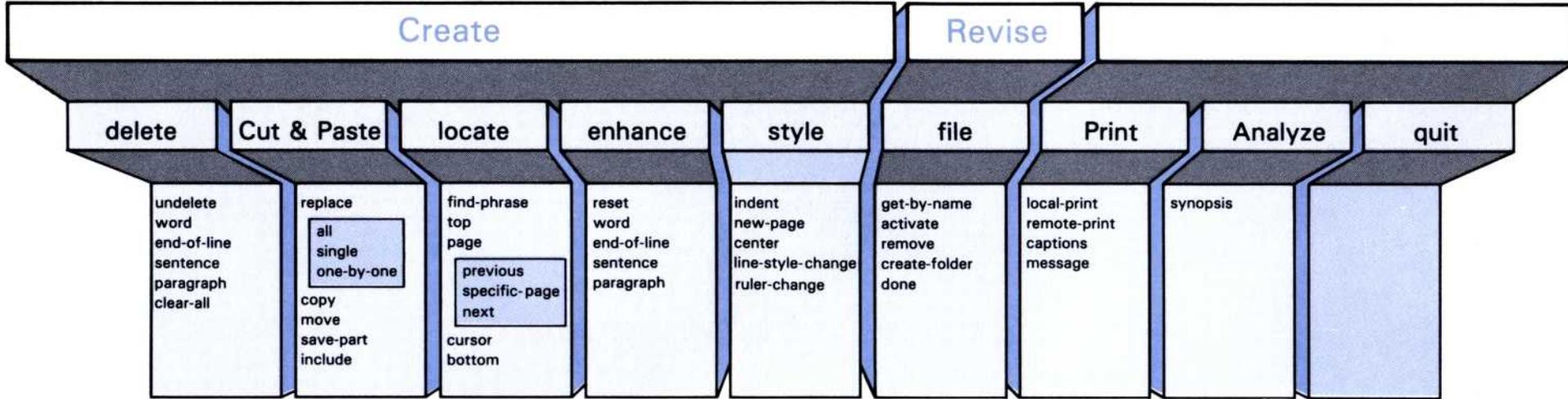
**Analyze**—The “Analyze” command lets you display your document’s synopsis form. This form lets you change the number of lines per page of the document, enter the name of the author, chain a document to the current one, and enter comments about the document. In addition, the program displays dates on your document’s creation, revision, and printing history, and the number of pages and lines in the document.

**quit**—The “quit” command lets you remove the Visi On Word program window from the Visi On screen.

The Visi On Word commands are grouped in menus so that one menu logically follows another when you do a particular task. It’s a straightforward structure that you will find easy to use as you learn the Visi On Word program. Figure 1-2 illustrates the commands in the Visi On Word menus.



Figure 1-2. Command Structure Chart



**VISI ON™**

**VISI ON WORD™**

Command Structure Chart



Now that you are familiar with what the commands do, how do you actually use them to do various tasks? You do tasks in the Visi On Word program by selecting commands from one or more menus. For example, if you want to move a sequence of text to another location:

1. Display your document on the edit screen.
2. Select "Cut&Paste" from the edit menu.
3. Select "move" from the Cut & Paste menu.
4. Respond to the series of on-screen prompts to complete moving the text.

Figure 1-3 shows you the menus you would use for this example.

As you use a *menu path* (sequence of menus), notice that the line above the menu tells you where you are in the program. After the program completes a command, you'll return to the menu from which you selected that command.

**Figure 1-3.** To move an area of text, you follow this typical Visi On Word menu path and prompts from the program.

```

Word
create revise

Word (perform cut and paste operations)
delete Cut&Paste locate enhance style file Print Analyze quit.

Word/Cut&Paste (move designated text)
replace copy move save-part include.

select start point in text

select end point in text or select below
top previous next bottom.

select destination in text or select below
top previous next bottom.

Word/Cut&Paste (Main menu)
replace copy move save-part include.

```

For example, when you finish moving an area of text, you are returned to the Cut & Paste menu. To leave that menu, return to the edit menu, and continue work on your document, you can either select "Word" (which represents the edit menu) from the menu path line, or you can press **(ESC) (ESC)**.

## Using Options Sheets

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An options sheet is displayed when you select "OPTIONS" from the Visi On menu; then select your current Visi On Word window. The options let you customize the look of your documents and the way you work with them. You can, for example, stop displaying status and ruler lines; choose your method of text entry; select enhancements; decide how the program performs searches; and set printer formats. Figure 1-4 illustrates the Visi On Word options. The options settings that are preset by the program are highlighted.

When you save your document, your options sheet settings are automatically saved with it. There is also a menu at the bottom of the options sheet display that contains three commands:

- The "save" command lets you globally save your options settings so that they become your startup settings for other documents you will create.
- The "restore" command lets you restore the settings to what they were the last time you used the "save" command.
- The "done" command lets you remove the options sheet display. You can display it again at any time by simply selecting "OPTIONS" from the Visi On menu.

These features of options sheets are described in detail in Chapter 8 of your *Visi On User's Guide*.

Figure 1-4. The Visi On Word Options Sheets

Word	Cut & Paste	Print
Display Status Line no <input checked="" type="checkbox"/> yes	Document Marking <input checked="" type="checkbox"/> sequenced <input type="checkbox"/> block	Print Locally On
Display Ruler Line no <input checked="" type="checkbox"/> yes	Search Direction <input checked="" type="checkbox"/> forward <input type="checkbox"/> backward	
Scrolling Speeds characters lines slow [ smooth ] medium 1 1 fast 3 3	Search Range <input checked="" type="checkbox"/> entire document <input type="checkbox"/> only to end	
Display Options Sheets <input checked="" type="checkbox"/> automatically <input type="checkbox"/> manually	Match upper/lower case <input type="checkbox"/> no <input checked="" type="checkbox"/> yes	Print Document
-----		From page 1 To page 999
Editing Options		Layout Paper
Text Entry <input checked="" type="checkbox"/> insert <input type="checkbox"/> overwrite		Length 11 in
Document Marking <input checked="" type="checkbox"/> sequence <input type="checkbox"/> block		Width 3.5 in
-----		Top Margin 2 in
Page Formatting Status		Left Margin 3 ch
Print Char. Spacing <input checked="" type="checkbox"/> [ 10 per inch ]		Bottom Margin ( 8 ) in (approximate)
Line Spacing <input checked="" type="checkbox"/> [ single ]		Right Margin ( 20 ) ch (approximate)
-----		Control Printing
Character Enhancement		Number of copies 1
Enhance while typing <input type="checkbox"/> no <input checked="" type="checkbox"/> yes		Pause after page <input type="checkbox"/> no <input checked="" type="checkbox"/> yes
Character Font <input checked="" type="checkbox"/> normal <input type="checkbox"/> bold <input type="checkbox"/> italic		Pause before chaining <input type="checkbox"/> no <input checked="" type="checkbox"/> yes
Underline <input type="checkbox"/> no <input type="checkbox"/> words only <input checked="" type="checkbox"/> words & spaces		Lines per inch <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 8
-----		Options
Scripting <input type="checkbox"/> no <input type="checkbox"/> superscript <input type="checkbox"/> subscript		
Overstrike <input type="checkbox"/> no <input type="checkbox"/> with x <input type="checkbox"/> with -		
-----		
Search Direction <input checked="" type="checkbox"/> forward <input type="checkbox"/> backward		
Search Range <input checked="" type="checkbox"/> entire document <input type="checkbox"/> only to end		
Match upper/lower case <input type="checkbox"/> no <input checked="" type="checkbox"/> yes		
Options		



**VISI ON™**

**VISI ON WORD™**

Options Sheets



## Summing Up

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This overview of the Visi On Word program gives you the concepts necessary to understand what the program can do for you, how the program works, and a few ideas on how to get the most out of the program's sophisticated features.

If you have not taken the Visi On Word QuickStart Course, you should do so before proceeding with the rest of this manual. Use the *Visi On Setup Guide* for instructions on how to get your program ready to be used.

After you take the QuickStart Course, you can:

- Start using the Visi On Word program to create your own documents. Refer to this User's Guide only when you need help with specific procedures. Otherwise read the prompt messages that guide you through most operations or select the Visi On "HELP" command whenever you need assistance in doing or understanding a task.

This manual was designed for flexible access to information about the program. Each chapter is independent of the others, and the entire manual need not be read sequentially. Topics related to each other are grouped together and treated step-by-step. Use this manual as your need arises.

- Go to the Examples chapter in the manual if you would like more practice using the features of the program. The features are numerous, however, and you should not feel that you must learn them all before proceeding. Most can be learned as you go.







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# 2 Creating, Revising, Saving, and Organizing Documents

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## Creating a Document

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You create a document in the Visi On Word™ program by simply typing it on the edit screen. You can use any of the program's formatting and editing commands and options. For details on a specific task, see the appropriate chapters of this manual.

There are two ways you can display a blank edit screen and the edit menu to begin creating a document. You can select the "create" command at the start of a Visi On Word session, or you can clear a previous document from your working folder; then return to a blank edit screen.

To create a document at the start of a program session

1. Select "start" and then select "Visi On Word" from the Visi On Services Window.

A Visi On Word window opens displaying the program copyright information and two menu choices: "create" and "revise."

2. Select "create" from the menu.

The program displays a blank edit screen and the edit menu. You can begin typing your new document in the edit screen right away.

After you have used the Files display to save your current document, a copy of that document remains in your working folder (in the computer memory). See "Saving a Document" later in this chapter for details on first saving your document.

If you want to create another document in the same Visi On Word window, you must first clear the copy of the current document from your working folder with the "remove" command; then return to the edit screen and edit menu.

To create a document after saving another document

1. Select "remove" from the file menu.

The program prompts you to select the document you want to remove.

2. Select your current document in the working folder (bottom part of the display).

If you haven't saved the document since you last worked on it, the program prompts you to confirm that you really want to remove the document.

Select "yes" to clear your document from the working folder.

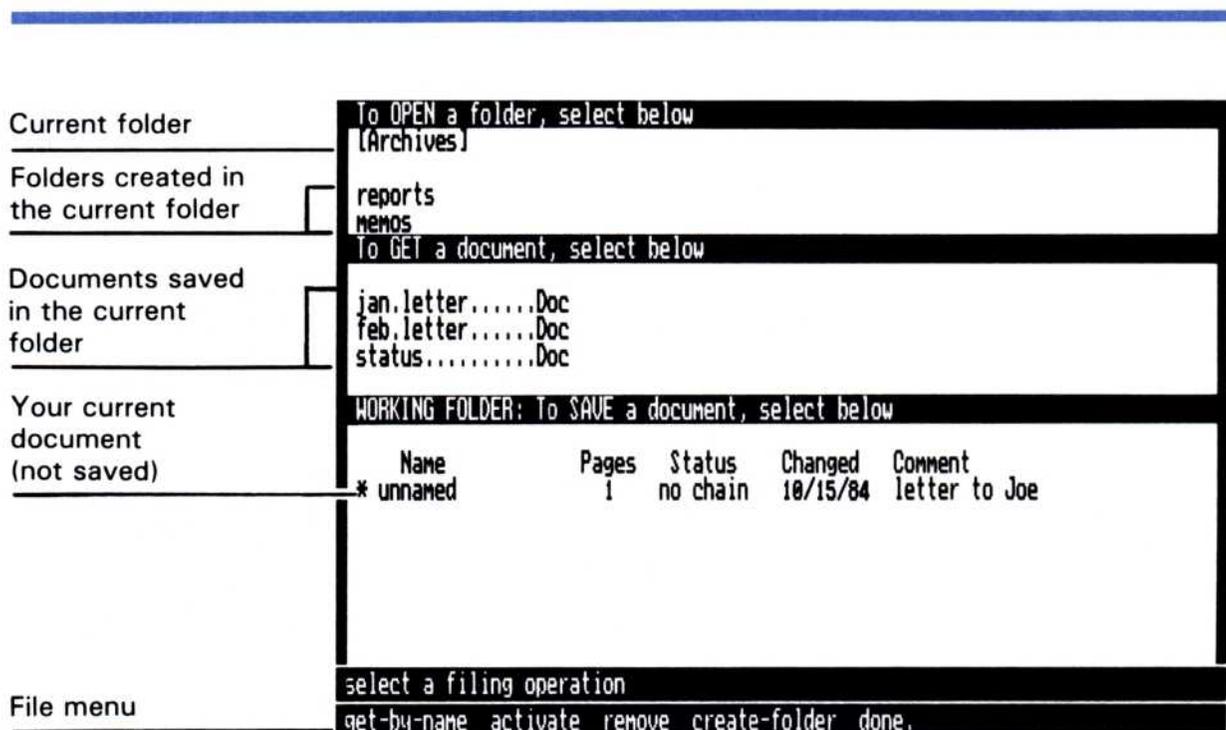
3. Select "done" from the file menu.

The program displays a blank edit screen and the edit menu. You can begin typing your new document in the edit screen right away.

## Creating Folders to Organize and Store Documents

When you select "file" from the edit menu, the Files display and file menu appear on the screen, as illustrated in Figure 2-1. This display is your Visi On Word program's view into the Archives folder, the central filing folder of the Visi On system.

The documents you create and save are always stored in a folder, just as you would in your office filing cabinet or desk drawer. The Visi On system provides this central Archives folder for you to use. You could, if you



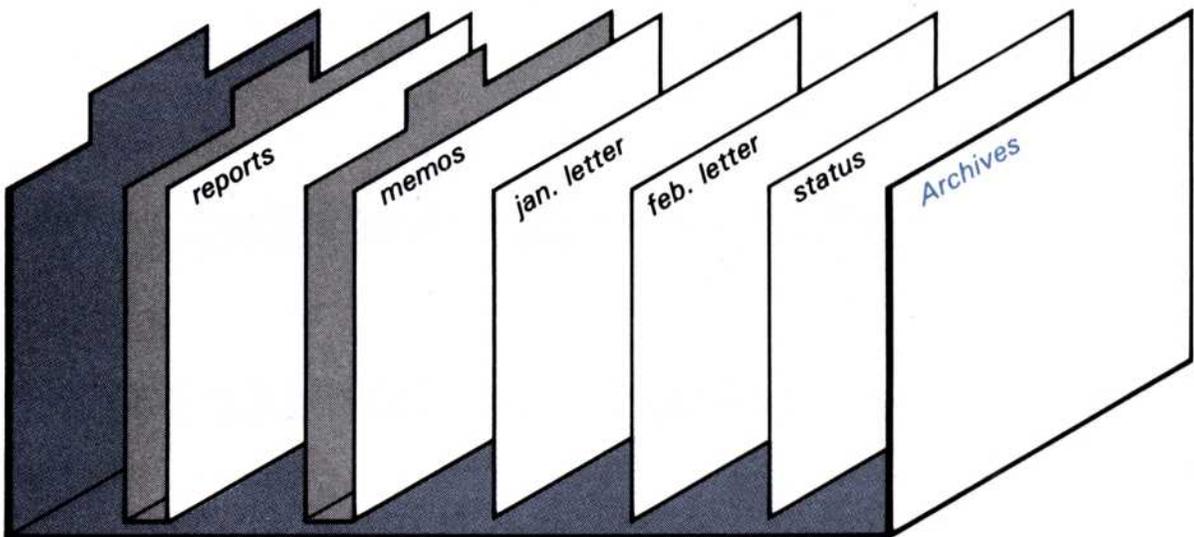
**Figure 2-1.** The Files display is your Visi On Word program's view into the Archives filing folder of the entire Visi On system.

wanted to, store all the separate documents you create in this one central folder. However, you will probably want to create other folders inside the Archives folder, so that you can organize your related documents by storing them together in separate folders.

You can create any number of folders within the Archives. Each of these folders can contain other folders as well as separate documents. You structure your filing system for your own needs and preferences: it can be as simple as storing all your documents in the central Archives folder provided by the Visi On system, or as complex as creating a hierarchy of folders and documents stored within other folders. See your *Visi On User's Guide* for a complete explanation of the concepts and structures in the Visi On filing system.

In the example shown in Figure 2-1, Archives is the current folder; it is the last (and only) folder listed on the path line in the top part of the display. This current folder contains two other folders, **reports** and **memos**, listed in the top part of the display. The Archives folder also contains three documents, **jan. letter**, **feb. letter**, and **status**, shown in the middle part of the display.

Your current filing system looks like this:



You created a document, shown as **unnamed** in the bottom part of the display which is your working folder. The asterisk indicates that you have not yet saved it. You will use this Files display to save the document, as described later in this chapter.

A saved document is always stored in a folder: it can be the Archives, or it can be any other folder that you have created (such as **reports** or **memos**) or will create.

If you create a folder, the program lists that folder in the path line after the Archives. The created folder is the last one in the path line, so it is the current folder: the one where you can then store a document when you save it.

To create a folder

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

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

2. Type a name (up to 12 characters) on the input line. While you are typing the name, you can use the **DEL** and **BKSP** keys to delete single characters or the **END** key to delete the entire input line. When the name is complete, press **↵**.

In the following example, you typed **letters** to create a new folder inside the central Archives folder.

Your new folder, **letters**, is listed in the path line following the Archives folder. The **letters** folder is now the current folder (last on the path line). There are no other folders or documents now listed in the top and middle parts of the display, because you are looking into the contents of the new current folder, and it is empty.

Current folder

```

To OPEN a folder, select below
[Archives]/letters

```

After you create the folder, you can do one of the following:

- Save your current document inside this new current folder. See “Saving a Document” later in this chapter.
- Create another folder to go into the current **letters** folder by following the steps above.

In the following example, you create another folder, **specs**, inside the **letters** folder. It is displayed next on the path line, and becomes the new current folder. You can then save your document in this new current folder.

```

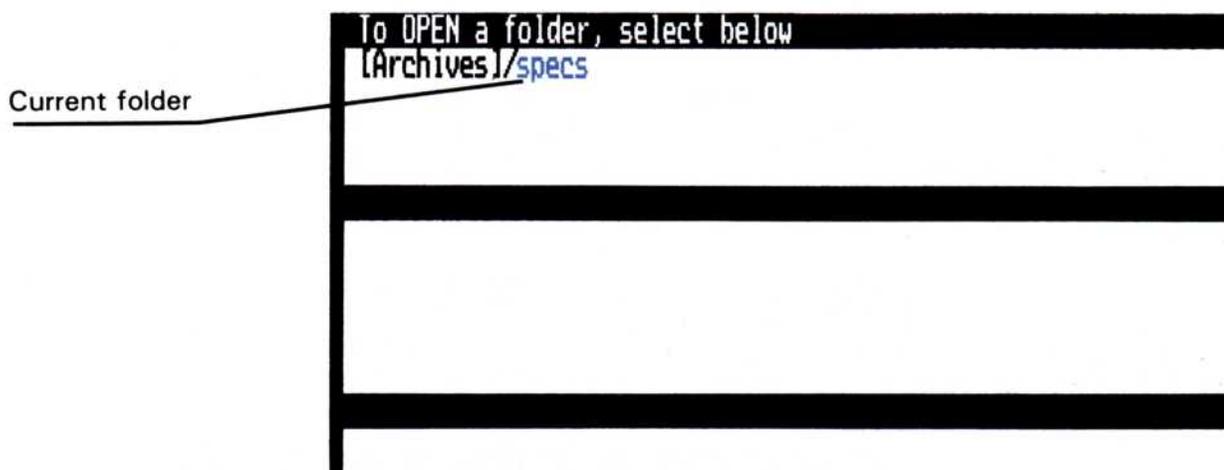
Current folder | To OPEN a folder, select below
                | [Archives]/letters/specs
                |
                |
                |
                |
                |
                |
    
```

- Select “[Archives]” from the path line to make it the current folder again. Now you’re again looking into the contents of the Archives folder. The **letters** folder moves from the path line into the contents area of the current folder (the top part of the display) with any other folders in the Archives, as shown in the following example. The documents inside the Archives also reappear in the middle part of the display.

```

Current folder | To OPEN a folder, select below
                | [Archives]
                |
                | reports          letters
                | memos
                | To GET a document, select below
                |
                | jan.letter.....Doc
                | feb.letter.....Doc
                | status.....Doc
    
```

If you then create another folder, it will also be stored inside the Archives and become the current folder (last on the path line). The following example shows a new folder, **specs**, being created inside the Archives. You can then save your working document in this new current folder.



## Revising a Document

---

You revise a document by selecting it to be your current document in your working folder, then editing it in the edit screen. You can use any of the program's formatting and editing commands and options. For details on a specific task, see the appropriate chapters of this manual.

You can put any existing document into your working folder when you use the Files display. The Files display appears on the screen when you select the "revise" command at the start of a Visi On Word session, or when you select "file" from the edit menu to save your current document and then get another to be revised.

To revise  
a document

1. Go to the Visi On Word Files display by doing one of the following:
  - Select "Visi On Word" from the Visi On Services Window.  
A Visi On Word window opens displaying the program copyright information and two menu choices. Select "revise" from the menu.
  - Select "file" from the edit menu when you want to save your current document, then get another

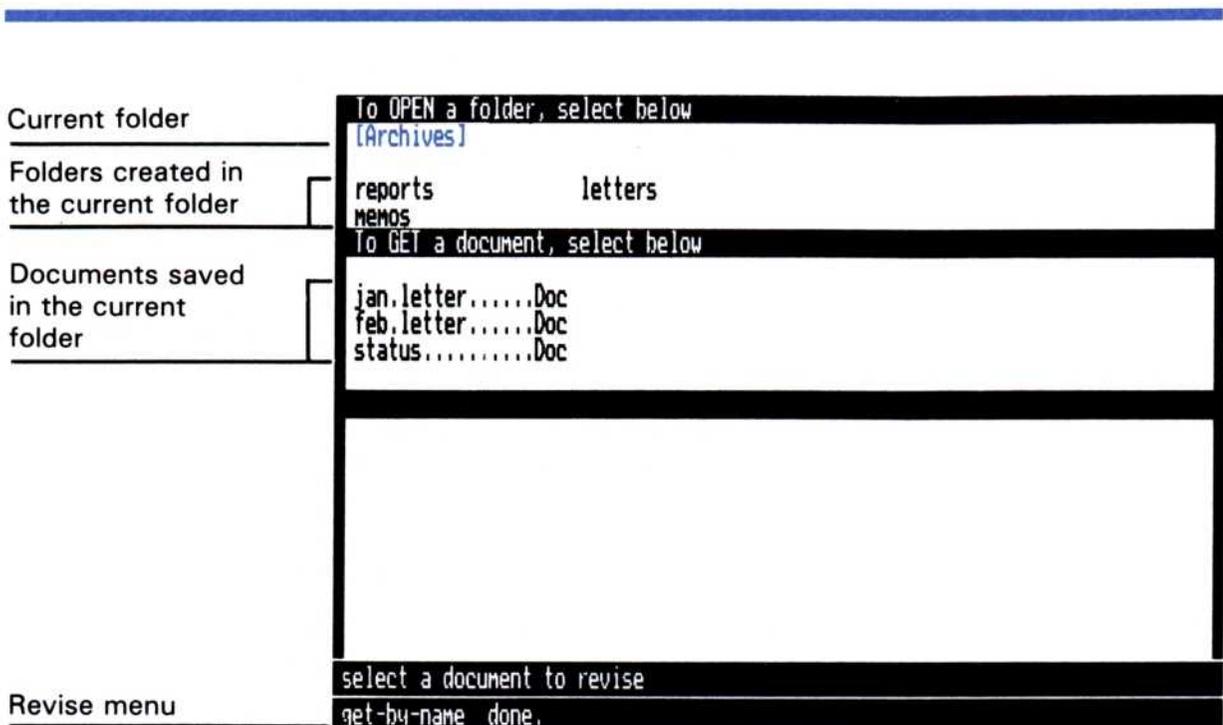
to revise. See “Saving a Document” later in this chapter for details on first saving a document.

Be careful: if you get another document without first saving the current one, the copy of the current document in your working folder will be lost. The program will warn you and wait for you to confirm that you really want to get another document.

The program displays the Files display and the file menu. The Files display is your Visi On Word program’s view into the Archives folder, the central filing folder of the Visi On system, as illustrated in Figure 2-2.

In this example, the top part displays [Archives] in the path line as the current folder. The rest of the top part of the display lists any folders you have created inside the Archives folder.

The middle part of the display lists any documents you have saved inside the Archives folder. Together, the top and middle parts of the Files display let you view the contents of the current folder (Archives).



**Figure 2-2.** The Files display at the start of a Visi On Word session shows the contents of the current folder, from which you can select a document to revise.

2. You must specify the document that you want to get for your working folder so that you can revise it. Do one of the following:

- Select the document you want from the middle part of the display to copy it into the working folder. You can scroll the document names, if necessary.

If the document is not displayed in the contents of the current folder, you can select other folders from the top part or the path line to display their contents. When you find the document you want, select it from the middle part of the display. The document will replace any copy of a document still in your working folder that you have already saved.

- Select "get-by-name" from the file menu.

The program prompts you to type the name of the document you want on the input line. Type the *complete* name, as described below. While you are typing the name, you can use the **DEL** and **BKSP** keys to delete single characters or the **END** key to delete the entire input line. When the name is complete, press **↵**.

If the document you want is contained in a folder within other folders, you must type the path of folder names as part of the complete document name. In the following example, you want the document named **newsletter** and you know it is stored in a folder named **corpnews**. The **corpnews** folder is itself stored inside a folder named **company** in the Archives.

You type: **company/corpnews/newsletter** and then press **↵**.

The program gets the document you specified and lists it as your current document in the bottom part of the Files display (your working folder).

---

3. Select "done" from the file menu.

The program displays your document on the edit screen. You can begin revising your document right away.

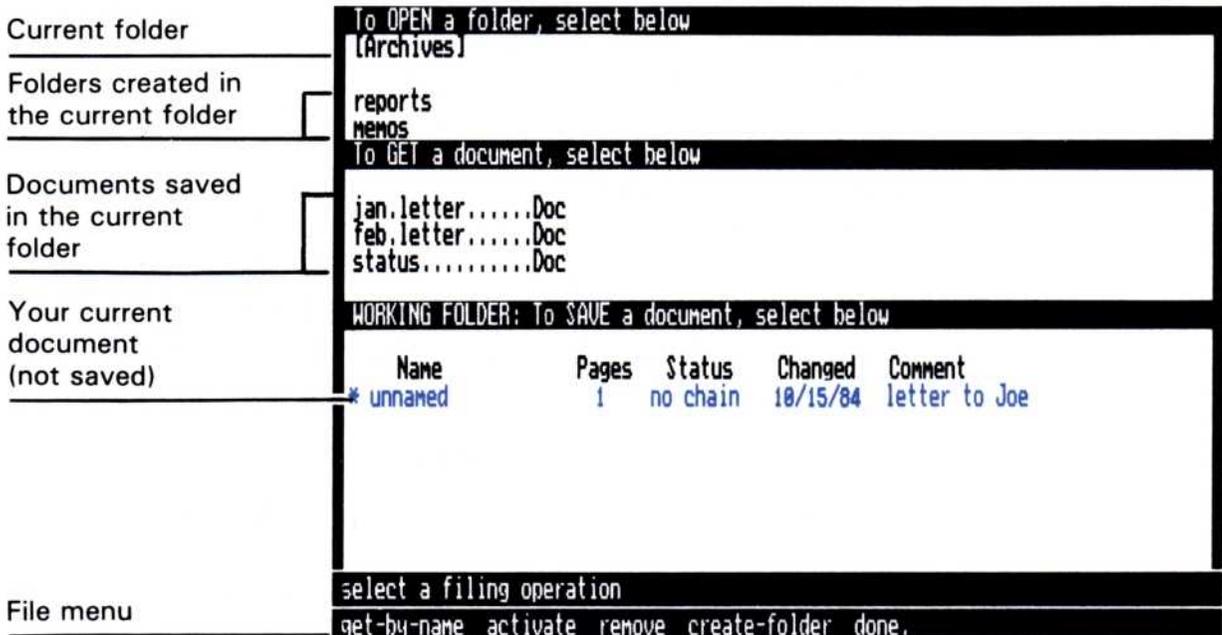
## Saving a Document

When you finish creating or revising a document in the edit screen, you will use the Files display to save the document (store it on your hard disk).

Also, while you are creating or revising a document, you may want to periodically save it at different stages so that a lot of your work would not be lost, for example, in case of a power or machine failure.

The Files display is the Visi On Word program's view into the Archives folder, the central filing folder of the entire Visi On system. Figure 2-3 illustrates the Files display with a new current document ready to be saved.

When you save a document, it is stored in the current folder (the last folder in the path line in the top part of the display). In Figure 2-3, Archives is the current folder. If you want to save your document in another folder, you can select from the top part or path line any folder that you want to be the current folder; or you can create a folder as the current folder before you start to save the document. See "Creating Folders to Organize and Store Documents" earlier in this chapter for details.



**Figure 2-3.** The Files display shows the current document ready to be saved in the current folder.

You can save any new or revised document when you give it a new name. If you created a document, it is “unnamed” until you give it a name when you save it. If you revised a document and now want to save it, giving it a new name lets you save a copy of the revised document and still keep the original document with the old name in storage. See “Saving a Document with a New Name” below.

You can also save any current document into a document that already exists on the disk. The contents of the document you save will write over (replace) the contents of the existing document. You will commonly use this type of save when you revise a document and want to update one permanent copy with the revisions, or when you want to do precautionary saves while you work on a document. See “Saving a Document into an Existing Document” later in this chapter.

## Saving a Document with a New Name

---

You can save any new or revised document when you give it a new name.

When you create a document, it is shown as “\* unnamed” in your working folder. The asterisk (\*) indicates that you have used the edit screen to work on the document but have not yet saved it. You can create a permanent copy of this document in your current folder (last name on the path line) when you type a name for the document.

When you revise a document and want to save it, the current copy is shown in your working folder. The asterisk (\*) next to its name indicates that you have edited this current copy in the edit screen but have not yet saved it. You can save a copy of the revised document with a new name and still keep the original document with its old name in storage.

To save your current document with a new name

1. Select “file” from the edit menu.

The Visi On Word Files display appears on the screen.

2. Make sure that the folder where you want to store the saved document is the current folder. The last folder listed in the path line is your current folder. If

you want to save your document in another folder, you can select from the top part or path line any folder you want to be the current folder; or you can create a folder as the current folder before you start to save the document. See "Creating Folders to Organize and Store Documents" earlier in this

---

3. Select your current document from the working

---

4. Select "create" from the menu.

The program prompts you to type a name for the

---

5. Type a name (up to 12 characters) on the input line. While you are typing the name, you can use the **DEL** and **BKSP** keys to delete single characters or the **END** key to delete the entire input line. When the name is complete, press **↵**.

If there is already a document in the current folder that has the name you typed, the program writes over the contents of that document with the contents of the new document you are saving. The program automatically puts the document that was overwritten into a special folder called the **wastebasket**. If you made a mistake, you can get that document from the wastebasket folder and save it again in another folder. See your *Visi On User's Guide* for more details.

The document is saved with the name you typed. It appears in the middle part of the display along with any other documents that are contained in the current folder.

The copy of the document you saved remains as well in the working folder (bottom part of the display). It has the new name you typed if it was previously "unnamed."

---

6. Do one of the following:

- To return to the edit screen and continue work on the same document, select "done" from the file menu.
- To end your Visi On Word session, select "done" from the file menu; then select "quit" from the

edit menu. The Visi On Word program window is removed from the Visi On working environment.

- To load another document into memory as your working document so that you can revise it, select the document you want from the middle part of the display or select "get-by-name" from the file menu. See "Revising a Document" earlier in this chapter for details.
- To clear memory so that you can create a new document in the edit screen, select "remove" from the file menu then select the working document in the working folder (bottom part of the display). See "Creating a Document" earlier in this chapter for details.

## Saving a Document into an Existing Document

---

You can save any current document into a document that already exists on the disk. The contents of the document you save will write over (replace) the contents of the existing document. You will commonly use this type of save when you revise a document and want to update one permanent copy with the revisions, or when you want to do precautionary saves while you work on a document.

When you revise a document and want to save it, the copy is shown in your working folder. The asterisk (\*) next to its name indicates that you have edited this current copy in the edit screen but have not yet saved it. You can save the revised current document into any existing document on the disk. It can be a document in the current folder or the original document that is in any folder. The contents of the revised document will write over the contents of the existing document.

When you create a document, it is shown as "\* unnamed" in your working folder. The asterisk (\*) indicates that you have used the edit screen to work on the document but have not yet saved it. You can save the new document into an existing document in the current folder on the disk. The contents of the new document will write over the contents of the existing document.

To save your current document into an existing document

1. Select "file" from the edit menu.

The Visi On Word Files display appears on the screen.

If the working document is new, it is listed as "\* unnamed" in the working folder in the bottom part of the display. Make sure that the document that you want to overwrite with the saved document is displayed in the contents of the current folder (middle part of the display). If you want to save the document into an existing document in another folder, you can select from the top part or path line any folder until the document you want to overwrite is displayed.

If the document you want to save is a revised copy of an existing document, it appears with the existing name in the working folder. You can save the revised current document into any existing document in the current folder (middle part of the display), or you can choose to overwrite the original document that is stored in any folder (current or not).

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

3. Do one of the following:

- Select the document in the current folder (middle part of the display) that you want to overwrite with your saved document.
- If the document is a revision of an existing document in the current or any other folder, select "replace" to overwrite the original document.

The document is saved by overwriting the contents of the existing or original document you specified. The program automatically puts the document that was overwritten into a special folder called the **wastebasket**. If you made a mistake, you can get that document from the wastebasket folder and save it again in another folder. See your *Visi On User's Guide* for more details.

The copy of the document remains as well in the working folder (bottom part of the display).

4. Do one of the following:
- To return to the edit screen and continue work on the same document, select “done” from the file menu.
  - To end your Visi On Word session, select “done” from the file menu; then select “quit” from the edit menu. The Visi On Word program window is removed from the Visi On working environment.
  - To get another document into your working folder so that you can revise it, select the document you want from the middle part of the display or select “get-by-name” from the file menu. See “Revising a Document” earlier in this chapter for details.
  - To clear the working folder so that you can create a new document in the edit screen, select “remove” from the file menu; then select the current document in the working folder (bottom part of the display). See “Creating a Document” earlier in this chapter for details.

## Saving Part of a Document

---

The “save-part” command in the Cut & Paste menu lets you select any number of lines in a document and save them as a separate document.

You might want to save several lines as a separate document, for example, if you had created a document draft and then only wanted to save part of it permanently.

Also, if you had some paragraphs or sections that you wanted to repeat in other documents, you could save those lines in a separate document, then use the “include” command in the Cut & Paste menu to insert the partial document into the other document(s). See “Including One Document within Another” later in this chapter for details.

To save part of a document

1. Select “Cut&Paste” from the edit menu.
2. Select “save-part” from the Cut & Paste menu.

---

The program prompts you to select the first line in the text that you want to save.

---

3. Move the pointer and select any part of the first line. If the cursor is already on the line you want, you can simply press **↵**.

The program highlights the entire line you selected and prompts you to select the last line that you want to save.

4. Move the pointer and select any part of the last line. If the cursor is already on the line you want, you can simply press **↵**. If the line you want to select is not visible on the edit screen, you can either:

★ **Alternate method:** Press **HOME** or **END** three times, or press **PGUP** or **PGDN**.

- ★  Select any of the locating commands: "top," "bottom," "previous," or "next" to go to the beginning, end, or to pages backward or forward.
- Scroll your text upward or downward with the **SCROLL** button.

When the line you want is visible on the edit screen, select it.

The program briefly highlights all the lines from the first to the last line you selected, then displays the Files display on the screen.

