

XyList Community Manuals Archive:
XyWrite 4.0 Command Reference Guide
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Command Reference Guide

C:\XY4

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XyWriteTM
4.0



Command Reference Guide

**XyWrite
4.0**

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The *Command Reference Guide* describes XyWrite commands and procedures and is written to help users at every level of experience. Since the document is organized by topics, the easiest way for you to find information is by using the Index, which is complete and well cross-referenced.

Chapter 1 contains general helpful information. Chapters 2, 3, and 4 cover the basic elements of XyWrite. Chapter 5 has procedures for more involved and highly useful applications.

Each section of the reference guide is self-contained so that you can read sections in any order. For example, you will find the description of footnotes all in one place, including both the footnote procedures and commands.

The description of each command follows this structure:

Format: What is the precise syntax of the command?

Abbrev: Is there a shorter form for the command?

Menu: What items do I choose to perform the same task from a XyWrite menu?

Purpose: Why would I want to use this command?

Action: What steps do I take to use this command?


Notes: What else should I know about this command?




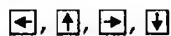
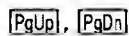


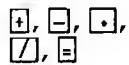


Notation. Throughout this manual we have used the following conventions.

- **C:\XY4** — Refers to the command line, which is located at the top of the screen.
- **sans serif text** — Indicates the keys you press to perform an action. Statements that appear in this font can be typed literally, letter for letter. For example:
call chapter.doc
- *italic* — The use of italic with commands is reserved for words (or characters) that you are to replace with a specific name, such as *filename*.

- *filename* — Anywhere you see the term *filename*, you may substitute the more general term *filename.ext*. For example, to call up an existing document:
call *filename*
can be replaced by:
call *filename.ext*
You can also add the path name. For example:
call *d:\path\filename.ext*
- *d:* — Drive specification A:, B:, C:, D: or any other drive.
- *path* — The path is a series of directory names separated by backslashes. For more information on paths, refer to the Overview section at the start of Chapter 2, "Filing."
- # — The pound sign means one single character — any letter (A-Z) or number (0-9).
- *n* — Represents any number. (The number can contain more than one digit.)
- **Reverse type** — Represents an item you choose from a XyWrite menu.

The symbols in the left column are used throughout this manual to represent keys on the keyboard. For a description of these keys, refer to the Keyboard section in Chapter 3, "Editing."

| | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------|
| A to Z | Character keys on the center portion of the keyboard |
| 0 to 9 | Number keys in either the top row or on the numeric keypad |
| F1 to F12 | Function keys F1 through F12 |
| Tab | Tab key |
| Ctrl | Control key |
| Shift | Shift key |
| Alt | Alternate key |
| Space Bar | Space Bar key |
| Backspace | Backspace key (located above the Enter key) |
|  | Enter key (also known as the Return key) |
| Esc | Escape key |
| Break | Break key |

| | |
|-----------------------------------------------------------------------------------|----------------------------|
|  | Caps Lock key (toggle key) |
|  | Scroll Lock (toggle key) |
|  | Numeric Lock (toggle key) |
|  | Cursor keys |
|  | Page Up and Page Down keys |
|  | Delete key |
|  | Insert key |
|  | Math Symbol keys |
|  | Home key |
|  | End key |

NOTES

Welcome to XyWrite.

XyWrite is a word processing program that integrates text preparation and output formatting. XyWrite operates on IBM computers and many compatibles.

WHAT YOU NEED

To use XyWrite, this is what you need:

- The XyWrite disks
- An 8086 class IBM-compatible computer or better
- 384K bytes or more of RAM memory
- IBM PC-DOS 3.3 or higher
- An EGA, CGA, VGA, or Hercules graphic adapter card
- One hard disk and one floppy disk drive
- A printer

If your system has more than the minimum number of bytes required, XyWrite makes the most of the extra memory: it uses up to 640K of memory. If you have expanded memory, it automatically uses up to 4MB of it. More memory results in faster performance, especially when editing large files.

WHAT YOU GET

XyWrite enables you to:

- Use XyWrite commands or select tasks from a menu.
- Display your document in graphic view, which is a WYSIWYG (what-you-see-is-what-you-get) display. While in graphic view, you can also edit and format your document and see the changes instantly.
- Include graphics in your document and see them on the screen.
- Use simple keystroke combinations as a shortcut to perform many editing and formatting functions.
- Import files from database, spreadsheet, or other word processor formats.
- Specify in your document the typefaces and type sizes your printer has available.
- Emphasize an area on a page by including a border with the line weight, shading, and white space you specify.
- Work on many documents at once (up to *nine*).
- Review the formatted page *before* you print it out and print in the background while you return to work on the same or other documents.

-
- Run DOS commands from XyWrite.
 - Store text to a text macro for ready retrieval and insertion into your document.
 - Create forms by setting up a file so that you can type into only the blank fields.
 - Generate a Table of Contents and an Index with automatic sorting and page numbering based on phrases you mark in your document.
 - Paginate a document automatically with widow/orphan control and unbreakable blocks.
 - Check the spelling of a word, selected block, or an entire document.
 - Keep a record of the edits you make to a document.
 - Use Mail Merge to produce form letters and conditionally control which portions of the main file appear in individual finished letters.
 - Record keystroke sequences and create custom procedures with user programming features.
 - Perform arithmetic.
 - Insert footnotes and endnotes in your document.
 - Produce a list of synonyms from the on-line thesaurus.
 - Enter text into multiple columns with word wrapping within columns.
 - Read and write ASCII files.
 - Print proportionally spaced text with automatic hyphenation.
 - Customize the program, including the keyboard and menus, to act the way you want.

And best of all XyWrite is FAST!!

ABOUT XYWRITE COMMANDS

You can accomplish most of the tasks listed above by executing one or more XyWrite commands. You enter commands on the command line, which is the top line of the display. The following rules apply:

- Always start at the leftmost position of the command line. Press **[F5]** to do this.
- Use either upper- or lowercase letters (or any mix).
- Insert a single space immediately after the command name (if it is to be followed with arguments).
- Separate multiple arguments with a comma. (Some commands, such as PRINT, COPY, RENAME, allow use of a blank space instead of a comma.)

Once you have typed the command on the command line, you execute it by pressing either **F9** or **↵**.

For example, any of these will work:

```

XY4 print chapter.doc,1-3 ↵
XY4 print chapter.doc,1-3 F9
XY4 print CHAPTER.doc,1-3 ↵

```

ABOUT XYWRITE FILES

EDITOR.EXE is the only file *essential* to editing text in XyWrite. A printer file is needed to print any of your files; outline screen fonts are needed to use graphic view. If you copy XyWrite to another disk, you must include these files. The other files are needed only if you want them. For example, you can use STARTUP.INT to start XyWrite with your own commands or XY4.HLP to access the Help screens, and so on.

Essential Files

| | |
|-----------------------|--------------|
| XyWrite Program: | EDITOR.EXE |
| Printer Files: | filename.PRN |
| Outline Screen Fonts: | filename.SPD |

Accessory Files

| | |
|------------------------------|------------------------------------------------------|
| Startup File: | STARTUP.INT |
| Default File: | SETTINGS.DFL |
| Screen Display Backup Files: | COLOR.DSP, MONO.DSP, GAS.DSP LCD.DSP, G-SCALE.DSP |
| Help File: | XY4.HLP |
| Menu Files: | XY4.MNU, XY4.DLG |
| Keyboard File: | XY4.KBD, XY4-3.KBD |
| Text Macro File: | SAVEGET.SGT |
| Spelling | PERS.SPL, DICT.SPL |
| Thesaurus | WORD.OVR, WFBG.SYN |
| Hyphenation | DICT.HYP |

Most of the files listed above are in the XY4 directory. Other standard XyWrite directories are listed below.

- \BTFONTS contains the outline screen fonts.
- \DOCS contains user files.
- \XY4\FILTERS contains text conversion files.
- \XY4\PICTURES contains sample graphic files.
- \XY4\PRNFONT contains soft printer fonts.

XyWrite Files Are Pure ASCII. XyWrite does *not* insert control characters into your document. Therefore, you can transport files to and from other ASCII systems.

GETTING HELP

You have three sources of help available to you: On-Screen Help, the documentation set, and telephone assistance. Each is described briefly here.

On-Screen Help. Whether you are using XyWrite commands or menus, you can use the Help file (XY4.HLP) to put useful information at your fingertips. XY4.HLP is delivered automatically during the installation. (Also during installation, a notation is made in your STARTUP.INT file that loads XY4.HLP automatically on entering XyWrite.)

To get help, press **[F1]**. XyWrite displays *context-sensitive* help—in other words, it displays information that is directly related to the current position of the cursor. For example, if the cursor is on a dialog box item, such as a text entry field or radio button, pressing **[F1]** displays help for that item. If the cursor is in the text area, pressing **[F1]** displays the help index from which you can choose a topic. If the cursor is on the command line, pressing **[F1]** displays information about using commands.

You can also use the Help menu to access several categories of help, including a detailed explanation of how to use on-line help.

Documentation Set. XyWrite includes the following pieces of documentation:

- *Installation and Learning Guide:* provides directions for installing XyWrite and performing basic tasks via the menus
- *LAN Administrator's Guide:* provides technical information for installing, customizing, and using XyWrite on a LAN
- *This Command Reference Guide:* covers the complete set of XyWrite commands
- *Customization Guide:* provides instructions for customizing your startup file, keyboard file, default file, printer file, sort file, menu file, and help file
- *Quick Reference Card*
- *Keyboard Template*

Telephone Assistance. If the first two sources cannot help you, then by all means call or write us at the following location:

The Technology Group
36 South Charles Street
Baltimore, MD 21201
410-576-1960

It will help us if you are at your computer with the problem at hand when you call.

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Overview

OVERVIEW This chapter describes two categories of commands:

- **Filing Commands**—which handle only *entire* files rather than individual pages, words, or paragraphs. For example, NEW creates a new file, and STORE saves the entire file onto disk.
- **System Commands**—which enable you to enter XyWrite and run DOS under XyWrite. In addition, the DO command allows you to run other programs (besides DOS) under XyWrite.

The Filing commands can be further broken down into three subcategories:

- **Display Commands**—which load files to the display, and clear files from the display, *without altering the files on disk*. For example, CALL CHAPTER.DOC loads a copy of the file CHAPTER.DOC from the disk to the display; the original file CHAPTER.DOC remains on the disk.
- **Disk Commands**—which save files to the disk, and delete files from the disk. (The disk is, of course, the place where files are stored.)
- **Printer Commands**—which send files to the printer.

Immediate vs. Embedded Commands. All of the commands in this chapter are immediate commands. This means that when you type a command, it executes *immediately* on pressing  (Enter). In contrast, the commands in Chapter 4 are embedded commands—on pressing  they are embedded in the text as characters, ready to execute when output to the printer or graphic display. For a description of embedded commands, refer to the Overview section at the start of Chapter 4, Formatting.

Use of Path. A *path* defines the location of a file. It can include a drive, a series of directory and subdirectory names separated by backslashes (\), and a filename. For example:

c:\novel\draft\chap1

If a path begins with a backslash, XyWrite starts its search from the root directory; otherwise, the search begins at the current directory. Thus, you can specify a path in either of two ways:

\dir1\dir2\dir3 Relative to *root* directory

or

dir1\dir2\dir3 Relative to *current* directory

Calling a File Using a Path. Any of the XyWrite commands that use a *filename* allow you to specify a *path* along with the filename. For example, you can CALL a file as follows:

C:\XY4 call d:path\filename

Format

C:\XY4 call c:\memos\vacation

Example

Result: The file VACATION is called from subdirectory MEMOS. The path and filename both appear on the status line at the top of the display.