The Files display is the Visi On Word program's view into the Archives folder, the central filing folder of the entire Visi On system. Figure 2-4 illustrates the Files display that appears during a partial save operation.

You can save the partial current document when you give it a new name. You can also save the partial

**Figure 2-4.** The Files display lets you save a partial document with a new name or into any existing document in a folder.

```

To OPEN a folder, select below
[Archives]
reports          letters
memos
To OVERWRITE a document, select below
jan.letter.....Doc
feb.letter.....Doc
status.....Doc
WORKING FOLDER:
Name      Pages  Status  Changed  Comment
* status  1      no chain 10/15/84 letter to Joe
select a save operation
new-document replace create-folder done.

```

current document into a document that already exists on the disk. Be advised, however, that the partial saved document will write over and replace the entire contents of the existing document.

---

5. The partial current document you save will be stored in the current folder (the last folder in the path line in the top part of the display). In Figure 2-4, Archives is the current folder. If you want to save the partial document in another folder, you can select from the top part or path line any folder you want to be current; or you can create a folder as the current folder before you start to save the partial document. See "Creating Folders to Organize and Store Documents" earlier in this chapter for details.
- 

6. Do one of the following:

- To create a new document that will contain the saved lines, select "new-document" from the menu, type a name for the document (up to 12 characters) on the input line, then press .

The partial document is saved with the name you typed. It appears in the middle part of the display along with any other documents that are saved in the current folder.

- To overwrite an entire existing document with the lines you are saving, select a document in the current folder (middle part of the display). If the lines you are saving are from a revised document, you can instead select "replace" from the menu to overwrite the entire original document that is in any folder (current or not).

The document is saved on the disk by overwriting the contents of the existing document you specified. The program automatically puts the document that was overwritten into a special folder called the **wastebasket**. If you made a mistake, you can get that document from the wastebasket folder and save it again in another folder. See your *Visi On User's Guide* for more details.

---

7. Select "done" from the menu.

The program returns the current document to the edit screen with the Cut & Paste menu.

---

8. When you want to return to the edit menu, select "Word" from the menu path line.

## Including One Document within Another

The “include” command in the Cut & Paste menu lets you insert a copy of an entire existing document into your current document, beginning at the line you select.

You might want to include a separate document in your current document, for example, if you had saved some paragraphs or sections from another document that you wanted to repeat in the current document. See “Saving Part of a Document” earlier in this chapter for details. Also, you may have created two smaller documents that you now want to combine into one larger document.

To include a document in your current document

1. Select “Cut&Paste” from the edit menu.

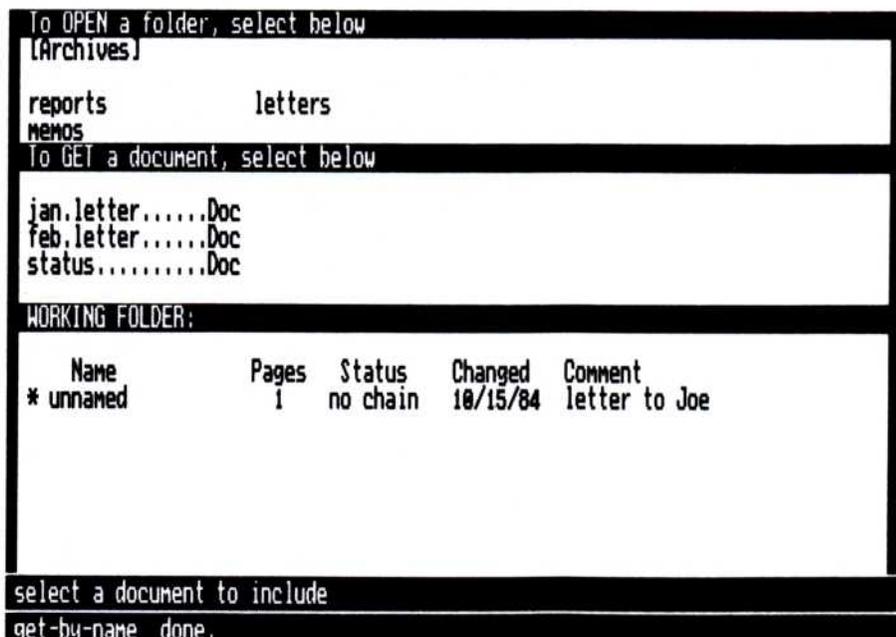
2. Select “include” from the Cut & Paste menu.

The program displays the Files display on the screen. The Files display is the Visi On Word program’s view into the Archives folder, the central filing folder of the entire Visi On system. Figure 2-5 illustrates the Files display that appears during an include operation.

3. You must specify the document that you want the program to include in your current document. Do one of the following:

- Select the document you want from the middle part of the display.

**Figure 2-5.** *The Files display lets you include a copy of an entire existing document in your current document.*



If the document is not displayed in the contents of the current folder, you can select other folders from the top part or the path line to display their contents until you find the document you want to include; then select it from the middle part of the display.

- Select “get-by-name” from the menu.

The program prompts you to type the name of the document you want on the input line. You type the *complete* name, as described below. While you are typing the name, you can use the **DEL** and **BKSP** keys to delete single characters or the **END** key to delete the entire input line. When the name is complete, press **↵**.

If the document you want to include is contained in a folder within other folders, you must type the path of folder names as part of the complete document name. In the following example, you want the document named **newsletter** and you know it is stored in a folder named **corpnews**. The **corpnews** folder is itself stored inside a folder named **company** in the Archives.

You type: **company/corpnews/newsletter** and then press **↵**.

- 
4. Select “done” from the menu.

The program redisplay your current document in the edit screen with the Cut & Paste menu and prompts you to select a line in the document. The other document will be included after the line you select.

- 
5. Move the pointer and select the line you want to precede the included document. If the cursor is already on the line you want, you can simply press **↵**. If the line you want to select is not visible on the edit screen, you can either:

★ **Alternate method:** Press **HOME** or **END** three times, or press **PGUP** or **PGDN**.

- ★  Select any of the locating commands: “top,” “bottom,” “previous,” or “next” to go to the beginning, end, or to pages backward or forward.

- Scroll your text upward or downward.

When the line you want is visible on the edit screen, select it.

The program highlights the line you selected, then inserts the contents of the other document beginning

on the next line. Any existing text in the current document is pushed down, and no text is lost.

The program reformats the text if necessary, and positions the cursor on the first character of the included text.

- When you want to return to the edit menu, select "Word" from the menu path line.

## Chaining Documents Together

You can specify, in the synopsis form of any document, the name of another document that will be appended to it; you can then create an entire chain of documents. For example, if you were writing a lengthy report with several sections, you might make each section a separate document. Section 2 could be appended to section 1, section 3 to section 2, etc.

In addition, you can enter up to 45 characters in the synopsis form for a comment about the document. See "Displaying and Changing the Synopsis Form" in Chapter 5 for details on chaining documents and entering comments.

When you revise a document, it is placed in your working folder. See "Revising a Document" earlier in this chapter for details. A document that is chained to it, and any documents farther down the chain, are listed under the current document in the working folder area of the Files display, as illustrated in Figure 2-6. Only the

WORKING FOLDER: To SAVE a document, select below					
	Name	Pages	Status	Changed	Comment
Current document	Chap1	10	1 in chain	10/15/84	introduction
Chain documents (not current)	Chap2	12	2 in chain	10/18/84	overview
	Chap3	9	3 in chain	10/22/84	research data

select a filing operation  
get-by-name activate remove create-folder done.

**Figure 2-6.** The Files display lists chained documents under the current document in the working folder.

first document in the list is actually in your working folder for you to revise; the others in the chain are listed so that you can easily see them and get another in the chain when you are ready. See “Revising a Chained Document” below for details.

The working folder (bottom part of the display) lists the following information for the current document and any chained documents:

- *Name*—the name of the document as you typed it when you saved it.
- *Pages*—the number of pages in the document.
- *Status*—the information about the document as it belongs or does not belong in a chain. The entry can be “no chain” if no other document is chained to it, “# in chain” to indicate its position in the current chain, or “broken” if a chained document is specified in its synopsis form but the program does not find that next chained document in the same folder.
- *Changed*—the date when you last changed the document. A new document will list the current (creation) date.
- *Comment*—the text of a comment if you entered one in the synopsis form. A comment can contain up to 45 characters; you can scroll the text to see the complete comment.

## Revising a Chained Document

---

When you have revised and saved your current document, you may want to get a document below it in a chain. The chained documents are listed for your convenience under the current document in the working folder. The “activate” command in the file menu lets you get a chained document so that you can revise it.

To get a chained document

1. Select “activate” from the file menu.  
The program prompts you to select the chained document that you want to get.

---

2. Select the chained document you want from the list in the working folder (bottom part of the display).  
If you have not saved the current document since you worked on it in the edit screen, the program

warns you and asks if you want to get the chained document anyway and replace the current document.

- Select “no” to cancel the “activate” command and return to the file menu, where you can save your current document first.
- Select “yes” to get the chained document. The copy of your current document in the working folder will be lost.

---

3. The chained document becomes your current document in the working folder. Any chained document(s) that were listed above it in the working folder are no longer displayed; you only see the list of documents later in the chain.

---

4. Select “done” from the file menu.

The program displays your chained document on the edit screen. You can begin revising the document right away.

## Removing Documents

---

The “remove” command in the file menu lets you either clear the copy of your current document from the working folder or remove one or more documents permanently from the disk. You determine which operation you want by selecting from the appropriate part of the Files display.

The only time you will need to clear the current document from the working folder is when you have finished working on the current document, have saved it, and then want to create another document on a blank edit screen. See “Clearing a Document from the Working Folder” below.

You can use the “remove” command to remove documents from the disk in the same way that you would use the “discard” command in the Visi On Archives menu. The program automatically puts the last document you remove from the disk into the special folder named **wastebasket**. If you accidentally remove a document from the disk, you can load it back into memory from the wastebasket folder, then save it again

in another folder. See your *Visi On User's Guide* for more details on the operations you can perform in the Visi On Archives.

## Clearing a Document from the Working Folder

---

To clear a document from the working folder

1. Select "remove" from the file menu of the Files display.  
The program prompts you to select the document you want to remove.
2. Select your current document in the working folder (bottom part of the display).  
The program prompts you to confirm that you really want to remove the document.
3. Select "yes" to clear the copy of the current document from memory.
4. Select "done" from the file menu.  
The program displays a blank edit screen and the edit menu. You can begin typing a new document on the edit screen right away.

## Removing Documents from the Disk

---

To remove documents from the disk

1. Make sure that the document(s) you want to remove are displayed in the middle part of the Files display in the contents of the current folder. If the document(s) you want to remove are contained in another folder, you can select other folders from the top part or path line until you find the document(s) you want to remove.
2. Select "remove" from the file menu of the Files display.  
The program prompts you to select the document you want to remove.
3. Select as many documents as you want to remove in the middle part of the Files display. You can select up to 25 documents.  
The program highlights each document you select.
4. Select "done" from the file menu when you have finished selecting documents to remove.

The program prompts you to confirm that you really want to remove the document(s).

---

5. Respond to the prompt in one of the following ways:
  - Select "yes" to remove the document(s) permanently from the disk.
  - Select "no" or the Visi On "STOP" command to cancel the "remove" command and return to the file menu.

---

## Exiting from the Visi On Word™ Program

---

The "quit" command in the edit menu lets you end your current Visi On Word session. When you select "quit," you remove both the current Visi On Word window from the screen and the Visi On Word program from the current Visi On working environment.

To exit from the  
Visi On  
Word program

1. Select "quit" from the edit menu.
2. If you have created or revised a document and have not saved it, the program warns you and asks if you want to save it before quitting.
  - Select "yes" to go to the file menu and the Files display. You can then save your current document as described under "Saving a Document" earlier in this chapter.

There are two differences in the way you use the Files display to save a document during a quit operation. You can only create a folder and save the document; you are not allowed to remove documents or get another document to be revised. Also, when you select "done" from the file menu, you do not return to the edit screen and the edit menu; you directly exit the program because you began by selecting "quit."

- Select "no" to discard the copy of your current document.

The Visi On Word program window is removed from the current Visi On working environment.

---

**Warning** If the current document has not first been saved, it will be lost when you select "no" during an exit from the program.

---

You can start a new Visi On Word session at any time. The program begins again from the initial display, and there is no current document until you specify one for the new session.

Selecting "quit" to end a program session is different from temporarily closing the current window with the Visi On "CLOSE" command. When you select "CLOSE," then the current Visi On Word window, the window is closed and listed, along with any other closed windows, in the upper right corner of the screen. If you select a closed Visi On Word window, the window is opened and activated in its previous condition. You can continue work in exactly the same area of the still current document.

---

# 3

# Entering Text

Using the Edit Screen	3-3
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Letting Text Wrap in Paragraphs	3-9
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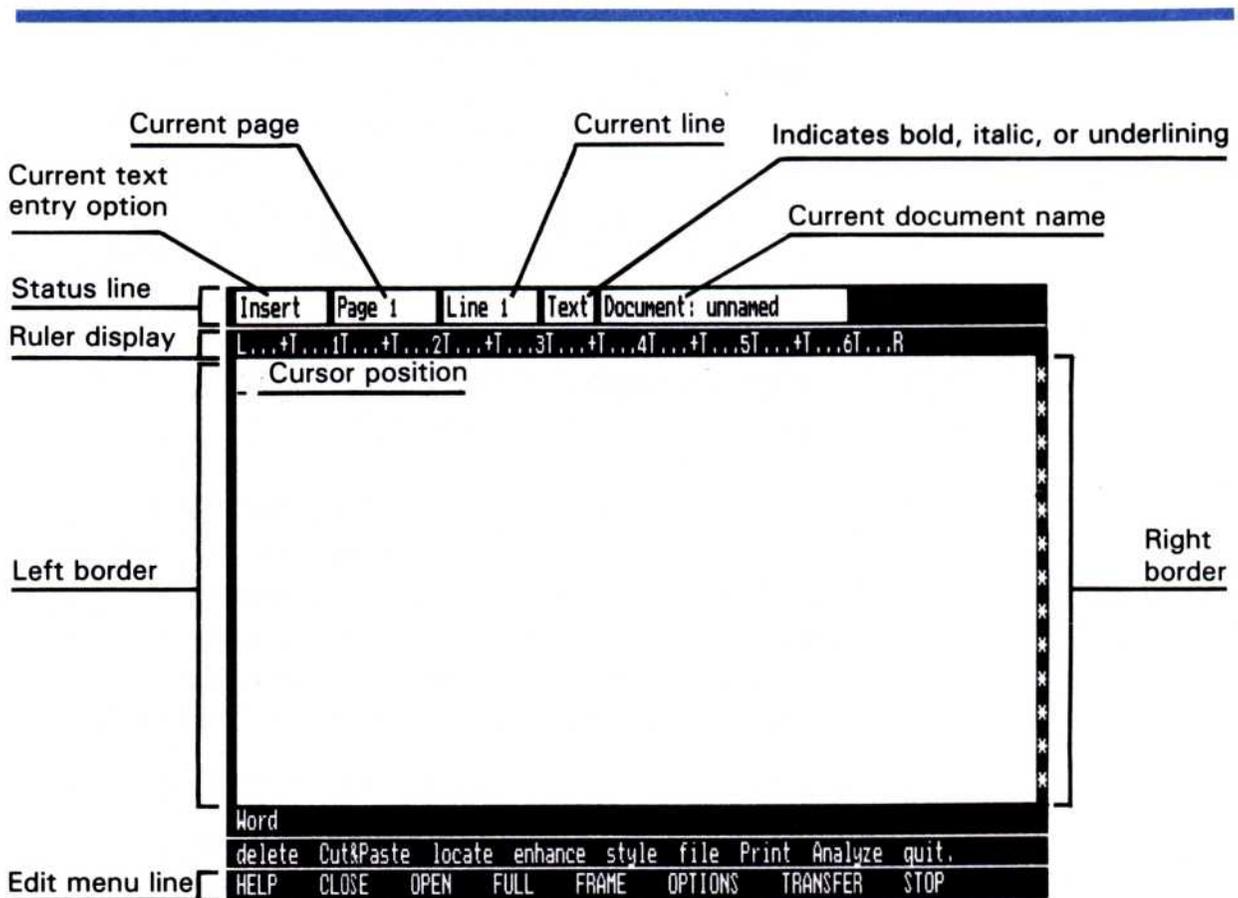
## Using the Edit Screen

When you create a document, or get one to be revised, the edit screen and edit menu appear. The edit screen is the heart of the program: where you enter, edit, and format the text of your document.

Figure 3-1 illustrates the Visi On Word™ edit screen as it appears when you begin to create a document.

The edit screen contains:

- A *status line* that displays five important pieces of information:
  - Your current text entry option. This will display either “insert” or “overtyp” to indicate whether you will insert text into the document or type over existing text. You can change this option as described under “Selecting a Text Entry Option” below.



**Figure 3-1.** The edit screen display contains a status line, startup ruler, left and right borders, and an edit menu for you to use as you create or revise your documents.

- Your current page number: the page where the cursor is positioned. The edit screen displays some of the lines on your current page, depending on your window size. The program presets the size of each whole page (number of lines) to 56 and places page breaks in the document to indicate where one page ends and the next begins. You can scroll your text to see the rest of a page, and go to other pages in a document. See Chapter 8 for more details.
  - Your current line number: the line where the cursor is positioned. The cursor is the flashing indicator that marks your working location in the document. Most operations you perform happen at the cursor position on the current line. For example, as you type, the cursor moves across the line and down to the next line to show where the next character will be placed. The line number in the status line changes each time the cursor moves to a different line.
  - The word "Text," which changes to bold, italic, and/or underlined to show when you are using these enhancements.
  - Your current document name. While you create a document, the status line displays "Document: unnamed" to indicate that the document has not yet been saved and given a name. While you revise an existing document, the status line displays the name of the current document that you are revising in the edit screen.
- 
- A *ruler display* that shows the margins and tab stops that are set at this location in your document. To learn how to use these startup ruler settings, see "Using Margins and Tab Stops" in Chapter 5. To learn how to create rulers of your own, see "Changing Margins and Tab Stops" in Chapter 5.
  - A *left border* that can contain any of these symbols:
    - A symbol (⊖) to indicate each location of a ruler that you created to change margins and tab stops.
    - A symbol (⊕) to indicate each location of a format sheet that you created to change line spacing, character spacing, or justification.

- A symbol (⊙) to indicate each location of a captions sheet that you created to print headers and footers on each page.

- A symbol (⊗) to indicate each location of a message sheet that you created to display messages as you print your document.

If more than one of these items exist at the same location, their symbols will overlap in the border. Chapter 5 discusses how to create and use rulers, format sheets, and captions sheets. Chapter 11 discusses how to create and use message sheets when you print your documents.

- A *right border* that can contain any of these symbols:

- A symbol (¶) to indicate that you pressed  to insert a required return that ended the line of text. See “Ending Lines and Paragraphs with a Required Return” later in this chapter.

- A symbol (c) to indicate that you centered that line. Each centered line can also be uncentered. See “Centering Lines” in Chapter 5.

- A series of asterisks (\*) to indicate lines at the end of the document. When you create a document, the right border contains all asterisks. As you enter lines of text, the asterisks are pushed ahead to show the end of the document.

- A symbol (=) to accompany the page break (double line) that you created on that line.

## Inserting or Typing Over Text

---

Entering text into a document is simply a matter of typing at the cursor position in the edit screen. As you type, the cursor moves to show where the next character will be placed.

You can reposition the cursor to any location in a document where you want to enter text. You can use the arrow keys to move the cursor, or you can move the pointer and select a new location for the cursor. See “Moving the Cursor” in Chapter 8 for additional

information on the operations you can use to locate other areas of a document.

You choose whether the text you enter at the cursor position will be inserted into the document or typed over existing text. You simply select a text entry option, as described below.

## Selecting a Text Entry Option

---

There are three ways that you can switch your text entry option between insert and overwrite. The text entry option is preset for you to insert text.

- You can press the **INS** key.
- You can move the pointer and select the current text entry option in the status line above the edit screen. When you select the current option, it switches to the other option.
- You can display the options sheet and select the text entry option you want. Figure 3-2 shows the text entry options in the options sheet.

Whether you switch your text entry option by pressing **INS** or by selecting it on the status line or the options sheet, the program displays your change in both places at the same time.

To change text entry with the options sheet

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On menu; then select the current Visi On Word window.

The options sheet appears to the right of your document in the edit screen.



**Figure 3-2.** You can select your text entry option in the options sheet or with the **INS** key to either insert or type over text.

2. Scroll to the area of the options sheet that displays the Editing Options.
  - Select “insert” to allow the text you enter to be inserted at the cursor position without erasing existing text.
  - Select “overtyping” to allow the text you enter to be typed over existing text at the cursor position.

The program highlights your selection in the options sheet and also changes the option in the status line.

When you select either “insert” or “overtyping,” that selection remains in effect until you change the option again.

## Entering Text

---

### Inserting text

To insert text

1. Set the text entry option to “insert.” See “Setting and Changing a Text Entry Option” above.
2. Position the cursor where you want to insert the text in your document. You can use the pointer to select a location for the cursor, or you can move the cursor with the arrow keys.
3. Type your text.
 

Any text already on the line is pushed to the right as you type; no text is lost, and the document reformats when you move the cursor to the next line, as illustrated in Figure 3-3.

### Typing over text

To type over existing text

1. Set the text entry option to “overtyping.” See “Selecting a Text Entry Option,” above.
2. Position the cursor on the first character you want to overtype in your document. You can use the pointer to select a location for the cursor, or you can move the cursor with the arrow keys.
3. Type your new text.
 

Each new character replaces an old character as the cursor moves to the right, as illustrated in Figure 3-4.

Before:



Position cursor to insert " paper"

After:



Figure 3-3. Inserting text pushes existing text to the right and reformats when you move the cursor to the next line.

Before:



Position cursor to overtype with "July"

After:



Figure 3-4. Overtyping text replaces one existing character with each character you type as the cursor moves.

---

## Letting Text Wrap in Paragraphs

---

When you are typing continuous text into paragraphs, you do not have to think about starting and ending lines at the margins. The current line ends and a new line begins when the cursor reaches the right margin on the ruler. This is called *text wraparound*. The cursor automatically moves to the line below at the left margin setting on the ruler, where you can continue typing your text.

When you are typing continuous text and you reach the end of the last line on the screen, the text wraps as before. However, all text on the page moves up so that you have additional space in which to type. The text that moved off the top of the edit screen is still in your document. To see it, scroll the text downward.

---

## Ending Lines and Paragraphs with a Required Return

---

You can break a line before the cursor reaches the right margin by pressing  to insert a *required return* into your text. The required return forces the current line to end and a new line to begin. The required return symbol () appears in the right border of the edit screen, and the cursor moves to the line below at the left margin setting on the ruler.

You insert a required return when you want to:

- Break a line of text and begin a new line.
- End a paragraph of wraparound text.
- Create one or more blank lines.
- Create columns of text.

### Inserting required returns

To insert a required return in your text

1. Press .

The required return symbol () appears in the right border. The line of text is broken where you insert the required return, and the cursor moves to the beginning of the line below.

If you insert a required return into a line that contains additional text, all the text after the required return moves with the cursor to the line below.

---

2. To insert a blank line, press **↵** a second time. Inserting a single required return does not insert a blank line into your document. Pressing **↵** only moves the cursor (and any remaining text on the line) to the beginning of the next line.

### Deleting required returns

To delete a required return

1. Move the cursor to the end of the text on the line with the required return.
- 

2. Press **DEL**.

The required return symbol (¶) disappears from the right border. The next time you move the cursor, the text reformats from that point to the next required return.

You can also delete required returns with the **BACKSP** key or by selecting most of the Visi On Word delete operations. See Chapter 4 for details.

## Inserting Hyphens in Text

---

The Visi On Word program does not automatically add hyphenation to the words in your documents. When the text you enter in a document reaches the current right margin on a line, the program wraps entire words to the line below.

When you type a hyphen in a word, the Visi On Word program treats the hyphen as though it were a space between two separate words. Therefore, if a hyphenated word needs to be wrapped to the next line, the program attempts to leave the first part of the word, with your hyphen, on the current line. Figure 3-5 illustrates how the program positions the word *self-explanatory* at the end of a line of text.

Before:



Refer to the tables in Appendix A. The figures are self-explana

Cursor position

After:



Refer to the tables in Appendix A. The figures are self-  
explanatory, \_

**Figure 3-5.** A hyphen that you enter in a word is treated as a space between two separate words when the program wraps text at the right margin.



---

# 4

## Deleting Text

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## Deleting Single Characters or Lines

You can use the **DEL** and **BKSP** keys to delete one or more single characters in your document. You can also use the **F6** key to delete lines.

- The **BKSP** key deletes the character to the left of the cursor.
- The **DEL** key deletes the character that the cursor is highlighting.
- The **F6** key deletes characters from the cursor location to the end of the line.

### Using the **DEL** Key

To delete the character highlighted by the cursor

1. Press the **DEL** key.  
The cursor position does not change. Any characters to the right of the cursor on the same line move one position to the left. The cursor now highlights the character that was to its immediate right.  
Any character deleted with the **DEL** key cannot be restored with the “undelete” command.
2. To delete more characters to the right, continue to press **DEL**. You can delete any number of characters.
  - If you delete all the characters to the right of the cursor on a line (and required return, if any), the cursor moves to the first character of the line below. Text is reformatted from the beginning of your deletion to the next required return the next time you move the cursor.
  - If you completely empty a line (and required return, if any), the entire line below moves up to fill the gap. The cursor is on the first character of the moved-up line.

### Using the **BKSP** Key

To delete the character to the left of the cursor

1. Press the **BKSP** key.  
The cursor, the character it is highlighting, and any characters to the right of it on the same line all move one position to the left.

Any character deleted with the **(BKSP)** key cannot be restored with the “undelete” command.

---

2. To delete more characters to the left, continue to press **(BKSP)**. You can delete any number of characters.
  - If you delete all the characters to the left of the cursor on a line, the cursor moves to the right of the line above. If this new line ends with a required return, it will be deleted when you press **(BKSP)** again. The text will be reformatted from the beginning of your deletion to the next required return the next time you move the cursor.
  - If you completely empty a line (and required return, if any), the entire line below moves up to fill the gap.

## Using the **(F6)** Key

---

To delete  
a line

1. Position the cursor on the first character to delete.
2. Press the **(F6)** key.

All characters from the cursor position to the end of the line (and required return, if any) are deleted. If the cursor was on the beginning of the line, the line below moves up to fill the gap, and the cursor is positioned on the moved-up line.

Any line deleted with the **(F6)** key cannot be restored with the “undelete” command.

## Deleting Areas of Text

---

The “delete” command in the edit menu lets you remove one or more words, to the end of a line, a sentence, a paragraph, the entire contents, or any sequence or block of text that you select.

## Deleting Words

---

A *word* is the sequence of text that begins on the first character after a space and includes up to the last

space before another character. Figure 4-1 illustrates word groupings in a line of text and how a word would be deleted.

To delete a word

1. Select "delete" from the edit menu.

---

2. Select "word" from the delete menu.

---

3. Select any part of the word you want to delete, when the program prompts you. If the cursor is already on the word you want to delete, you can simply press .

The program removes the word from the document, positions the cursor on the first character of the next word, and reformats text to the next required return.

You can restore the last deleted word in your document at its original location by selecting the "undelete" command. See "Restoring the Last Deletion" later in this chapter for details.

4. To delete additional words from the document, continue to select a word when the program prompts you.

---

5. Select "done" when you are finished deleting words. The program returns to the delete menu. You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

---

6. Select "done" when you want to end the delete operation and return to the edit menu.

**Figure 4-1.** Any single word includes all characters and spaces up to the first character of the next word.

Attachment 1.4, later, contains copies of sales listings to be

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

Attachment 1.4, later, contains copies of sales listings to be used in making your projections.

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

Attachment 1.4, contains copies of sales listings to be used in making your projections.

## Deleting to the End of a Line

A *line* is the sequence of text on one row of a document. When you delete to the end of a line, you delete from the cursor position to the last character in the row, including any text on the line that is not displayed in your current window size. If the line ends with a required return, it is also deleted. Figure 4-2 illustrates characters to the end of a line and how they would be deleted.

To delete to the end of a line

To delete to the end of a line

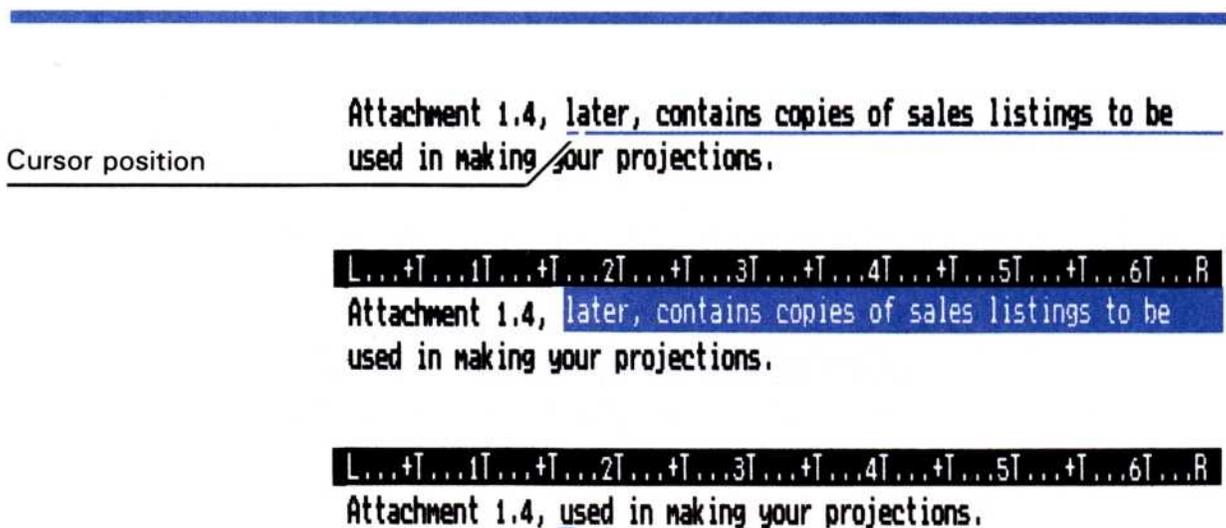
**Alternate method:**

1. Position the cursor on the first character to delete.
2. Press **(F6)**.

1. Select "delete" from the edit menu.
2. Select "end-of-line" from the delete menu.
3. Select the first character you want to delete on the line, when the program prompts you. The cursor moves to the character you select. If the cursor is already on the character you want, you can simply press **(↵)**.

The program removes characters and spaces to the end of the line (and required return, if any) and positions the cursor on the first character of the line below. Text is reformatted to the next required return.

The program returns to the delete menu.



Attachment 1.4, later, contains copies of sales listings to be used in making your projections.

Cursor position

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

Attachment 1.4, later, contains copies of sales listings to be used in making your projections.

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

Attachment 1.4, used in making your projections.

**Figure 4-2.** The end of a line includes all characters and spaces from the cursor position to the end of the row, and any required return.

An end-of-line deleted with the **(F6)** key cannot be restored.

If you used the “end-of-line” command, you can restore the last deleted end-of-line in your document at its original location by selecting the “undelete” command. See “Restoring the Last Deletion” later in this chapter for details.

You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

4. Select “done” when you want to end the delete operation and return to the edit menu.

## Deleting a Sentence

A *sentence* is a sequence of text that ends with a period, question mark, exclamation point, or required return, and any spaces that follow. A sentence begins either at the first character in the document, or at the first character after the end of the previous sentence. Figure 4-3 illustrates a sentence and how it would be deleted.

To delete a sentence

1. Select “delete” from the edit menu.
2. Select “sentence” from the delete menu.
3. Select any part of the sentence you want to delete, when the program prompts you. If the cursor is already on the sentence you want to delete, you can simply press **(↵)**.

**Figure 4-3.** A sentence ends with a period, question mark, exclamation point, or required return, and any trailing spaces.

Attachment 1.4, later, contains copies of sales listings to be used in making your projections. Refer to these listings for the latest figures in each sales region.

L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R  
Attachment 1.4, later, contains copies of sales listings to be used in making your projections. Refer to these listings for the latest figures in each sales region.

L...+T...1T...+T...2T...+T...3T...+T...4T...+T...5T...+T...6T...R  
Refer to these listings for the latest figures in each sales region.

The program removes the sentence, positions the cursor on the first character following the deleted sentence, and reformats text from the beginning of your deletion to the next required return.

The program returns to the delete menu.

You can restore the last deleted sentence in your document at its original location by selecting the “undelete” command. See “Restoring the Last Deletion” later in this chapter for details.

You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

---

4. Select “done” when you want to end the delete operation and return to the edit menu.

## Deleting a Paragraph

---

A *paragraph* is a sequence of text that ends with a required return. The ending required return is part of the paragraph. A paragraph begins either with the first character in the document, or with the first character after the previous required return. Figure 4-4 illustrates a paragraph and how it would be deleted.

To delete  
a paragraph

1. Select “delete” from the edit menu.
  2. Select “paragraph” from the delete menu.
  3. Select any part of the paragraph you want to delete, when the program prompts you. If the cursor is already on the paragraph you want to delete, you can simply press .
- 

The program removes the paragraph and its ending required return, positions the cursor at the beginning of the line below, and reformats text to the next required return.

The program returns to the delete menu.

You can restore the last deleted paragraph in your document at its original location by selecting the “undelete” command. See “Restoring the Last Deletion” later in this chapter for details.

You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

---

Figure 4-4. A paragraph begins after a required return and ends with the next required return.

Attachment 1.4, later, contains copies of sales listings to be used in making your projections. Refer to these listings for the latest figures in each sales region.

Submit your projections to me by 9:00 A.M. tomorrow. I will notify you by Friday as to the date and time of a meeting to discuss the projections.

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

Attachment 1.4, later, contains copies of sales listings to be used in making your projections. Refer to these listings for the latest figures in each sales region.

Submit your projections to me by 9:00 A.M. tomorrow. I will notify you by Friday as to the date and time of a meeting to discuss the projections.

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

Submit your projections to me by 9:00 A.M. tomorrow. I will notify you by Friday as to the date and time of a meeting to discuss the projections.

4. Select "done" when you want to end the delete operation and return to the edit menu.

## Deleting All the Text in a Document

The "clear-all" command in the delete menu lets you empty all the text from your current document. If you are creating a document, this command lets you clear your working folder and start over.

If you are revising a document, the copy in the working folder is emptied of text and the name of the document is changed to "unnamed." The copy stored on the disk is not affected by this command.

To delete all the text

1. Select "delete" from the edit menu.
2. Select "clear-all" from the delete menu.

**Warning** The text that you delete with the “clear-all” command cannot be restored with the “undelete” command.

---

3. The program prompts you to confirm that you really want to empty the entire document. Do one of the following:

- Select “yes” to empty the entire contents of the current document.

The cursor is on the first character position at the top of the edit screen, and the program returns to the edit menu.

- Select “no,” or select the Visi On “STOP” command, to cancel the deletion.

The program returns to the delete menu where you can select “done” to end the delete operation and return to the edit menu.

## Marking and Deleting a Sequence or Block of Text

---

The “delete” command in the edit menu lets you delete any sequence or block of text when you select the starting point and ending point of that text.