Storing a File Using a Path. When you store or save a file, you return it to the subdirectory from which it was called. Use the command:

C:\XY4 store

To STORE a file in some other directory, you must specify the path to that directory.

Path Statement. The Path statement is a DOS command found in the AUTOEXEC.BAT file. It defines a series of directories and subdirectories that DOS searches if a program file is not found in the current directory. For certain functions, XyWrite also uses the DOS path statement. For example, when you load a printer file, XyWrite looks in the current directory for the specified file; if it doesn't find it, it then looks at the path statement for other possible locations. It will save you time and keystrokes if you add your XyWrite subdirectories to the path statement in your AUTOEXEC.BAT file.

For more information on DOS paths, refer to your DOS Manual.

FORMAT **⌘-Y d:** (Option 1)
 ⌘-Y d: d1: (Option 2)

d: is the letter for the default drive.

d1: is the save-drive you specify. You may specify any number of save-drives, separated by commas. Do not include spaces before or after the commas.

MENU See Note #1

PURPOSE Any drive can be designated the default drive—a diskette drive, hard drive, or a RAM (virtual) drive. Setting the default drive is done by entering the drive letter on the command line. For example:

⌘-Y d:

When you set the default drive, you are telling XyWrite which drive to use when a filename is given without a drive letter prefix. For example, if drive B is made the default drive, then the following statement would call CHAPTER.DOC from drive B:

B: call chapter.doc

There are two options for setting the default drive:

- Setting the Default Drive (Option 1)
 ⌘-Y d:
- Setting the Default and Save-Drives (Option 2)
 ⌘-Y d: d1:

Option 2 allows you to specify an additional *save-drive* (here denoted *d1*). If you use Option 2, then every time you SAVE or STORE a file that was called from the default drive or the save drive, a copy is stored not only to the normal default drive, but also to save-drive *d1*. Thus, Option 2 allows you to keep up-to-date copies on other drives. (You can specify several save-drives, if you wish.)

ACTION **Setting the Default Drive**
(Option 1) To set the default drive to drive A, for example:

Type: **⌘-Y a:**

ACTION
(Option 2)**Setting the Default and Save-Drives**

First you specify the normal default drive (drive C in the following example); you then specify the save-drives immediately afterwards, separated by commas (in this case, only one save-drive, drive B). Do not include a space after the comma.

Type: **[F5]c;b:[↵]**

Result: Now every time you SAVE or STORE a file that was called from drive C or B, XyWrite will save identical copies on both drives C and B. Drive C is the default drive for all other commands (e.g., DIR, CALL, PRINT, MERGE). When you specify one or more save-drives, you cannot SAVE or STORE to just a single drive.

NOTE #1 **Menu Option.** You can change the default drive using the directories list box, which appears in a number of dialog boxes (for example, Open File, Manage Files). To change drives from a dialog box, highlight the drive letter you want to make current and press **[↵]**, or double-click on the drive letter. You cannot use the menus to establish a save-drive.

NOTE #2 **Changing Drives.** If you change the default drive, you must re-establish the save-drive.

NOTE #3 **Typical Uses for Save-Drives.**

- **RAM Drive Backup.** If you work on a RAM drive, you can make sure files are also stored on the floppy drive by setting it to be a save-drive.
- **Two-Drive System.** If you want to back up files onto another disk as often as possible, then you can specify your second drive as the save-drive. The drawbacks are the additional time it takes to save to the second drive and the space required by having two copies of each file.

NOTE #4 **Default Drives at Startup.** By adding the default drive as a line in your STARTUP file, you can have XyWrite automatically switch default drives at startup.

FORMAT **C:\XY4** ABORT/nv

/nv (No Verify) is an optional switch that allows you to override the verification message (see Note #1).

ABBREV **C:\XY4** AB/nv

MENU **File** **Close**

PURPOSE **ABORT** clears the file from the display window and memory. Any changes made to the file since it was last saved are lost and cannot be recovered. To reduce the risk of having a file inadvertently aborted, XyWrite displays the message "File was modified--abort changes? (Y/N)" when you try to **ABORT** a file that has been edited. You can override this prompt by adding the /NV switch to the **ABORT** command.

ABORT has two main uses:

- **Clearing the Display.** If you have called up a file merely to view, and you have *no changes* to save, use **ABORT** when done.
- **Undoing a Big Mistake.** If you have made a disastrous mistake in editing a file, the **ABORT** command lets you throw away the working file which contains those errors. (See the tip on the next page.)

ACTION
(Option 1)

Clearing the Display

To clear a file from the display:

Type: **[F5]**abort**[↵]**

Result: If you have not made any changes to the file while it was displayed, XyWrite clears the screen immediately. If you have made changes, XyWrite displays the message "File modified, abort anyway? (Y/N)." If you press Y, the display is cleared. If you press N, the command is cancelled.

ACTION
(Option 1)

Clearing the Display Without Verification

To clear a file from the display without having the verification message appear:

Type: **[F5]**abort/nv**[↵]**

Result: XyWrite clears the screen immediately, whether or not the file has been modified.

TIP

How to Undo a Big Mistake. (See the illustrations.)

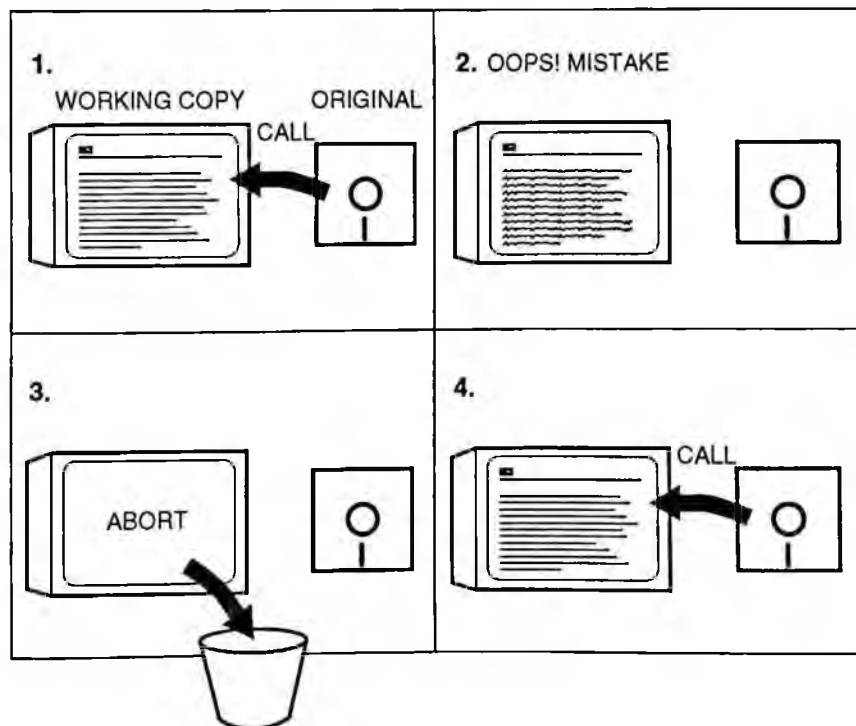
Whenever you CALL a file (1), a *copy* is sent to the display; the original remains on the disk. As you make changes to the file, the changes are made only on the copy in memory, not on the original file on disk (until you SAVE it). Thus, if you make a gross blunder with, say, a search-and-replace (2), then you can ABORT the document (3), and still retrieve the original file (4).

NOTE #1

Abort Prompt. You can disable the ABORT prompt by changing the EP (Error Prompt) setting. For more information on the EP setting, refer to "Default Settings" in the *Customization Guide*.

NOTE #2

Windows. If there is more than one file open when ABORT is executed, the file where the cursor is located is the one which is aborted, and the current window is closed. (See the section on Windows in Chapter 3.) If you prefer to leave the window open after you ABORT a file, you can change the NW setting in the default file. Refer to "Default Settings" in the *Customization Guide* for more information.



FORMAT **APPEND** *d:filename,d:targetfile*

APT *d:filename,d:targetfile*

d: (optional) is the drive where the file is stored.

filename (optional) is the file to be added to another.

targetfile is the file to which text is added.

MENU Not a menu option.

PURPOSE The **APPEND** command adds text to the *end* of a file on disk. The **APT** (Append to Top) command adds text to the *beginning* of a file on disk. The text you append can be copied from the file on screen or from another file on disk.

If you type the **APPEND** or **APT** command with only one filename, XyWrite looks for selected text within the file on your screen. If it finds selected text, that text is appended to the file you named; otherwise, XyWrite adds the entire current file to the named file.

If you list two files after the **APPEND** or **APT** command, XyWrite copies the first into the second. The first file remains unchanged.

ACTION **Appending the Current File to a Stored File**
To append the file you have on screen (or selected text within that file) to the end of another file, say **CHAPTER** on drive A, for example:

Type: **[F5]append a:chapter** 

Result: The current file (or selected text) is now copied to the end of **CHAPTER**. If you use the **APT** command instead, the current file (or selected text) is copied to the beginning of **CHAPTER**.

ACTION **Appending a Stored File to Another**
To insert **TIMECARD** at the beginning of **REPORT**:

Type: **[F5]apt timecard,report** 

Result: **TIMECARD** is inserted at the beginning of **REPORT**. If you use the **APPEND** command, **TIMECARD** is added to the end of **REPORT**. In both cases, **TIMECARD** is unchanged.

NOTE **Deselect Text.** When adding the current file to another, it's smart to press the **[Esc]** key before using **APPEND** or **APT**; otherwise, you may be adding some off-screen selected text instead of the entire file as you intend.

FORMAT **CALL** ATTRIB *filename*,#

filename is the name of the file whose attribute you want to change.
(optional) is 0 (for read/write) or 1 (for read-only). If omitted, XyWrite displays the current attribute of the file on the status line.

MENU **File** **Manage Files** **Files...**

PURPOSE The ATTRIB command lets you determine the status of a file's read-only attribute. It also allows you to change the attribute from read/write to read-only or vice versa.

When you create a new file in XyWrite, it is automatically assigned read/write status. Once you have stored it on disk, you can protect it from accidental editing by changing its status to read-only. When a file is read-only, you can open it and examine it; you can even modify it, but you cannot save the changes under the same filename. If you try to, XyWrite displays the message "Access denied."

ACTION **Checking the Status of a File**

To determine whether the file FINAL.RPT is a read-only or read/write file:

Type: **[F5]**attrib final.rpt

XyWrite displays a 0 on the status line if FINAL.RPT is read/write and a 1 if it is read-only.

ACTION **Changing the Status of a File**

To change the status of the file FINAL.RPT to read-only:

Type: **[F5]**attrib final.rpt,1

XyWrite changes the file to read-only status and displays the message "Done" on the status line. You can display FINAL.RPT with the CALL command, and you can modify it, but you will not be able to save the changes unless you specify a different filename.

NOTE **READ Command.** Do not confuse the read-only attribute with the READ command. You can CALL a read-only file and edit it, although you can save the edits only under a different filename. If you use the READ command to display a file, you cannot edit it. (Files displayed with the READ command have a club symbol before the filename. Read-only files that you have CALLED do not display the club symbol; you need to use the ATTRIB command to determine the file's status.)

FORMAT

C:\XY CALL/f d:filename

/f (Fast) is an optional switch that tells XyWrite to display only the size information about an imported graphic, not the image itself.

d: (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.

filename is the name of the file you want to display.

ABBREV

C:\XY CA/f d:filename

MENU

File Open...

PURPOSE

The CALL command loads a copy of the named file from the disk into memory and the display for viewing and editing. If there is already a file or directory displayed in the current window, XyWrite opens a new one.

CALL works by *copying* the file to the display. The original file remains safely on the disk. Thus, you may edit or even ABORT the displayed file without disturbing the original file. (Only when you SAVE or STORE the file back to the disk does the file on the disk change.)

If you include the optional /F switch, XyWrite does not copy imported graphic images to the display; in Graphic view, you see the space reserved for the graphics and their names, but not the images. You can save some time, particularly if the images are very large, by using the /F option. The switch is especially useful if you have already reviewed the imported images and are satisfied that they are scaled, cropped, and positioned the way you want them.

There are two ways to call a file:

- By Typing Its Name (Option 1)
- By Pointing at Its Name (Option 2)

ACTION (Option 1)

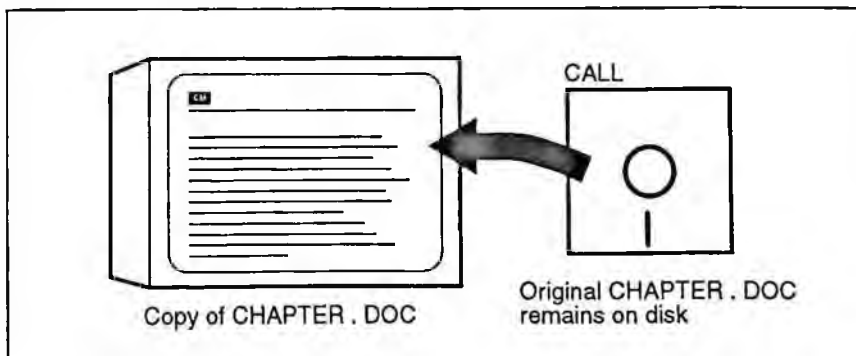
Calling a File by Typing Its Name

Let's say the name of the file you want to call is CHAPTER.DOC and it's on drive B:

Type: **[F5]** call b:chapter.doc **[↵]**

Result: XyWrite calls the file CHAPTER.DOC to the display from disk drive B, opening a new window if necessary. (If "b:" were omitted, XyWrite would look on the default drive for the file.)

- NOTE #1** **Saving the File.** CALL loads the file into memory. The file remains in memory while you work on it. Any changes you make to the file are not saved on disk until you SAVE or STORE it. Because memory is lost if the power fails, it is a good idea to save the file occasionally, say every 15 minutes.
- NOTE #2** **Calling with Global Filenames.** You can substitute the wild cards * and ? for characters in a filename with CALL, in the same way you use them with the DIR command—for example: CALL *.DOC. (Refer to “Displaying a Directory” for information on global filenames.) When you use a global filename with CALL, the first file is displayed on the screen. After you have finished reviewing or editing the displayed file, press **Ctrl** **Alt** **Shift** **N** to display the next file that matches the global filename you specified. If you have edited the current file, you will see the message S=save, A=abandon edits, C=cancel. Press “S” to store the current file and display the next one; press “A” to abort the current file and display the next one; press “C” to keep the current file on the screen for editing. Repeat this procedure until you see the message “No more files.”
- NOTE #3** **Calling a File Multiple Times.** If you try to call the same file into more than one window at the same time, XyWrite displays the message “File is already open—open again? (Yes, No, Go, Read).” Press the appropriate response.
- Y** Open another copy of the file for editing. When you make this selection, XyWrite puts square brackets around the filename so that you know it was not the first version called to the display; you cannot store this version under the current filename.
 - N** Cancel the command.
 - G** Go to the window that already contains the specified file.
 - R** Display a second copy of the file for reviewing only, not editing.




ACTION
(Option 2)**Calling a File by Pointing at Its Name**

If you don't quite remember the name of the file you want displayed, then use the following method:

1. Display a directory for the drive you want (e.g., drive B):

Type: **[F5]dir b:** 

2. Using the cursor up and down keys, move the cursor onto the desired filename. Notice that the current line is highlighted.
3. Type: **[F5]call** 

Result: XyWrite aborts the directory and displays the file.

NOTE #4

Automatic New Window. XyWrite automatically opens and closes windows. If you prefer to open and close windows manually, you can change the NW default setting. Refer to "Default Settings" in the *Customization Guide* for more information on the NW setting.

NOTE #5

Binary Files. The XyWrite program includes several binary files (for example, EDITOR.EXE and DICT.SPL). These files cannot be edited, and you should not CALL them to the screen. If you inadvertently CALL a binary file, you must ABORT it; never STORE a binary file—doing so will corrupt it.

NOTE #5

RFT:DCA and L3P File Formats. The CALL command automatically converts files from RFT:DCA and L3P formats into XyWrite format. It does not change the original file, but converts a copy of it and displays the copy as an untitled file.

NOTE #6

Other File Formats. You can call files from other word processors to the display if they are strictly ASCII text. Others require a conversion that can be accomplished using the menus. (Choose File, Open, Options, and then highlight the format you want to convert from. Refer to the on-line help file for more information.)

ALSO SEE

Related Commands. A related command calls a special kind of file: CAF (Call Form File). The READ command displays a file for reviewing only, not editing.

FORMAT **C:\XY4** CHDIR *d:path* or **C:\XY4** CD *d:path*

C:\XY4 MKDIR *d:path*

C:\XY4 RMDIR *d:path*

d: (optional) is the letter of the drive you want to affect.
path is as described in your DOS Manual.

MENU **File Manage Files Directories...** (See Note)

PURPOSE Three commands are covered here: MKDIR, CHDIR, and RMDIR. These commands are useful to you only if you use subdirectories. The general forms are:

- Making a New Directory
C:\XY4 MKDIR *d:path*
- Changing the Current Directory
C:\XY4 CHDIR *d:path*
- Removing a Directory
C:\XY4 RMDIR *d:path*

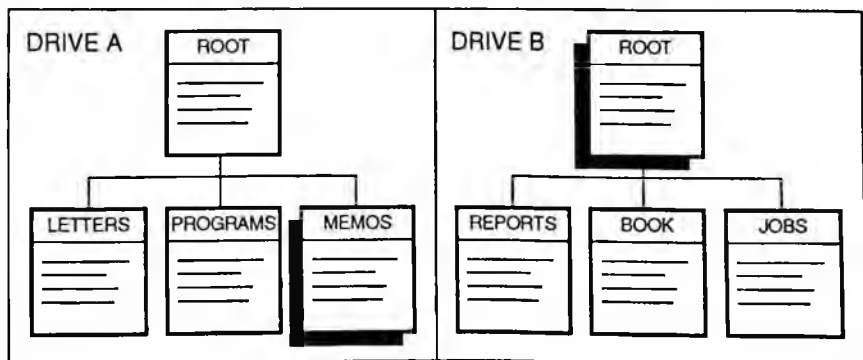
Type these commands on the command line just as you would any other XyWrite commands. These three commands are described further in your DOS manual. The *path* is described in the Overview section earlier in this chapter.

ACTION **Making a New Directory**

To make a new directory called, say, MEMOS:

Type: **[F5]** mkdir memos **[Enter]**

Result: The new directory is created off the current directory of the default drive.



ACTION

Changing the Current Directory

To change the current directory on drive C to MEMOS, for example:

Type: **[F5]chdir c:memos[Enter]**

Result: The subdirectory MEMOS is now the current directory on drive C. Each drive has its own current directory, as illustrated on the previous page.

NOTE

Menu Option. There is no explicit menu option for changing directories, but it can be accomplished through any dialog box that contains a directories list box (for example, Open File and Manage Files). To change directories from a dialog box, highlight the name of the directory you want to make current and press **[Enter]** or double-click on the directory name. If the directory you want does not appear in the list box, highlight or double-click on the entry for the parent directory.

ACTION

Removing a Directory

To remove a directory called MEMOS, first delete all of the files and subdirectories from that directory. Then, use CHDIR to select a directory other than MEMOS as the current directory. Finally:

Type: **[F5]rmdir memos[Enter]**

ALSO SEE

The TREE Command. The TREE command displays a diagram of all subdirectories on a drive. You can change to or remove a subdirectory by placing the appropriate command on the command line, pointing at the subdirectory name in the "tree," and pressing **[F9]**.

FORMAT

COPY /sw *d:filename,d:targetfile*

/sw is one of the following optional switches:

- /nv* (No Verify) allows you to override the verification message (see Note #1).
- /mv* (Move) deletes the original file after the copy is made (see Note #2).

d: (optional) is the drive letter.

filename is the name of the file to be copied.

targetfile (optional) is the name of the new file. If omitted, the file is copied under the original name.

MENU

File | Manage Files | Files...

PURPOSE

The XyWrite COPY command is similar to the COPY command in DOS. You can copy a file and give the copy a new name (Option 1), or you can copy a file to a *different* drive or directory but keep the same name (Option 2).

Below, we explain these three ways to copy files:

- Copying a File to a Different Name (Option 1)
- Copying a File to a Different Location (Option 2)
- Copying Files from a Directory (Option 3)

ACTION
(Option 1)**Copying a File to a Different Name**

Let's say we want to copy the file MEMO to REPORT:

Type: **[F5]**copy memo,report **[↵]**

Result: Two identical files now exist with different names (in the same directory). Note, the comma is optional—you can use a space instead.

ACTION
(Option 2)**Copying a File to a Different Location**

To copy the file REPORT from the current drive to a different directory on drive C:

Type: **[F5]**copy report,c:\business **[↵]**

Result: A copy of REPORT is now on drive C in directory BUSINESS (with the same name).

By leaving off the second drive and filename, you can copy a file from another location to your current directory. For example, to copy REPORT from drive B:

Type: [F5]copy b:report[↵]

Result: REPORT is copied into your current directory. (Since a target file isn't named, XyWrite uses the original name.)

ACTION

(Option 3)

Copying Files from a Directory

This procedure makes it easy to copy many files from one disk or directory to another. To copy files from drive A to drive B:

1. Type: [F5]b:[↵] (destination drive)
2. Type: [F5]dir a:[↵] (source drive)
3. Type: [F5]copy (without pressing [↵])
4. Type: [Shift][F5] (puts cursor in the directory)
5. Now move the cursor down the list and stop on the first filename you wish to copy.
Press: [F9] (to execute the COPY command)

Result: The file is copied to drive B. Note, the cursor has moved to the next name. Repeat Step 5 until you have copied all the files you want from drive A to B. If your disk fills up, you get the message DISK FULL and the cursor does not move to the next name.

NOTE #1

Duplicate Filename. If the target filename you specify for the copy already exists, XyWrite displays the message "File Exists, Overwrite It? Y/N." Press "Y" if you want the copy you are making to supersede the file that already exists with that filename. Press "N" to abort the COPY command so you can reissue it with a new name.

If you include the /NV switch with the command, XyWrite automatically supersedes an existing document with the same filename; no verification message is displayed.

NOTE #2 **Moving a File.** If you want to move a file from one location to another, include the /MV switch with the COPY command. The /MV switch copies the file to the new location, and then deletes it from the original location, which has the same effect as moving it from one location to another. For example:

Type: **[F5]copy/mv chapter.doc c:\docs** 

CHAPTER.DOC is copied into the DOCS directory on drive C. It is then deleted from the current directory.