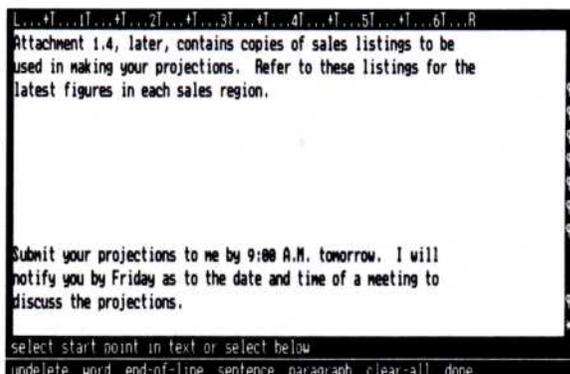
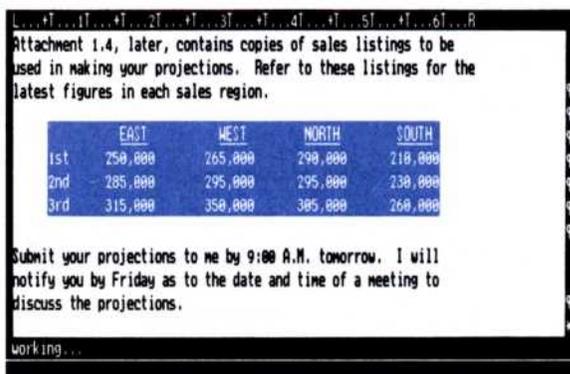
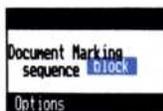
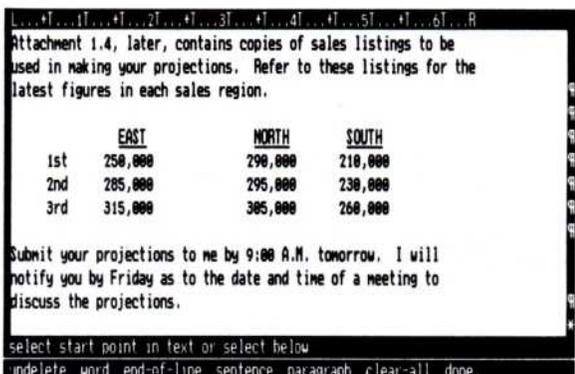
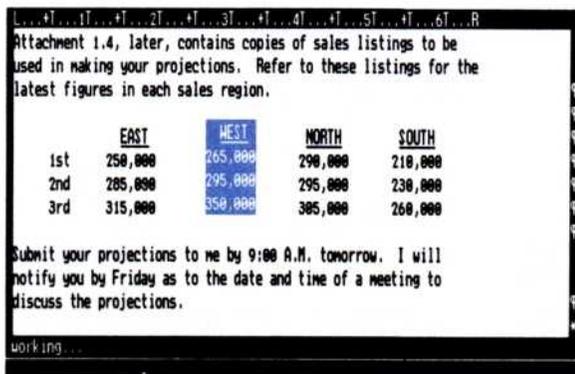
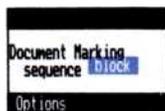
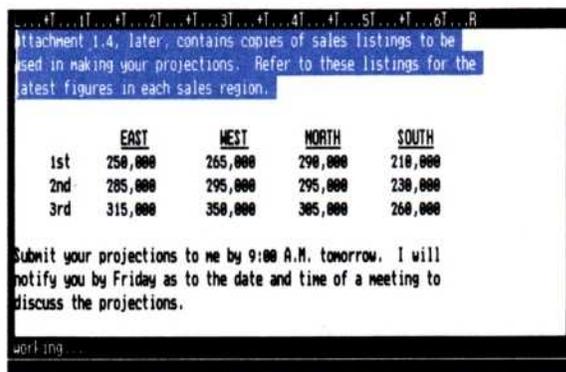
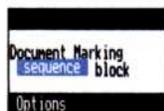
Figure 4-5 illustrates the difference between deleting a sequence of text and deleting a block of text.

There are important differences between the two ways you can mark the text you want to delete. You can mark the text either as a sequence or as a block.

A *block* of text is a rectangle that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a block when the text consists of columns ending with a required return.

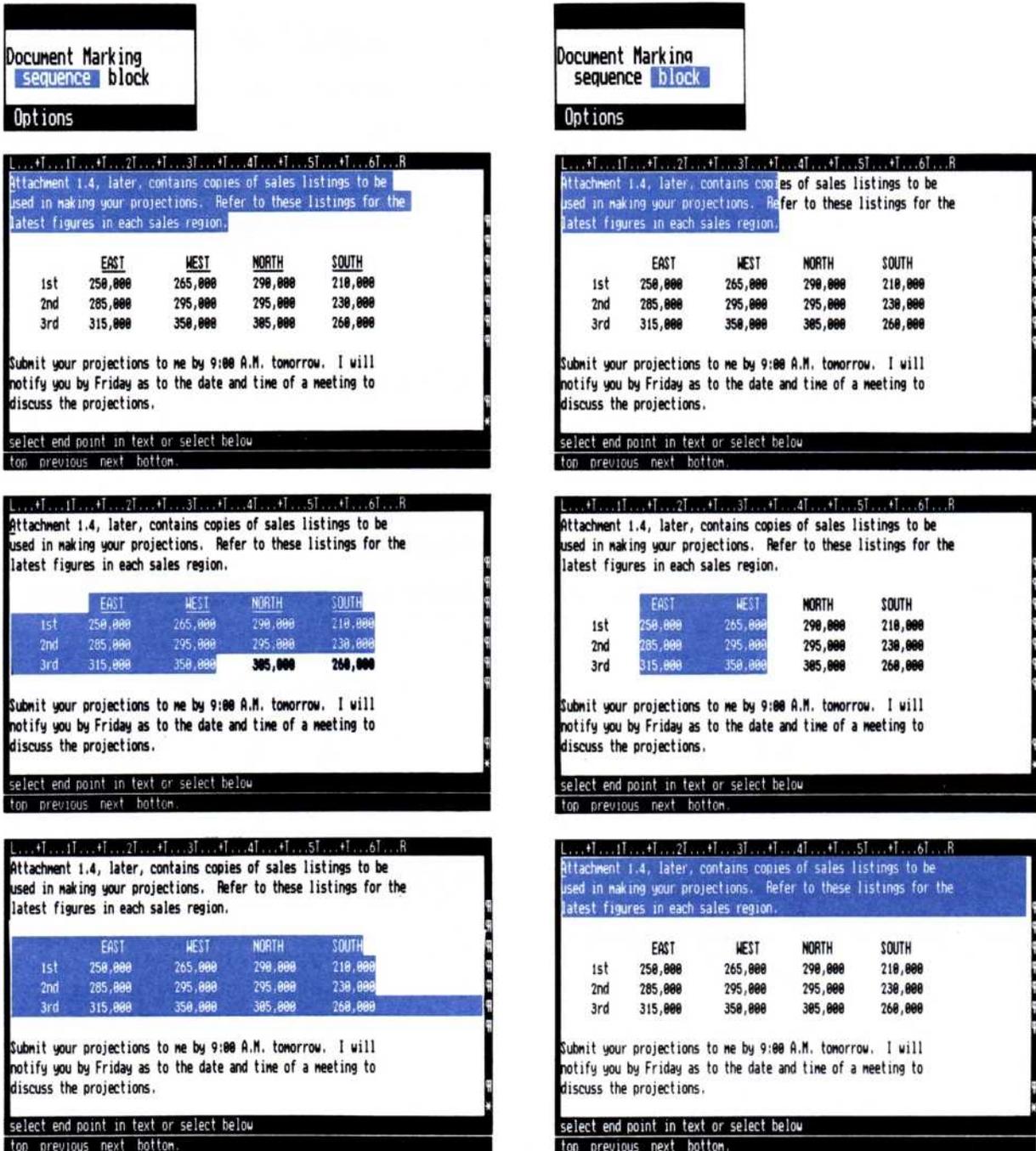
A *sequence* of text is any area of sequentially typed characters that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a sequence when the text consists of paragraphs that you entered using text wraparound.

**Figure 4-5.**  
 Whether you mark your text as a sequence or a block determines what text will be deleted from your document. When you delete text as a sequence, the program also deletes any required returns and layout items, and always reformats the remaining text. When you delete text as a block, the program only deletes the actual text and reformats remaining text to the left, if appropriate.



However, *any* area of text that you select can be marked as either a block or a sequence, as illustrated in Figure 4-6.

Notice the bottom two illustrations in Figure 4-6. You can mark and delete an entire area of text (border to border) as either a sequence or a block. Normally, when you want to mark and delete a whole area, it won't matter which type of document marking you have set.



**Figure 4-6.** Any area of text can be marked and deleted as either a sequence or a block.

However, the program does make a distinction when the area you have selected includes any layout items such as: rulers for margin and tab settings, format sheets for line and character spacing, or captions sheets for headers and footers. See Chapter 5 for details on creating, changing, and removing any of these layout items.

- If you mark text as a sequence, any layout items that are included in the text are deleted with the text.
- If you mark text as a block, the program deletes only the text, never any layout items.

This is an important consideration if you have, for example, created a special ruler for a paragraph or columns of text. If you delete the paragraph or columns as a block, the ruler will not be deleted and will cause the remaining text to be reformatted. This may be exactly what you want. If not, you can:

- Delete the area as a sequence and include the layout items between the beginning and ending points you select to be deleted.
- Modify the layout items you want or create new ones after you have made the deletion. The program will reformat the text according to your layout item(s).

You decide how you want your text to be marked by choosing a document marking option on the options sheet, as described below.

To change  
your document  
marking option

The document marking option on the options sheet lets you choose the way that the program marks the text you select. The document marking option is preset for you to mark text as a sequence. Figure 4-7 illustrates this option.



**Figure 4-7.** The document marking option in the options sheet lets you choose to mark text as either a sequence or a block.

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On menu; then select the current Visi On Word™ window.

The options sheet appears to the right of your document in the edit screen.

2. Scroll the options sheet to display the document marking option.
  - Select "sequence" to mark the text you select as a sequence.
  - Select "block" to mark the text you select as a block.

When you select either "sequence" or "block" in the options sheet, that selection remains in effect until you change the setting.

Your options sheet settings are saved with the current document. When you edit the same document later, these options sheet settings will be used.

To delete a sequence or a block of text

1. Select "delete" from the edit menu.
2. Respond to the prompt by selecting the starting point of the text you want to delete.
3. Respond to the prompt by selecting the ending point of the text you want to delete. Note that you can switch your document marking option in the options sheet any time until you select your ending point of text to be deleted.

If the point you want to select is not visible on the edit screen, you can either:

★ **Alternate method:** Press **HOME** or **END** three times, or press **PGUP** or **PGDN**.

- ★  Select any of the locating commands: "top," "bottom," "previous," or "next" to go to the beginning, end, or to pages backward or forward.
- Scroll your text upward or downward.

When the location you want is visible on the edit screen, select it.

The program briefly highlights the text you selected; then deletes that text. The cursor moves to the first character following the deleted area.

If you deleted your text as a sequence, the program deletes any required returns between your beginning and ending points, and reformats text to the next required return.

If you deleted your text as a block, the program does not delete any required returns between your beginning and ending points.

The program returns to the delete menu.

You can restore the last deleted area of text in your document at its original location by selecting the “undelete” command. See “Restoring the Last Deletion” below.

---

**Warning** If you mark and delete a block of text *inside* a paragraph of wrapped text, the text reformats and it becomes impossible to restore the paragraph with the “undelete” command. The program warns you and asks for confirmation if you attempt this type of deletion.

---

You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

---

4. Select “done” when you want to end the delete operation and return to the edit menu.

## Restoring the Last Deletion

---

The “undelete” command in the edit menu lets you restore the text you last deleted from your document in its original location. The area can be a word, an end-of-line, a sentence, a paragraph, or a sequence or block of text that you selected.

You *cannot* use the “undelete” command to restore the following:

- Any text that you deleted by pressing the **DEL**, **BKSP**, or **F6** keys.
- A block of text that you deleted *within* a paragraph of wrapped text. The paragraph will reformat and the block of text will be lost. The program warns you and asks for confirmation if you attempt this type of deletion.
- The contents of a document that you have deleted with the “clear-all” command.

To restore the last deleted text

1. Select “undo” from the delete menu.

The text you last deleted is restored in its original location in the document, and the cursor is positioned on the first character of the restored text. Text is reformatted from the beginning of the restored area to the next required return.

You can continue to select commands from the delete menu (or select areas on the screen) to delete additional text as described in this chapter.

---

2. Select “done” when you want to end the delete operation and return to the edit menu.

Note that you can restore text with the “undo” command only once for each delete you perform, and only in its original location. When you leave the delete menu by selecting the “done” command, you cannot later restore the last deleted text by returning to the delete menu.

---

# 5

## Choosing a Document Layout

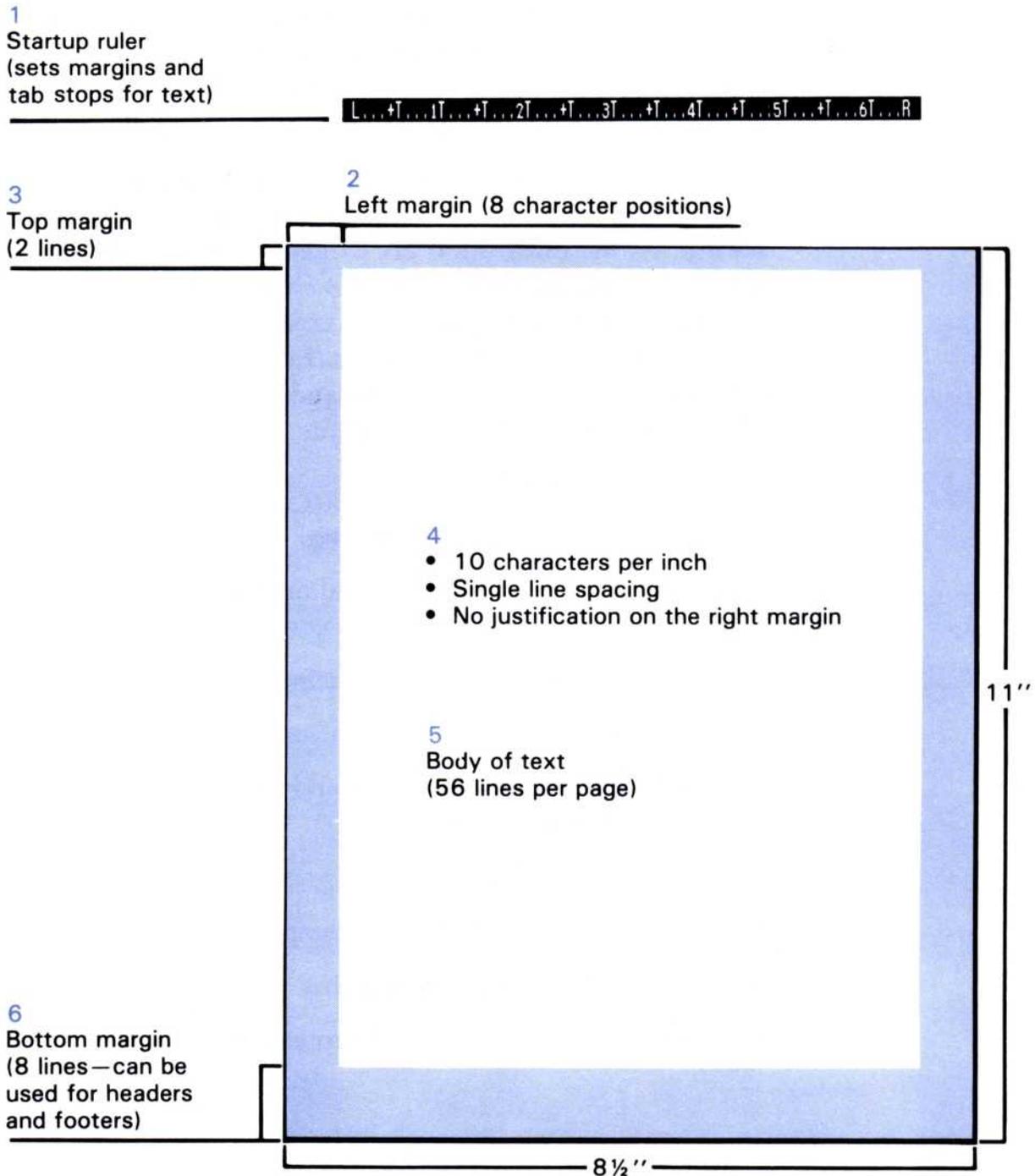
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The Visi On Word™ program provides a preset layout for the way your documents are formatted as you create and print them. You can create a document without changing the preset layout or creating new layout items.

Figure 5-1 illustrates a typical printed page using the program's preset layout. Each of the numbered layout settings on the illustration are explained below, and you are referred to the sections of this chapter that discuss how to use the layout items and create, change, or remove them. You can use rulers, format sheets, and captions sheets, as well as commands and options, to tailor the layout of your documents.

You can, for example:

- Change the right margin setting.
- Add, move, or remove normal and decimal tab stops.
- Change line and character spacing for printing.
- Align (justify) text on the right margin.
- Insert your own page breaks and change the number of lines printed per page.
- Center lines of text.
- Indent wraparound text at a temporary left margin.
- Change the top and left margins.
- Create text for headers and footers on each page.



**Figure 5-1.** *The Visi On Word program provides a preset page layout that formats your documents for you.*

---

The Visi On Word preset page layout includes:

- 1 A startup *ruler* that sets the margins at character positions 1 and 65, and tab stops at 5-character intervals beginning in position 6.
  - To learn how to use tabs and margins, see “Using Margins and Tab Stops” in this chapter.

- To set different margins and add, move, or remove tabs, you create one or more rulers of your own. See “Changing Margins and Tab Stops” in this chapter.
- 2 A left margin that is 8 character positions wide when you print the document. You can change the width of the left margin in the options sheet. See “Changing Printer Options” in Chapter 11.
  - 3 Two lines for a top margin when you print the document. You can change the number of lines for the top margin in the options sheet. See “Changing Printer Options” in Chapter 11.
  - 4 10-pitch character spacing (10 characters per inch); single line spacing; and no justification (alignment) of text on the right margin.
    - You can change printed character spacing to 12-pitch or 15-pitch.
    - You can change printed line spacing to one and a half, double, or triple.
    - You can choose justification to align text on the right margin.

To change these settings, you create one or more *format sheets* in your document. See “Changing Text Spacing and Justification” in this chapter.

- 5 56 lines per page. The program creates automatic page breaks according to the number of lines per page and the line spacing set for the document.
  - To increase or decrease the number of lines per page of your document, you change a number in the *synopsis form*. See “Keeping Track of Document Content and History” in this chapter.
  - To create your own page breaks at specific locations in a document, you can insert page breaks where you want them. See “Creating Your Own Page Breaks” in this chapter.
- 6 Eight lines left blank at the bottom of each printed page.
  - To use all or some of these eight lines to print headers and footers on the pages of your document, you can create one or more *captions sheets*. See “Creating, Changing, and Removing Headers and Footers” in this chapter.

- To increase the number of lines per page, you can change the synopsis form. See “Keeping Track of Document Content and History” in this chapter.
- To increase the number of lines for the top margin, you can set a new number in the options sheet. See “Changing Printer Options” in Chapter 11.

You create, change, and remove **rulers**, **format sheets**, and **captions sheets** in the same way in your documents. After you learn to use one of these layout items, you’ll find that your skill is easily transferred to the others. In general:

- You can create a ruler, format sheet, and captions sheet at the beginning of a document, and anywhere following a required return. The program puts a symbol in the left border of the edit screen so you can locate that layout item later to change or remove it. You can have a ruler, format sheet, and captions sheet all on the same line; their symbols overlap in the left border.
- You can create a ruler, format sheet, or captions sheet when you position the cursor on a line that does not already contain that item.
- You can change or remove a ruler, format sheet, or captions sheet when you position the cursor on the item in your document.
- While you are creating or changing a ruler, format sheet or captions sheet, you can select the Visi On “STOP” command to cancel the operation. If you are creating the item, the program removes it from the edit screen. If you are changing the item, the program restores the original settings.

## Using Margins and Tab Stops

---

When you create a new document, the program displays a blank edit screen and the edit menu. The Visi On Word startup ruler appears in the top border of the edit screen for you to use. A *ruler* sets the margins and tab stops for the text of your document.

You can begin entering your text on the edit screen using the margins and tab stops that are supplied in the startup ruler, or you can create rulers with your own margins and tab stop settings, as discussed later in this chapter under “Changing Margins and Tab Stops.”

The Visi On Word startup ruler marks each character position of the edit screen, as illustrated in Figure 5-2.

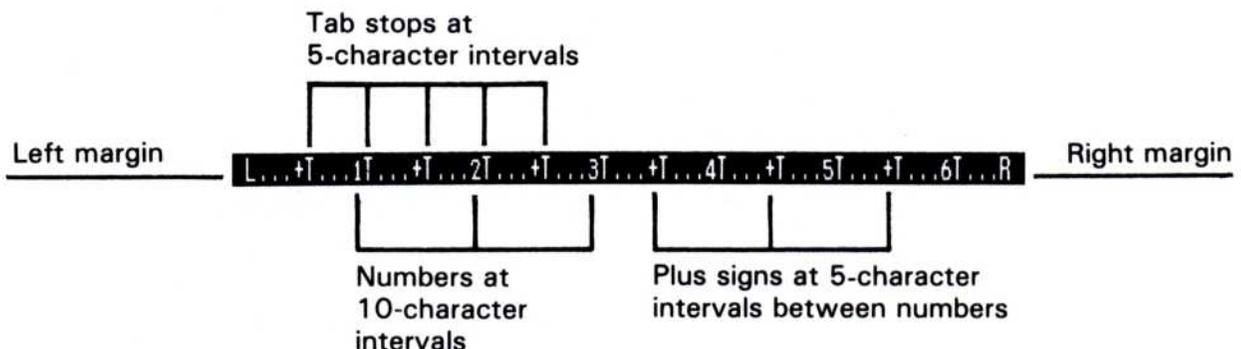
The Visi On Word startup ruler marks the character positions of the edit screen as follows:

- The left margin (L) is set at column 1.
- The right margin (R) is set at column 65.
- A number marks 10-character intervals (1 = 10, 2 = 20, 3 = 30, etc.)
- A plus sign (+) marks 5-character intervals between numbers.
- Tab stops (T) are set at 5-character intervals beginning at character position 6.

## Entering Text between the Left and Right Margins

As you enter text into a document, the cursor moves across the character positions on the edit screen to indicate where the next character you type will be positioned.

The left margin setting on a ruler is where you can enter the first character on a line. The right margin setting is where you can enter the last character on that same line.



**Figure 5-2.** The Visi On Word startup ruler contains margins and tab stops for you to use as you enter text in your documents.

Together, the left and right margin settings determine the maximum length of individual lines in your document. For example, on the Visi On Word startup ruler, each line can contain up to 65 characters because the margins are set at positions 1 and 65. If you changed the right margin on the ruler to position 60, each line could contain up to 60 characters.

When you are typing continuous text into paragraphs, you do not have to think about starting and ending lines at the margins. The current line ends and a new line begins when the cursor reaches the right margin on the ruler. This is called *text wraparound*. The cursor automatically moves to the left margin on line below, where you can continue typing your text.

You can break a line before you reach the right margin by pressing  to enter a *required return* in the text. The required return symbol ( ¶ ) appears in the right border of the edit screen, and the cursor moves to the left margin on the line below. You enter a required return when you want to end a paragraph of wraparound text, create short lines and columns, or create a blank line in your document.

## Entering Text Using Tabs

---

The tab stops on a ruler indicate where the cursor will be positioned after you press the tab key . When you want to type individual lines for columns of text or numbers, or indent the first line of a paragraph, you press .

When you press , the cursor moves on the line to the next tab stop on the current ruler. You can continue typing text beginning at that tab stop, or you can press  again and move the cursor to subsequent tab stops, in the same way that you would use tabs on an ordinary typewriter.

There are two types of tab stops that can exist on a ruler, a normal tab stop (T) and a decimal tab stop (D). The Visi On Word startup ruler contains normal tab stops that you can use with any document. You can add, change, or remove both normal and decimal tab stops by creating rulers of your own. See "Changing Margins and Tab Stops" later in this chapter for details.

- With a normal tab stop (T) on a ruler, you press  to indent the first line of a paragraph, or create a column of text or numbers that is left-aligned at the tab stop. Figure 5-3 illustrates these two uses of a normal tab stop.
- With a decimal tab stop (D) on a ruler, you press  to create a column of numbers whose decimal points align neatly on the tab stop. In addition, you can type text or whole numbers and have them right-aligned at the decimal tab stop. Figure 5-4 illustrates these two uses of a decimal tab stop.

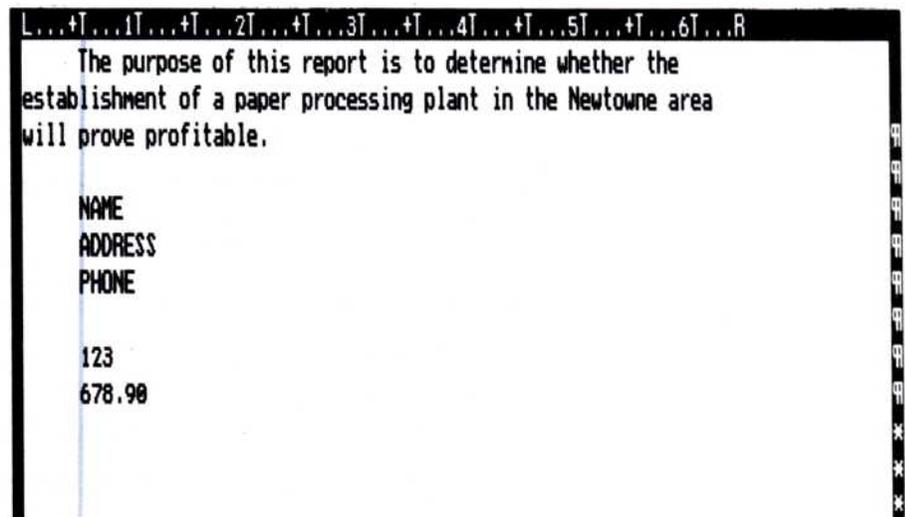


Figure 5-3. You can indent the first line of a paragraph and left-align text and numbers at a normal tab stop.

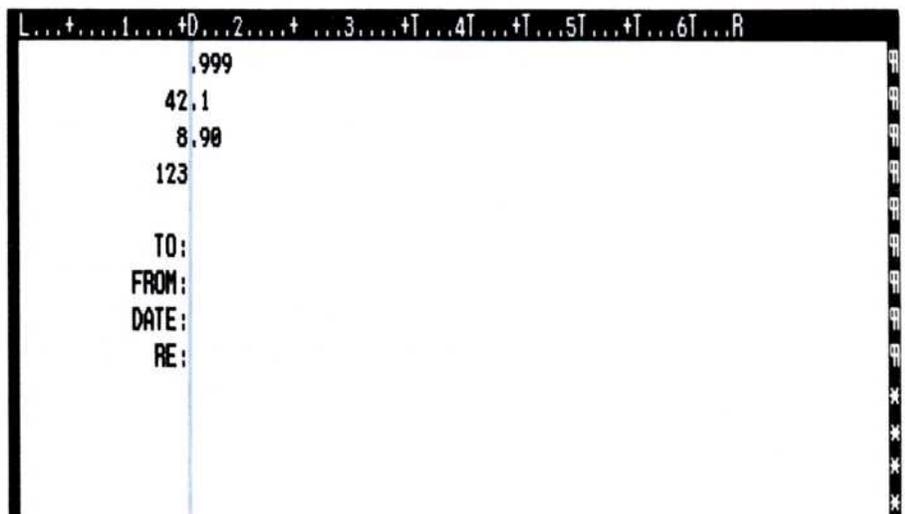


Figure 5-4. You can neatly align the decimal points of numbers, and right-align text and whole numbers at a decimal tab stop.

## Changing Margins and Tab Stops

---

A *ruler* is the layout item that contains the settings for margins and tabs stops in a document.

You can use the Visi On Word startup ruler settings for any document, as described earlier in “Using Margins and Tab Stops.” The startup ruler settings are in effect from the beginning to the end of the document, if you do not change them.

When you want to change the right margin setting or the tab stops anywhere in your document, you must create a ruler of your own. The settings on any ruler you create take effect on the line where you create the ruler and stop on the line where you create another ruler (or the document ends). You can:

- Create a ruler on the first line of a document to change the startup settings supplied by the program.
- Create a ruler on any line following a required return to change margin and tab stop settings at that point in the document.
- Create a ruler before, while, or after you enter text. Text is reformatted to the ruler settings that are in effect for a particular area of the document.
- Change the settings on any ruler you created.
- Remove any ruler you created. The ruler settings that apply to the text up to the ruler you remove will then continue to apply to the text that follows the removed ruler. See “Removing Rulers” later in this discussion.

## Creating and Changing Rulers

---

You create a ruler or change the settings on an existing ruler in the same way: you use the “modify” command in the ruler-change menu. Where you position the cursor indicates whether you want to create a ruler or change an existing one:

- To create a ruler, you position the cursor on a line that does not already contain one. The line you choose can be the first line of a document, or any line after a required return. See “Creating rulers” below.

- To change the settings on an existing ruler, you position the cursor on the line that contains that ruler. See “Changing rulers” below.

Note that the settings on rulers you create or change are saved with your document.

## Creating rulers

To create a ruler

1. Position the cursor on the first line that you want the new ruler to affect.
2. Select “style” from the edit menu.
3. Select “ruler-change” from the style menu.
4. Select “modify” from the ruler-change menu.  
The program displays a form showing the ruler settings that are in effect for the line where you positioned the cursor.
5. Modify the ruler form as explained under “Setting new margins” and “Moving, adding, or clearing tab stops” below.
6. When you have finished modifying the settings for your new ruler and have selected “done,” select one of the following commands:
  - Select “previous” or “next” until you locate another ruler you want to change or remove, as described below.
  - Select “done” to return to the edit menu.

## Changing rulers

To change an existing ruler

1. Select “style” from the edit menu.
2. Select “ruler-change” from the style menu.
3. Position the cursor on the ruler you want to change. You can do either of the following:
  - Look for the symbol ( $\ominus$ ) in the left border of the edit screen, which shows you the line where a ruler is located. Position the cursor anywhere on that line.
  - Select “previous” or “next” from the ruler-change menu to directly move the cursor from one ruler to another. You can select either command repeatedly.

The startup ruler display at the top of the edit screen changes to show the settings of the ruler on the line, so you can tell if it's the ruler you want to change.

4. When you have located the ruler you want to change, select "modify" from the ruler-change menu. The program displays a form showing the ruler settings that are in effect for the line at the cursor position.
5. Modify the ruler form as explained under "Setting new margins" and "Moving, adding, or clearing tab stops" below.
6. When you have finished modifying the settings on the ruler and have selected "done," select one of the following commands:
  - Select "previous" or "next" until you locate another ruler you want to change or remove.
  - Select "done" to return to the edit menu.

### Setting a new right margin

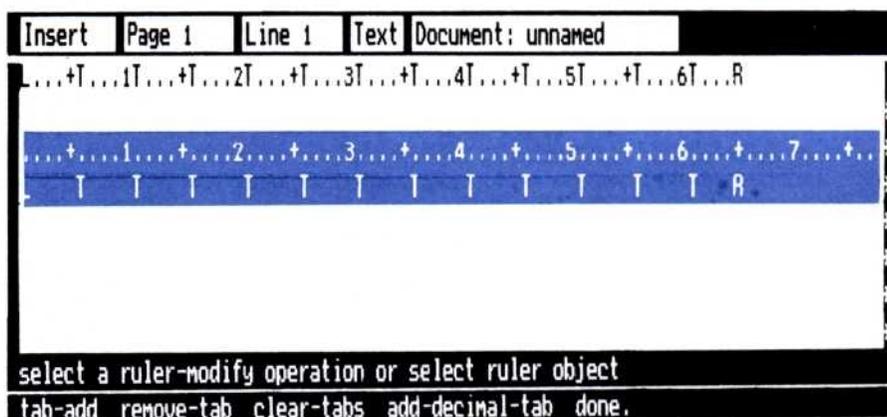
To set a new right margin

1. Modify the ruler form that shows the margin settings in effect for the line at the cursor position.

Figure 5-5 illustrates an example of the ruler form. The form separates the character positions from the margin and tab stop settings, so that you can easily see each setting and its exact position on the ruler.

You can move any of these settings to a new position on the ruler form. In addition, the modify menu

**Figure 5-5.** A detailed ruler form shows the margin settings in effect at the cursor position.



contains tab stop commands that you can select to be added or cleared from the ruler. See “Moving, adding, or clearing tab stops” below, for the use of these tab commands.

2. Select R on the ruler display form to change the right margin.

The program highlights the R.

3. Move the pointer along the ruler to the new position you want.

The R follows the movement of the pointer on the ruler.

Note that you can move the right margin up to position 132 on the ruler when you scroll the ruler form.

4. When the R is in the position you want, select the position.

The R remains in the new location on the ruler.

5. When you have finished changing your right margin setting, you can do either of the following:

- Move, add, or clear tab stops on the ruler form, as described below.
- Select “done” from the modify menu to save the ruler with your right margin setting at the cursor position and return to the ruler-change menu.

You can change the margin as many times as you wish during the operation. You simply select the R; then select a new location for it on the ruler.

### Moving, adding, or clearing tab stops

To move, add,  
or clear tab stops

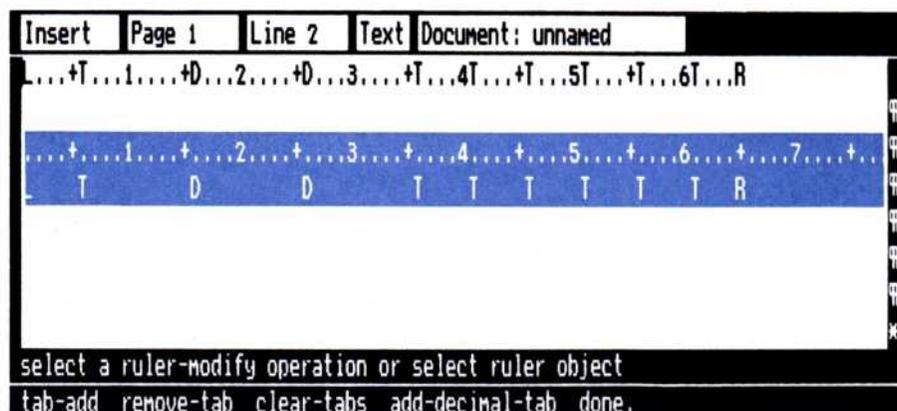
1. Modify the ruler display form that shows the tab stop settings in effect for the line at the cursor position.

Figure 5-6 illustrates an example of the ruler form. The form separates the character positions from the margin and tab stop settings, so that you can easily see each setting and its exact position on the ruler.

You can move any of these settings to a new position on the ruler form. In addition, the modify menu

contains tab stop commands that you can select to be added or cleared from the ruler.

2. To move any of the tabs on the ruler form display:
  - Select the T or D you want to move.  
The program highlights the T or D.
  - Move the pointer along the ruler to the new position you want.  
The T or D follows the movement of the pointer on the ruler.
  - When the T or D is in the position you want, select the position.  
The T or D remains in the new location on the ruler.
3. To add or clear tab or decimal tab stops from the ruler form, select the appropriate command from the modify menu.
  - Select "tab-add" or "add-decimal-tab"; then select a position on the ruler display where you want to place it.
  - Select "remove-tab"; then select any tab stop on the ruler display that you want to remove.
  - Select "clear-tabs"; then select "yes" to remove all the tab stop settings at one time.



**Figure 5-6.** A detailed ruler form shows the tab stop settings in effect at the cursor position. Each "T" is a normal tab stop, and each "D" is a decimal tab stop.