NOTE #3 **Wild Cards.** XyWrite does not recognize wild cards with the COPY command in the same way that DOS does. However, you can include an asterisk (*) in the target file specification if you want to retain part of the original filename. For example:

Type: **[F5]copy chap1.doc *.bak** 

A copy of CHAP1.DOC, named CHAP1.BAK, is now in the current directory.

NOTE #4 **Copying the Current File.** To copy a file that is currently displayed, you must first save it to disk. COPY looks for and copies only files *saved to disk* (rather than the version on your screen). (Use the SAVE and STORE commands to copy the screen version of a file.)

FORMAT

C:\XY4 DELETE/*nv* *d:filename*

/nv (No Verify) is an optional switch that allows you to override the verification message (see Note #1).

d: (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.

filename is the name of the file you want to delete.

ERASE is identical to DELETE. ERNV is identical to DELETE/*nv*.

ABBREV

C:\XY4 DEL/*nv* *d:filename*

MENU

File | Manage Files | Files...

PURPOSE

DELETE erases the named file from the specified drive. It does not affect the display or memory. To minimize the risk of files being deleted accidentally, XyWrite displays the message "Do you wish to delete? (Y/N)" when you issue the DELETE command. You can override this prompt by adding the */NV* switch to the command.

There are two ways to delete a file (the result is the same either way):

- Deleting a File by Typing Its Name (Option 1)
- Deleting a File by Pointing at Its Name (Option 2)

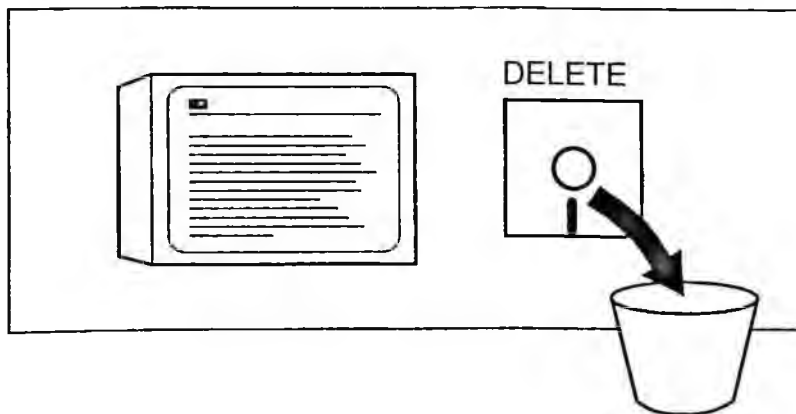
ACTION (Option 1)

Deleting a File by Typing Its Name

To delete a file:

Type: **[F5]**delete chapter.doc**[↵]**

Result: XyWrite displays the message "Do you wish to delete? (Y/N)." If you press "Y," this command erases the file CHAPTER.DOC from the default drive.



If you add the /NV switch to the command, the verification prompt does not appear. For example:

Type: **[F5]delete/nv chapter.doc****[↵]**

ACTION

(Option 2)

Deleting a File by Pointing at Its Name

To delete a file by pointing at its name:

1. Display the directory for the drive you want (drive B, for example):

Type: **[F5]dir b:****[↵]**

2. Enter the DELETE command on the command line:

Type: **[F5]delete** (without pressing **[↵]**)

3. Press: **[Shift] [F5]**

4. Now move the cursor down the list and stop on the filename you wish to delete.

5. Press: **[F9]**

Result: The verification prompt appears. Press "Y" to erase the file from disk; press "N" to cancel the command. (If you don't want to be bothered with the verification message, add the /NV switch to the command.) You can continue down the list and delete other files.

Do not hold down the F9 key! If you do, the autorepeat action will issue several delete commands before you can see their effect on the screen. In such a case, press **[Ctrl] [Break]** to stop more files from being deleted.

NOTE #1

Delete Prompt. You can disable the verification prompt by changing the EP setting in the default file. For more information on the EP setting, refer to "Default Settings" in the *Customization Guide*.

NOTE #2

Recovery of a File. Once a file is deleted, it cannot be recovered by XyWrite. The best precaution is to make backup copies often. (See Option 2 of "Setting the Default Drive.") To recover a file, you must use a DOS utility program designed specifically for that purpose.

FORMAT **C:\XY4** DIR/sw d:\path+ (Option 1)

C:\XY4 DIR/sw d:\path+\globalname (Option 2)

/sw is one of the following optional switches:

/na Display filenames and subdirectory names only.

/fi Display filenames and file information only.

/pa Display subdirectory names only.

/su Display file summary information.

d: (optional) is the letter of the disk drive you want listed. If you omit the drive letter, XyWrite uses the default drive.

\path+ (optional) is the name of the directory you want listed. If you include the plus sign, XyWrite lists all files in the specified directory and its subdirectories. If you omit the path name, XyWrite uses the default directory.

globalname (optional) is the global filename which generates the partial list you want.

MENU **File** **Manage Files** **Files...**

PURPOSE DIR (Directory) displays names of files and subdirectories on the drive and in the path you specify. For each file in the list, XyWrite also provides the number of characters in the file, and the date and time the file was last saved or stored (see Note #1). At the bottom of the display are the total number of files and subdirectories in the list, the total number of characters contained in the files, and the amount of space left on the disk. You can use the optional switches to change the type of information that XyWrite displays when you issue the DIR command.

You've got two options: you can display *all* the files or just the files you want. The second option is very handy if your directory has more than a screenful of files.

- Displaying a Complete Directory (Option 1)

C:\XY4 DIR d:\path+

- Displaying a Partial Directory (Option 2)

C:\XY4 DIR d:\path+\globalname

ACTION
(Option 1)

Displaying a Complete or Extended Directory

To display the names of all files and subdirectories in the current directory on the default drive:

Type: **[F5]** dir **[↵]**

Result: XyWrite opens a new window, if necessary, and displays a list that resembles that in the illustration below.

To display the names of just the files (not subdirectories) on another drive, for example drive B (when the default is drive C), you would type the following:

Type: `[F5]dir\fi b:[↵]`

To display an extended directory with the names of all files in the \XY4 directory and its subdirectories on the C drive:

Type: `[F5]dir c:\XY4+[↵]`

ACTION (Option 2)

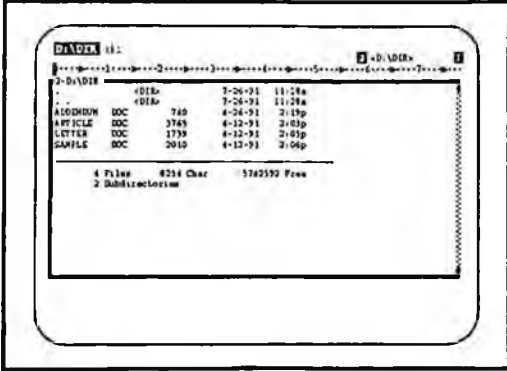
Displaying a Partial Directory

To display a *partial* list of files in the directory, use DIR with a global filename. (Global filenames are described in the Detail section below.) For example, to display all the files in the \DOCS directory on the C drive that begin with the letters CHAP:

Type: `[F5]dir c:\docs\chap*.*[↵]`

To display an extended directory of all the files with the extension .TMP in the WORKING directory or any of its subdirectories:

Type: `[F5]dir \working+\.tmp[↵]`



- Directories
- Filenames
- Number of characters in file, including spaces, tabs and embedded commands
- Date and time file was last saved or stored to disk.
- Total number of files and characters (bytes).
- Total number of bytes available.
- Total number of subdirectories.

DETAIL

Global Name. A global name allows you to display a partial directory of files that meet certain criteria, such as all files that have the extension .TMP or all files in directories that start with DOC. You create a global filename or directory name by using *wild card* characters. (Just like in a card game, wild card characters represent other characters.) The wild card characters that can be used with a directory are:

The Asterisk (*)

- When used with DIR, an asterisk (*) means that *any* character(s) can occupy the remaining positions in the filename or extension.
- If the asterisk appears *alone* in the filename or extension, read the asterisk as the phrase “all files.”
- If any characters precede the asterisk, read it as the phrase “all files that begin with ...” those characters.
- The asterisk represents any number of characters, from one to eight.

For example, `CD\X\dir f*.*` lists all files that begin with the letter f.

The Question Mark (?)

While an asterisk represents any number of characters, the question mark (?) represents only one. Use it in a file name or extension when executing the DIR command to indicate that any character can occupy that position. For example, `CD\X\dir chap?.doc` finds CHAP1.DOC and CHAP2.DOC but not CHAP10.DOC because 10 is two characters, not one.

You can mix the question mark and asterisk in a single filename (for example, `CD\X\dir ch?book.*`).

Search Wild Cards

You can use most of the same wild card characters used when searching for text (i.e., `[]`, `[!]`, `[N]`, `[A]`, `[X]`, `[I]`, `[S]`, and `[W]` but not `[O]`, `[L]`, `[J]`, or `[K]`). For example:

`CD\X\dir chap [N].doc`

finds CHAP11.DOC and CHAP14.DOC, but not CHAPTR.DOC because `[N]` stands for any number. Refer to “Searching for Text” in Chapter 3 for more information on these wild card characters.

NOTE #1

Directory Display. If you use wild cards to build a XyWrite directory that crosses path boundaries (by using the + option or wild cards in the pathname), XyWrite adds the location of each file to the right side of the directory display.

- NOTE #2** **Switch Combinations.** You can use the following switch combinations to display different types of directories:
- /na/fi** Displays a list of filenames only. No file information, no subdirectories.
 - /na/pa** Displays a list of subdirectories in the current directory, and appends a list of available drives. (All entries are enclosed in square brackets; drive letters are preceded by a hyphen.)
- NOTE #3** **Keeping the Directory Up-To-Date.** Whenever you execute DIR, you get a list current to that moment. That list is not automatically updated when you rename, delete, or add files from the command line. You must execute the DIR command again to update the list.
- NOTE #4** **Saving the Directory.** If you want to, you can save the directory to a file on disk. After you type DIR to display the directory, type SAVE or STORE. The directory is saved to a file named DIRECTRY.TMP (unless you specify a different name).
- NOTE #5** **Printing the Directory.** You can easily print out the directory. Type DIR to display the directory, then enter PRINT. XyWrite displays the message "Print directory? (Y/N)." Press Y to print the directory, N to cancel the command.
- NOTE #6** **Sorting the Directory.** The directory defaults to listing files alphabetically by filename. Use the DSORT command to sort by extension, date, path, or to sort in reverse order.
- NOTE #7** **Date Format.** You can change the format of the date in the directory display by including the FZ setting in the default file. Refer to the *Customization Guide* for more information.
- NOTE #8** **Read-Only Display.** By default, the directory display is read-only. If you prefer to have directory displays that you can edit, enter the following setting in the default file:
- df xd=0
- Refer to "Default Settings" in the *Customization Guide* for more information.
- NOTE #9** **Document Summary Information.** The document summary information that is displayed by adding the /SU switch to the DIR command is established by the HI and HT default settings. Refer to "Default Settings" in the *Customization Guide* for more information.

FORMAT

EX4 DIRL/sw d:\path+\globalname

/sw is one of the following optional switches:

/na Display filenames and subdirectory names only.

/fi Display filenames and file information only.

/pa Display subdirectory names only.

/su Display file summary information.

d: (optional) is the drive letter.

\path+ (optional) is the name of the directory you want listed. If you include the plus sign, XyWrite lists all files in the specified directory and its subdirectories. If you omit the path name, XyWrite uses the default directory.

globalname (optional) is the global filename.

MENU

Not a menu option.

PURPOSE

DIRL (Long Directory) performs the same functions as the DIR command, except that it also displays the first few lines of text in each file. DIRL enables you to browse through your files.

Also covered here is the DI setting, which lets you modify how the long directory is displayed.

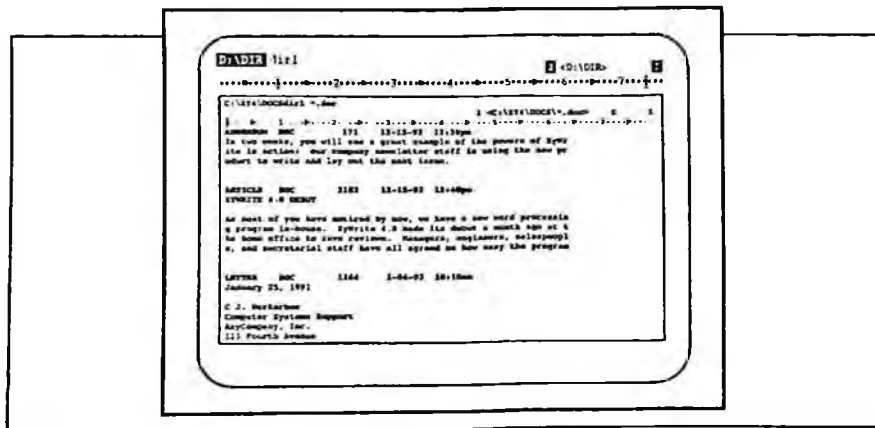
ACTION

Displaying a Directory with Lines of Text

To display a directory along with the first lines of text from each file (for filenames ending in .DOC):

Type: **[F5]dir *.doc**

Result: A list appears, showing all filenames in the current directory ending in .DOC, and including lines of text under each filename. It might look like the list in the illustration below.



NOTE #1 **Text Lines Displayed.** The number of text lines displayed will vary from file to file, due to program rules that attempt to cut off displayed text at a logical point (e.g., at a period).

ACTION

Customizing the Long Directory Display

XyWrite lets you control the following three facets of the DIRL display: (1) showing the file size in units other than bytes; (2) changing the number of text lines displayed; and (3) packing the lines of text—by removing carriage returns. (Packed text lets you view more of the file in a few lines.)

To change these settings, change the DI setting in the default file. Its format is:

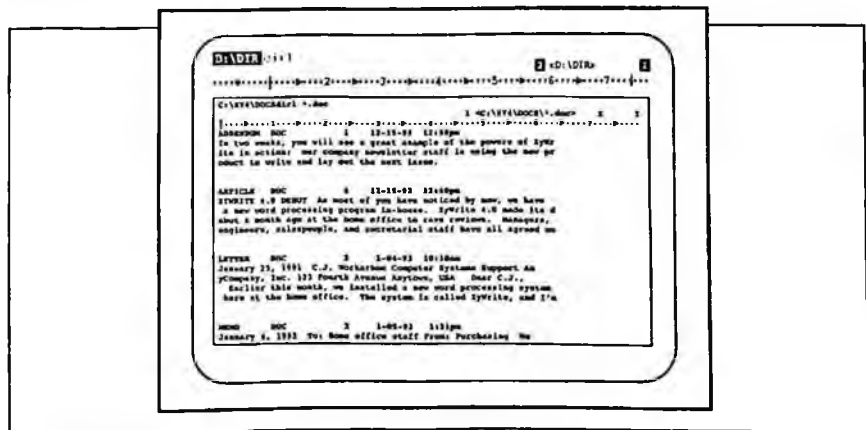
df di=*k,l,p*

- k** is the number the file size is to be divided by. You could set it to 1024 to get file size in kilobytes, or set it to 60 to get an approximate line count. The default for **k** is 1.
- l** is the approximate number of lines of text displayed. The default for **l** is 6.
- p** packs the text. Set **p** to 1 to remove carriage returns, 0 to keep them. The default for **p** is 0.

To display the file size in kilobytes (KB) and to display about four lines of packed text, add the following setting to your default file. (Refer to the *Customization Guide* for more information on the default file.)

df di=1024,4,1

If you apply this setting to the previous example, the display would look like this—the text appears disordered since it is packed:



- FORMAT** **CMY4** **DO**/sw d:path\program filename
- /sw is one or both of the following optional switches:
- /nv (No Verify) is an optional switch that overrides the verification message.
 - /x is an optional switch that freezes the XyWrite display while the other program runs.
- d: (optional) is the drive letter of the drive you want.
- path (optional) is the sequence of path names from the current or root directory to the program. It is further described in your DOS manual.
- program is the program you want to run. The program must have an .EXE or .COM extension. Omit the extension when entering the name.
- filename (optional) is the file you want to run once the program is up and running.
- MENU** Not a menu option.

PURPOSE DO lets you run a program under XyWrite (memory permitting)—programs such as Lotus 1-2-3, dBase III, WordProof, BASICA, and others. When you quit the program, control returns to XyWrite, exactly as you left it. The DO command works only with programs whose filenames have the .COM or .EXE extensions.

Because you may encounter an error that prohibits you from returning to XyWrite, it is a good idea to save your files before running the other program. To reduce the chance that you might accidentally lose data, XyWrite displays the message "Suspending XyWrite—save files to AUTOSAV.TMP files? (Y/N)" if there are open files that have been edited since they were last saved. Press Y to create the temporary backup files before starting the program, or N to start the program without creating the files. (Refer to "Default Settings" in the *Customization Guide* for more information about AUTOSAV.TMP files.) If you include the /NV switch with the command, XyWrite runs the other program without creating the backup files and without displaying the prompt.

ACTION **Running DOS Programs Under XyWrite**
This example would first load BASIC, then would automatically run the BASIC program called TRAINER.

Type: **[F5]**do basic trainer**[↵]**

Result: If there are open files that have been modified since the last time they were saved, XyWrite displays the message "Suspending XyWrite—save files to AUTOSAV.TMP files? (Y/N)." If you are confident that the

program you are running will not cause any errors that prevent you from getting back to XyWrite, press N. Otherwise, press Y to create backup copies of your files. XyWrite then runs the program BASIC. When you are done with BASIC (that is, when you type the word SYSTEM), control returns to XyWrite, exactly as you left it.

NOTE #1 **Memory Requirements.** For the DO command to work, there must be enough memory to load the desired application in addition to XyWrite and any open XyWrite files.

NOTE #2 **Freezing the Display.** When you issue the DO command, XyWrite clears the screen before starting the specified program; when you end the program, XyWrite restores the screen to its previous state. Depending on the application, it may not be necessary to clear the screen, particularly if the program you are running does not produce any on-screen messages. In such cases, you can add the /X switch to the DO command to freeze the screen display in its current state.

FORMAT **C:\XY4** DOS/sw (Option 1)
 C:\XY4 DOS/sw /C *command* (Option 2)

/sw is one or both of the following optional switches:

 /nv (No Verify) is an optional switch that overrides the verification message.

 /lz is an optional switch that turns off the EXIT prompt.

command (optional) is any DOS command or batch file.

MENU **File** **Go to DOS**

PURPOSE The DOS (Disk Operating System) command suspends XyWrite, then loads and runs DOS. You have two options. With Option 1, the familiar DOS prompt (A>, B>, or C>) appears, along with a prompt that reminds you how to return to XyWrite. You can run any DOS commands or programs you wish. When done, you type EXIT to return to XyWrite, exactly as you left it. XyWrite is *frozen* in place while you are in DOS. Option 2 runs just a single DOS command *or batch file*, and immediately returns control to XyWrite when done. (In Option 2, DOS /C stands for "DOS Command.") Use Option 2 when you want to run a DOS command from a user program file.

Because you may encounter an error that prohibits you from returning to XyWrite, it is a good idea to save your files before running DOS. To reduce the chance that you might accidentally lose data, XyWrite displays the message "Suspending XyWrite—save files to AUTOSAV.TMP files? (Y/N)" if you have open files that have been edited since they were last saved. Press Y to create the temporary backup files before loading DOS, or N to load DOS without creating the files. (Refer to "Default Settings" in the *Customization Guide* for more information about AUTOSAV.TMP files.) If you include the /NV switch with the command, XyWrite loads DOS without creating the backup files and without displaying the prompt.

ACTION **Running DOS Under XyWrite**
(Option 1) To suspend XyWrite and run DOS:

1. Be sure the path statement in your AUTOEXEC.BAT file includes the location of COMMAND.COM.

2. Type: `[F5]dos/nv/z[Enter]`

Result: The display clears and the DOS prompt appears. Because the command includes the optional switches, XyWrite does not display the verification prompt that gives you the opportunity to create temporary backup files, nor does it display the prompt that tells you how to get back to XyWrite.

3. Now that you have entered DOS, you can use any commands or programs that do not remain resident after execution. For instance, you can copy disks, check disks (CHKDSK) or change the system date (DATE). Or you can run application programs, such as Lotus 1-2-3, dBase III, or BASIC, as long as there is enough memory.
4. To return to XyWrite, at the DOS prompt:
Type: `exit[Enter]`

ACTION

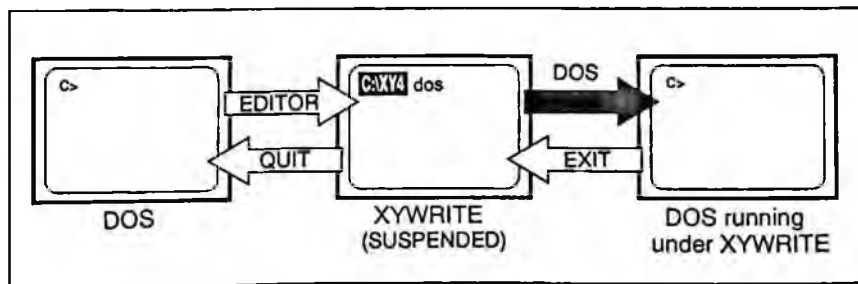
(Option 2)

Running a Single DOS Command or Batch File

To run only a single DOS command or batch file (for example, DATE):

Type: `[F5]dos /c date 12-13-91[Enter]`

Result: XyWrite displays the message "Suspending XyWrite--save files to AUTOSAV.TMP files? (Y/N)." After you respond, the display switches to DOS, the command (DATE) is executed, and then control is immediately returned to XyWrite. All DOS commands can be run using this method (except those that remain resident, such as MODE, PRINT, and GRAPHICS).



NOTE #1 **XyWrite is Suspended.** To demonstrate how XyWrite truly is suspended while control is with DOS: If you are in the middle of printing a file when you enter DOS, the printing stops; when you return to XyWrite, printing continues exactly where it left off.

NOTE #2 **DOS Requirement.** In order to execute the DOS command, XyWrite must be able to find COMMAND.COM. It can be in the current directory, or its location can be defined in the path statement in the AUTOEXEC.BAT file. (Refer to your DOS manual or to the Overview at the beginning of this chapter for more information about path statements.)

Another alternative, if you have extra memory, is to create a RAM drive and copy COMMAND.COM into it. Then include a SET COMSPEC command in your AUTOEXEC.BAT file.