4. When you have finished moving, adding, or clearing your tab stops, you can do either of the following:
  - Set new margins on the ruler form, as described earlier.
  - Select "done" from the modify menu to save the ruler with your tab stop settings at the cursor position and return to the ruler-change menu.

You can move, add, or clear any number of tab stops as many times as you wish during the operation.

## Removing Rulers

---

You can remove any ruler you have created in a document. The ruler settings that apply to the text up to the ruler you remove will then continue to apply to the text that follows the removed ruler.

To remove a ruler from your document

1. Select "style" from the edit menu.
2. Select "ruler-change" from the style menu.
3. Position the cursor on the ruler you want to remove. You can do either of the following:
  - Look for the symbol ( $\ominus$ ) in the left border of the edit screen, which shows you the line where a ruler is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the ruler-change menu to directly move the cursor from one ruler to another. You can select either command repeatedly.

The startup ruler display at the top of the edit screen changes to show the settings of the ruler on the line, so you can tell if it's the ruler you want to remove.

4. When you have located the ruler you want to remove, select "remove" from the ruler-change menu. The program removes the ruler from the document.
5. Select one of the following commands:
  - Select "previous" or "next" until you locate another ruler you want to remove or change.
  - Select "done" to return to the edit menu.

## Centering Lines

---

To center or uncenter a line of text

**Alternate method:**

1. Position the cursor anywhere on the line.
2. Press **(F 2)**.

You can use the **(F 2)** key or the “center” command to center any line of text. When a line of text is already centered, either the key or the command lets you move it back to the left margin.

1. Select “style” from the edit menu.
2. Select “center” from the style menu.
3. When the program prompts you for a target, select any part of the line you want to center. If the cursor is already on the line you want, you can simply press **(↵)**.

The program moves the text to an equal distance between the current left and right margins. If the text is already centered, it moves back to the left margin.

4. The program continues to display the prompt for a target. You can:
  - Select additional lines that you want to center (or uncenter).
  - Select “done” to end the centering operation and return to the edit menu.

## Indenting Paragraphs

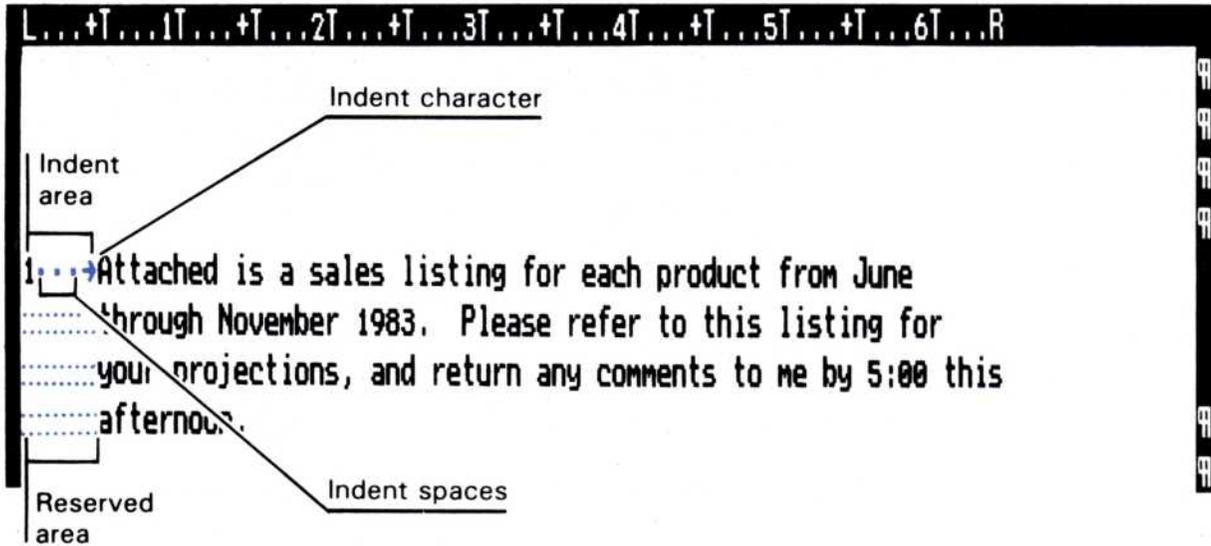
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You can use the **(F 4)** key or the “indent” command in the style menu to set a *temporary left margin* that will indent lines of wrapped text at a tab setting on the ruler.

The lines of indented text wrap like a normal paragraph except that they wrap to the indent position instead of all the way back to the left margin on the ruler. The lines of text are indented until a required return ends the paragraph.

Each time you insert an indent character (**(→)**) in your text:

- The program moves the cursor to the next tab stop on the ruler.
- Any spaces between the last character you typed (or the left margin) and the indent character itself are filled with special indent spaces (**(■)**). The indent



**Figure 5-7.** An indent area in a line of text consists of each indent character plus its associated indent spaces. Deleting any part of the indent area removes the entire indentation and reformats your text.

character plus its associated indent spaces is called an *indent area*; you create and delete the indent area as though it were a single character.

- The indented lines below the indent area are preceded by shading to indicate a reserved area where you cannot type. If you want to delete an indent or insert another to move the indented text to the next tab stop, you can do so only in the indent area (where the indent character is positioned).

Figure 5-7 illustrates an indent area in a paragraph of text. Note that the symbols do not appear when you print your document.

You can insert an indent character while you are entering the text you want to indent, or you can insert an indent character after you have entered text—the program will reformat the text to the indent position.

## Inserting Indents

To indent text while you type

1. Select “style” from the edit menu.
2. Select “indent” from the style menu.

**Alternate method:**  
See next page.

3. When the program prompts you for a target, select the position on the line where you want to insert the

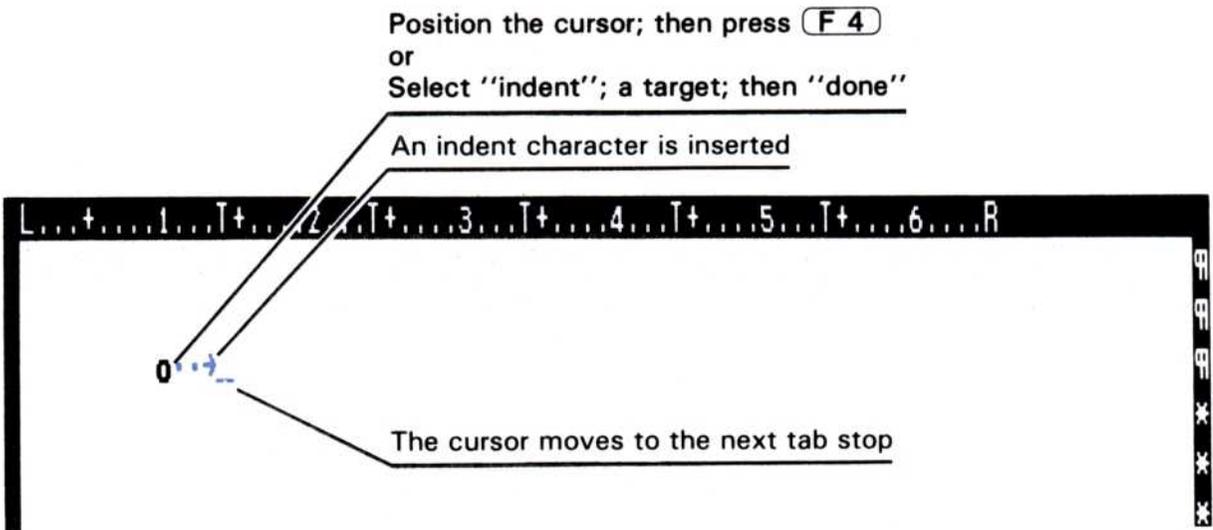
**Alternate method:**

1. Position the cursor in front of the first character to be indented.
2. Press (F 4).
3. Type your text.
4. Press (↵) to stop indenting.

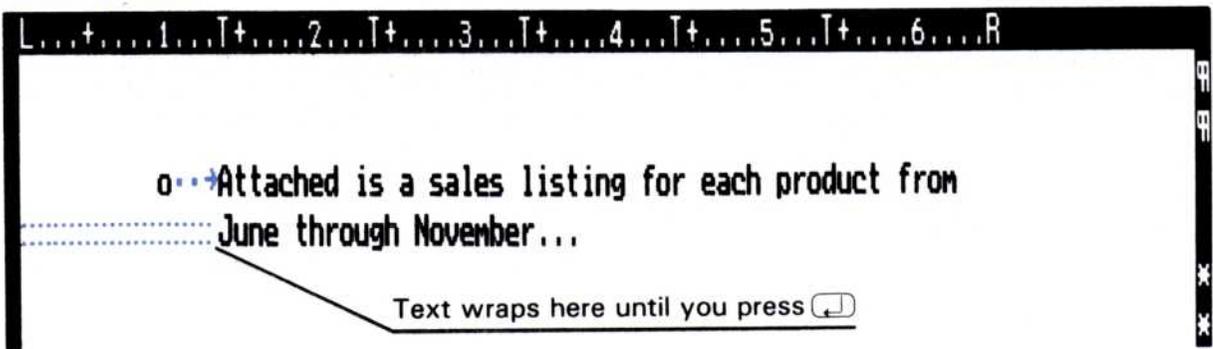
indent character. If the cursor is already on the position you want, you can simply press (↵).

The program inserts an indent character (→) in the line and moves the cursor to the next tab stop on the current ruler. See "Changing Margins and Tab Stops" earlier in this chapter to add or change a tab setting.

4. Select "done" to return to the edit menu.
5. Continue entering your text. When the cursor reaches the right margin, it will wrap to the indent position on the line below, as illustrated in Figure 5-8.
6. To stop indenting text, press (↵). The cursor moves to the line below at the left margin setting on the ruler.



**Continue typing**



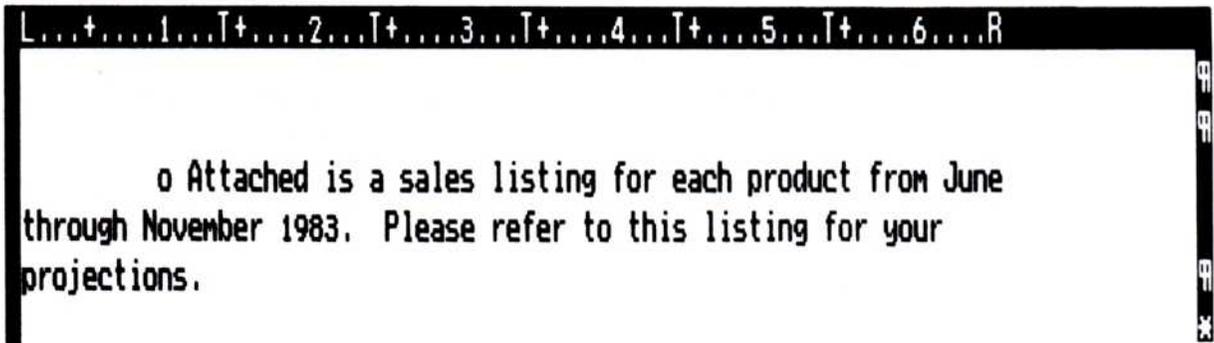
**Figure 5-8.** You insert an indent character to wrap text to a temporary left margin, until you press (↵).

To indent existing text  
Alternate method:

1. Position the cursor in front of the first character to be indented.
2. Press **(F 4)**.

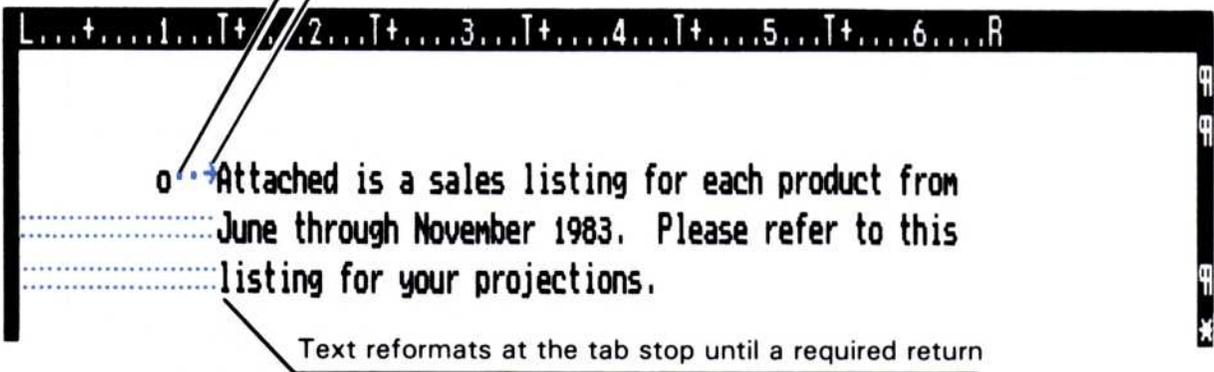
1. Select "style" from the edit menu.
2. Select "indent" from the style menu.
3. When the program prompts you for a target, select the position on the line where you want to insert the indent character. If the cursor is already on the position you want, you can simply press **(↵)**.  
The program inserts an indent character (→) in the line and reformats the following text to the next tab stop on the current ruler. See "Changing Margins and Tab Stops" earlier in this chapter to add or change a tab setting.  
The program stops reformatting text to create the indent at the next required return, as illustrated in Figure 5-9.

Unindented text



Position the cursor; then press **(F 4)**  
or  
Select "indent"; then a target

An indent character is inserted



**Figure 5-9.** Inserting an indent character reformats existing text up to the next required return.

4. The program continues to display the prompt for a target. You can:
  - Select additional locations to insert an indent character, as described above.
  - Select “done” to end the indent operation and return to the edit menu.

## Removing Indents

---

To remove an indent, you only need to delete any single character in the indent area—the indent itself (→) or one of its indent spaces (■)—in one of the following ways:

- Position the cursor anywhere in the indent area and use the **DEL** key to delete the character highlighted by the cursor, or the **BKSP** key to delete the character to the left of the cursor.
- Select any part of the indent area to delete as a block or sequence of text with the delete command. See “Deleting a Sequence or Block of Text” in Chapter 4 for details.

The program removes the indent area and reformats your text (up to the next required return) at the left margin setting on the current ruler.

## Creating Your Own Page Breaks

---

The “new-page” command in the style menu lets you insert your own page breaks in a document to make the text that follows print on a new page.

You might want to insert your own page break, for example, to prevent a paragraph or table from being split between two pages. You might also want to have a shorter title or introduction page, or to leave the rest of a page blank and later paste in an illustration.

The program creates automatic page breaks in your document according to the number of lines per page that is set in the synopsis form. The preset value is 56 lines per page. To change this number, see “Determining a Layout and Lines per Page” later in this chapter.

When you insert your own page break, the program restarts counting lines from that point, and adjusts the automatic page breaks that follow. Figure 5-10 illustrates the narrow line that the program uses to indicate an automatic page break.

You can insert your own page breaks anywhere in your document. Your page break is indicated with a double line, as illustrated in Figure 5-11.

L...+...1...+...2...+T.D3...+...T4...D...5...+T...D...R

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

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

Figure 5-10. The automatic page break shows that your table will be split between two pages.

L...+...1...+...2...+T.D3...+...T4...D...5...+T...D...R

The sales portfolio items printed in the month of May containe 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

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

Figure 5-11. Inserting your own page break lets you keep the table together on the next page.

To insert your own page breaks

1. Select "style" from the edit menu.
2. Select "new-page" from the style menu.
3. When the program prompts you for a target, select the first line that you want to be printed on the next page. If the cursor is already on the line you want, you can simply press **↵**.

The program inserts the page break (double line) before the line you selected and adjusts all the following automatic page breaks for the current number of lines per page.

4. The program continues to display the prompt for a target. You can:
  - Select additional lines where you want to insert a page break, as described above.
  - Select "done" to end the new-page operation and return to the edit menu.

To delete a page break that you created

1. Position the cursor anywhere on the page break (double line) that you want to remove.
2. Press **F6**.

The program removes your page break and adjusts all the following automatic page breaks for the current number of lines per page.

## Changing Text Spacing and Justification

---

A format sheet is the layout item that you can create to change line spacing and character spacing, and align your text on the right margin (justification).

You can use the Visi On Word startup settings for any document. The startup settings are in effect from the beginning to the end of the document. If you do not change any of these settings by creating a format sheet, your documents will be printed with:

- Single-spaced lines.

You can change line spacing to print: one line per one and a half lines of space ("one-and-a-half"), one

**Figure 5-12.** *You can select one of four line spacing choices for printing your documents.*

Attached is a copy of the customer support listings by product for the month of October 1983. Please review the list and return any comment to me by Friday morning at 9:00 A.M.

Single line spacing (preset)

Attached is a copy of the customer support listings by product for the month of October 1983. Please review the list and return any comment to me by Friday morning at 9:00 A.M.

One-and-a-half line spacing

Attached is a copy of the customer support listings by product for the month of October 1983. Please review the list and return any comment to me by Friday morning at 9:00 A.M.

Double line spacing

Attached is a copy of the customer support listings by product for the month of October 1983. Please review the list and return any comment to me by Friday morning at 9:00 A.M.

Triple line spacing

---

line per two lines of space ("double"), or one line per three lines of space ("triple"). Figure 5-12 illustrates each line spacing choice.

Note that any header and footer lines you create for your document are always printed with single spacing. See "Creating, Changing, and Removing Headers and Footers" later in this chapter for details.

- 10-pitch character spacing (10 characters per inch). You can change character spacing to print: 12-pitch (12 characters per inch) or 15-pitch (15 characters per inch). Figure 5-13 illustrates each character spacing choice.

**Figure 5-13.** You can select one of three character spacing choices for printing your documents.

Attached is a copy of the customer support listings by

10-pitch character spacing (preset)

Attached is a copy of the customer support listings by

12-pitch character spacing

Attached is a copy of the customer support listings by

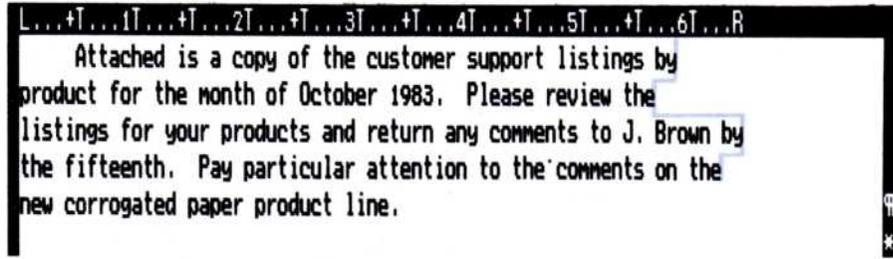
15-pitch character spacing

- 
- Text that is not justified on the right margin. You can change the justification choice to “yes”; your text will align on the right margin. Figure 5-14 illustrates the difference between justified and nonjustified text. Note that lines ending in a required return are never justified.

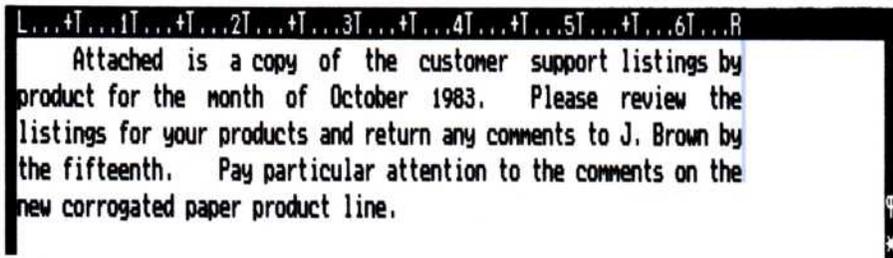
When you want to change line spacing, character spacing, or justification anywhere in your document, you must create a format sheet. Your settings take effect on the line where you create the format sheet and stop on the line where you create another format sheet (or the document ends). You can:

- Create a format sheet on the first line of a document to change the startup settings supplied by the program.
- Create a format sheet on any line following a required return to change the line spacing, character spacing, or justification at that point in the document.
- Create a format sheet before and while you enter text, or after you enter text.
- Change the settings on any format sheet you created.

**Figure 5-14.**  
*Nonjustified text has a ragged edge along the right margin. Justified text is aligned along the right margin.*



Nonjustified text (preset)



Justified text

- Remove any format sheet you created. The settings that apply to the text up to the format sheet you remove will then continue to apply to the text that follows the removed format sheet. See “Removing Format Sheets” later in this discussion.

## Creating and Changing Format Sheets

You create a format sheet or change the settings on an existing format sheet in the same way: you use the “modify” command in the line-style-change menu. Where you position the cursor indicates whether you want to create a format sheet or change an existing one:

- To create a format sheet, position the cursor on a line that does not contain a format sheet. The line you choose can be the first line of a document or any line after a required return.
- To change the settings on an existing format sheet, position the cursor on the line that contains that format sheet.

Note that the settings on format sheets you create or change are saved with your document.

## Creating format sheets

To create a format sheet

1. Position the cursor on the first line that you want the new format sheet to affect.

---

2. Select "style" from the edit menu.

---

3. Select "line-style-change" from the style menu.

---

4. Select "modify" from the line-style-change menu.  
The program displays a form showing the settings that are in effect for the line where you positioned the cursor.

---

5. Modify the format sheet form as explained under "Setting text spacing and justification" below.

---

6. When you have finished modifying the settings for your new format sheet and have selected "done," select one of the following commands:
  - Select "previous" or "next" until you locate another format sheet you want to change or remove, as described below.
  - Select "done" to return to the edit menu.

## Changing format sheets

To change an existing format sheet

1. Select "style" from the edit menu.

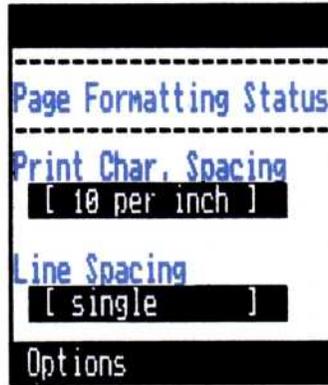
---

2. Select "line-style-change" from the style menu.

---

3. Position the cursor on the format sheet you want to change. You can do either of the following:
  - Look for the symbol (Ⓢ) in the left border of the edit screen, which shows you the line where a format sheet is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the line-style-change menu to directly move the cursor from one format sheet to another. You can select either command repeatedly.

The options sheet lists the text spacing settings for any area of your document. You can see the current settings if you display the options sheet, but you cannot use the options sheet to change



**Figure 5-15.** The options sheet displays the status of line and character spacing for an area of your document. The brackets indicate that you cannot use the options sheet to change them.

them. Figure 5-15 illustrates the Page Formatting Status as it is displayed in the options sheet.

As you locate format sheets to change, the status of the settings changes in the options sheet, so you can tell what is current and which format sheet you want to change.

4. When you have located the format sheet you want to change, select "modify" from the line-style-change menu.

The program displays a form showing the settings that are in effect for the line at the cursor position.

5. Modify the format sheet form as explained under "Setting text spacing and justification" below.
6. When you have finished modifying the settings on the format sheet and have selected "done," select one of the following commands:
  - Select "previous" or "next" until you locate another format sheet you want to change or remove.
  - Select "done" to return to the edit menu.

### Setting text spacing and justification

1. Modify the format sheet form that shows the text spacing and justification settings in effect for the line at the cursor position.

To set text spacing and justification

**Figure 5-16.** A format sheet form highlights the settings in effect for text spacing and justification at the cursor position.

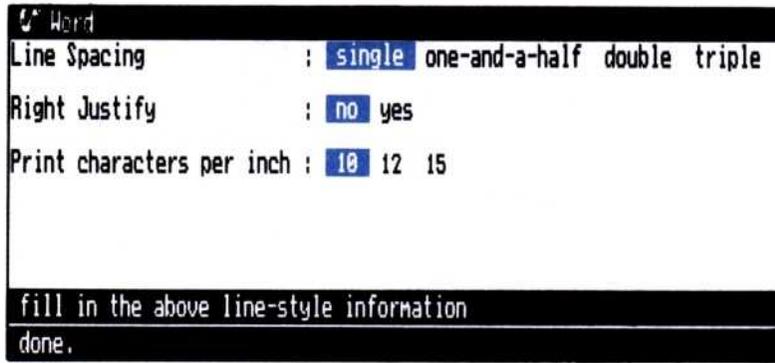


Figure 5-16 illustrates an example of the current format sheet form. The settings in effect are highlighted.

2. To select a different line spacing, character spacing, or justification choice:
  - Move the pointer to each new setting you want; then select it.  
The program highlights your new selections.
  - You can change each setting as many times as you wish.
3. When you have finished selecting your format choices, select "done" to return to the line-style-change menu.  
The program saves your format sheet with its setting at the current location.

## Removing Format Sheets

You can remove any format sheet you have created in a document. The format settings that apply to the text up to the format sheet you remove will then continue to apply to the text that follows the removed format sheet.

To remove a format sheet from your document

1. Select "style" from the edit menu.
2. Select "line-style-change" from the style menu.
3. Position the cursor on the format sheet you want to remove. You can do either of the following:

- Look for the symbol (Ⓢ) in the left border of the edit screen, which shows you the line where a format sheet is located. Position the cursor anywhere on that line.
- Select “previous” or “next” from the line-style-change menu to directly move the cursor from one format sheet to another. You can select either command repeatedly.

The options sheet lists the text spacing and justification settings for any area of your document. You can see the current settings if you display the options sheet, but you cannot use the options sheet to change them, as illustrated earlier in Figure 5-15.

As you locate format sheets to remove, the status of the settings changes in the options sheet, so you can tell what is current and which format sheet you want to remove.

- 
4. When you have located the format sheet you want to remove, select “remove” from the line-style-change menu.

The program removes the format sheet from the document.

- 
5. Select one of the following commands:
    - Select “previous” or “next” until you locate another format sheet you want to change or remove.
    - Select “done” to return to the edit menu.

## Creating, Changing, and Removing Headers and Footers

---

A captions sheet is the layout item that lets you print specific information at the top and/or bottom of each page of a document. For example, you might want to print titles, the date, and page numbers. A *header* contains one to three lines of text at the top of a page, and a *footer* contains one to three lines of text at the bottom of a page.

Note that headers and footers do not appear on the edit screen. They appear only on your printed documents. Also, header and footer lines are always printed with single spacing.

You can create header and footer lines in your document that include:

- The date for any day that you print the document, once you have specified the current date to the Visi On system at the start of your session (See your *Visi On User's Guide*). You can select one of four forms for printing the current date on your document pages.
- Sequential page numbers in one of three forms that you can select.
- Blank lines that separate the header or footer from the body of text on a page.

When you want to have headers and footers printed on the pages of your document, you must create a captions sheet. The text and settings on any captions sheet you create are printed for the first full page after the line containing the captions sheet, and stop being printed on the first full page after another captions sheet you create (or the document ends).

If you want headers and footers to print on the first page and continue throughout the document, you should create a captions sheet on the first line of your document. When you create a captions sheet on any line within a page, the footers will begin to be printed on that same page; but the headers will begin to be printed on the next page of text. You can:

- Create a captions sheet on the first line of a document to print headers and footers beginning on the first page.
- Create a captions sheet on any line following a required return within a page to print footers beginning on that same page, and headers beginning on the next page.
- Create a captions sheet before and while you enter text, or after you enter text.
- Change the text and settings on any captions sheet.

- Remove any captions sheet. If another captions sheet exists in the document before the one you remove, the headers and footers of the previous captions sheet will continue to print on the pages that follow the removed captions sheet.

## Creating and Changing Captions Sheets

---

You create a captions sheet or change the text and settings on an existing captions sheet in the same way: you use the “modify” command in the captions menu and make entries on a captions sheet form. Where you position the cursor indicates whether you want to create a captions sheet or change an existing one:

- To create a captions sheet, position the cursor on a line that does not contain a captions sheet. The line you choose can be the first line of a document or any line after a required return.
- To change the text and settings on a captions sheet, position the cursor on a line that contains that captions sheet.

Note that the text and settings of any captions sheet you create or change are saved with your document.

Figure 5-17 illustrates the captions sheet form that is displayed by the program when you create or change a captions sheet.

### Creating captions sheets

To create a captions sheet

1. Position the cursor on the line where you want to place the new captions sheet. Note that if you create a captions sheet on any line after the first line on a page, the headers will be printed starting on the following page.
2. Select “Print” from the edit menu.
3. Select “captions” from the Print menu.
4. Select “modify” from the captions menu.

The program displays the current captions sheet form on the edit screen. The *current captions sheet* is the captions sheet that is in effect for the line where you

**Figure 5-17.** A captions sheet form is displayed for you to modify when you create or change a captions sheet.

Date Symbol:  Date Form: **MM/DD/YY** DD/MM/YY Month DD, YYYY DD Month YYYY

Page Number Symbol:  Page Number Form: **Arabic** Lower Roman Upper Roman

Line Length: **65** Restart Page Numbering to:

\*\*\* Header Fields \*\*\*

1 Left :

Center:

Right :

2 Left :

Center:

Right :

3 Left :

Center:

Right :

Number of blank lines to follow the header:

\*\*\* Footer Fields \*\*\*

Number of blank lines to precede the footer:

1 Left :

Center:

Right :

2 Left :

Center:

Right :

3 Left :

Center:

Right :

fill in the above caption information

done.

positioned the cursor. If you have not created any other captions sheet in your document, it is a clean captions sheet form.

5. Modify the captions sheet form as explained under "Entering text for header and footer lines," "Printing the current date," and "Printing page numbers," below.
6. When you have finished modifying the entries for your new captions sheet and have selected "done," select one of the following commands:
  - Select "previous" or "next" to locate other captions sheets that you may want to change or remove in the document.

- Select "done" to return to the Print menu, where you can print your document, as described in Chapter 11.

Whether you choose to locate another captions sheet or leave the captions operation, the captions sheet you created is saved at the current location.

7. To return to the edit menu and continue work on your document, select "Word" from the menu path.

### Changing captions sheets

To change  
an existing  
captions sheet

1. Select "Print" from the edit menu.
2. Select "captions" from the Print menu.
3. Position the cursor on the captions sheet you want to change. You can do either of the following:
  - Look for the symbol (⊙) in the left border of the edit screen, which shows you the line where a captions sheet is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the captions menu to directly move the cursor from one captions sheet to another. You can select either command repeatedly.
4. When you have located the captions sheet you want to change, select "modify" from the captions menu. The program displays the current captions sheet form on the edit screen, showing the the text and settings in effect for the line where you positioned the cursor.
5. Modify the captions sheet form as explained under "Entering text for header and footer lines," "Printing the current date," and "Printing page numbers," below.
6. When you have finished modifying the text and settings for the captions sheet and have selected "done," select one of the following commands:
  - Select "previous" or "next" to locate other captions sheets that you may want to change or remove in the document.

- Select “done” to return to the Print menu, where you can print your document, as described in Chapter 11.

Whether you choose to locate another captions sheet or leave the captions operation, the captions sheet you changed is saved at the current location.

- 
7. To return to the edit menu and continue work on your document, select “Word” from the menu path.

### Entering text for header and footer lines

To enter text for header and footer lines

1. Modify the captions sheet form by typing the text you want on any of three lines for a header and/or any of three lines for a footer.

Your text in each line of a header and footer can be divided into three sections (called *text fields*) across the line. You can have one text field that is left-justified on the line, one that is right-justified, and one that is centered. Figure 5-18 illustrates how text was typed on a captions sheet form to print three text field sections in the first line of a header.

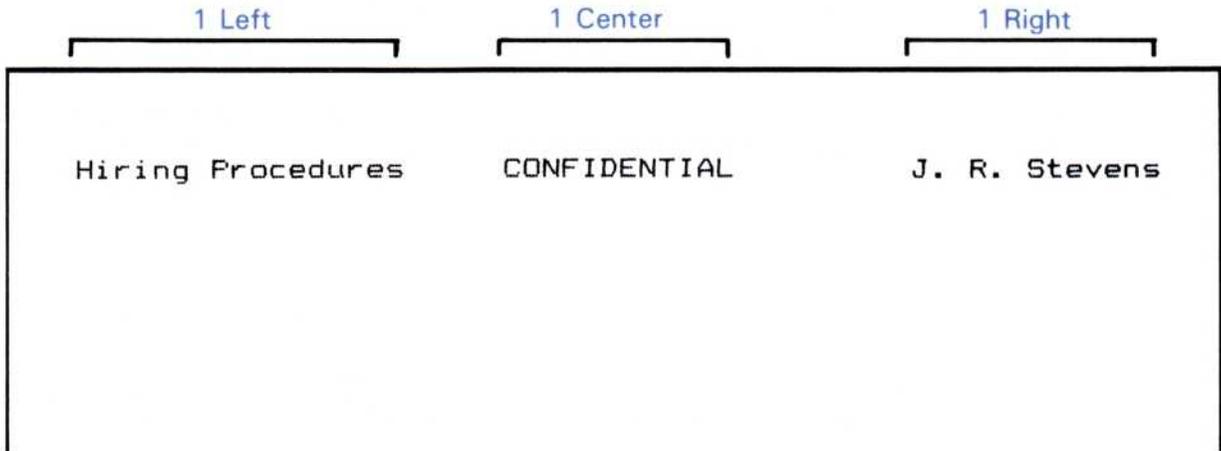
When you enter text into the fields of a header or footer line, you should consider the length of the text you want to print in each field, and the total length that is set for the line itself.

- You can enter up to 40 characters in a “Right” field and up to 40 characters in a “Left” field.
- You can enter up to 65 characters in a “Center” field.
- You can set the length for header and footer lines from 1 to 132 characters. The length is preset to 65 characters (the same as the line length on the Visi On Word startup ruler) but you can print header and footer lines that are longer or shorter than the text on a page, if you wish.

You should be careful not to overlap the text fields on a header or footer line. For example, if your line length is set to 65 and you type 40 characters each for 1 Left, 1 Right, and 1 Center; the three text fields on that line will not fit and will overlap in the center.

\*\*\* Header Fields \*\*\*

```
1 Left : Hiring Procedures
Center: CONFIDENTIAL
Right : J. R. Stevens
```

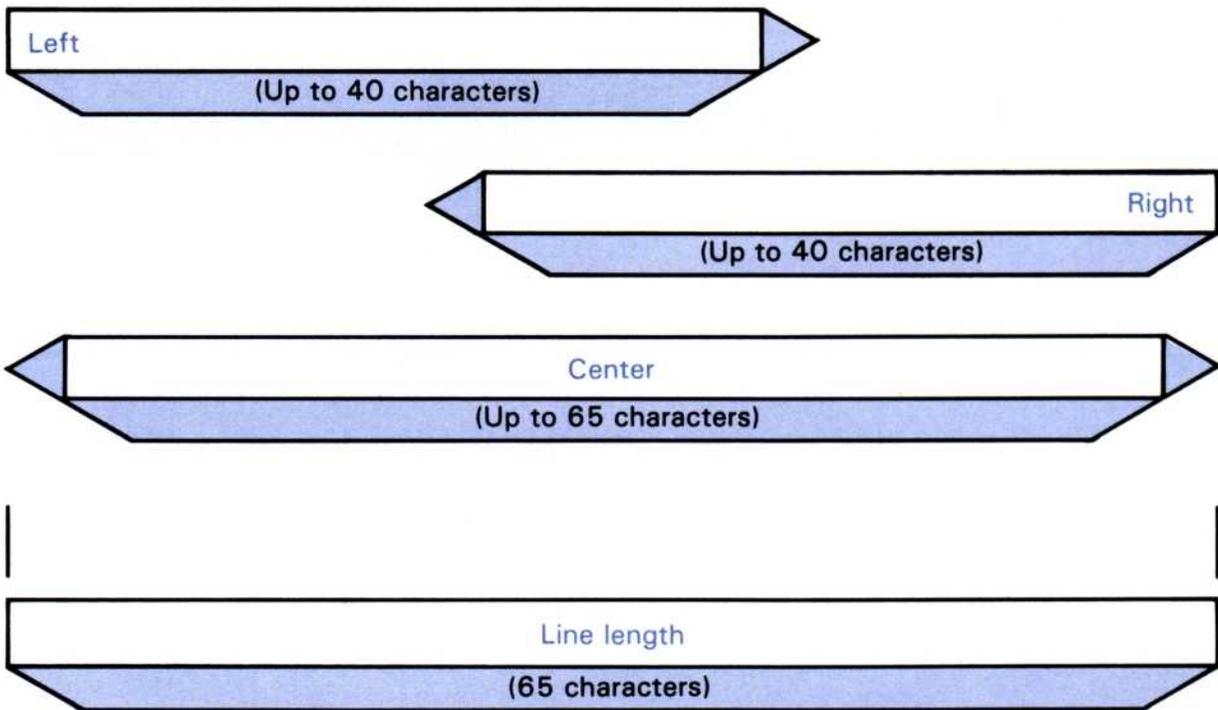


**Figure 5-18.** Each line of a header or footer can have three text fields: one left-justified, one centered, and one right-justified.

The program first looks at a left text field, then at a right text field, and finally at a center text field. If the fields overlap, only the last one in that space will be printed.

If you want a long line of continuous text, you could enter it all into the Center field, or just the Left and/or Right field. Figure 5-19 illustrates how the maximum size of the three fields would be positioned on a header or footer line with the line length set to 65.

2. Position the cursor on a text field in the header or footer line that you want to fill in.
3. Type your text. When you already have text in a field, you can position the cursor and insert more text, use the **DEL** and **BKSP** keys to delete characters, or use the **END** key to completely empty the field.



**Figure 5-19.** The total number of characters you enter in the text fields of each line should not exceed the line length; otherwise, your text will overlap when it is printed.

4. When you have completed the text for that field, press . To fill in more fields, position the cursor, and continue as described above. The captions sheet form is longer than your display, so you should scroll the form when you want to enter text into fields that are not visible on the edit screen.
5. To change the line length for the header and footer lines:
  - Position the cursor on the current number.
  - Press **END** to delete it.
  - Type your new number; then press .

### Setting a number of blank lines

You can set the number of lines to be left blank after a header and before a footer. These blank lines will separate the header or footer from the body of text on a

To set a number of blank lines

page. Each is preset to one blank line, but you can change the settings to leave from 0 to 10 blank lines.

1. Position the cursor on the number you want to change.
2. Press **END** to delete the old number.
3. Type your new number; then press **↵**.

### Printing the current date

At the start of your Visi On session, you can enter the current date. See your *Visi On Setup Guide* for details. Once you have entered the date, the Visi On Word program can print the date in one of four forms whenever you print your document.

To print the current date

1. Modify the captions sheet form by entering the date symbol into the text field of a header or footer line:  
The *date symbol* that is set on a captions sheet is the symbol you enter in a text field (left, center, or right) to print the current date in a header or footer line. The date symbol is preset to an "at sign" (@), but you can change this symbol to anything you want:
  - Position the cursor on the current symbol.
  - Press **END** to delete the symbol.
  - Type another symbol; then press **↵**.

Make sure that you set a date symbol that you do not intend to use as ordinary text elsewhere in a header or footer, because the program will replace each occurrence of your date symbol with the current date.

When you enter a date symbol in a text field, the program will supply the current date each time you print your document, as illustrated in Figure 5-20.

2. The date will be printed in the *date form* that is set on the captions sheet. The date form is preset to "MM/DD/YY," which will print the month, day, and year in the form 10/15/83 or 2/6/84. You can set any one of the four date forms that you want:
  - Move the pointer and select another date form.  
The program highlights the date form in effect, as illustrated in Figure 5-20.

Date Symbol: @ Date Form: MM/DD/YY DD/MM/YY Month DD, YYYY DD Month YYYY

\*\*\* Header Fields \*\*\*

1 Left : Monthly Report @  
Center:  
Right : CONFIDENTIAL

Monthly Report 12/10/83	CONFIDENTIAL
-------------------------	--------------

Figure 5-20. The form and symbol in a captions sheet indicate how and where the current date will be printed in a header or footer line.

- Select "DD/MM/YY" to print the day, month, and year in the form 25/2/83 or 31/5/84.
- Select "Month DD, YYYY" to print the month, day, and the full year in the form June 15, 1984 or December 10, 1983.
- Select "DD Month YYYY" to print the day, month, and the full year in the form 19 May 1985 or 25 January 1986.

Figure 5-20 illustrates the captions sheet settings for a date and how the text field with the date is printed as part of the line of a header or footer.

### Printing page numbers

To print page numbers

1. Modify the captions sheet form by entering the page number symbol into the text field of a header or footer line:

The *page number symbol* that is set on a captions sheet is the symbol you enter in a text field (left,

center, or right) to print the page number in a header or footer line. The page number symbol is preset to a “pound sign” (#), but you can change this symbol to anything you want:

- Position the cursor on the current symbol.
- Press **END** to delete the symbol.
- Type another symbol; then press **↵**.

Make sure that you set a page number symbol that you do not intend to use as ordinary text elsewhere in a header or footer, because the program will replace each occurrence of your page number symbol with the actual page number, as illustrated in Figure 5-21.

2. The page number will be printed in the current *page number form* on the captions sheet. The page number form is preset to “Arabic,” which will print page numbers in the form 1, 2, 3, etc. You can set any one of the three page number forms that you want:

- Move the pointer and select another page number form.

The program highlights the page number form in effect, as illustrated in Figure 5-21.

- Select “Lower Roman” to print page numbers in lowercase roman numerals in the form i, iv, x, etc.
- Select “Upper Roman” to print page numbers in uppercase roman numerals in the form I, IV, X, etc.

Figure 5-21 illustrates the captions sheet settings for page numbers and how the text field with the number is printed as part of the line of a header or footer.

## Restarting the page count

You may want to restart page numbers on your printed document, for example, if you have separate sections or chapters and you want to begin each unit with a new numbering sequence: Section 1-1, Section 2-1, etc.

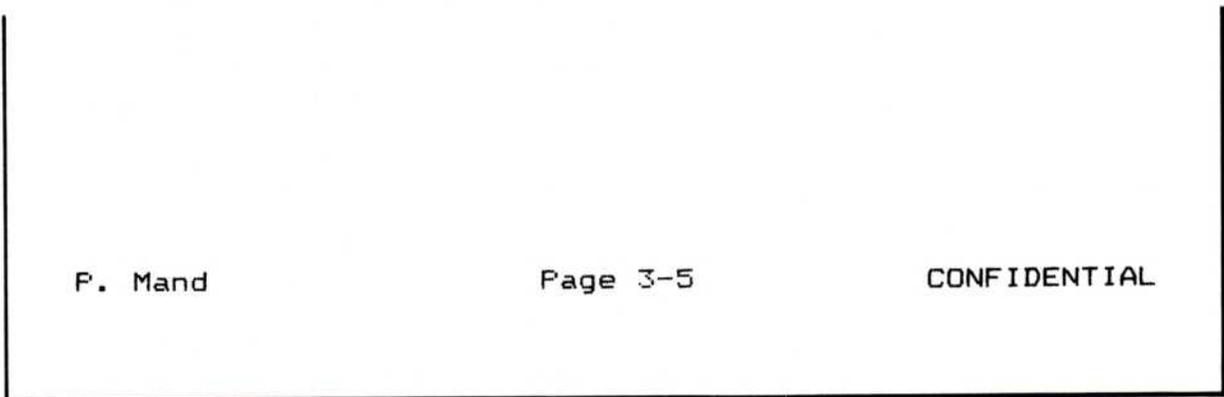
You might also want to begin numbering pages only after some title or introductory pages. The program counts the actual pages, but you can specify the page and the starting number you want the program to use when printing page numbers.

Page Number Symbol:  Page Number Form: **Arabic** Lower Roman Upper Roman

**\*\*\* Footer Fields \*\*\***

Number of blank lines to precede the footer: **1**

1 Left : P. Mand  
Center: Page 3-#  
Right : CONFIDENTIAL



**Figure 5-21.** The form and symbol in a captions sheet indicate how and where the page numbers will be printed in a header or footer line.

To restart the page count

1. Modify the captions sheet form by entering the number that the program will use to restart counting and printing page numbers.
  - Position the cursor on the location for the value of "Restart page numbering to:."
  - Type a number from 0 to 999; then press .The program will restart printing page numbers in the page number form that is currently set (Arabic or Roman).

## Removing Captions Sheets

You can remove any captions sheet you have created in a document. If you have another captions sheet in the document before the one you remove, the headers and footers of the previous captions sheet will continue

To remove a captions sheet

to print on the pages that follow the removed captions sheet.

1. Select "Print" from the edit menu.

---

2. Select "captions" from the Print menu.

---

3. Position the cursor on the captions sheet you want to remove. You can do either of the following:
  - Look for the symbol (⊙) in the left border of the edit screen, which shows you the line where a captions sheet is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the captions menu to directly move the cursor from one captions sheet to another. You can select either command repeatedly.

---

4. When you have located the captions sheet you want to remove, select "remove" from the captions menu.

---

5. Select one of the following commands:
  - Select "previous" or "next" to locate other captions sheets that you may want to change or remove in the document.
  - Select "done" to return to the Print menu, where you can print your document, as described in Chapter 11.

---

6. To return to the edit menu and continue work on your document, select "Word" from the menu path.

---

## Determining a Layout and Lines per Page

---

There are several things that make up the total layout of each page of your document and how it will look when you print it. Most important of these is determining how many lines of text will be printed on each page, and how those lines will be positioned.

The synopsis form of your document contains the number that the program uses to count lines and create automatic page breaks in your document. Each page break begins a new page when you print the document. See "Keeping Track of Document Content and History" below for details on how you can change the synopsis form.

You can create your own page breaks on any line in a document to force a new page to begin where you want it. See “Creating Your Own Page Breaks” earlier in this chapter for details. Each time you insert your own page break, the program restarts counting lines from that point and adjusts all the following automatic page breaks.

The number of lines per page is preset to 56 lines on the synopsis form. This setting allows for:

- Printing on 8 1/2" x 11" paper at 6 lines per inch. The total number of lines on the paper is 66.
- Two lines for a top margin.
- Three lines for a header and three for a footer, plus one blank line each to separate them from the body of text on a page. If you do not create headers and footers, eight lines are left for a bottom margin.

You can change the number of lines per page to any value you want, up to 99 lines. The value you select can be determined by your paper size, whether or not you have headers and footers, and other factors as illustrated in Figure 5-22.

## Keeping Track of Document Content and History

---

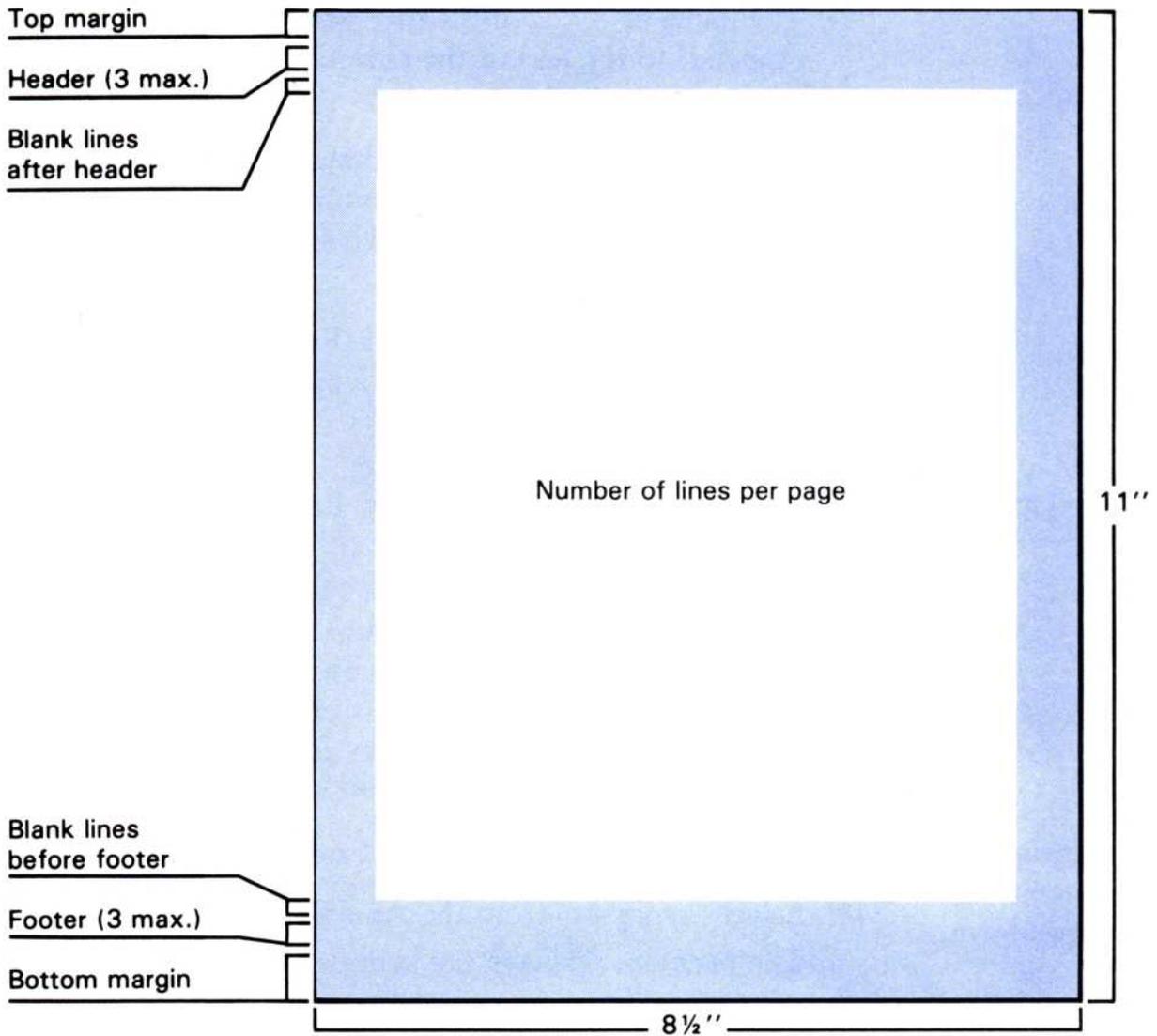
The “synopsis” command in the Analyze menu lets you display the form that contains information for your entire document. You can display your document’s synopsis form while you are working on any part of the document.

Some of the information in a synopsis form is supplied and updated by the program: you can read the information, but you cannot change it. These entries are:

- The dates on which the document was created, last modified, and last printed.
- The number of pages and lines in the document.

In addition, the synopsis form contains entries that you can change or fill in with your own information:

- The author of the document.



To calculate lines per page:

For example:

paper size	66
– top margin	– 2
– number of header lines	– 2
– number of blank lines after header	– 1
– number of footer lines	– 2
– number of blank lines before footer	– 1
<hr/>	
= text lines per page with no bottom margin	= 58
– number of lines you want to remain for a bottom margin	– 4
= text lines per page to fit on your paper	= 54

**Figure 5-22.** A standard paper size (8 1/2" x 11") with various layout items you can consider to determine your number of lines per page.

- The number of text lines in the body of each page in the document.
- The name of a document that you want to chain (append) to the end of the current document for editing and printing.
- A comment line of up to 45 characters that you can use, for example, to record an abstract of the document, the history of its development, or instructions for other users.

Figure 5-23 illustrates the synopsis form that can be displayed at any time while you work on a document.

## Displaying and Changing the Synopsis Form

---

You can display your document's synopsis form while you are working on any part of the document. You display the synopsis form when you want to view the information on the document's history and statistics and fill in or change the entries for the author, the number of lines per page, a chained document, and comments:

To display the document's synopsis form

1. Select "Analyze" from the edit menu.
  2. Select "synopsis" from the Analyze menu.  
The program displays the synopsis form on the edit screen.
  3. Use the synopsis form in the following ways:
    - Fill in or change the entries on any of the highlighted areas of the form as explained under "Entering the author and comments," "Changing the number of lines per page," and "Appending a document to the current document," below.
    - View your document's history and statistics on the form. You cannot change this information; it is entered and updated by the program as you work on your document.
  4. When you have finished viewing and/or changing the synopsis form, select "done" from the synopsis menu.  
The program saves any updates you made on the synopsis form and returns to the Analyze menu.
-

**Figure 5-23.** *The synopsis form contains the document's history and statistics that are supplied by the program. They appear in brackets to indicate that you cannot change them. Other entries are displayed where you can insert your own text and change that text.*

Author:	[REDACTED]
Number of line of text per page:	56
Chain Document Name :	[REDACTED]
Document Comment :	[REDACTED]
Document History:	
Created:	[01/01/84]
Last Modified:	[01/01/84]
Last Printed:	[ never ]
Document Statistics:	
Pages:	[ 1 ]
Lines:	[ 1 ]

fill in the above synopsis information  
done.

- To return to the edit menu and continue work on your document, select "Word" from the menu path.

### Entering the author and comments

To enter the author and comments

- Position the cursor on the highlighted area you want to fill in or change:
  - Position the cursor after "Author:" to enter the name of the author of the document.
  - Position the cursor after "Comment:" to enter up to 45 characters of annotation, abstract, etc., for your document.

You can fill in or change one of these entries, then the other, as follows.

- Type your text. When you already have text in an entry, you can position the cursor and insert more text, use the **DEL** and **BKSP** keys to delete characters, or use the **END** key to completely empty the entry.
- When you have completed the text for that entry, press **↵**.

To change the number of lines per page

### Changing the number of lines per page

1. Position the cursor on the current number after "Number of lines of text per page:."
2. Press **END** to delete the current number.
3. Type your new number; then press **↵**.

### Appending a document to the current document

You can specify, in the synopsis form, the name of another document that will be chained to the current document. Any document can have one other document appended to it; you can then create a chain of documents. For example, if you were writing a lengthy report with several sections, you might make each section a separate document. Section 2 could then be appended to Section 1, Section 3 to Section 2, etc.

A document is appended when you:

- Get a document in your working folder of the Files display. The name of the document that is chained to it, and any documents farther down the chain, are listed under the current document. You can then easily see the entire chain of documents, and activate another document in the chain when you want to edit it. See "Revising a Chained Document" in Chapter 2 for more details.
- Print the current document. The document that is chained to it, and any documents farther down the chain, are printed in sequence. You can tell the program that you don't want to print documents later in the chain. See "Changing Printer Options" in Chapter 11 for details.

Rulers, format sheets, and captions sheets settings that you create for a document will continue to be printed for documents later in the chain unless you created separate settings for those chained documents. You do not need to create rulers, format sheets, and captions sheets for chained documents; only the first document you will print in the chain needs to contain your settings.

See “Changing Margins and Tab Stops,” “Changing Text Spacing and Justification,” and “Creating, Changing, and Removing Headers and Footers” earlier in this chapter for details on creating these layout items in a document.

To append a document to the current document

1. Position the cursor after “Chain Document Name:” to enter the name of the document you want to have appended to the current document. The chained document you specify can be one that you have already created, or one that you will create later.
2. Type your chained document name. When you already have a document name in that entry, you can position the cursor and insert more text, use the **DEL** and **BKSP** keys to delete characters, or use the **END** key to completely empty the entry.
3. When you have completed the chained document name, press **↵**.



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# 6

## Enhancing the Appearance of Text

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**Chapter 6**

**Enhancing the Appearance of Text**

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Setting Character Enhancement Options	6-4
Enhancing Existing Text	6-6
Clearing Character Enhancements	6-7

You can change the appearance of the text in your documents by selecting a font type (bold or italic), underlining, superscripting or subscripting, and overstriking with another character. Figure 6-1 illustrates the different character enhancements you can select for your text.

You can select a single enhancement for your text, or you can select combinations of enhancements. For example, text could be in boldface type and underlined; or a superscript could also be in italics. All the enhancement options that you have currently set will be used together to enhance the text you select. See "Setting Character Enhancement Options" below.

When you set the character enhancements you want, you can choose to have them appear while you type, or you can enhance text after you have typed it.

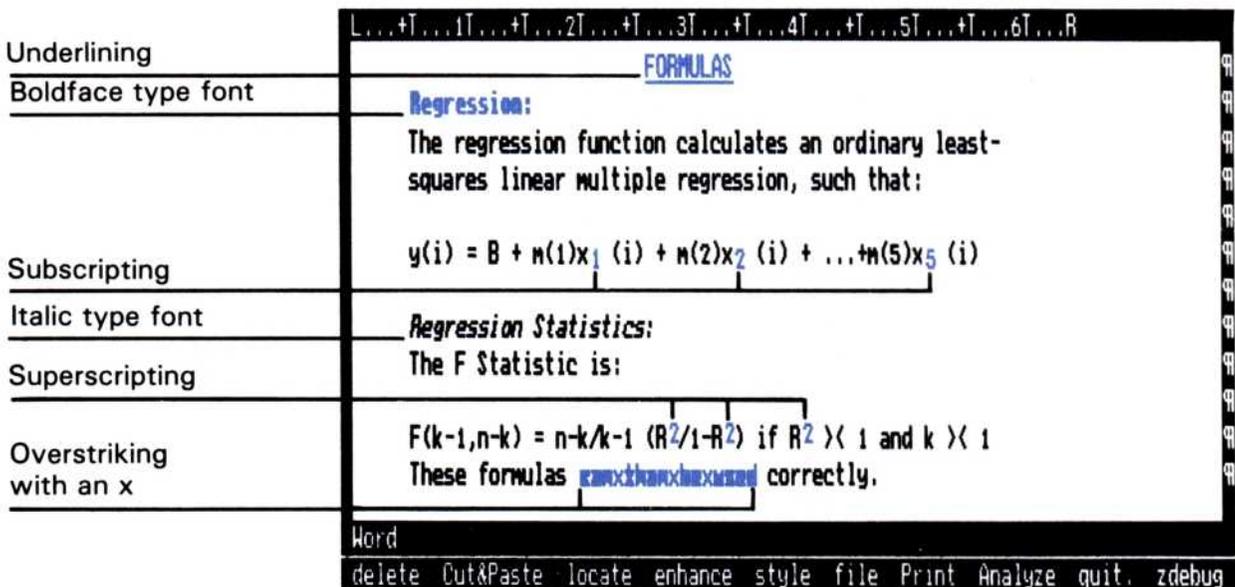


Figure 6-1. Character enhancements can be used to change the appearance of your text both for editing and for printing your documents.

## Setting Character Enhancement Options

You decide how you want your text to be enhanced by choosing one or more character enhancements. You can press the keys **(F 1)**, **(F 3)**, or **(F 5)**; or you can select any of the options on the options sheet, illustrated in Figure 6-2.

The enhancement options of the Visi On Word™ program are preset to appear while you type. The word "Text" in the status line changes to show when you have set bold, italics and/or underlining.

**Figure 6-2.** The options sheet lets you choose how you want the text you select or type to be enhanced. The program highlights your preset options.

```
-----  
Character Enhancement  
-----  
Enhance while typing  
no yes  
  
Character Font  
normal  
bold  
italic  
  
Underline  
no  
words only  
words & spaces  
  
Scripting  
no  
superscript  
subscript  
  
Overstrike  
no  
with x  
with -  
  
Options
```

To set character enhancement options

**Alternate method:**

- Press **(F 1)** to set bold.
- Press **(F 3)** to set italics.
- Press **(F 5)** to set underlining for words & spaces.

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On™ menu, then select the current Visi On Word window.

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

2. Scroll the options sheet until the Character Enhancement options are displayed.

3. Select any of the following settings:

- Select one of the Character Font types: "bold" for boldface, "italic" for italics, or "normal" for normal (roman) typeface.
- Select one of the Underline options: "words only" to underline text but not spaces, "words & spaces" to underline both, or "no" to not use underlining.
- Select one of the Scripting options: "superscript" to raise characters above the baseline, "subscript" to lower characters below the baseline, or "no" to have characters appear on the baseline.
- Select one of the Overstrike options: "with x" to overlay each character with an "x," "with -" to overlay each character with a "-", or "no" to not use overstriking.
- Select "no" for the option "Enhance while typing" to turn off all your enhancements while you type. Select "yes" when you again want enhancements to appear while you type.

When you set character enhancements they remain in effect until you change them.

Your chosen settings are saved with your document.

When you edit the document later, the same settings will be used.

## Enhancing Existing Text

---

The “enhance” command in the edit menu lets you enhance existing characters with all the character enhancement options you have set. See “Setting Character Enhancement Options” earlier in this chapter, for details on setting enhancements.

If you enhance text that already appears with enhancements, your new choices replace the old ones.

- You can enhance words, lines, sentences, or paragraphs that you select.
- You can enhance any sequence or block of text you select. See “Marking Text as a Sequence or a Block” in Chapter 7 for details on setting the options sheet for the two types of document marking.

To enhance existing text

1. Select “enhance” from the edit menu.
2. Select one of the following commands from the enhance menu:
  - Select “word”; then select any part of the word you want when the program prompts you for a target. If the cursor is already on the word, you can simply press .
  - Select “end-of-line”; then select the first character you want to enhance on the line when the program prompts you for a target. If the cursor is already on that character, you can simply press . The program will enhance from the character you select to the end of the line.
  - Select “sentence”; then select any part of the sentence you want when the program prompts you for a target. If the cursor is already on the sentence, you can simply press .
  - Select “paragraph”; then select any part of the paragraph you want when the program prompts you for a target. If the cursor is already on the paragraph, you can simply press .
  - Select the beginning and ending points of any block or sequence of text. Respond to the prompts above the enhance menu. If the ending point you want to select is not visible on the edit screen, you can either:

★ **Alternate method:** Press **HOME** or **END** three times, or press **PGUP** or **PGDN**.

★ - Select any of the locating commands: "top," "bottom," "previous," or "next" to go to the beginning, end, or to pages backward or forward.

- Scroll your text upward or downward.

When the location you want is visible on the edit screen, select it.

The program enhances the text you selected. Note that if the text was previously enhanced, your current enhancement options replace the old ones.

You can continue to select commands from the enhance menu (or select areas on the screen) to enhance additional text.

3. Select "done" when you want to end the enhancement operation and return to the edit menu.

## Clearing Character Enhancements

The "reset" command in the enhance menu lets you remove all character enhancements from the text you select. Note that you do not need to change your Character Enhancement settings on the options sheet.

To clear character enhancements

1. Select "enhance" from the edit menu.
2. Select "reset" from the enhance menu.
3. Respond to the prompt by selecting the first character to be cleared of enhancements.
4. Respond to the prompt by selecting the last character to be cleared of enhancements. If you are clearing a single character, simply select it twice.

When you select an area to be cleared of enhancements, the area can be either a sequence or a block of text. See "Marking Text as a Sequence or a Block" in Chapter 7 for details on setting the options sheet for the two types of document marking.

The program clears all enhancements from the area of text you selected and returns to the enhance menu.

5. Select one of the following commands from the enhance menu:
  - Select “reset” to remove enhancements from another area of text, as described above.
  - Select “done” to end the enhancement operation and return to the edit menu.

---

# 7

## Moving and Copying Text

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**Chapter 7**

**Moving and Copying Text**

---

Marking Text as a Sequence or a Block	7-4
Moving and Copying the Text	7-7

The “move” command in the Cut & Paste menu lets you remove text from one location and place it in another location in your document.

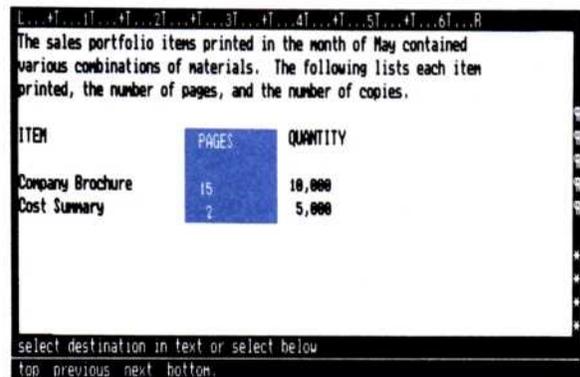
The “copy” command in the Cut & Paste menu lets you duplicate text in another location in your document.

You can move or copy any sequence or block of text by selecting the starting point and ending point of the text; then selecting its new location. You determine how you want the program to mark the text you select by choosing a document marking option in the options sheet. See “Marking Text as a Sequence or a Block” below for details on selecting your document marking option.

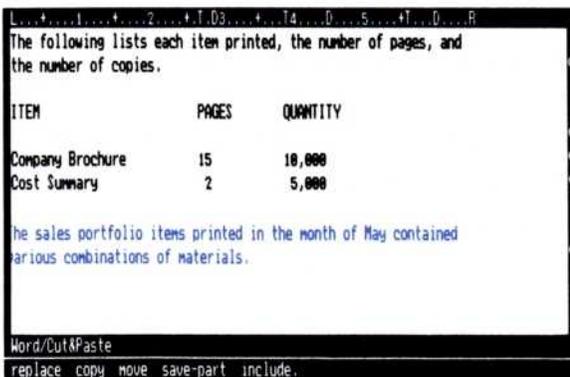
You follow the same steps when you move or copy a sequence or a block of text in a document. Figure 7-1 and Figure 7-2 illustrate the different results of the two commands.



(a) Moving a sequence of text



(a) Moving a block of text

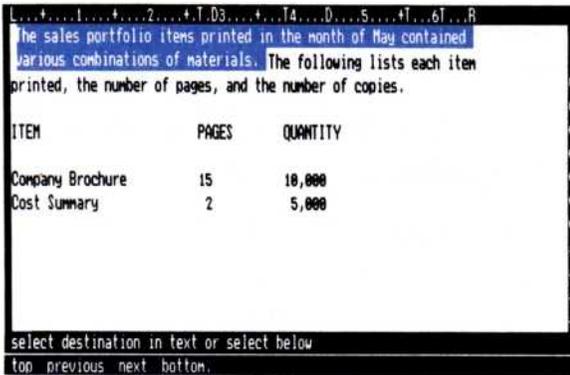


(b) After moving a sequence



(b) After moving a block

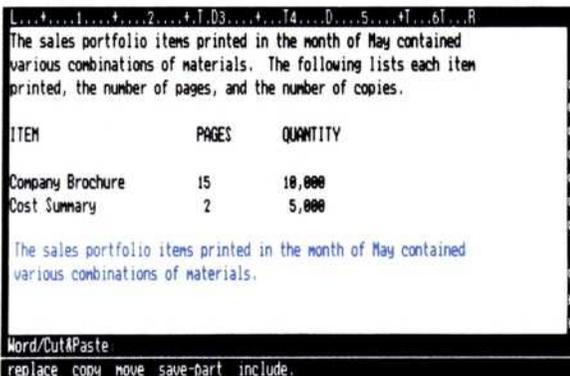
**Figure 7-1.** The “move” command removes your selected text from its original location and places it at the new location you select.



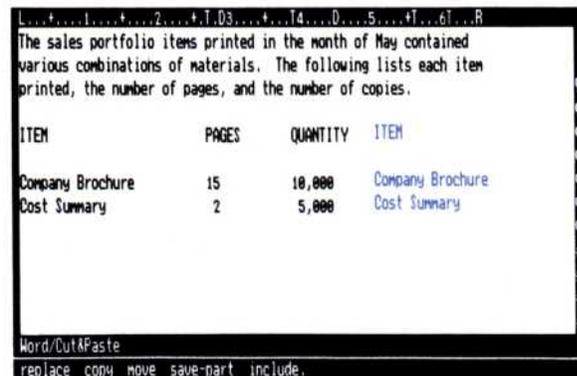
(a) Copying a sequence of text



(a) Copying a block of text



(b) After copying a sequence



(b) After copying a block

**Figure 7-2.** The “copy” command leaves your selected text in its original location and duplicates it at the new location you select.

## Marking Text as a Sequence or a Block

There are important differences between the two ways you can mark the text you want to move or copy. You can mark the text either as a sequence or as a block.

A *block* of text is a rectangle that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a block when the text consists of columns ending with a required return.

A *sequence* of text is any area of sequentially typed characters that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a sequence when the text consists of paragraphs that you entered using text wraparound.

However, any area of text that you select can be marked as either a block or a sequence, as illustrated in Figure 7-3.

Notice the bottom two illustrations in Figure 7-3. You can mark and move or copy an entire area of text (border to border) as either a sequence or a block.

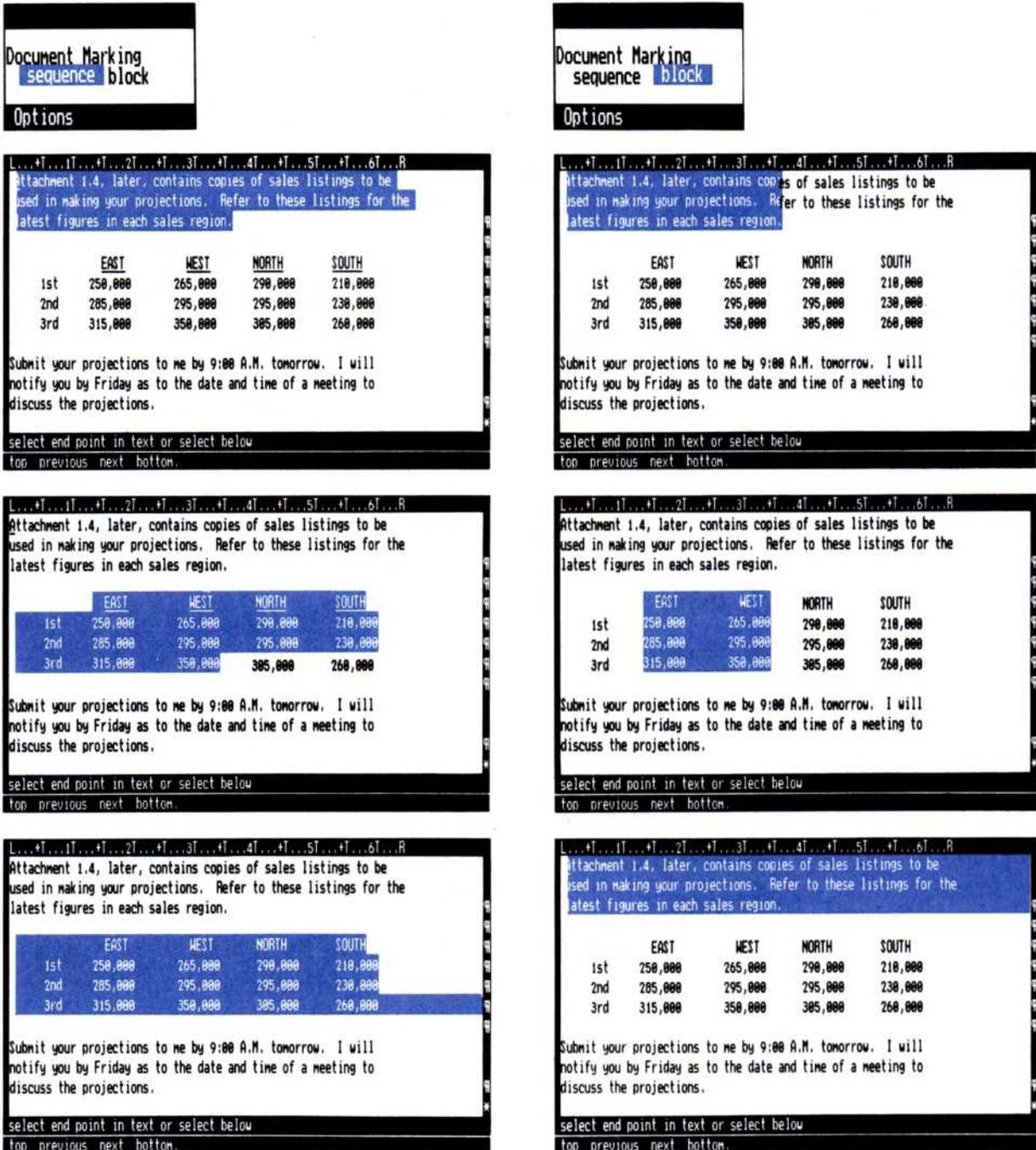


Figure 7-3. Any area of text can be marked and moved or copied as either a sequence or a block.