For example:

```
set comspec=d:\command.com
```

For more information about the SET command, refer to your DOS manual.

ALSO SEE **Related Commands.** The following DOS commands are found elsewhere in this section, and can be executed from the command line on their own: A:, ATTRIB, CHDIR, COPY, DEL, DIR, MKDIR, RMDIR, and RENAME.

The QUIT command also switches control to DOS, but quits XyWrite altogether.

FORMAT

XYWRITE DSORT *order,modifier*

order is based on DOS or Document Information statistics, and can be one or two (separated by commas) of the following:

- f** sort by filename
- e** sort by extension
- d** sort by last saved date and time
- s** sort by size
- p** sort by path name
- au** sort by author (logon name)
- lg** sort by name of person who last saved the file
- cd** sort by creation date and time
- pj** sort by project number
- rp** sort by document retention period
- cm** sort by comment
- ky** sort by keyword
- rv** sort by revision number

modifier (optional) is either or both of:

- r** sort in reverse order
- h** add a header to top of directory

MENU

File **Manage Files** **Files...**

PURPOSE

DSORT (Directory Sort) sets the order in which filenames are displayed in XyWrite directories. Once you set DSORT, it affects the listing of all directories (on all drives) and stays in effect until you change it.

You can use the statistics maintained by DOS or by XyWrite to sort the directory, or you can mix the two categories (see Examples below); you can sort in forward or reverse order; and you can add a one-line header to the directory, which shows the name of the directory.

ACTION

Sorting the Directories

To set the order in which filenames are sorted, enter DSORT along with one or two of the sort parameters F, D, E, S, and P. (When you include two parameters, the first takes precedence over the second.) To *reverse* the order, add an R. To add a header, add an H. Separate all parameters with commas. For example:

Type: **[F]**dsort d,f,r,h**[↵]**

Result: This DSORT setting means that whenever you type DIR, the filenames are listed by date last saved (D) in reverse order (R) from most recent to oldest. Two files having the same date are in turn sorted by filename (F), also in reverse order. A header (H) is included at the top of the list.

- EXAMPLES** **Examples of Sorting Directories.** These examples illustrate some of the different ways you can sort directories.
- [F5]dsort f[↵]—Sorts by filename, from A-Z.
 - [F5]dsort f,cd,r[↵]—Sorts by filename and creation date, both in reverse order.
 - [F5]dsort e[↵]—Sorts by extension, A-Z.
 - [F5]dsort f,h[↵]—Sorts by filename, A-Z, with a header.
 - [F5]dsort f,e,r[↵]—Sorts by filename in reverse order (Z-A) and then by extension, also in reverse order.
 - [F5]dsort f,e,r,h[↵]—Same as the previous example, but with a header added.
 - [F5]dsort e,f[↵]—Sorts by extension, then filename.
 - [F5]dsort au,f[↵]—Sorts by author, then filename.
 - [F5]dsort cd,r[↵]—Sorts by creation date, in reverse order.

NOTE #1 **Setting the Sort Order.** STARTUP.INT contains a DSORT command that automatically sets up the sort order as DSORT F,E (alphabetically by filename and extension, with no header). Without the DSORT command, the directory would be displayed as it is in DOS.

NOTE #2 **Clearing the Sort Key.** If you give the DSORT command without arguments, then the directory is displayed as it would be in DOS.

 Type: [F5]dsort[↵]

NOTE #3 **How DSORT Works.** DSORT sorts the filenames as they are read off the disk—it does *not* rearrange the filenames as recorded on the disk.

NOTE #4 **Document Information.** XyWrite maintains statistics on all files you create while Document Information is on (which is the default). See “Default Settings” in the *Customization Guide* for information about the IO (Information On/Off) default.

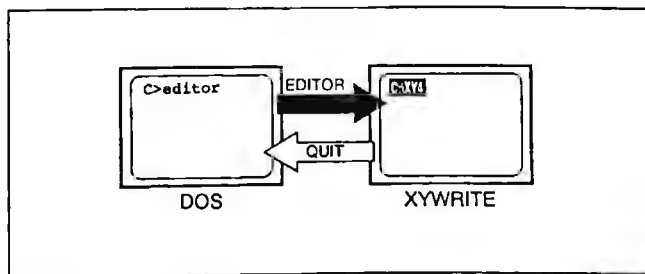
| | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT | <p>C>EDITOR/e# d:file,d:startup</p> <p>EDITOR is entered at the DOS prompt, unlike most commands in this manual.</p> <p><i>/e#</i> (optional) is the amount of expanded memory XyWrite uses in units of 1024 bytes. (See Note #1.) If omitted, XyWrite uses up to 4MB.</p> <p><i>d:</i> (optional) is the drive where the file is stored.</p> <p><i>file</i> (optional) is the name of the file you want called to the display once XyWrite is running.</p> <p><i>startup</i> (optional) is the name of an alternate initialization file. If omitted, XyWrite runs STARTUP.INT.</p> |
| MENU | Not a menu item. |

PURPOSE EDITOR loads and runs XyWrite from DOS. You use EDITOR when you first start up XyWrite, as the illustration shows. XyWrite, in turn, runs a program called STARTUP.INT, which establishes starting values for a variety of things, such as keyboard and printer files, defaults, etc.

If you want, you can type in a filename after the word EDITOR—that file will be loaded into the display once XyWrite is running. You can also include the name of an alternate startup file for XyWrite to run after it is loaded. The choices are:

- Running XyWrite
A>EDITOR
- Running XyWrite and Calling a File
A>EDITOR d:filename
- Running XyWrite and a Startup File
A>EDITOR ,d:startup
- Running XyWrite, Running a Startup File, and Calling a File
A>EDITOR d:filename,d:startup

You can add the optional /E switch to any of the command options shown above if you want to increase or decrease the amount of expanded memory used by XyWrite (see Note #1).



ACTION**Running XyWrite**

Start at the DOS prompt. To run XyWrite:

Type: editor^[↵]

Result: XyWrite is loaded and displayed, the file STARTUP.INT is run, and finally the title screen appears. The title screen clears automatically after an instant.

ACTION**Running XyWrite and Calling a File**

Start at the DOS prompt. To run XyWrite and call a file:

Type: editor chapter.doc^[↵]

Result: XyWrite is loaded and displayed, the file STARTUP.INT is run, and then file CHAPTER.DOC is loaded into the display (from the default drive).

ACTION**Running XyWrite and an Alternate Startup File**

Start at the DOS prompt. To run XyWrite and an alternate startup file:

Type: editor ,startup.tmp^[↵]

Result: XyWrite is loaded and displayed, and the file STARTUP.TMP is run instead of STARTUP.INT. (Notice the comma before the name of the startup file.

NOTE #1

Expanded Memory. If you are using a computer that has been set up with expanded memory that conforms to LIM specification 4.0 or higher, XyWrite automatically uses up to 4MB of it, freeing conventional memory for other purposes. The /E switch allows you to increase or decrease the amount of expanded memory used by XyWrite. For example, if you do not want XyWrite to use any expanded memory, at the DOS prompt:

Type: editor/e0

If you want XyWrite to use 2MB of expanded memory, at the DOS prompt:

Type: editor/e2000

NOTE #2

Restoring a Logged Session. The menus give you the option of saving the current window settings, including window number and size, filename, current view, bookmarks, and cursor position for each window. If you logged the previous XyWrite session before quitting, you can use the Restore Session feature to return to where you were when you exited. After starting XyWrite with the EDITOR command, press ^[Ctrl]L to display the Log/Restore Session dialog box, activate the Restore Session radio button, and press ^[↵].

FORMAT C>EXIT

EXIT is entered at the DOS prompt, unlike most commands in this manual.

MENU Not a menu item.

PURPOSE EXIT returns you to XyWrite from DOS as shown in the illustration below. You type EXIT at the DOS prompt. (EXIT is not a command you can type at the XyWrite command line.) EXIT works only if DOS is running under XyWrite—that is, if DOS was entered using the DOS command (described earlier in this section).

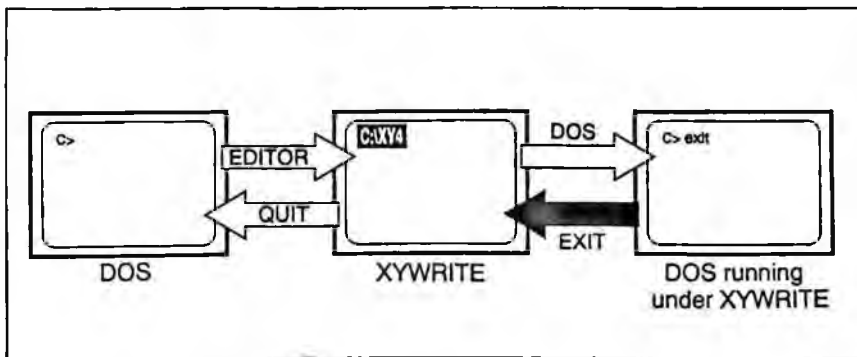
ACTION **Returning to XyWrite from DOS**
Start at the DOS prompt. To return to XyWrite:

Type: exit ↵

Result: XyWrite is displayed and control is resumed where you left off (see the illustration).

NOTE **EXIT vs. EDITOR.** Notice that you use EXIT rather than EDITOR to re-enter XyWrite. EDITOR would unnecessarily load and run a second copy of XyWrite.

ALSO SEE **The DOS Command.** EXIT is used in conjunction with the XyWrite DOS command.



FORMAT  **FIND** *d:filename* (Option 1)
 **FINDL** *d:filename* (Option 2)

d: (optional) is the drive letter.

filename is the file or group of files you want to list, and can include wild cards.

MENU  **File** **Open...**

PURPOSE The **FIND** and **FINDL** (Find Long) commands search through all files on a disk for a file you specify. The **FIND** commands are especially useful if you use subdirectories (such as on a hard disk)—**FIND** and **FINDL** search through *all* subdirectories on the specified drive and list all occurrences of that filename. In addition, **FINDL** lists the first few lines of text in each file.

These commands fill several needs. The most obvious is to locate a file anywhere on your disk. Since they display *all* files with the same name, you will know if you've saved the same file in more than one subdirectory. If you have several different files with the same or similar names, **FINDL** can help you identify which one contains the information you want.

FIND and **FINDL** accept wild card symbols to help you find sets of files. For example, **FIND *.*** displays a list of *every* file on the disk you specify. Refer to "Global Filenames" under the **DIR** command description for more information about wild cards.

ACTION
(Option 1)

Finding a File

To find a file on a given disk:

Type:  **find** *c:chapter1* 

Result: All files named **CHAPTER1** on drive **C** will be listed.

ACTION
(Option 2)

Finding a File and Displaying Text

To find a file on a given disk and display the first few lines of text as well as the path and filename:

Type:  **findl** *c:address* 

Result: All files on drive **C** named **ADDRESS** will be listed, along with the first few lines of text from each file.

ACTION*(Options 1 & 2)***Finding Groups of Files**

To find files with similar names, use the same wild card symbols you use with the DIR command. For example:

Type: `[F5]find d:chapter*.*[Enter]`

Result: A list of all files on drive D starting with CHAPTER will be displayed. If you type the command FINDL instead, the display will also include the first few lines of text for those files.

NOTE #1

Customizing the Display. You can use the DI setting to customize the FINDL display, just as you do with the DIRL display. Also, the FZ (Format Date) default setting affects the FIND and FINDL display.