Normally, when you want to mark and move or copy a whole area, it won't matter which type of document marking you have set.

However, the program does make a distinction when the area you have selected includes any layout items such as: rulers for margin and tab settings, format sheets for line and character spacing, or caption sheets for headers and footers. See Chapter 5 for details on creating, changing, and removing any of these layout items.

- If you mark text as a sequence, any layout items that are included in the text are moved or copied with the text.
- If you mark text as a block, the program moves or copies only the text, never any layout items.

This is an important consideration if you have, for example, created a special ruler for a paragraph or columns of text. If you move or copy the paragraph or columns as a block, the text will be reformatted according to the layout of their new destination area. This may be exactly what you want. If not, you can:

- Move or copy the area as a sequence and include the layout items between the beginning and ending points you select.
- Prepare the destination area before you begin the move or copy operation by first creating the layout items you want.
- Create the layout items you want at the destination area after the move or copy operation. The program will reformat the text according to your new layout item(s).

You decide how you want your text to be marked by choosing a document marking option on the options sheet, as described below.

The document marking option on the options sheet lets you choose the way that the program marks the text you select. The document marking option is preset for you to mark text as a sequence. Figure 7-4 illustrates this option.



**Figure 7-4.** The document marking option in the options sheet lets you choose to mark text as either a sequence or a block.

To set  
a document  
marking option

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On™ menu; then select the current Visi On Word™ window.  
The options sheet appears to the right of your document in the edit screen.
2. Scroll the options sheet to display the document marking options.
  - Select "sequence" to mark the text you select as a sequence.
  - Select "block" to mark the text you select as a block.

When you select either "sequence" or "block" in the options sheet, that selection remains in effect until you change the setting.

Your options sheet settings are saved with the current document. When you edit the same document later, these options sheet settings will be used.

## Moving and Copying the Text

To move or copy  
a sequence or  
block of text

1. Select "Cut&Paste" from the edit menu.
2. Select which command you want from the Cut & Paste menu:
  - Select "move" to have text removed from one location and placed in another location.
  - Select "copy" to have text duplicated in another location.
3. Respond to the prompt by selecting the starting point of the text you want to move or copy.

4. Make sure that your document marking option is set to your choice of "sequence" or "block" on the options sheet. See "Marking Text as a Sequence or a Block" earlier for details.

5. Respond to the prompt by selecting the ending point of the text you want to move or copy. If the point you want to select is not visible on the edit screen, you can either:

★ **Alternate method:** Press **HOME** or **END** three times, or press **PGUP** or **PGDN**.

- ★  Select any of the locating commands: "top," "bottom," "previous," or "next" to go to the beginning, end, or to pages backward or forward.

- Scroll your text upward or downward.

When the location you want is visible on the edit screen, select it.

The program highlights the text you selected. If the area is not what you wanted, you can select the Visi On "STOP" command to cancel the highlighting and return to the Cut & Paste menu, where you can try again from step 2 above.

6. Respond to the prompt by selecting the new location in your document where you want the text to be moved or copied. If the point you want to select is not visible on the edit screen, you can either:

- ★  Select any of the locating commands: "top," "bottom," "previous," or "next" to go to the beginning, end, or to pages backward or forward.

- Scroll your text upward or downward.

When the location you want is visible on the edit screen, select it.

The program moves or copies your selected text to the new location, positions the cursor on the first character of the text, and returns to the Cut & Paste menu.

If you moved text, any text at the old location is reformatted up to the next required return.

Text at the new location (for moved or copied text) is also reformatted up to the next required return.

7. Select one of the following:

- Select "move" or "copy" from the Cut & Paste menu and follow the same steps above to move or copy another area of text.

- Select "Word" from the menu path when you want to return to the edit menu.

---

# 8

## Locating Text in a Document

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There are several ways that you can locate areas of text within your document while you are working on it.

- For short-distance moves on a page, you can simply move the cursor around by pressing any of the four arrow keys, or by selecting a new position on the screen.
- You can scroll your text using either the SCROLL button on your pointing device or an arrow key to move the cursor against one of the borders on the edit screen.
- You can press the keys **PGUP**, **PGDN**, **HOME** or **END**.
- You can select commands to quickly locate the beginning or end of the document, any number of pages forward or backward, or a specific page number.
- You can locate all the places where specific characters or words appear in your document by specifying a phrase that you want the program to find.

Each of the ways you can locate text in your document is detailed in this chapter.

## Moving the Cursor

---

The *cursor* is a flashing indicator that marks your working location in a document: most of your work on a document occurs where the cursor is positioned in the edit screen. For example, as you type, the cursor moves across each line and down to the next line to show where your next character will be placed in the document.

To change the position of the cursor on the edit screen while you work, you can do any of the following:

- Use the arrow keys marked , , , and  to move the cursor left, right, up, or down. This method is most efficient for short moves on a document page.
- Move the pointer and select a new working location. The cursor moves to the new location you select.

- Press **PGUP** to move the cursor and text backward one screenful, or **PGDN** to move them forward one screenful.
- Press **HOME** once to move the cursor to the beginning of the line; twice to the top of the screen; or three times to the beginning of the document.
- Press **END** once to move the cursor to the end of the line; twice to the bottom of the screen; or three times to the end of the document.

During certain operations, the Visi On Word™ program moves the cursor to a new working location that is the result of the operation. For example, the program moves the cursor to a new location when you copy or move text, search for or replace characters and words, or locate a different page in a document.

## Scrolling a Document and Returning the Cursor

---

One way you can display a different area of your document is to scroll your text. To scroll, you can either:

- With the pointer on the edit screen, press the **SCROLL** button on your pointing device and move the pointer in the direction you want to scroll. You can change your scrolling speeds in the options sheet.
- Press the arrow keys marked **→**, **←**, **↑**, or **↓** until the cursor moves against one of the borders on the edit screen.
- Press **PGUP** to scroll text backward one screenful, or **PGDN** to scroll text forward one screenful.

## Using the SCROLL Button to Scroll

---

When you press the **SCROLL** button and move your pointer up, down, left, or right on the edit screen:

- The pointer changes from a single arrow shape to the scroll pointer shape.
- Your text begins to move on the edit screen in the same direction that you moved the pointer.

In general, your text scrolls up or down by a number of lines, and left or right by a number of character positions on the edit screen. You control the speed of your scrolling (how many lines or characters move at a time) by the distance that you move your pointer.

The Visi On Word program has preset your scrolling speeds as follows:

- If you move the pointer a short distance (1/4 inch), you will have a *slow* scrolling speed that moves a fraction of a line or a fraction of a character at a time. This smooth scrolling lets you read your text as it scrolls.
- If you move the pointer a slightly greater distance (1/2 inch), you will have a *medium* scrolling speed of one line or one character at a time. This speed lets you scan your text as it scrolls.
- If you move the pointer a distance of one inch or more, you will have a *fast* scrolling speed of three lines or three characters at a time. This speed lets you move text quickly.

You can change your medium and fast scrolling speeds by simply changing the preset number of lines or characters on the options sheet, as described below.

You cannot change the slow scrolling speed: it is always set for a smooth movement.

To change  
scrolling speeds

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On™ menu; then select the current Visi On Word window.

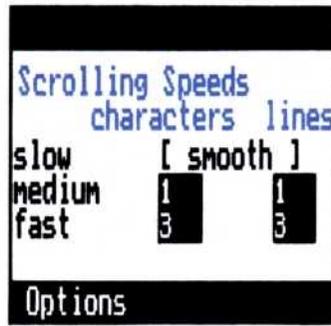
The options sheet appears to the right of your document in the edit screen.

2. Scroll to the area of the options sheet that displays the Scrolling Speeds, as illustrated in Figure 8-1.

3. For each number you want to change:

- Move the pointer and select the number.
- Press **END** to delete the current number.
- Type your new number; then press **↵**.

The scrolling speeds you set on the options sheet remain in effect until you change them.



**Figure 8-1.** Scrolling speeds are preset for the number of lines and characters that will move with the distance that you move your pointer.

---

## Using the Arrow Keys to Scroll

---

You can use the arrow keys to scroll a document up, down, left, or right in the edit screen; the document scrolls when the cursor moves against one of the borders.

To scroll your text up or down

1. Press the  $\uparrow$  key until you reach the top border, or the  $\downarrow$  key until you reach the bottom border.
2. Press the same arrow key again. Your text scrolls three lines at a time.

This type of scrolling is similar to the way the program automatically scrolls the screen as you type. Your text scrolls up three lines when you reach the bottom border so you have more space in which to continue typing.

To scroll your text left or right

1. Press the  $\leftarrow$  key until you reach the left border, or the  $\rightarrow$  key until you reach the right border.
2. Press the same arrow key again. Your text scrolls eight character positions at a time.

This type of scrolling is similar to the way the program automatically scrolls the screen as you type. Your text scrolls eight character positions to the left or right when you reach a side border, if your lines are longer than the window size.

## Scrolling a Screenful of Text

---

You can use the **PGUP** and **PGDN** keys to scroll your text. The number of lines scrolled when you press these keys depends on the size of your edit screen in your Visi On Word window. A full window will scroll 12 lines on the edit screen.

- Each time you press **PGUP**, your text scrolls backward one screenful.
- Each time you press **PGDN**, your text scrolls forward one screenful.

## Returning the Cursor to the Edit Screen

---

As you scroll your text with the SCROLL button, you may move the cursor off the edit screen. Because the cursor indicates your current working location, you cannot enter text in a document unless the cursor is visible in the edit screen. You can either:

- Bring the cursor to where you scrolled your text.
- Go back to the area of text where the cursor was positioned.

### Bringing the cursor to your position

To bring the cursor where you scrolled

1. Move the pointer and select a location in the edit screen.  
The cursor appears at this new working location.

### Returning to the cursor position

To go back to where the cursor was positioned

1. Select "locate" from the edit menu.
2. Select "cursor" from the locate menu.  
The text in the edit screen returns to where the cursor last appeared.

## Locating the Beginning, End, or Pages of a Document

---

The “locate” command, and the keys **PGUP**, **PGDN**, **HOME**, and **END** let you go to another page or to the beginning or end of a document.

Each time you locate one of these new areas, the cursor moves and makes it your new working location.

Scrolling your text with the SCROLL button can be different from selecting the “locate” command or using the keys **PGUP**, **PGDN**, **HOME**, or **END**. As you scroll, you may move the cursor off the edit screen. Because the cursor indicates your working location, you cannot enter text in a document unless the cursor is visible in the edit screen. See “Returning the Cursor to the Edit Screen” earlier in this chapter for details on scrolling and the cursor position.

## Locating the Beginning or End of Your Document

---

To locate the beginning or the end of your document

**Alternate method:**

■ Press

**HOME**

**HOME**

**HOME** to display the first page.

■ Press **END**

**END**

**END** to display the last page.

1. Select “locate” from the edit menu.
2. Select which command you want from the locate menu:

- Select “top” to display the first page of your document.

The cursor moves to the upper left corner of the edit screen, where you can continue working.

- Select “bottom” to display the last page of your document.

The cursor moves to the position after the last character in the document, where you can continue working.

The program returns to the edit menu.

## Locating a Different Page

---

The “page” command in the locate menu lets you locate specific pages by typing a page number, or locate next or previous pages from your current page. The program

displays the top of a *physical* page (which is preset to 56 lines). Compare this command with the **PGUP** and **PGDN** keys which display a screenful of text backward or forward. See “Scrolling a Screenful of Text” earlier in this chapter.

To locate a different page of your document

1. Select “locate” from the edit menu.

---

2. Select “page” from the locate menu.  
The program displays the page menu.

---

3. Select one of the commands from the page menu:
  - Select “specific-page”; then type the number of the page you want to locate when the program prompts you.  
The program displays the top of the page you specified in the edit screen.
  - Select “previous.”  
The program moves back one page in the document and displays the top of that page.
  - Select “next.”  
The program moves forward one page in the document and displays the top of that page.

The cursor is on the first character of your located page. You can continue to select any of the three page commands to locate other pages in the document.

---

4. Select “done” when you have finished locating pages.  
The program returns to the edit menu.

## Finding Characters or Words

---

The “locate” command in the edit menu lets you find characters or words anywhere in your document. The program prompts you for a phrase that it will use to search your document. You type the characters or words for your phrase; then the program finds the places in your document where your phrase appears. See “Determining Your Search Phrase” later, for some guidelines on choosing your phrase.

You can also change how the program searches your document. If you do not change your searching options, the program is preset to search the entire document, search in a forward direction, and search for phrases that do not have to match uppercase and lowercase letters in the phrase you typed. To change these options before you begin your search, see “Changing How the Program Searches” later in this chapter.

To find  
characters  
or words

1. Select “locate” from the edit menu.
2. Select “find-phrase” from the locate menu.
3. When the program prompts you, type the phrase you want to find in the input line; then press .

The program begins searching for your phrase, according to the search option settings in the options sheet.

If your phrase is not found, the program notifies you with a warning prompt, cancels the search, and returns to the edit menu. The edit screen and cursor are unchanged.

4. If your phrase is found, it is highlighted and the cursor moves to the first character of the phrase. The program displays the find-phrase menu. Select one of the following commands:
  - Select “find-again” as many times as you want. Each time you select “find-again” the program searches for the next occurrence of your phrase. When all the occurrences have been found, the cursor stays on the last one.
  - Select “done” or select the Visi On “STOP” command, to end the search and return to the edit menu.

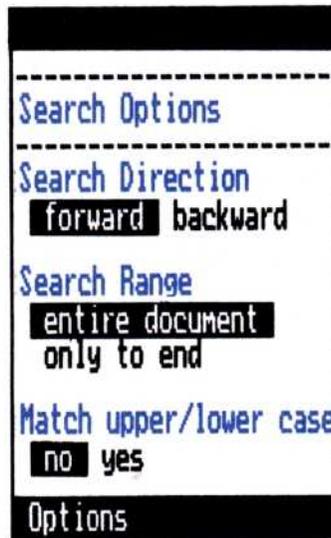
---

## Changing How the Program Searches

---

The options sheet lets you choose the way that the Visi On Word program searches the document to find your phrase. You can choose the direction and the range of the search and how the characters or words in the document must match your phrase, as illustrated in Figure 8-2.

**Figure 8-2.** *The options sheet lets you choose how the program will search the document for your phrase.*



The search options are preset to:

- Search in a forward direction.
- Search the entire document.
- Search for your phrase in the the document regardless of whether the case of the characters match what you typed (uppercase, lowercase, or a combination of cases).

For example, you could locate the phrase "hello" whether it appears in the document as "hello," "Hello," or "HELLO." This option lets you type your phrase any way, and have the program search for all versions at the same time.

These same options apply to finding phrases that you want to replace. See Chapter 9 for details.

To change any of your search options

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On menu; then select the current Visi On Word window.

The options sheet appears to the right of your document in the edit screen.

2. Scroll to the area of the options sheet that displays the Search Options; then select any of the following new settings:
  - Select "backward" for the Search Direction option to search for your phrase toward the beginning of the document.

- Select "only to end" for the Search Range option to search for your phrase from the current location to the end of the document.

Note that the Search Direction determines what is the end of your document: it is the end when the Search Direction is set to "forward" or the beginning when the Search Direction is set to "backward."

- Select "yes" for the Match upper/lower case option to search only for phrases in the document that exactly match the phrase you typed (uppercase, lowercase, or a combination of cases).

The program highlights your selections in the options sheet.

When you select search options on the options sheet, those selections remain in effect until you use the options sheet again to change them.

Your options sheet settings are saved with your document. When you edit the same document later, those settings will be used.

## Determining Your Search Phrase

---

The phrase you type can be one character, a sequence of characters, or a sequence of words. You should type enough characters to make your phrase fairly unique; otherwise, the program will find many other occurrences of your phrase that you did not want to find.

For example, if you wanted to find all the occurrences of the word "distribution" in your document, you could type the entire word as your phrase and be fairly certain that the program would find only that word.

However, you could shorten the phrase you type and still have the program find the word you want. In this case, you should think about the other words that might also be found:

If you typed:	The program could also find:
dis	district, discipline, dissimilar, etc.
dist	district, distasteful distant, disturb, etc.
tribu	tribute, tribune, etc.
bution	contribution

---

# 9 Finding and Replacing Characters or Words

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**Chapter 9**

**Finding and Replacing Characters or Words**

---

Changing How the Program Searches	9-5
Determining Your Search and Replacement Phrases	9-7

The “replace” command in the Cut & Paste menu lets you find characters or words anywhere in your document and replace them with other characters or words.

The program prompts you for a phrase that it will use to search your document. You type the characters or words for the phrase you want to find; then the program prompts you for the phrase that it will use to make the replacement. You type the new characters or words. See “Determining Your Search and Replacement Phrases” later, for some guidelines on choosing these phrases.

You can replace one phrase or all the occurrences of your phrase that the program finds in your document. You can make all your replacements at one time, or you can step through your document and decide each time a phrase is found whether you want to replace it.

You can also change how the program searches your document to find your phrase, before it makes any replacements. If you do not change your search options, the program is preset to search the entire document, search in a forward direction, and search for phrases that do not have to match uppercase and lowercase letters in the phrase you typed. See “Changing How the Program Searches” later in this chapter.

These search options are identical to the ones you can use when you simply find characters or words without replacing them, as described in Chapter 8.

To replace  
characters  
or words

1. Select “Cut&Paste” from the edit menu.

---

2. Select “replace” from the Cut & Paste menu.

---

3. When the program prompts you, type the phrase you want to find in the input line; then press .

---

4. When the program prompts you, type the characters that you want it to use as a replacement; then press .

The program displays the replace menu.

As soon as you select a command from the replace menu, the program begins looking for your search phrase in the document according to the search option settings in the options sheet.

If your search phrase is not found, the program notifies you with a warning prompt, cancels the replace, and returns to the Cut & Paste menu. You can change your search options and select the “replace” command again, or return to the edit menu by selecting “Word” from the path line.

---

5. Select one of the following commands from the replace menu.

- Select “all” to replace every occurrence of your search phrase with the replacement you typed, at one time.

The cursor moves to the last phrase that was replaced, and the program returns to the Cut & Paste menu. You can select the “replace” command again or return to the edit menu by selecting “Word” from the path line.

- Select “single” to replace only the first occurrence of your search phrase that the program finds in the document.

The cursor moves to the single phrase that was replaced, and the program returns to the Cut & Paste menu. You can select the “replace” command again or return to the edit menu by selecting “Word” from the path line.

- Select “one-by-one” to step through your document and decide each time a phrase is found whether you want to replace it.
- 

6. If you selected “one-by-one,” the program highlights the first occurrence of your phrase it finds and displays the one-by-one menu. Select one of the following commands:

- Select “yes-replace” to replace the highlighted phrase.

The program searches for the next occurrence of your phrase and continues to display the one-by-one menu. You can select “yes-replace” to replace any of the phrases that the program finds.

- Select “skip” to not replace the highlighted phrase.

The program searches for the next occurrence of your phrase and continues to display the one-by-one menu. You can select “skip” to not replace any of the phrases that the program finds.

- Select "done," or select the Visi On™ "STOP" command when you want to end the replace operation.

Note that when you select the "STOP" command during a replace operation, any phrases that were replaced before you selected "STOP" remain in your document.

The program stops searching and returns to the Cut & Paste menu. You can select the "replace" command again or return to the edit menu by selecting "Word" from the path line.

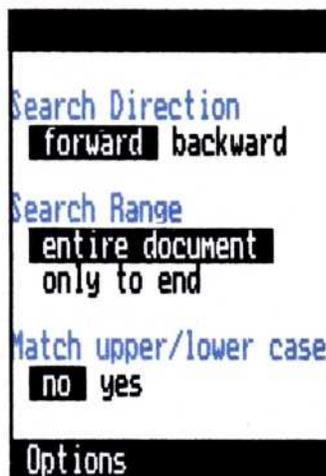
## Changing How the Program Searches

The options sheet lets you choose the way that the Visi On Word™ program searches the document to find your phrase, before it makes a replacement. You can choose the direction and the range of the search, and how the characters or words in the document must match your phrase before they are replaced. Figure 9-1 illustrates your search options.

The search options are preset to:

- Search in a forward direction.
- Search the entire document.

**Figure 9-1.** The options sheet lets you choose how the program will search the document for your phrase.



- Search for your phrase in the the document regardless of whether the case of the characters match what you typed (uppercase, lowercase, or a combination of cases).

For example, you could locate the phrase "hello" whether it appears in the document as "hello," "Hello," or "HELLO." This option lets you type your phrase any way, and have the program search for all versions at the same time.

These same options apply to simply finding phrases as described in Chapter 8.

To change any of your search options

1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On™ menu; then select the current Visi On Word window.

The options sheet appears to the right of your document in the edit screen.

2. Scroll to the area of the options sheet that displays the Search Options; then select any of the following new settings:

- Select "backward" for the Search Direction option to search for your phrase toward the beginning of the document.

- Select "only to end" for the Search Range option to search for your phrase from the current location to the end of the document.

Note that the Search Direction determines what is the end of your document: it is the end when the Search Direction is set to "forward" or the beginning when the Search Direction is set to "backward."

- Select "yes" for the Match upper/lower case option to search only for phrases in the document that exactly match the phrase you typed (uppercase, lowercase, or a combination of cases).

The program highlights your selections in the options sheet.

When you select search options on the options sheet, those selections remain in effect until you use the options sheet again to change them.

Your options sheet settings are saved with your document. When you edit the same document later, those settings will be used.

## Determining Your Search and Replacement Phrases

The search phrase you type for the program to find in your document will be replaced *exactly* with the replacement phrase you type.

You must be careful to type your search phrase so that it contains the same number of characters as the ones you want to replace. Your search phrase should also be unique enough so that you don't get replacements you didn't want or expect, especially if you are replacing all the occurrences of your search phrase at one time, as shown in the following example.

Also, you must type your replacement phrase with the uppercase and lowercase letters exactly as you want them to appear in the document.

In the following example, you wanted to find the phrase "mine" in a memo, and replace it with the phrase "yours." However, there are several other words that also contain the phrase "mine" and they could also be replaced:

The purpose of this memo is to remind you to review the report that was distributed on Monday. It attempts to **determine** the **mineral** and timber resources in the Newtowne area.

Overlooking the data in this report will most surely **undermine** the success of a new venture in that area. The responsibility for expediting this next stage of development is now **mine**, and

The resulting replacements could be more than you expected:

The purpose of this memo is to remind you to review the report that was distributed on Monday. It attempts to **detyours** the **yoursral** and timber resources in the Newtowne area.

Overlooking the data in this report will most surely **underyours** the success of a new venture in that area. The responsibility for expediting this next stage of development is now **yours**, and

In this example, you could have made your search phrase more unique by preceding it with a space. If you also preceded your replacement phrase with a space, the program would have found and replaced only the last occurrence, and your spacing between words would still be correct.

---

# 10 Transferring Text

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The Visi On “TRANSFER” command lets you select an area of text and copy it from one window to another in the Visi On™ system. When you are working with the Visi On Word™ program, you can:

- Transfer text between two windows that each contain a Visi On Word document.
- Transfer text from a Visi On Word document into a window containing another Visi On program, such as a Visi On Calc™ worksheet or a Visi On Query™ table.
- Transfer information as text into a Visi On Word document from another Visi On program, such as a Visi On Calc worksheet or a Visi On Query table.

Note that you cannot transfer a graph from the Visi On Graph program into a Visi On Word document, nor can you transfer text from a Visi On Word document to the Visi On Graph™ program for annotating any of its graphs.

You can, however, transfer a column of numbers from a Visi On Word document into the Visi On Graph edit or plot displays; the numbers will be converted into series information that you can then plot into a graph. See “Transferring Text to Another Program” later in this chapter.

## Transferring Text between Two Visi On Word™ Documents

---

When you want to transfer text from one Visi On Word document to another, you use the “TRANSFER” command. You start the Visi On Word program in two windows and display a document on the edit screen of each window. The “TRANSFER” command works between the two documents in the same way as the “copy” command works within a single document.

You begin by marking either a sequence or a block of text to be transferred; then you insert that text into the other document at the point you select as your destination.

## Marking Text as a Sequence or a Block

---

There are important differences between the two ways you can mark the text you want to transfer from one Visi On Word document to another. You can mark the text either as a sequence or as a block.

A *block* of text is a rectangle that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a block when the text consists of columns ending with a required return.

A *sequence* of text is any area of sequentially typed characters that you mark by selecting a starting point and an ending point. Most often, you will want to mark text as a sequence when the text consists of paragraphs that you entered using text wraparound.

However, *any* area of text that you select can be marked as either a block or a sequence, as illustrated in Figure 10-1.

Notice the bottom two illustrations in Figure 10-1. You can mark and transfer an entire area of text (border to border) as either a sequence or a block. Normally, when you want to mark and transfer a whole area, it won't matter which type of document marking you have set.

However, the program does make a distinction when the area you have selected includes any layout items, such as rulers for margin and tab settings, format sheets for line and character spacing, or captions sheets for headers and footers. See Chapter 5 for details on creating, changing, and removing any of these layout items.

Note: This distinction is important only when you are transferring text to another Visi On Word document. Transfers to other Visi On programs never include Visi On Word layout items; only the text itself is transferred.

- If you mark text as a sequence, any layout items that are included in the text are transferred with the text.
- If you mark text as a block, the program transfers only the text, never any layout items.

This is an important consideration if you have, for example, created a special ruler for a paragraph or columns of text. If you transfer the paragraph or



- Create the layout items you want at the destination area after you have made the transfer. The program will reformat the text according to your new layout item(s).

You decide how you want your text to be marked by choosing a document marking option on the options sheet, as described below.

The document marking option on the options sheet lets you choose the way that the program marks the text you select. The document marking option is preset for you to mark text as a sequence. Figure 10-2 illustrates this option.

To change  
your document  
marking option

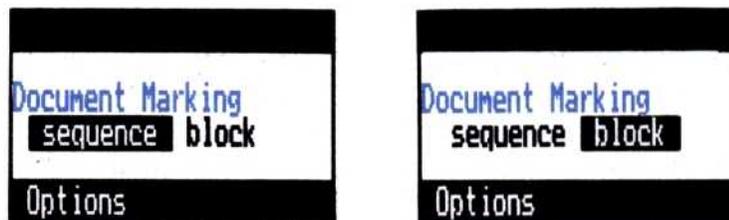
1. If the options sheet is not currently displayed, select "OPTIONS" from the Visi On menu; then select the current Visi On Word window.

The options sheet appears to the right of your document in the edit screen.

2. Scroll the options sheet to display the document marking option.
  - Select "sequence" to mark the text you select as a sequence.
  - Select "block" to mark the text you select as a block.

When you select either "sequence" or "block" in the options sheet, that selection remains in effect until you change the setting.

Your options sheet settings are saved with the current document. When you edit the same document later, these options sheet settings will be used.



**Figure 10-2.** The document marking option in the options sheet lets you choose to mark text as either a sequence or a block.

## Making the Transfer

---

To transfer text from one document to another, each document *must* be in a Visi On Word window with the edit screen and edit menu displayed.

Your choice of a document marking option is only important in the document that contains the text you will transfer. It doesn't matter which option you have set in the destination document. See "Marking Text as a Sequence or a Block" above, for details on these options.

To transfer text into another Visi On Word document

1. Make sure that your document marking option is set for how you want to mark your text: either "sequence" or "block."

---

2. Select "TRANSFER" from the Visi On menu.  
The Visi On system prompts you to select the window that will be the source of the transfer.

---

3. Select the Visi On Word window that contains the text to be transferred. It becomes the active window.  
The system prompts you to select the start of your transfer region.

---

4. Select the beginning point of the text you want to transfer. You can scroll your document, if necessary.  
The system highlights your beginning point and prompts you to select the end of your transfer region.

---

5. Select the ending point of the text you want to transfer. You can scroll your document, if necessary.  
The program highlights your entire selected sequence or block of text, and the system prompts you to select the window that will be the destination of the transfer.

---

6. Select the Visi On Word window where you want to transfer the selected text. It becomes the active window.  
The system prompts you to select the location in the document where you want to place the transferred text.

---

7. Select the exact location where you want to position the upper left point of the block or sequence of

transferred text. You can scroll your document, if necessary.

A copy of the text is transferred into the document beginning at the location you selected. If text already existed at that location, the transferred text is inserted and no text is lost.

## Transferring Text from Another Program

---

When you want to transfer text from another Visi On program into a Visi On Word document, you use the "TRANSFER" command. Your Visi On Word document must be displayed on the edit screen with the edit menu.

The other Visi On program (such as a worksheet or a table) must be displayed in another window. See the chapter that details the "TRANSFER" command in the User's Guide of the other Visi On program for details on how it should be displayed to transfer text.

You can transfer characters and numeric information into a Visi On Word document. All transfers are inserted into the document beginning at the location you select. Any existing text is pushed down, and no text is lost.

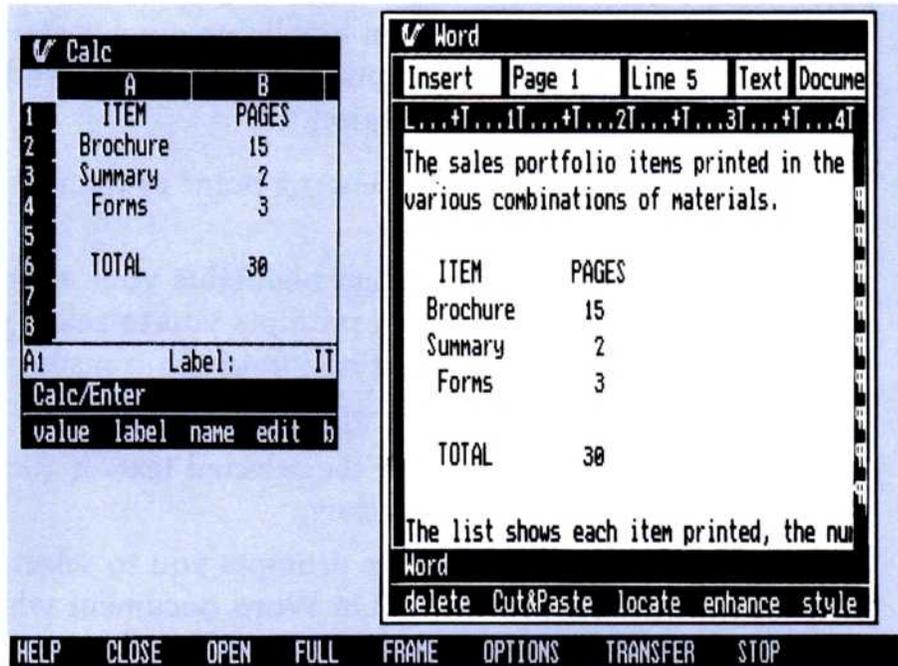
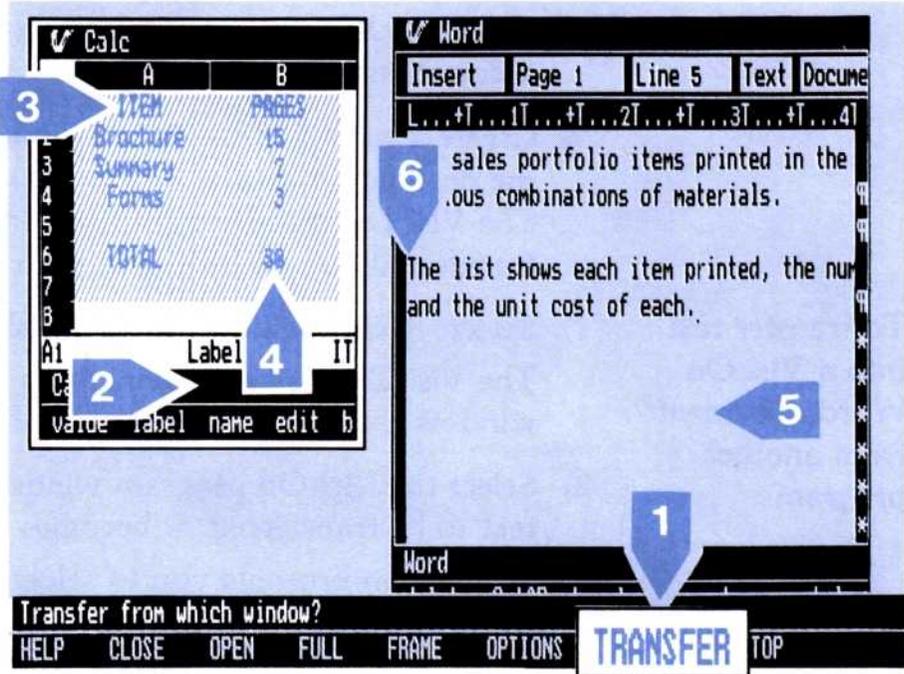
If you transfer numeric information into a Visi On Word document, the numbers are treated as text. However, you can transfer the numeric information out of the Visi On Word document again, and the text numbers will be converted and usable by another program such as a worksheet, series, or table. See "Transferring Text to Another Program" later, for details on how to properly transfer numeric information.

The Visi On Word program adds required returns, as necessary, to the end of each line of text you transfer into your document, so that the text stays as a block or rectangle.

For example, if you transfer the rectangle of text shown in Figure 10-3 from a Visi On Calc worksheet, the Visi On Word program adds a required return to each complete line and inserts the text as columns.

Note that when you transfer a rectangle of text into a Visi On Word document, it will use the layout of the

**Figure 10-3.** To transfer data, you must (1) select the "TRANSFER" command, (2) select the source window, (3) select the starting point of the data to be transferred, (4) select the ending point of the data to be transferred, (5) select the window where you want the data transferred, and (6) select the destination point within that window where you want the transferred data to begin. The program adds a required return to the end of the lines in a rectangle of text you transfer, before inserting them into the document.



new destination area. This is especially important to consider if the width of your transferred text is greater than the current left and right margins in the Visi On Word document. The program will wrap each line to the width of the current ruler when the transfer is completed. You can:

- Prepare the destination area before you make the transfer, by first creating a ruler and/or other layout

items you want. See Chapter 5 for details on creating, changing, and removing layout items in a document.

- Create a ruler and/or other layout items you want at the destination area after you have made the transfer. The Visi On Word program will reformat the transferred text according to your new layout item(s).

To transfer text into a Visi On Word document from another program

1. Select "TRANSFER" from the Visi On menu.  
The Visi On system prompts you to select the window that will be the source of the transfer.

---
2. Select the Visi On program window that contains the text to be transferred. It becomes the active window.  
The system prompts you to select the start of your transfer region.

---
3. Select the beginning point of the text you want to transfer.  
The system highlights your beginning point and prompts you to select the end of your transfer region.

---
4. Select the ending point of the text you want to transfer.  
The program highlights your entire selected text, and the system prompts you to select which window will be the destination of the transfer.

---
5. Select the Visi On Word window where you want to transfer the selected text. It becomes the active window.  
The system prompts you to select the location in your Visi On Word document where you want to place the transferred text.

---
6. Select the exact location where you want to position the upper left point of the rectangle of transferred text. You can scroll your text, if necessary.  
A copy of the text is inserted into your Visi On Word document beginning at the location you selected. Any existing text is pushed down or aside and no text is lost.

---

## Transferring Text to Another Program

---

When you want to transfer text from a Visi On Word document to another Visi On program window, you use the "TRANSFER" command. Your Visi On Word document must be displayed on the edit screen with the edit menu.

The other Visi On program (such as a worksheet or a table) must be displayed in another window. See the chapter that details the "TRANSFER" command in the User's Guide of the other Visi On program for details on how it should be displayed to receive transferred text, and whether the transferred text is inserted into or written over any existing text.

You begin by marking either a sequence or a block of text to be transferred from your Visi On Word document. See "Marking Text as a Sequence or a Block" earlier in this chapter for details on choosing a document marking option. Note that you will transfer only text, never layout items, when the transfer is to any other program.

You can transfer:

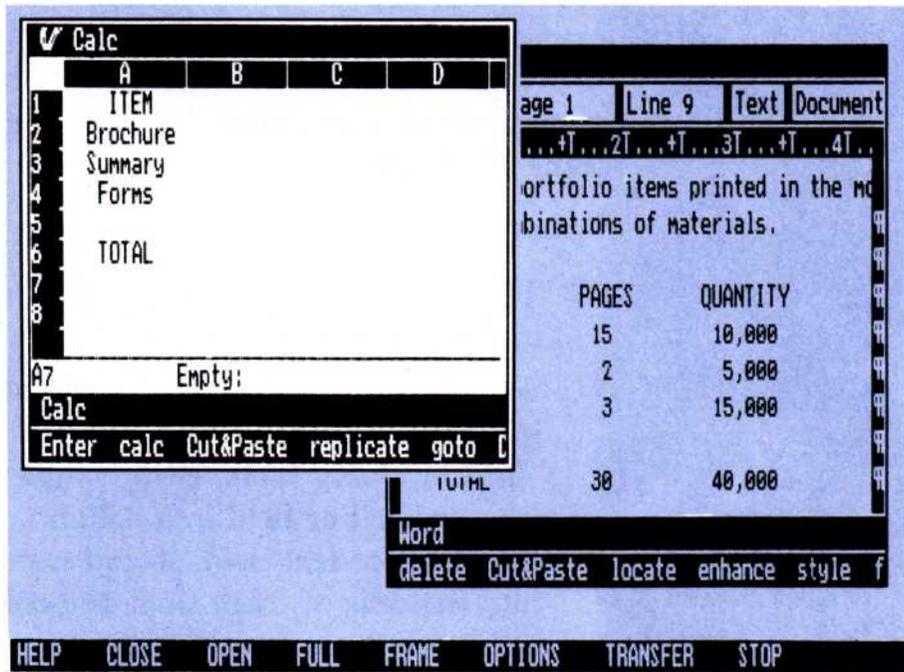
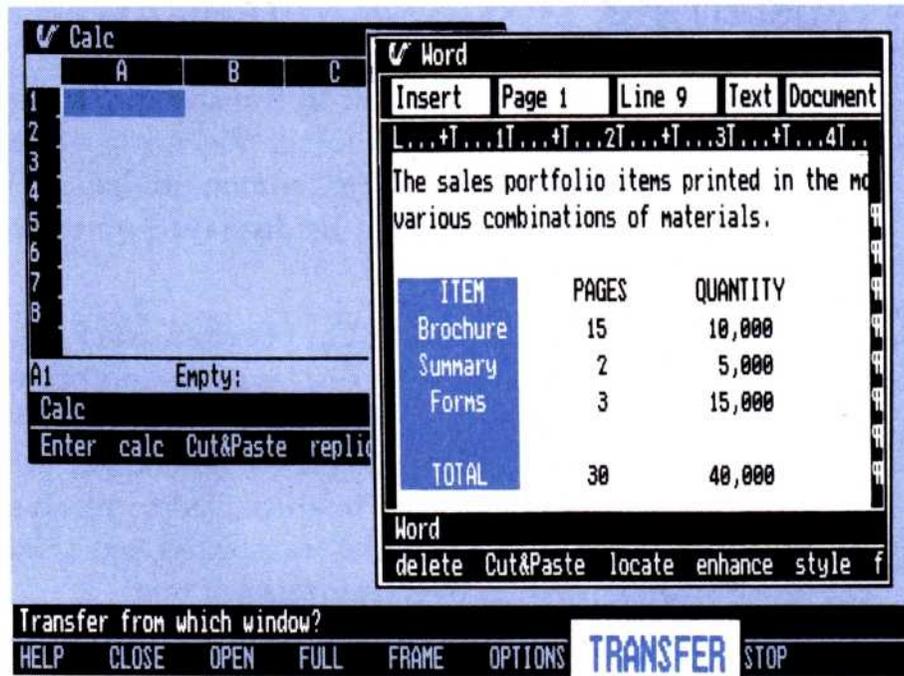
- Text characters. Each line will be considered one item in the destination program.

For example, if you transfer the block of text shown in Figure 10-4 into a Visi On Calc worksheet or a Visi On Query table, each complete line is placed into one cell or field in a column. The text is treated as a label or text field. If you want to transfer text into the cells of more than one column, you must separately transfer each column.

If you transfer the same text into the Visi On Graph program, each line of text is converted into a zero value in a series.

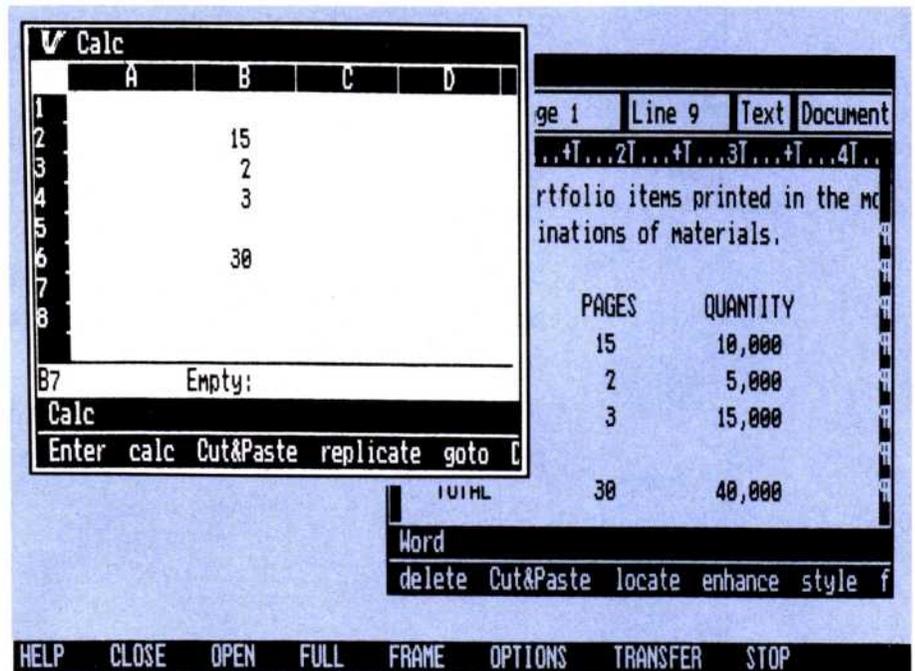
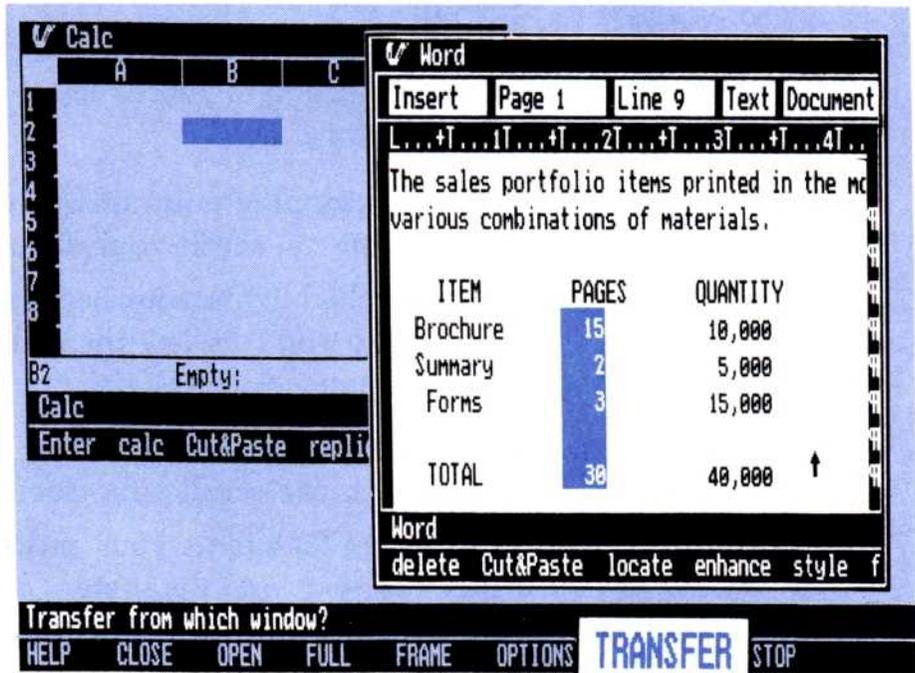
- Text numbers. Each line will be considered one item in the destination program. If your destination is a program that can calculate or plot numeric values (such as a worksheet or a graph), your text numbers will be converted by the other program and can be used as appropriate numeric values.

**Figure 10-4.** Each line of text you transfer in a block or sequence is placed into one cell in a column of a worksheet.



For example, if you transfer the block of text numbers shown in Figure 10-5 into a Visi On Calc worksheet or a Visi On Query table, each complete line is placed into one cell or field in a column. In the Visi On Graph program, each line becomes a series value. The text numbers will be converted to numeric values, whenever possible.

**Figure 10-5.** Each line of text numbers you transfer in a block or sequence is placed into one cell in a column of a worksheet and converted to numeric values whenever possible.



To transfer text out of a Visi On Word document

1. Make sure that your document marking option is set for how you want to mark your text: either "sequence" or "block."
2. Select "TRANSFER" from the Visi On menu. The Visi On system prompts you to select the window that will be the source of the transfer.

3. Select the Visi On Word window that contains the text to be transferred. It becomes the active window. The system prompts you to select the start of your transfer region.

---
4. Select the beginning point of the text you want to transfer. You can scroll your document, if necessary. The system highlights your beginning point and prompts you to select the end of your transfer region.

---
5. Select the ending point of the text you want to transfer. You can scroll your document, if necessary. The program highlights your entire selected sequence or block of text, and the system prompts you to select the window that will be the destination of the transfer.

---
6. Select the other Visi On program window where you want to transfer the selected text. It becomes the active window. The system prompts you to select the location in the other program where you want to place the transferred text.

---
7. Select the location where you want to position the upper left point of the block or sequence of transferred text. A copy of the text is transferred into the other program beginning at the location you selected.

---

# 11 Printing Documents

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## Printing a Document

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The “Print” command lets you:

- Print your document on an installed printer that is connected to your computer. This is called a *local* print operation. See “Printing on a Connected Printer” below.
- Print your document into a special file, called a 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 the printer you want to use connected to it. This is called a *remote* print operation. See “Printing on a Remote Printer” later in this chapter.
- Select any printer that you have installed on the Visi On™ system. You must have installed the driver program for any printer you will use now or later. The driver lets the Visi On Word™ program correctly format your text for the specific model of printer. See your *Visi On Setup Guide* for details on installing printers.
- Display the Print options sheet and select options that let you: print a selected range of pages; print multiple copies; change paper size, the size of page margins, and the lines printed per inch; and pause between pages and between chained documents. See “Changing Printer Options” later in this chapter for details.

When you print a document, the Visi On Word™ program sends the job with your formatting and printing instructions to the Visi On system. This allows you to begin working on the same or another document without waiting until the printing has finished.

When you print several documents from the Visi On Word program and other Visi On programs such as the Visi On Calc™ program or the Visi On Graph™ program, the Visi On system puts each of your printing jobs in a queue and prints them in order. The Visi On Services window displays any messages about your printing jobs as each is printed.

Refer to your *Visi On User's Guide* for more details and instructions on printing and using the Visi On Services window.

## Printing on a Connected (Local) Printer

---

When you are ready to print your document on a printer that is connected to your computer, you use the "local-print" command in the Print menu.

You can print your current document and (in sequence) documents that you have appended to it as chained documents. For details on creating a chain of documents, see "To append a document to the current document" in Chapter 5 under "Displaying and Changing the Synopsis Form."

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 settings are correct before printing begins.

If you want to cancel printing at this point and return to the Print menu, you can select either "no" or the Visi On "STOP" command.

3. Select the name of the printer you want to use, and change any of the other options until the Print options sheet is set for how you want to print the document. See "Changing Printer Options" later in this chapter for details on the various options you can use.

4. Select "yes" when you're ready to confirm that your settings are correct.

The program prepares the document and sends it to the Visi On system, where it is printed on the printer you specified.

You can begin working on the same or another document without waiting for your printing to be completed.

To return to the edit screen and edit menu, select "Word" from the menu path line.

## Printing on a Remote Printer

---

When you want to print your document on a printer that is at another location, you print your document into a special file, called a 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 the printer you want to use connected to it. This is called a *remote* print operation.

You can print your document and (in sequence) documents that you have appended to it as chained documents into the same transmittal file. For details on creating a chain of documents, see "To append a document to the current document" in Chapter 5 under "Displaying and Changing the Synopsis Form."

The Visi On system places the transmittal file that contains your printed document(s) in a special folder, called the transmittal folder, in the Archives. When you are ready to print it on the remote printer, you copy the transmittal file onto a floppy disk. See your *Visi On User's Guide* for details.

To print into a transmittal file

1. Select "Print" from the edit menu.

---

  2. Select "remote-print" from the Print menu.  
The program displays the list of all the printer models you have installed in the Visi On system. You must select the model of printer that you will use later, so that the program can properly format your document for that specific printer.

---

  3. Select the printer model you want from the displayed list; then select "done."  
If you selected the wrong printer, select "start over"; then repeat step 3.

---

  4. The program prompts you to enter a transmittal file name on the input line. Type a name (up to 12 characters) that will go into the transmittal folder in the Archives; then press .
- The program checks the name you entered. If the name already exists for a file in the transmittal folder, the program notifies you and gives you two choices. Select one of the following:

- Select "overwrite" to print the document into the same transmittal file on the disk. You will write over whatever document was previously in the file with that name.
- Select "enter-name-again" to go back to step 4 above. You can then enter another name.

When you have finished entering the name, the program displays the Print options sheet and asks you to confirm that your settings are correct before printing begins.

If you want to cancel printing at this point and return to the Print menu, you can select either "no" or the Visi On "STOP" command.

---

5. Change any of the options until the Print options sheet is set for how you want to print the document. See "Changing Printer Options" later in this chapter for details on the various options you can use.

You do not need to select a printer name from the options sheet. These printer names are used only when you print on a printer that is connected to your computer (a local print operation). See "Printing on a Connected Printer" above for details.

---

6. Select "yes" when you're ready to confirm that your settings are correct.

The program prepares the document for the transmittal file and sends it to the transmittal folder in the Visi On Archives. See your *Visi On User's Guide* for instructions on getting the document from the transmittal folder and printing it on the remote printer.

You can begin working on the same or another document without waiting for your printing to be completed.

To return to the edit screen and the edit menu, select "Word" from the menu path line.

---

## Changing Printer Options

---

The Print options sheet contains options that you can select whenever you print a document on either a connected printer or a remote printer. You can:

- Select the name of the connected printer you will use during a local print operation.
- Print a selected range of pages in your document.
- Print more than one copy of your document.
- Change the paper size, the size of the margins on a page, and the lines printed per inch.
- Have the printer pause between pages.
- Have the printer pause between chained documents, so that you can break the chain if you wish.

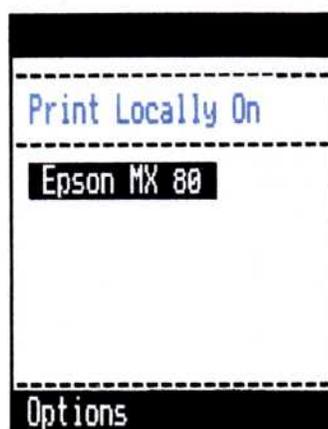
Whenever you use the "Print" command, the program automatically displays the Print options sheet and asks you to confirm that its settings are correct before printing begins.

You can change any of the settings on the options sheet before you select "yes" to confirm them. The following sections describe each of the options you can select before you print your document.

### Selecting a connected printer

To select a connected printer

1. The options sheet contains the names of the installed printers that are connected to your computer. If you assigned a name when you installed each printer, that name is displayed as illustrated in Figure 11-1; otherwise, the options sheet lists the printer model names.



**Figure 11-1.** The Print options sheet displays the names you assigned when you installed each printer that is connected to your computer.

2. To select a different printer than the one highlighted, move the pointer to the name you want; then select it.

The program highlights your selection as the current local printer.

### Printing a portion of a document

To print a portion of a document

1. The Print options sheet is preset to print all the pages in your document up to 999 pages, as illustrated in Figure 11-2.

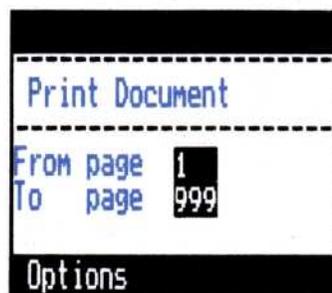
If you want to print only a portion of your document, you can enter new numbers for the first and/or last page. The program will print only the pages in the range you set.

2. Position the cursor on a page number you want to change.
3. Press **END** to delete the current page number.
4. Type your new page number; then press **↵**.

### Changing the paper and margin sizes

The Print options sheet is preset to print your documents on standard size paper (8 1/2 inches wide by 11 inches long). You can change either of these numbers for another paper size. For example, you may want to use special wide forms.

Also, the options sheet is preset to print your pages of text with a two-line top margin, and a left margin that is



**Figure 11-2.** All the pages in your document, from page one to page 999, will be printed unless you change this option on the Print options sheet.

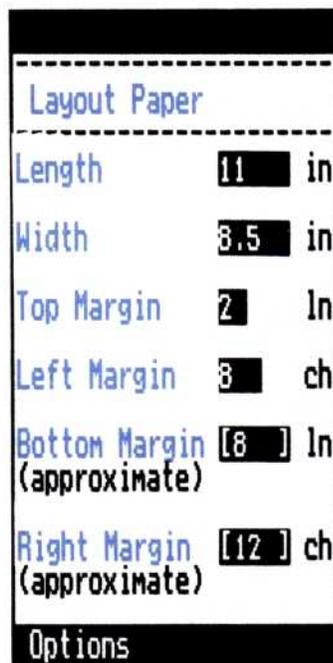
eight character positions wide. You can set new numbers to change the position of your text on the paper.

To help you select a good positioning for your pages of text, the program calculates an approximate bottom margin and right margin, based on the current paper size. You cannot change these calculated numbers. When you change the top margin, the program recalculates the bottom margin and when you change the left margin, it recalculates the right margin. You can change the top margin and left margin as many times as you want until you get an all-around position that you like for your pages of text on the paper.

Figure 11-3 illustrates the settings you can change for the size and layout of your paper. The two calculated numbers supplied by the program are shown in brackets.

To change the paper and margin sizes

1. Position the cursor on the number you want to change.
2. Press **END** to delete the current number.
3. Type your new number; then press **↵**.



**Figure 11-3.** The Print options sheet lets you change your paper size, top margin, and left margin. The program also calculates a bottom margin and right margin to help you position your text on the printed page.

### Printing several copies

The Print options sheet is preset to print one copy of your current document (and any documents that are appended to it in a chain). You can print up to 99 copies by changing the preset number illustrated in Figure 11-4.

To print several copies

1. Position the cursor on the current number of copies.
2. Press **END** to delete the number.
3. Type your new number; then press **↵**.

### Pausing between pages

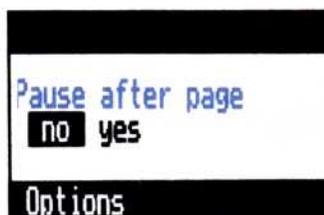
You can choose to have the printer pause between each page of your document, as illustrated in Figure 11-5. You normally use this option when you want to print on single sheets of paper such as stationary.

To pause between pages

1. Move the pointer to the option "Pause after each page."
2. Select "yes."  
The program highlights your new selection.



**Figure 11-4.** The Print options sheet lets you select the number of copies that you want to print.



**Figure 11-5.** To have the printer pause after each page is printed, change this option on the Print options sheet.

To read  
and respond  
to messages

When this option is set to “yes,” the printer pauses after completing each page, and the Visi On system displays a message in the Services window. Because you may have continued your work on a document, the Visi On menu flashes to let you know that there is a message.

1. Display the Visi On Services window (reframe your Visi On Word window if necessary).

2. Select “messages” from the Services menu.

The Visi On system displays your message in the Services window.

3. Respond to the message; then select “resume” to continue printing, or select “cancel” to stop the print job.

Refer to your *Visi On User's Guide* for more details and instructions on printing and the Visi On Services.

## Pausing between appended documents

If you specified (in the synopsis form of the current document) the name of a document to chain to it, the chained document will print as soon as your document is finished. See “To append a document to the current document” in Chapter 5 for details on specifying a chain document in the synopsis form.

Because any document can have one other document appended to it, you can create an entire chain of documents that will be printed in sequence when you print the first document in the chain. You might, for example, chain all the chapters of a book together so that they can be printed at one time. Note that when you print chained documents, the last document printed becomes the current document in your working folder (in the computer memory).

However, when you want to print only one or some of the documents in the chain, you can break the chain temporarily by having the program pause before it prepares the next document in the chain.

When this option is set to “yes” in the Print options sheet (Figure 11-6), the Visi On Word program pauses after preparing to print each document in the chain and waits for you to respond. You select “continue” to

prepare the next document for printing, or you select "done" to stop preparing further documents and thus break the chain.

To pause  
between  
appended  
documents

1. Move the pointer to the option "Pause before chaining."

---

2. Select "yes."

The program highlights your new selection.

### Changing the spacing between lines

You can change the spacing between lines for the printed pages of your document. The Print options sheet is preset to print six lines per inch, for a maximum of 66 lines on paper that is 11 inches long.

If you change this option to eight lines per inch, you can print up to 88 lines on the same 11-inch paper.

Figure 11-7 illustrates the option you change in the Print options sheet.

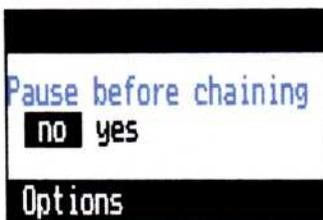
To change the  
number of lines  
per inch

1. Move the pointer to the option "Lines per inch."

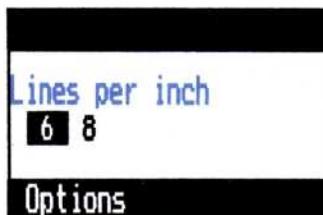
---

2. Select "8" to change printing to eight lines per inch.

The program highlights your new selection.



**Figure 11-6.** The Print options sheet lets you have the program pause before the next document in a chain is prepared for printing.



**Figure 11-7.** The Print options sheet lets you change the number of lines printed per inch on each page.

## Changing print quality

If the printer you will use can print either draft-quality or letter-quality output, you can use the Print options sheet, shown in Figure 11-8, to change your print quality. The option is preset to print draft-quality output.

To change  
print quality

1. Move the pointer to the option "Quality."
2. Select "letter" to change your printer output to letter quality.

The program highlights your new selection.

## Entering Print Messages into a Document

The "messages" command in the Print menu lets you enter messages in one or more places in a document. The text of each of your messages is displayed in the Visi On Services window when that page of the document is printing. The printer pauses so you can respond to your message; then you continue the printing when you are ready.

You might want to enter print messages, for example:

- To tell you when to change your printer ribbon to another color or your print head to another type style for the next page.
- To tell you when to change your printer paper to a form or to single sheets, or to paper that is a different color or size.



**Figure 11-8.** The Print options sheet lets you change the quality of your printer output.

You can create a message sheet that will print at the beginning or end of any page in your document.

You can:

- Create a message sheet on any line following a required return. If you place a message sheet on the first line of a page, it will be displayed before the page is printed. Message sheets that you place anywhere inside a page will display their message at the end of the page.
- Create a message sheet while or after you type the text of your document.
- Change the wording on any message sheet you created.
- Remove any message sheet you created. See “Removing Message Sheets” later in this discussion.

## Creating and Changing Message Sheets

---

You create a message sheet or change the wording on an existing message sheet in the same way: you use the “modify” command in the message menu. Where you position the cursor indicates whether you want to create a message sheet or change an existing one:

- To create a message sheet, position the cursor on a line that does not contain one. The line you choose can be any line after a required return.
- To change the wording on a message sheet, position the cursor on a line that contains that message sheet.

Note that the message sheets you create or change are saved with your document.

### Creating a message sheet

To create a message sheet

1. Position the cursor on the line in your document where you want the printer to pause and the message to be displayed.
2. Select “Print” from the edit menu.
3. Select “message” from the Print menu.
4. Select “modify” from the message menu.

The program displays a form that you fill in with your message.

5. Modify the message sheet form as explained under "Entering a message and comments" below.
6. When you have finished modifying the message sheet and have selected "done," select one of the following commands:
  - Select "previous" or "next" until you locate another message sheet you want to change or remove, as described below.
  - Select "done" to return to the Print menu, where you can print your document as described later in this chapter.

If you want to return to the edit menu and continue work on your document, select "Word" from the path line.

### Changing an existing message sheet

To change an existing message sheet

1. Select "Print" from the edit menu.
2. Select "message" from the style menu.
3. Position the cursor on the message sheet you want to change. You can do either of the following:
  - Look for the symbol (⊙) in the left border of the edit screen, which shows you the line where a message sheet is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the message menu to directly move the cursor from one message sheet to another. You can select either command repeatedly.
4. When you have located the message sheet you want to change, select "modify" from the message menu. The program displays the message sheet form with your current message.
5. Modify the message sheet form as explained under "Entering a message and comments" below.
6. When you have finished modifying the message sheet and have selected "done," select one of the following commands:

- Select "previous" or "next" until you locate another message sheet you want to change or remove, as described below.
- Select "done" to return to the Print menu, where you can print your document as described later in this chapter.

If you want to return to the edit menu and continue work on your document, select "Word" from the path line.

## Entering a message and comments

To enter a message and comments

1. Modify the message sheet with the text you want for your message. You can also enter text for a comment about your message. The comment is not displayed when the document prints but you can use it, for example, to help clarify the message when you edit the document later.

Figure 11-9 illustrates an example of a message sheet form that has been filled in with message text and a comment about the message. A message and comment can each contain up to 60 characters of text.

2. Position the cursor on the message line.
3. Type the text for your message. When you already have text in the message line, you can position the cursor and insert more text, use the **DEL** and **BKSP** keys to delete characters, or use the **END** key to completely empty the line before you type a new message.

**Figure 11-9.** A message sheet form lets you enter text for a message and make comments about that message.

Print time message

Message: Change the paper to the 1088x continuous forms

Comment: This text was formatted for the 1984 forms only

select a line and fill in message information  
done.

4. When you have completed your message text, press .  
To fill in or change the optional comment, position the cursor on the comment line and continue as described above.
5. When your message sheet is complete, select "done."  
The program saves the message sheet at the current location and returns to the message menu.

---

## Removing Message Sheets

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To remove a message sheet from your document

1. Select "Print" from the edit menu.
2. Select "message" from the Print menu.
3. Position the cursor on the message sheet you want to remove. You can do either of the following:
  - Look for the symbol (⊙) in the left border of the edit screen, which shows you the line where a message sheet is located. Position the cursor anywhere on that line.
  - Select "previous" or "next" from the message menu to directly move the cursor from one message sheet to another. You can select either command repeatedly.
4. When you have located the message sheet you want to remove, select "remove" from the message menu.  
The program removes the message sheet from the document.
5. Select one of the following commands:
  - Select "previous" or "next" until you locate another message sheet you want to change or remove.
  - Select "done" to return to the Print menu, where you can print your document, as described earlier in this chapter.

If you want to return to the edit menu and continue work on your document, select "Word" from the path line.

## Responding to Print Messages

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When you print a document, the Visi On Word program sends the job to the Visi On system. This allows you to begin working on the same or another document without waiting until the document has finished printing.

When you print several documents from the Visi On Word and other Visi On programs such as the Visi On Calc program or the Visi On Graph program, the Visi On system puts each of your printing jobs in a queue, and prints them in order.

The Visi On system displays any messages about your printing in the Services window as each job is printed. Because you may have continued your work on a document, the Visi On system beeps to let you know that there is a message.

To read and respond to your messages

1. Display the Visi On Services window (reframe your Visi On Word window if necessary).

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2. Select "messages" from the Services menu.  
The Visi On system displays your messages in the Services window.

---

3. Respond to the message; then select "resume" to continue printing, or select "cancel" to stop the print job.

Refer to your *Visi On User's Guide* for more details and instructions on printing and using the Visi On Services.





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# 12 Examples

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## Chapter 12

## Examples

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This chapter shows you five documents that were created, edited, and printed using the Visi On Word program.

Each of the sample documents shows you a few typical formatting and layout effects that you may want to create in your own documents. These include: centering lines, putting headers and footers on pages, indenting, emphasizing characters, changing margins and tab stops, justifying, and double spacing.

If you want to reproduce these samples, you can do so by typing the text as shown, and pressing the  key or  key whenever it is represented on the page. Of course, these keys are not printed when you print the document; they are shown here so that you can see how the document was entered on the edit screen before it was printed.

In addition, the numbered callouts on each sample document are more fully explained on the facing page. You are directed through the simple steps of using the keys, commands, options, and layout sheets that were used to create the document beginning with the edit menu. Each callout also refers you to the chapter in the User's Guide where you can learn more about a particular command or feature.

Several of the steps explained in the callouts direct you to select a setting on the options sheet.

To display the options sheet

1. Select "OPTIONS" from the Visi On menu.
2. Select your current Visi On Word window.

The options sheet is displayed to the right of your document on the edit screen.

## Example 1

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- 1 **Widen the top margin**—See: Chapter 11, “Changing Printer Options.”
  1. Select “Print.”
  2. Select the current number for “Top margin” on the Print options sheet.
  3. Press **END** to delete the current number.
  4. Type “6”; then press **↵**.
  5. Select “Word” from the menu path to return to the edit menu.
- 2 **Center a line of text**—See: Chapter 5, “Centering Lines.”
  1. Type the line of text beginning at the left margin.
  2. Press **F 2**.
- 3 **Superscript text**—See: Chapter 6, “Enhancing Existing Text.”
  1. Select “enhance.”
  2. Select “superscript” as your only Character Enhancement on the options sheet.
  3. When the program prompts you for beginning and ending points to enhance, select the “r”; then the “d” in “23rd.”
  4. When the program prompts you for beginning and ending points to enhance, select the “t”; then the “h” in “25th.”
  5. Select “done” to return to the edit menu.

November 5, 1984

WorldWide Paper Products, Inc.  
123 Main Street Suite 100  
Angleton, CA 94000

Mr. John Henry De Jonge  
Dependable Stationery Stores  
555 First Street  
Oldtown, MA 01111

Dear Mr. De Jonge:

Mr. Jameson, our Marketing Manager, has informed me that you would like an overall evaluation of attendees' performance as a follow-up to the recent management training seminar conducted in Oldtown from October 23<sup>rd</sup> through 25<sup>th</sup>, 1984.

I have enclosed a copy of the seminar objectives, and am able to offer a general evaluation of the seminar as a whole. Each of the stated objectives was met during the three sessions of the seminar, and reinforced through the exercises that each attendee prepared during non-seminar hours. The classroom setting was informal, and I encouraged participants to ask questions and seek clarification of concepts and procedures throughout. I feel that the questions posed indicated a very good understanding of the management concepts presented.

I hope that these general comments have been helpful. Please feel free to contact me if you have further questions.

Sincerely,

Carolyn M. Amabile  
Coordinator of Management Training

CMA:am

Enclosure

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## Example 2

- 1 **Create page headers and footers**—See: Chapter 5, “Creating, Changing, and Removing Headers and Footers.”
  1. Position the cursor on the first line of the edit screen.
  2. Select “Print”; then “captions”; then “modify.”
  3. Select “Lower Roman” for the Page Number Form on the captions sheet.
  4. Type the text into the following header fields (press  after completing each field):
    - 1 Left:     **Feasibility Report**  
Center:  
Right:    **@**
  5. Type the text into the following footer fields (press  after completing each field):
    - 1 Left:     **Wise Corps of Engineers**  
Center:  
Right:    **CONFIDENTIAL**
    - 2 Left:  
Center:    **#**  
Right:
  6. Select “done” to complete the captions sheet.
  7. Select “done” to return to the Print menu.
  8. Select “Word” from the menu path to return to the edit menu.
- 2 **Center a line of text**—See: Chapter 5, “Centering Lines.”
  1. Type the line of text beginning at the left margin.
  2. Press  **F 2**.

Feasibility Report

11/26/84

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2  
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4

ABSTRACT

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The purpose of this report is to determine whether the establishment of a paper processing plant in the Newtowne area would prove profitable. There are three objectives:

1. To determine if present timber and potential production of lumber in the area will provide a sufficient resource for a profitable operation.
2. To determine the competitive market factors of the Newtowne area.
3. To determine if the Newtowne area offers facilities for efficient plant operation.

3

These three main issues are discussed in the report, and it is recommended that the WorldWide Paper Products Corporation establish a paper processing plant on the Rolling River near Newtowne, California.

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- 3 **Indent text**—See: Chapter 5, “Indenting Paragraphs.”
  1. After you type the number and period, press **F4** to insert an indent character.
  2. Continue typing the numbered item.

The program indents your text at the next tab stop until you press **↵**.
- 4 **Create your own page break**—See: Chapter 5, “Creating Your Own Page Breaks.”
  1. Select “style”; then select “new-page.”
  2. Select the line following the end of the body of text.

The program inserts a page break as a double line.
  3. Select “done” to return to the edit menu.

Feasibility Report

11/26/84

111111

ABSTRACT

The purpose of this report is to determine whether the establishment of a paper processing plant in the Newtowne area would prove profitable. There are three objectives:

1. To determine if present timber and potential production of lumber in the area will provide a sufficient resource for a profitable operation.
2. To determine the competitive market factors of the Newtowne area.
3. To determine if the Newtowne area offers facilities for efficient plant operation.

These three main issues are discussed in the report, and it is recommended that the WorldWide Paper Products Corporation establish a paper processing plant on the Rolling River near Newtowne, California.

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## Example 3

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- 1 **Enter text to create a memorandum**—See: *The Visi On Word QuickStart™* Course.
- 2 **Transfer numeric information into the document**— See: Chapter 10: “Transferring Text from Another Program.”

1. Start the other Visi On program (such as the Visi On Calc™ program) and display the information to be transferred.

In this example, the worksheet created in the *Visi On Calc QuickStart™* Course was used.

2. Select “TRANSFER” from the Visi On menu.
3. When the program prompts you, select the window that contains the information you want to transfer (such as the Visi On Calc window).
4. When the program prompts you, select the beginning point, then the ending point of the area you want to transfer.

The program highlights the entire area and prompts you to select the window where you want to transfer the information.

5. Select your Visi On Word window.
6. When the program prompts you, select the exact location in your document where you want to position the upper left point of the area of transferred information.

In this example, line 35 was selected—at character position 6 on the ruler.

The information is inserted in your document beginning at the location you selected.