Refer to the description of DIR in this chapter and “Default Settings” in the *Customization Guide* for more information on the DI and FZ settings.

NOTE #2

Order of Displayed Files. FIND and FINDL display files in the order they are stored on disk. They do not sort the files.

NOTE #3

Menu Option. FINDL is not a menu option.

ALSO SEE

Directory Command. You can use the DIR and DIRL commands to perform the same functions as FIND and FINDL. The command format is:

`DIR\+\filename`
`DIRL\+\filename`

FORMAT **Ctrl+KILPRN** (Option 1)
 Ctrl+KILPRN Q (Option 2)

Q (optional) kills *all* files waiting in the printer queue.
KILTYP (abbreviated KT) is identical to KILPRN.

ABBREV KP and KP Q
MENU **File Manage Jobs...**

PURPOSE KILPRN (Kill Print) stops the output of a file to a printer (PRINT). It also stops the printing of a file to a file (PRINTF).

ACTION
(Option 1) **Stopping the Printout of the Current File**
To kill the printing of a file:

Type: **F5** kilprn **↵**

Result: This causes XyWrite to *immediately* stop sending text to the printer. However, the printer will continue printing until its text buffer (or the print spooler) is empty. (Some printers have no buffer and will stop immediately.) If you wish, you can stop the printer by turning it off and back on; however, if you use continuous feed paper, you must adjust the paper before turning the printer on so its top edge is in line with the print head.

ACTION
(Option 2) **Clearing the Printer Queue**
Issuing more than one PRINT command causes files to be queued according to the order in which they were sent to the printer. To kill the printing of the current file and clear the printer queue of all other files waiting to be printed:

Type: **F5** kilprn q **↵**

NOTE **Suspending Printing.** You can use the menus to suspend printing of the current job rather than killing it. When you suspend printing, you can resume later at the point at which you stopped. To use this menu option, choose Manage Jobs from the File menu.

FORMAT **C:\XY** LOGON *name,password*
 C:\XY LOGOFF

name is the user name assigned to you.
password (optional) is your identification code.

MENU Not a menu option.

PURPOSE Before you can use XyWrite, you must log on to identify yourself to the program. On stand-alone versions, the logon process is performed automatically when you start up. On LAN (local area network) versions, the LOGON command is displayed on the command line as soon as XyWrite is loaded. Logon names are used by XyWrite's Document Information and Redlining features to identify who created and edited files. On LAN versions, logon names have the additional benefit of allowing you to establish your own system preferences, which are automatically loaded after you log on.

The LOGOFF command clears the screen and signs you off of XyWrite. Although XyWrite is still loaded, you cannot call, create, or edit a document without logging on again (see Note #1). LOGOFF is an optional command: when you exit XyWrite, you are automatically logged off. However, if you are working in an environment where several users share a computer, you might want to develop the habit of logging off when you leave the computer for an extended period. Otherwise, any files created or edited by the next person who sits down at the computer will be associated with your logon name.

ACTION **Logging onto XyWrite with a Password**

To log onto XyWrite if your user name is BLACK and your password is WHITE:

1. Type: **[F5]logon black[Enter]**

Result: XyWrite prompts you for your password.

2. Type: **white[Enter]**

Result: The cursor doesn't move and the password does not appear on the screen when you type it. When you press **[Enter]**, XyWrite checks the logon directory to see if there is a BLACK.LOG file that includes the password WHITE. When it finds it, XyWrite loads the default settings and customization files listed in the file, and then allows you to execute any of the XyWrite commands.

TIP You can log on with one step by typing your user name, a comma, and your password. For example:

Type: `[F5]logon black,white[↵]`

When you enter your password in this fashion, it appears on the screen when you type it.

ACTION **Logging onto XyWrite Without a Password**

If your logon file does not include a password, you can log onto XyWrite in one step. For example, to log on if your user name is WRITER:

Type: `[F5]logon writer[↵]`

Result: XyWrite checks the logon directory to see if there is a WRITER.LOG file. When it finds it, XyWrite loads the default settings and customization files listed in the file, and then allows you to execute any of the XyWrite commands.

ACTION **Logging Off XyWrite**

To log off XyWrite:

1. Clear documents from the display using STORE or ABORT. (Be sure to clear files from all windows.)
2. Type: `[F5]logoff[↵]`

Result: You can no longer use XyWrite although it is still loaded into memory.

NOTE #1 **XyWrite Settings.** When you log off of XyWrite, all of the XyWrite settings that were in effect remain in memory. Unless you are certain that you were the last one to use XyWrite at a particular workstation, it is a good idea to quit and reload XyWrite, rather than just log on. That way, you know exactly what settings are in effect. To quit XyWrite:

Type: `[F5]quit[↵]`

To reload it, at the DOS prompt:

Type: `editor[↵]`

NOTE #2 **Limited Functions.** Before you log on, there are a few XyWrite commands that you can execute. These commands include RUN, LOAD, and DEFAULT, which are commands used to load initial XyWrite settings.

FORMAT **COPY** MERGE *d:filename*

d: (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.
filename is the file to be copied into your file.

ABBREV **COPY** ME *d:filename*

MENU Not a menu option

PURPOSE MERGE copies the entire text of the file you specify into the file you are working on. The text is inserted at the cursor location. Its general form is:

COPY MERGE *d:filename*

The obvious application for MERGE is to copy one entire file into the one you're working on. However, this command is also great for inserting so-called *boilerplate* text into a file—that is, text which is used repeatedly. Keep each boilerplate section in a separate file.

ACTION **Merging One File into Another**

To copy a file named BOILER.PLT from drive B into the file you are working on:

1. Move the cursor to the position where you want the text to be inserted.
2. Type: **[F5]**merge b:boiler.plt**[↵]**

Result: This command copies the contents of BOILER.PLT from drive B into the file currently open. The text is inserted at the cursor location in the text field. The cursor finishes up at the end of the inserted text. BOILER.PLT is unchanged.

NOTE **RFT:DCA and L3P File Formats.** The MERGE command automatically converts files from RFT:DCA and L3P formats into XyWrite format when it copies them.

| | | |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| FORMAT | C-X-Y4 NEW | (Option 1) |
| | C-X-Y4 NEW <i>d:newfile</i> | (Option 2) |
| | C-X-Y4 NEW <i>d:newfile,d:existingfile</i> | (Option 3) |
| | <p><i>d:</i> (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.</p> <p><i>newfile</i> (optional) is the name of the new file being created.</p> <p><i>existingfile</i> (optional) is the name of the existing file to be copied (merged) into the new file.</p> | |
| ABBREV | C-X-Y4 NE <i>d:newfile,d:existingfile</i> | |
| MENU | File New... | |

PURPOSE NEW creates a new file in a new window so you can begin typing. (This new file is created in memory—see Note #1.) When you create a new file, you have three options. The formats for these three choices are:

- Creating an Untitled File
C-X-Y4 NEW (Option 1)
- Creating a New File with an Assigned Name
C-X-Y4 NEW *newfile* (Option 2)
- Creating a New File and Copying into It
C-X-Y4 NEW *newfile,existingfile* (Option 3)

ACTION (Option 1)

Creating a New Untitled File

If you don't plan to save your file on disk for later reference, or if you want to name it after you have finished it, you don't need to assign it a name. For example, if you are writing a letter to a friend, chances are you just want a printed copy to mail, not a copy on disk. To create an untitled file:

Type: **[F5]** new **[↵]**

Result: XyWrite opens a window for text entry.

When you are finished with the untitled file, you can ABORT it to clear the display and close the window—your file will be gone from memory. If you decide you want a copy of this file on disk, use either the SAVE or STORE command rather than ABORT. XyWrite will ask you to specify a filename for the file when it stores it.

ACTION
(Option 2)**Creating a New Titled File**

If you plan to save your new file on disk, you need to assign a name to it. One way to do that is to assign the name when you create the file.

1. Decide on a name for your new file. For example, CHAPTER.DOC. (For rules on allowable filenames, see Note #2 which follows.)
2. Type: **[F5]new chapter.doc[↵]**

Result: This example allows you to begin typing a new file, CHAPTER.DOC, into memory. XyWrite will not create the file if one with the same name already exists on the default disk. (The new file is not actually created *on disk* until you SAVE or STORE it.)

ACTION
(Option 3)**Creating a New File and Copying Into It**

To create a new file and copy an existing file into it:

1. Decide on a name for your new file (for example, CHAPTER.DOC) and decide which existing file you would like to copy into the new one (say LESSON.ONE).
2. Type: **[F5]new chapter.doc,lesson.one[↵]**

Result: This example creates a new file named CHAPTER.DOC and copies the existing file named LESSON.ONE into it.

TIP

You can combine options 1 and 3 to copy an existing file into a new, untitled file. For example:

Type: **[F5]new ,lesson.one[↵]**

NOTE #1

Saving the New File. NEW creates the new file in memory, not on the disk. The file is not saved on disk until you SAVE or STORE it.

NOTE #2

Naming a File. The rules for naming a file in XyWrite are the same as they are in DOS. The general format is:

filename.ext

filename is from one to eight characters in length

.ext (optional) is an extension, which can be one to three characters in length. There are no reserved extensions in XyWrite.

Valid characters include:

Letters A-Z, numbers 0-9

!@#\$%^&() - {} ''

Invalid characters are:

* += , . ? " / \ [] ; : | < >

and ASCII characters less than 32.

Any place in this manual where a filename appears, you can preface the name with a drive letter and path name. (If either is left off, the default drive or path is used.) For example:

Format *d:\path\filename.ext*

Example c:\working\chapter.doc

Reserved Names. Certain names are reserved for special uses and cannot be used as filenames: STARTUP.INT, FO.TMP, REVIEW.TMP, DIRECTRY.TMP, AUX, CON, COM1, COM2, LPT1, LPT2, LPT3, PRN.

NOTE #3

Checking for Filenames. If you try to use a filename that already exists in the current directory, XyWrite displays the message “Filename already exists” and waits for you to supply a new name and re-execute the command.

NOTE #4

Document Summary. When you create a new file, XyWrite maintains summary information about it. The summary information includes such data as the name of the original author, name of the person who last modified the file, comments, and keywords. The IO (Information On) default setting turns the collection of this information on and off. Refer to “Default Settings” in the *Customization Guide* for more information.

FORMAT **C:\XY4** PRINT/sw *d:filename,a-b,m* (Option 1)

C:\XY4 PRINT/sw *,a-b,m* (Options 2 & 3)

/sw is one of the following optional switches:

/nv (No Verify) overrides the verification option (see Note #1).

/rv (Reverse) prints the pages in reverse order (see Note #2).

/nc (Non-Collated) prints uncollated copies (see Note #3).

/# is the number of copies you want printed.

d: (optional) is the drive you want. If omitted, the default drive is used.

filename (optional) is the name of the file to be printed. If omitted, the displayed file or selected block is printed.

a-b (optional) is the range of pages to be printed. If omitted, all pages are printed. You can specify up to five ranges with *a-b/c-d/e-f/g-h/i-j*.

m is a modifier:

o (print odd pages only)

e (print even pages only)

p (stop printing after each page)

p can be used with o or e in any order.

TYPE (abbreviated to TY) is identical to PRINT.

ABBREV **C:\XY4** PRN/sw *d:filename,a-b,m*

MENU **File Print..**

PURPOSE PRINT sends text to your printer for printout. The text can originate from a file stored on disk (Option 1) or from the displayed file (Options 2 and 3). You can print any number of copies or range of pages you wish, print odd and even pages to produce two-sided copies, print uncollated copies, print the pages in reverse order, or request the printer to pause after each page (for sheet feeding).