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.

JN

	Current Period Budgeted	Percent of Total	Current Period Actual
Corporate	126,000	6.85	117,355
Marketing	651,000	35.40	543,956
Distribution	406,500	22.10	342,600
Sales	406,500	22.10	404,000
Finance	207,000	11.26	204,000
Customer Service	42,000	2.28	36,700
Total	1,839,000	100.00	1,648,611

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## Example 4

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- 1 **Create page headers**—See: Chapter 5, “Creating, Changing, and Removing Headers and Footers.”
  1. Position the cursor on the first line of the edit screen.
  2. Select “Print”; then “captions”; then “modify.”
  3. Select “Month DD, YYYY” for the Date Form on the captions sheet.
  4. Type the text into the following header fields (press  after completing each field):
    - 1 Left: **First Draft**  
Center:  
Right: **Please comment**
    - 2 Left: **@**  
Center:  
Right: **in this column**
  5. Select “done” to complete the captions sheet.
  6. Select “done” to return to the Print menu.
  7. Select “Word” from the menu path to return to the edit menu.
- 2 **Change the right margin**—See: Chapter 5, “Changing Margins and Tab Stops.”
  1. Position the cursor on the first line of the edit screen.
  2. Select “style”; then “ruler-change”; then “modify.”
  3. Select the R on the ruler display form to change the right margin.  
The program highlights the R.
  4. Move the pointer along the ruler display to position 41; then select that position.  
The R remains in the new position on the ruler.
  5. Select “done” to save the ruler and return to the ruler-change menu.
  6. Select “done” to return to the edit menu.  
The program places a symbol (⊖) in the left border of the edit screen to indicate that you have created a ruler on that line.

First Draft  
December 14, 1984

\_\_\_\_\_ R  
\*\*\*\*\*PRESS RELEASE\*\*\*\*\*

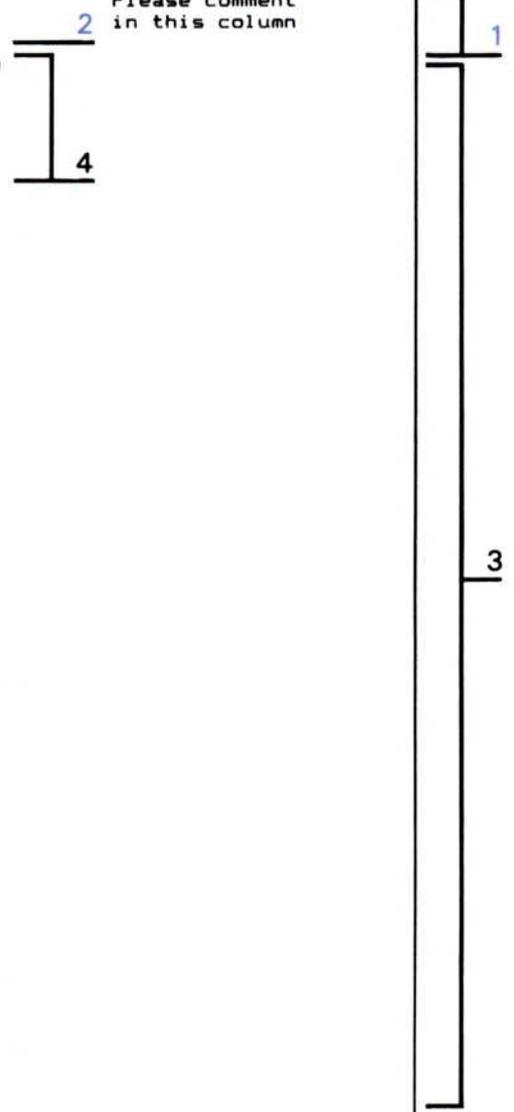
Please comment  
in this column

*WorldWide Paper Announces Program of Aid  
to Education*

James Newcomer, President of WorldWide Paper Products, Inc., announced a new company policy of community service and aid to education. At a press conference early today, Mr. Newcomer stated: "It is our conviction that it is in the long-range interest of a business firm to do whatever it can to fulfill its obligations as a member of the community."

WorldWide Paper believes that one of the most valuable of its contributions can be a sound and practical program of aid to education, because this is a field that effects the national welfare, and on which its very strength and prosperity depend.

The program in the first year will likely represent an expenditure of more than



- 3 **Justify and double space lines of text**—See: Chapter 5, “Changing Text Spacing and Justification.”
  1. Position the cursor on the first line of the edit screen.
  2. Select “style”; then “line-style-change”; then “modify.”
  3. Select “double” for Line Spacing on the format sheet.  
Note that this line spacing will appear only on your printed document, not on the edit screen.
  4. Select “yes” for Right Justify on the format sheet.
  5. Select “done” to save the format sheet and return to the line-style-change menu.
  6. Select “done” to return to the edit menu.  
The program places a symbol (Ⓢ) in the left border of the edit screen to indicate that you have created a format sheet on that line.
  
- 4 **Type boldface or italic text**—See: Chapter 6, “Enhancing the Appearance of Text.”
  1. Press (F 1) to turn on bold.
  2. Type the title line you want in boldface.
  3. Press (F 3) to switch to italics.
  4. Type the headline you want in italics.
  5. Press (F 3) again to turn off italics & return to normal type.

First Draft  
 December 14, 1984

\*\*\*\*\*PRESS RELEASE\*\*\*\*\*

*WorldWide Paper Announces Program of Aid to Education*

James Newcomber, President of WorldWide Paper Products, Inc., announced a new company policy of community service and aid to education. At a press conference early today, Mr. Newcomber stated: "It is our conviction that it is in the long-range interest of a business firm to do whatever it can to fulfill its obligations as a member of the community."

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The program in the first year will likely represent an expenditure of more than

R

Please comment in this column

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## Example 5

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- 1 **Create page headers and footers**—See: Chapter 5, “Creating, Changing, and Removing Headers and Footers.”
  1. Position the cursor on the first line of the edit screen.
  2. Select “Print”; then “captions”; then “modify.”
  3. Select “Month DD, YYYY” for the Date Form on the captions sheet.
  4. Type the text into the following header fields (press  after completing each field):
    - 1 Left: **Publications Process**  
Center:  
Right: **@**
    - 2 Left:  
Center: **CONFIDENTIAL**  
Right:
    - 3 Left: **Chapter 3: Printing**  
Center:  
Right: **T. Gaeto**
  5. Move the cursor to the “Number of blank lines to follow header:”; then select it.
  6. Press  to delete the current number; then type 2 to leave two blank lines after the header on the page.
  7. Type the text into the following footer fields (press  after completing each field):
    - 1 Left:  
Center: **Page 3-#**  
Right:
    - 2 Left:  
Center:  
Right: **First Draft**
  8. Select “done” to return to the Print menu.
  9. Select “Word” from the menu path to return to the edit menu.

Publications Process

CONFIDENTIAL

June 1, 1984

Chapter 3: Printing

T. Gaeto

When the complete sales portfolio is ready to print, bids are requested from at least five vendors. When all the bids are received, they are evaluated and the contract is awarded according to the procedure outlined in Section 5. When printed materials for the sales portfolios are received from the vendor, a cost summary is then prepared using the format outlined below.

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	T-D PAGES	T-D QUANTITY	T-D 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
AVERAGE	7.5	10,000	1.75

The cost summary is forwarded to the Publications Manager as the Action Required addressee, and informational copies are sent to Accounting and Finance.

- 2 **Clear tabs; then set new ones**—See: Chapter 5, “Changing Margins and Tab Stops.”
  1. Position the cursor on the line that will contain the column heads. In this example, the cursor was on line 13.
  2. Select “style”; then “ruler-change”; then “modify.”
  3. Select “clear-tabs” from the menu; then select “yes.”  
The program removes all the tabs from the ruler display form.
  4. Select “tab-add” from the menu; then select position 27 on the ruler to place a new tab there. Repeat the command and the selection on the ruler for positions 39 and 56.  
You now have three new tab stops (T) on the ruler.
  5. Select “add-decimal-tab” from the menu; then select position 29 on the ruler to place a new decimal tab there. Repeat the command and the selection on the ruler for positions 45 and 60.  
You now have three new decimal tab stops (D) on the ruler.
  6. Select “done” to save the new ruler and return to the ruler-change menu.
  7. Select “done” to return to the edit menu.  
The program places a symbol (⊖) in the left border to indicate that you have created a ruler on that line.
- 3 **Underline text**—See: Chapter 6, “Setting Character Enhancement Options.”
  1. Press **F5** to turn on underlining.
  2. Type the underlined numbers and press **→** or **←** as shown.
  3. Press **F5** again to turn off underlining and return to normal type.

Publications Process

June 1, 1984

CONFIDENTIAL

Chapter 3: Printing

T. Gaeto

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# 13 Messages



## Messages

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**(144) That folder name already exists**

You selected "create-folder" to create a new folder but entered a name that already exists in the current folder. Enter a different name that is unique in the current folder.

**(240) Error reading or writing to a disk**

There was an error reading or writing to a disk. Check the drive and the disk and then retry the operation. Make sure the disk is formatted. If the error persists, you may have a defective disk or malfunctioning hardware.

**(241) The volume is off-line**

The volume that you tried to read or write is not available to the computer at this time. Make sure the correct disk is in the drive. You might have forgotten to "mount" the volume when you put it in the drive.

**(242) The source or destination is not available**

A file you need may not be mounted or may be in use by another program.

**(243) The file or folder is in use**

You may have another process that is using the file you need. Check other programs and utilities.

**(244) There is a nonexistent folder in the pathname**

You probably attempted to get a file by name. Most probably you misspelled the name of a folder in the pathname. Select the command again and reenter the pathname. It is also possible that you deleted that folder from the Archives since you loaded the Visi On Word program.

**(245) There is an invalid / in that name**

The name you entered has an invalid slash (/) in it. Names can contain any characters except the slash, which is used to separate the folder and filenames in a pathname.

**(246) The folder or file name is too long—12 characters max**

You entered a folder or file name that exceeded the maximum length of 12 characters. Reenter a name of 12 characters or less.

**(247) The path name is too long—80 characters max**

You entered a name that causes a path name to exceed the maximum of 80 characters. The combined names that make up a path name cannot exceed 80 characters. Reenter a shorter name.

**(248) The working folder is full**

You attempted to put a document into the working folder, which is full. You must remove documents from the working folder before you can put another into it. Be sure to save the document if it has been changed since you put into the working folder.

**(249) A different type file by that name already exists**

The name you entered already exists in the folder. It may be the name of a different type of file. Use the Archives utility to see a list of all the files in the folder. Enter a different name.

**(264) That file is the wrong type for this program**

You entered the name of a file that is not a document. That file cannot be loaded. You may have referenced the wrong folder or misspelled a name. Enter the correct name of a document.

**(265) Cannot move before the top of the document**

You attempted to move the cursor up when it was in the top line of the document.

**(266) Cannot move past the right of the screen**

You attempted to move the cursor to the right when it was at the right limit of the screen.

**(267) Cannot move past the left of the screen**

You attempted to move the cursor to the left when it was at the left limit of the screen.

**(268) You entered an illegal character**

You enter a character that is not acceptable in a document.

**(269) The cursor must be visible**

You attempted to type or enter a command that cannot be executed unless the cursor is visible on the screen.

**(270) You selected a point that is invalid for that operation**

The point you selected is meaningless for that command. Select a point that is appropriate for that command.

**(271) There is no document to delete**

You selected the "clear-all" command in the Delete menu but there is no document to delete.

**(272) There is no text in the undeleter buffer**

You selected the "undeleter" command, but either you have not deleted anything or you have already undeleted the last thing you deleted. In either case, the undeleter buffer is empty.

**(278) That number is invalid**

You entered an invalid number. You may have typed a letter or put in too much punctuation.

**(279) There is no ruler to delete**

You selected "ruler-change" and then attempted to remove a ruler that does not exist. You can select "previous" to locate the current ruler.

**(280) A ruler is not allowed here**

You cannot put a ruler at the location you selected. Rulers can only exist on a line that ends with a required return.

**(281) That is not a tab**

You selected the "remove-tab" command and then selected a space on the ruler that does not contain a tab. Select a space that contains a "T" (tab) or "D" (decimal tab).

**(282) There is no format sheet to delete**

You selected "line-style-change" and then attempted to remove a format sheet that does not exist. You can select "previous" to locate the current format sheet.

**(283) A format sheet is not allowed here**

You cannot put a format sheet at the location you selected. Format sheets can only exist on a line that ends with a required return.

**(284) Invalid lines per page—must be from 1 through 99**

You attempted to enter a lines per page number in the synopsis sheet that is not in the range 1 through 99 or you accidentally entered a character that is not a digit.

**(286) Empty form was not created, try again?**

You selected the “captions” or “message” command but did not make any entries in it. Blank forms are not kept. You must make an entry.

**(287) Empty form will be removed, try again?**

You selected the “captions” or “message” command and cleared the whole form. Blank forms are deleted.

**(288) You cannot transfer from that area**

You selected information to transfer from an illegal area. You may have selected an option sheet, captions sheet, synopsis sheet, or message sheet. Select an area within your document.

**(289) There is no message sheet to delete**

You selected “message” and then attempted to remove a message sheet that does not exist. You can select “previous” to locate the current message sheet.

**(290) Restart page number must be from 1 through 999**

You entered an value outside the range 1 through 999 for the restart page number in the captions sheet. Enter a value within that range.

**(291) The header/footer length must be from 1 through 132**

You enter a value for the header/footer length that is outside the range 1 through 132. Enter a value within that range.

**(292) The spacing must be from 0 through 10**

You entered a value for the number of blank lines that follow the header or that precede the footer that is outside the range 1 through 10. Enter a value within that range.

**(293) There is no captions sheet to delete**

You selected "captions" and then attempted to remove a captions sheet that does not exist. You can select "previous" to locate the current captions sheet.

**(294) The selected printer is not installed**

The selected printer is not currently installed. It was probably removed after you started this window. Select another printer or go to the Services window and reinstall the printer.

**(295) Cannot open the printer**

The selected printer is not available for printing at this time. Check the device, it may be turned off, out of paper, have an open interlock switch, disconnected from the computer, or malfunctioning.

**(297) There are no printers installed**

You cannot print a document at this time because there are no printers installed. You must first install a printer from the Services window.

**(298) There is no file to remove**

You selected the "remove" command when there are no documents in the working folder (bottom part of screen) or in the current folder (center part of screen).

**(299) There is no file to activate**

You selected the "activate" command when the current document has no documents chained to it. The Visi On Word "activate" command is only used to move among documents in a chain.

**(303) That is an invalid mouse selection**

You selected a location in the Files display that is not valid for the current status or command. For

example, you might have picked a folder name from the top part after selecting the "remove" command. You cannot remove a folder from a product Files display.

**(305) No phrase was entered**

You selected the "find-phrase" command from the Locate menu. When asked to enter a phrase, you pressed the Enter key without entering a phrase. Enter a phrase or select the "STOP" command to cancel the "locate" command.

**(306) The phrase was not found**

In response to the "find-phrase" or "replace" command, you entered a phrase that does not exist within the search range currently established. If you want to search the whole document, make sure the Search Direction option is set to "entire document." It may be set to "only to end," which searches from the current cursor location to the end of the document. Also check the Match Case option to make sure it is set the way you expect.

**(307) No search string was entered**

You selected the "replace" command from the Cut&Paste menu. When asked to enter a phrase, you pressed the Enter key without entering a phrase. Enter a phrase or select the "STOP" command to cancel the "replace" command.

**(310) The starting page must be from 0 through 999**

You entered a value outside the range 0 through 999 for the starting page number. Enter a value within this range.

**(311) The starting page must be before the ending page**

The starting page number that you entered is larger than the ending page number. Either enter a smaller starting page number or a larger ending page number.

**(312) The ending page must be from 0 through 999**

You entered a value outside the range 0 through 999 for the ending page number. Enter a value within this range.

- (313) The ending page must be after the starting page**  
The ending page number that you entered is smaller than the starting page number. Either enter a smaller starting page number or a larger ending page number.
- (314) The paper length is too long**  
You entered a paper length value that is too long for the printer being used. Enter a value within the acceptable range for this printer.
- (315) The paper width is too wide**  
You entered a paper width value that is too wide for the printer being used. Enter a value within the acceptable range for this printer.
- (316) The top margin must be from 0 through 99**  
You entered a value outside the range 0 through 99 for the top margin. Enter a value within this range.
- (317) The left margin must be from 0 through 131**  
You entered a value outside the range 0 through 131 for the left margin. Enter a value within this range.
- (318) The top margin is longer than the page length**  
You entered a top margin value that is larger than the entire page length. Enter a smaller top margin value or a larger page length, whichever is appropriate.
- (320) A message sheet is not allowed here**  
You attempted to enter a message sheet at a location in the document where it is not allowed. A message sheet must be located at the beginning of the document or on the line immediately following a required return.
- (321) A captions sheet is not allowed here**  
You attempted to enter a captions sheet at a location in the document where it is not allowed. A captions sheet must be located at the beginning of the document or on a line that ends with a required return.

**(334) Cannot chain to the current document**

You attempted to chain a document to itself. You probably entered the wrong document name. Enter the correct document name.

**(335) That is not a valid document name**

The document name you entered is invalid. Enter a valid name.

**(336) Too many chain documents to display—maximum is 15**

There are too many documents in the chain to be displayed. A maximum of 15 document names can be displayed. You will not be able to edit the 16th and subsequent documents with the “activate” command. You must directly select these documents for editing.

**(337) Chain loops back to a document already in the chain**

You attempted to chain a document in the chain back to another document already in the chain. This would create an endless loop and is not allowed.

**(338) <printer name> cannot print <item> select from items below**

The named printer cannot print with the item specified. The items that are appropriate for this printer are listed in the menu line. Select one of the choices.

**(339) The whole options sheet was not restored**

There was an error while restoring the options sheet. Try again. If the error persists, remove excess files from the disk.

**(340) The whole options sheet was not saved**

There was an error while saving the options sheet. Try again. If the error persists, remove excess files from the disk.

**(341) That document already exists in this folder**

You selected “create” and then entered the name of a document that already exists in the current

folder. Using this name would overwrite the existing document. Enter a different name.

**(342) There is no document by that name—check the spelling**

You selected “get-by-name” and entered a name that does not exist in the Archives. Check the spelling of the name. Enter the correct spelling or name.

**(343) The minimum paper length is .1 inches**

You entered a paper length that is less than the minimum length of .1 inches. Enter a value that is greater than .1 and not greater than the maximum length for this printer.

**(344) The minimum paper width is .1 inches**

You entered a paper width that is less than the minimum width of .1 inches. Enter a value that is greater than .1 and not greater than the maximum width for this printer.

**(371) Invalid data type—cannot transfer**

You selected a type of data that cannot be transferred into or out of a Visi On Word document. Select a valid data type.

**(372) Cannot transfer that region**

You selected a region from the window that cannot be transferred. Select a region within the document text.

**(373) Number of copies must be in range 1 to 999**

You entered a number of copies that is not within the acceptable range of 1 to 999 copies. Enter a value within this range.

**(374) Cannot move text into itself**

You attempted to move some text into itself. The destination point, when you move text, cannot be within the text being moved. Select a destination point outside the text you want to move.

**(375) Cannot put sequenced text into a centered line**

You attempted to move or copy sequenced text into a line that has been centered. You must

uncenter the line before you can move or copy to this location or select a different destination point.

**(376) Cannot put text past the right margin**

You attempted to move or copy text to a location that is to the right of the right margin. The destination location must be between the left and right margins. Select a destination between the margins.

**(377) Cannot use same symbol for date and page number**

You entered duplicate symbol for the date or the page number. You cannot use the same symbol for both. Enter a different symbol for one of them.

**(378) No caption found**

There is no caption at this location. Use the "next" or "previous" command to search for the nearest caption.

**(379) No print message found**

There is no print message at this location. Use the "next" or "previous" command to search for the nearest print message.

**(380) That page is beyond the end of the document**

You entered a page number that is beyond the end of the document. Enter a number that is within the document size.

**(381) That is an invalid page number**

You entered an invalid page number. A page number must consist of digits in the range 1 through the size of the document. A page number cannot be negative or contain letters or special characters. Enter a number within this document's range.

**(382) No ruler found**

There is no ruler at this location. Use the "next" or "previous" command to search for the nearest ruler.

**(383) No line-style sheet found**

There is no line-style sheet at this location. Use the "next" or "previous" command to search for the nearest line-style sheet.

**(384) The disk is full—remove unneeded files**

Your disk is full, you cannot save the document. You must delete unneeded files to make room. If you cannot delete enough Visi On Word documents, go to the Archive Utility and remove unneeded files from other applications.

**(385) Document name exceeds maximum of 12 characters**

You entered a document name that exceeds the name limitation of 12 characters. Enter a name that is 12 characters or less in length.

**(386) No local printers are connected**

You selected "local-print" but there are no local printers defined to the Visi On Applications Manager. Either attach and define a local printer or use the "remote-print" command.

**(387) Current document will be overwritten**

You selected a print operation for chain documents and the current document has not been saved since it was changed. If you proceed with this command, you will lose your changes. If you want to save the changes, select "cancel" to cancel the command and then the "file" command. If you wish to continue and overwrite the document, select "print-anyway."

**(388) Cannot select in a reserved indent area**

You attempted to select a position in an indent area. Select another point.

**(389) Horizontal scroll speed must be from 1 to 32**

You entered a horizontal scroll speed outside the range of 1 through 32. Enter a number within this range.

**(390) Vertical scroll speed must be from 1 to 16**

You entered a vertical scroll speed outside the range of 1 through 16. Enter a number within this range.

**(391) Save your document—less than 10 pages of space remain**

The amount of memory available for your document is getting low. You should select “file” and save the document. You can use the “synopsis” command in the Analyze menu to create a chain document if you must add more than 10 pages to the current document.

**(392) Save your document—no document memory left**

There is no more memory for your document. You should select “file” and save the document. You can use the “synopsis” command in the Analyze menu to create a chain document if you must add more pages to the current document.





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# Glossary



## Glossary

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### A

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**“add-decimal-tab”** The Visi On Word command in the modify menu that lets you add a decimal tab setting to your ruler. Also see Decimal tab.

**“activate”** The Visi On Word command that allows you to work on the next document in a chain.

**append** To attach one document to the end of another for editing and printing. Also called chaining.

**“Analyze”** The Visi On Word command that lets you enter the Analyze menu, where you can view and change the synopsis form containing information about your document.

### B

---

**block** In the Visi On Word program, a block is any rectangular area of text that you select when you have set document marking to “block” on the options sheet.

**“bottom”** The Visi On Word command in the locate menu that displays the last page of your document.

### C

---

**“captions”** The Visi On Word command in the Print menu that lets you create and change headers and footers for your printed documents.

**captions sheet** In the Visi On Word program, the display that appears when you select “modify” from the captions menu. You create and change headers and footers with captions sheets. Also see Header; Footer.

**“center”** The Visi On Word command in the style menu that lets you center a line of text or uncenter a centered line.

**chained document** A document that has been appended to another document in that other document’s synopsis form.

**character enhancement options** The settings in the options sheet that let you change type fonts; use underlining, superscripts and subscripts; and insert overstrike characters.

**“clear-all”** The Visi On word command in the delete menu that lets you delete all the text from your document.

**“clear-tabs”** The Visi On Word command in the modify menu that lets you remove all tab stops from the displayed ruler.

**“copy”** The Visi On Word command in the Cut & Paste menu that lets you duplicate text in another location in your document. Text may be copied as a block or sequence. Also see Block; Sequence.

**cursor** The highlighted and flashing indicator on the edit screen that marks your working location in a document.

**“cursor”** The Visi On Word command in the locate menu that lets you display (after scrolling your document) the page where the cursor is located.

**“Cut&Paste”** The Visi On Word command that lets you enter the Cut & Paste menu, where you can search for and replace characters or words, copy or move text, save part of a document, or include another document in the current one.

## D

---

**date form** In the Visi On Word program, the date form lets you select how you want to print the current date in a header or footer line. The preset date form is MM/DD/YY, which prints the month, day, and year in two digits each: 10/15/84. You can also choose the forms Month DD, YYYY, DD Month YYYY, or DD Month YYYY.

**date symbol** In the Visi On Word program, the date symbol lets you indicate where, in a header or footer line, you want to print the current date.

**decimal tab stops** A tab stop (D) on a Visi On Word ruler that lets you align a column of numbers on the decimal point.

**“delete”** The Visi On Word command in the edit menu that lets you remove words, the end of a line, a sentence, a paragraph, any area of text you select, or all the text in the document.

**document marking option** See Block; Sequence.

---

## E

**edit menu** The main Visi On Word menu.

**edit screen** The display that is the heart of the Visi On Word program—where you create or revise a document. You enter, edit, and format your documents in the edit screen.

**“end-of-line”** The Visi On Word command in the delete menu that lets you delete from the cursor position to the end of the line. In the enhance menu, this command lets you change the appearance of characters from the cursor position to the end of the line.

**“enhance”** The Visi On Word command that lets you enter the enhance menu, where you can change the appearance of characters, words, lines, sentences, paragraphs, or any area of text you select in your document. You can use italics, subscripts or superscripts, boldface, underlining, and overstriking to enhance your text.

---

## F

**“file”** The Visi On Word command that lets you get and store your documents and create folders for them in the Files display.

**Files display** The Visi On Word program display that lets you save all or part of a document; include a document in the current document; get a document to revise; create folders to organize and store documents; clear memory; and remove documents from the disk.

**“find-again”** The Visi On Word command in the locate menu that lets you search for other occurrences of a specified character, word, or phrase.

**“find-phrase”** The Visi On Word command in the locate menu that lets you find occurrences of a specified phrase in your document.

**font type** Typeface. In the Visi On Word program, available font types are normal (Roman), boldface, and italic.

**footer** Text you specify to appear on from one to three lines at the bottom of each printed page of your document. Footers are created when you fill out a captions sheet in your document. Also see Captions sheets.

**format sheet** In the Visi On Word program, the display that appears when you select “modify” from the line-style-change menu. You can change line and character spacing and align text on the right margin with format sheets.

---

## G

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**“get-by-name”** The Visi On Word command in the Files display that allows you to bring a document into the current folder by typing its name.

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## H

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**header** Text you specify to appear on from one to three lines at the top of each printed page of your document. Headers are created when you fill out a captions sheet in your document. Also see Captions sheets.

---

## I

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**“include”** The Visi On Word command in the Cut & Paste menu that lets you insert a copy of another saved document into your current document.

**“indent”** The Visi On Word command in the style menu that lets you create a temporary left margin for lines of wrapped text.

**indent area** An indent character plus its associated indent spaces. You create and delete an indent area as though it were a single character.

**insert** The Visi On Word text entry option that lets you insert new text into your document without deleting existing text.

## J

---

**justified** Aligned on the right margin.

## L

---

**layout item** In the Visi On Word program, a ruler, format sheet, or captions sheet. Also see Ruler; Format sheet; Captions sheet.

**line** In the Visi On Word program, a sequence of text on one row of your document.

**"line-style-change"** The Visi On Word command in the style menu that lets you change line spacing, right justification, and the number of characters printed per inch. Also see Format sheet.

**"locate"** The Visi On Word command in the edit menu that lets you go to another page, to the beginning or end of your document, or back to where the cursor was positioned before scrolling.

**local print operation** Printing on a printer that is connected to your computer. Also see Remote print operation.

## M

---

**margins** The left and right boundaries of lines in a document. The left margin and right margin are shown with an L and an R on the current ruler.

**"message"** The Visi On Word command in the Print menu that lets you enter or modify a message that will be displayed when you print your document.

**message sheet** A form in the Visi On Word program that you use to create or change a message that will be displayed while your document is printing.

**"move"** The Visi On Word command in the Cut & Paste menu that lets you remove text from one location and place it in another location in your document. Text may be moved as a block or sequence. Also see Block; Sequence.

## N

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**“new page”** The Visi On Word command in the style menu that lets you insert your own page break so that the text that follows will be printed on a new page.

## O

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**options** The settings in the Visi On Word options sheet that let you, for example, display status and ruler lines; choose your method of text entry; select enhancements; perform searches; and set printer formats.

**options sheet** In the Visi On Word program, the display that appears when you select “OPTIONS” from the Visi On menu, then select the current Visi On Word window. Also see Options.

**overstrike** A character enhancement option that allows you to strike over existing characters with an “x” or a “-”.

**overtyping** The Visi On Word text entry option that lets you type over existing text to replace it with new text.

## P

---

**“page”** The Visi On Word command in the locate menu that lets you go to a specific page number, or page forward or backward in your document.

**page number form** In the Visi On Word program, the page number form lets you select how you want to print page numbers in a header or footer line. The preset page number form is Arabic (1,2,3). You can also choose the Roman numeral form, either uppercase or lowercase.

**paper layout options** The settings in the Print options sheet that let you specify the paper size and position of your text on the page.

**page number symbol** In the Visi On Word program, the page number symbol lets you indicate where, in a header or footer line, you want to print the page number.

**paragraph** In the Visi On Word program, a paragraph is a sequence of text that ends with a required return.

**“paragraph”** The Visi On Word command in the delete menu that lets you delete an entire paragraph from your document. In the enhance menu, this command lets you change the appearance of an entire paragraph.

**pitch** Number of characters printed horizontally per inch.

**“Print”** The Visi On Word command that lets you enter the Print menu to select your printer for local or remove printing, select printing options from the Print options sheet, create captions sheets, and create message sheets.

**printer driver** A program that lets the Visi On system send the correct printing and formatting instructions to your printer.

**print message** A message that you specify to be displayed when a page of your document is printing, so that you can change the printer type wheel, for example.

**product options** The settings that let you specify whether the status line and ruler are displayed, your scrolling speeds, and how options sheets are displayed in the Visi On Word program.

## R

**remote print operation** Printing into a temporary file for later printing with a printer that is not connected to your computer. Also see Local print operation.

**“remove-tab”** The Visi On Word command in the modify menu that lets you remove tab stop settings one at a time.

**“replace”** The Visi On Word command in the Cut & Paste menu that lets you replace occurrences of a specified phrase (your search phrase) with a new phrase (your replacement phrase).

**required return** In the Visi On Word program, the character that is inserted in your document when you press . A required return forces the current line to end and a new line to begin. A symbol ( ¶ ) in the right border of the screen indicates that the line ends with a required return.

**reserved area** In the Visi On Word program, the shading that precedes all the indented lines below an indent area (indent characters plus its indent spaces). It indicates that you cannot type in this area. Also see Indent area.

**ruler** The layout item in the Visi On Word program that lets you change margins and set, change, or clear tab stops.

**"ruler-change"** The Visi On Word command in the style menu that lets you alter ruler settings. Also see Ruler.

**ruler display** The display line above the Visi On Word edit screen. It indicates your current margins and tab stops.

**ruler form** A special display provided by the ruler-change menu that lets you modify ruler settings in your documents.

## S

---

**"save-part"** The Visi On Word command in the Cut & Paste menu that lets you mark several lines of text and save them as a separate document.

**scripting** A character enhancement option in the edit options sheet that allows you to use superscripts and subscripts.

**scrolling speeds option** The Product options settings that you can change to specify your scrolling rate.

**search options** The options settings that let you choose how the program will search for a given character, word, or phrase. You can choose the direction and range of the search, and whether uppercase and lowercase letters must match.

**sentence** In the Visi On Word program, a sentence is a sequence of text that ends with a final punctuation mark, plus any spaces up to the next character.

**"sentence"** The Visi On Word command in the delete menu that lets you delete an entire sentence from your document. In the enhance menu, this command lets you change the appearance of an entire sentence.

**sequence** In the Visi On Word program, a sequence is any area of sequentially typed text that you select when you have set your document marking option to "sequence" in the options sheet.

**startup ruler** The preset ruler that appears at the top of your edit screen. It sets margins and tab stops for you to use with any of your documents.

**status line** The top line of the Visi On Word edit screen. It indicates your text entry option (insert or overtype) and your current page, line, and document name.

**"style"** The Visi On Word command in the edit menu that lets you change certain formats on your page. For example, you can indent text, begin a new page, center text, or change margins.

**"synopsis"** The Visi On Word command in the Analyze menu that displays the synopsis form containing information about your document's history and content.

**synopsis form** In the Visi On Word program, the display that appears when you select "synopsis" from the Analyze menu. You can change the number of lines per page, enter the name of the author, and enter comments about your document. In addition, the program displays dates on your document's history that you can view but you cannot change.

## T

---

**"tab-add"** The Visi On Word command in the modify menu that lets you place a new tab stop on your ruler.

**tab stop** Visi On Word ruler settings (T or D) that indicate where the cursor will be positioned after you press the tab key.

**text field** One of three sections (left, right, center) into which each header or footer line can be divided.

**text wraparound** The Visi On Word feature that automatically ends a line and begins a new line when the cursor reaches the right margin as you type.

**"top"** The Visi On Word command in the locate menu that displays the first page of your document.

**transmittal file** A file automatically created on the disk to contain your document after a remote print operation. Later, you copy it onto a floppy disk and take it to be printed at another location. Transmittal files are stored in the transmittal folder in the Visi On Archives.

## U

---

**“undelete”** The Visi On Word command in the delete menu that lets you restore your last-deleted text.

## W

---

**word** In the Visi On Word program, a word is a sequence of characters that ends with the last space before the first character of the next word.

**“word”** The Visi On Word command in the delete menu that lets you delete words that you select. In the enhance menu, this command lets you change the appearance of words.

**working location** In the Visi On Word program, the cursor position indicates your current working location.

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## Special Characters

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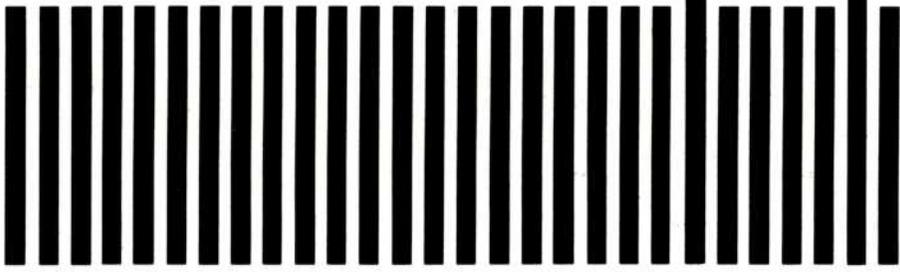
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## Notes to Visi On Word™ Users

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### Determining a Number of Lines per Page

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*Currently*, when you print your Visi On Word™ documents, each page will have approximately an extra 1/2-inch on the bottom margin (about 5 lines). This may affect the page layout you have chosen if you are printing headers and footers.

On an 11-inch page at 6 lines per inch, you can print up to a maximum of 61 lines, rather than 66 lines. (At 8 lines per inch, you can print up to 83 rather than 88 lines.)

The preset page layout with 56 lines per page (illustrated on page 5-4) shows 8 lines remaining at the bottom margin. You can presently use 3 of these lines to print a header and/or footer. The 3 lines include any blank lines separating the header/footer from the rest of the text on the page.

If you want more than a total of 3 lines for a header and/or footer, decrease your number of text lines per page. See "Keeping Track of Document Content and History" on page 5-42. To determine your number of lines per page (as illustrated on page 5-43) start with a paper size of 61 rather than 66 lines.

This extra 1/2-inch of bottom margin will be changed in a future release of the Visi On™ accessory programs disk.

### The Visi On Convert to Word™ Program

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A program to convert VisiWord™ documents to Visi On Word documents will be available soon from VisiCorp®. The Visi On Convert to Word™ program will be sent to all Visi On Word users who have sent in their warranty cards. The warranty card is included in your Visi On Word product package.