The general forms are:

- Printing a Stored File (Option 1)

C:\XY4 PRINT *d:filename*

- Printing the Displayed File (Option 2)

C:\XY4 PRINT

- Printing a Selected Block of Text (Option 3)

C:\XY4 PRINT

ACTION (Option 1)

Printing a Stored File

To print a file directly from a disk:

1. Make sure the printer is turned on, the On-Line (Ready) light is on, and the proper printer file is loaded.
2. Type: `[F5]print chapter.doc,3-12/23-26,p[Enter]`

Result: This prints one copy of pages 3 through 12 and 23 through 26 from file CHAPTER.DOC, pausing after each page (press `[F4]` to resume). Once printing begins, you are free to continue editing while printing continues in the background. You are free to change default drives or change the current directory. (However, do not remove the floppy disk while the file is printing—doing so causes printing to stop.)

EXAMPLES

Examples of Printing a Stored File. The document being printed is named CHAPTER.DOC.

C:\XY4 print/2 chapter.doc

Prints two copies of the entire file.

C:\XY4 print/3 chapter.doc,3

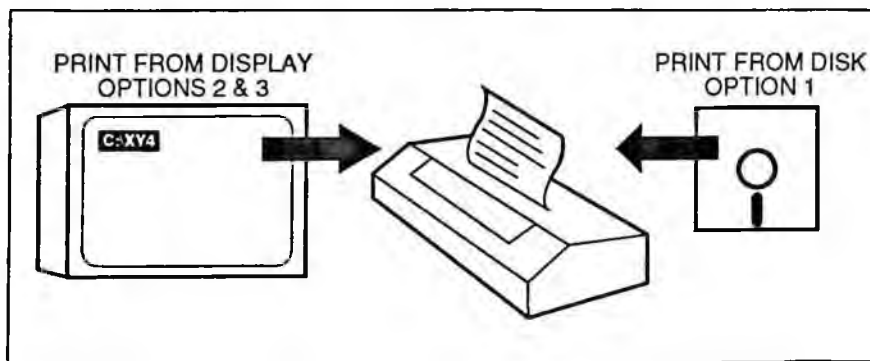
Prints three copies of page 3 only.

C:\XY4 print/rv chapter.doc,3-

Prints from page 3 to the end of file, one copy only, in reverse order.

C:\XY4 print chapter.doc,-12

Prints from the start of file to page 12, one copy only.



C:\XY4 print/nc/5 chapter.doc,3-12

Prints five uncollated copies of pages 3 thru 12 (see Note #3).

C:\XY4 print chapter.doc,3-12/18/23-26

Prints one copy of pages 3 thru 12, 18, and 23 thru 26.

C:\XY4 print chapter.doc,,p

Prints one copy of *all* pages, pausing after each page. Notice the two commas when no pages are specified.

C:\XY4 print chapter.doc,3-12,e

Prints one copy of *even* pages from 3-12 (see Note #10).

ACTION

(Option 2)

Printing the Displayed File

To print the file currently displayed:

Type: **[F5]** print/2 ,3-12,p **[↵]**

Result: This prints two copies of pages 3 through 12 of the file currently displayed, pausing after each page. Once printing begins, you are free to continue editing while printing continues in the background.

When you issue PRINT with a displayed file, XyWrite first copies the displayed file to a temporary file. The printer prints from the temporary file, freeing you to return to the original file (or any other file) to continue editing and saving the file. (The temporary file is deleted when printing is done.)

EXAMPLES

Examples of Printing the Displayed File. These examples are similar to those on the previous page except the filename CHAPTER.DOC is omitted. The commas must be included as shown.

C:\XY4 print

Prints one copy of all pages from the display (without pausing).

C:\XY4 print/2 ,-12

Prints two copies of the first page thru page 12.

C:\XY4 print ,,p

Prints all pages, pausing after each page.

C:\XY4 print ,3-12,e

Prints one copy of *even* pages from 3 to 12 (see Note #10).

ACTION (Option 3)

Printing a Selected Block of Text

To print a block of text currently being displayed:

1. Use **[F3]** (or any other select key) to select the block of text you want to print. Include any formatting commands (such as TS, IP, LM, RM) you want to affect the printout.
2. Type: **[F5]print** **[↵]**

Result: To verify that you want to print the selected block and not the entire displayed file, XyWrite displays the message "Print the selected block? Y/N." Press "Y" to print the block, or "N" to cancel the command. (You can override the message by adding the /NV switch to the command.)

When you print a selected block, all formatting commands outside the selected block are ignored. Therefore, you might not get the format you expect.

- NOTE #1** **Verification Message.** You can disable the verification message by changing the EP (Error Prompt) setting. Refer to "Default Settings" in the *Customization Guide*.
- NOTE #2** **Reverse Option.** The /RV (Reverse) switch is designed for use with laser printers that output the pages so that the first page is on the bottom of the stack and the last page is on the top. If you add the /RV switch to the PRINT command, you don't have to reorganize the pages after printing.
- NOTE #3** **Uncollated Option.** The /NC (Non-Collated) switch lets you print multiple copies a page at a time. To use this option, you must have a printer that can output uncollated copies (for example, one of the Hewlett Packard LaserJet series), and you must use it in conjunction with the /# switch.
- NOTE #4** **Pointing at a Filename.** You can also point to the filename of the file you want to print. Just display a directory, type PRINT (and any optional arguments) on the command line, put the cursor on the name of the file you want to print, and press **[F9]**. If you inadvertently leave the cursor on the command line, XyWrite will display the message "Print the directory? Y/N."
- NOTE #5** **Load Printer File.** When printing, you should have the correct printer file loaded. Look at the printer setup menu to find the name of your printer file(s). (See the description of the SETP command in the *Customization Guide* for more information.)

-
- NOTE #6** **Set Page Number.** When you use the SP (Set Page No.) command to change page numbers, those are the numbers used by PRINT when you print selected pages. If you prefer to have PRINT refer to the *sequential* page number (e.g., the tenth page out of the printer, regardless of printed page number) then change the SQ setting in the default file. For more information on SP, see Chapter 4. For information on SQ, see "Default Settings" in the *Customization Guide*.
- NOTE #7** **Print Queue.** Because a printer can only process one job at a time, XyWrite keeps track of your requests and lines them up in a *print queue*. If you edit a file before it reaches the top of the print queue, XyWrite prints the current version of the file, not the version that existed when you issued the PRINT command. (The exception to this rule is a file that was printed from the display rather than from disk; because the PRINT command immediately makes a temporary copy of a displayed file, edits made after the PRINT command was issued are not printed.)
- You can review the status of the queue, change the order of files in it, or delete a file from the queue by choosing Manage Jobs from the File menu.
- NOTE #8** **Formatting.** When you issue the PRINT command, XyWrite automatically formats the file before printing it. *Format* means to carry out the embedded commands (represented by triangles in the text)—that is, inserting any running headers or footers, footnotes, margin offsets, page numbers, and widow/orphan page break decisions. PRINT also prepares the file for the printer by inserting printer codes selected in the printer file for typeface, type size, vertical spacing, and whatever else is specified.
- NOTE #9** **Pause and Prompt While Printing.** You can insert the PR (Prompt) and PA (Pause) commands anywhere in the text. These enable you to stop printing at that point and display a message such as "Change to letterhead." Refer to "Printer Control" in Chapter 4 for more information.
- NOTE #10** **Double-Sided Printing.** If you want to print on both sides of the page but your printer does not support duplex printing, use the "o" and "e" options:
1. First print the odd-side of the pages:
F5 print report,,o↵
 2. Remove the pages and reorient them as required for printing on the other side.
 3. Print the even pages:
F5 print report,,e↵
- NOTE #11** **Kill Printer.** To stop the file currently being printed, type KILPRN (or KP) on the command line. The printer will not stop printing until the text stored in its internal buffer empties. Use KP Q to kill all files in the queue.

| | | |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| FORMAT | C:\XY\PRINTF/sw d:filename,d:targetfile,a-b,m C:\XY\PRINTF/sw .d:targetfile,a-b,m <i>/sw</i> is one of the following switches: <i>/nv</i> (No Verify) is an optional switch that overrides the verification option (see Note #1). <i>/as</i> (ASCII) is an optional switch that allows you to create an ASCII file (see Note #2). <i>d:</i> (optional) is the letter you specify for the drive you want. <i>filename</i> (optional) is the name of the file to be processed. <i>targetfile</i> (optional) is the file to which the output is sent. If omitted, the file is printed to FO.TMP. <i>a-b</i> (optional) is the range of pages to be printed to file. If omitted, all pages are printed. You can specify up to five ranges: <i>a-b/c-d/e-f/g-h/i-j</i> . <i>m</i> is a modifier: <i>o</i> (print odd pages only) <i>e</i> (print even pages only) TYPEF (abbreviated TYF) is identical to PRINTF. | (Option 1) (Options 2 & 3) |
| ABBREV | C:\XY\PRF d:filename,d:targetfile,a-b,m | |
| MENU | File Print | |

PURPOSE PRINTF (Print to File) creates a printer-ready file on disk. XyWrite processes the file exactly as it would for the printer, but sends it to a *target file* instead.

PRINTF is often referred to as FORMAT. The printer-ready file it produces, FO.TMP, contains printer codes. It also fully incorporates any running headers, footers, footnotes, page breaks, page numbers, etc., as well as the contents of any files you have selected with the IN (Include) command.

You will find PRINTF useful for diagnosing and for making other internal checks. Specific uses include:

- **Checking the character substitution table.** You can view the text in the target file to see if XyWrite is substituting characters as you expect.
- **Sending files to other devices, such as a port (COM1 or COM2) or line printer (LPT1 or LPT2).** Simply use the device name as the target file.
- **Diagnosing the printer file.** Also, printing a file with PRINTF allows you to see exactly which printer codes XyWrite inserts into the file.

Just as the PRINT command has three options, so does PRINTF.

- Printing a Stored File to Disk (Option 1)
`COPY4 PRINTF d:filename,d:targetfile`

Option 1 is the most general way to print to disk. You can specify any filename on disk and print to a target file. If you omit the name of the target file, XyWrite will name it FO.TMP.

- Printing the Displayed File to Disk (Option 2)
`COPY4 PRINTF ,d:targetfile`

Option 2 allows you to print the *displayed* file to disk. The general form is the same as Option 1, except you omit the first filename. (You can omit the target file name as well—XyWrite will name it FO.TMP.) Note the presence of a comma, which is required if you specify a target file.

- Printing a Block of Text to Disk (Option 3)
`COPY4 PRINTF/nv ,d:targetfile`

Option 3 lets you print to disk only the selected block of text on the screen.

With any of these options, you can add the /AS switch to create an ASCII version of the file (see Note #2).

ACTION (Option 1)

Printing a Stored File to Disk

To print a file to disk:

1. Have in mind the name of the file you want to print to disk. We'll use CHAPTER.DOC.
2. Decide on a name for the target file. We'll use RESULT.DOC. (If you omit this name, XyWrite will use FO.TMP.)
3. Type: `[F5]printf chapter.doc,result.doc,2-5[Enter]`

Result: This prints pages 2 through 5 of the file CHAPTER.DOC to a file named RESULT.DOC.

ACTION (Option 2)

Printing the Displayed File to Disk

The following steps show the simplest use of the PRINTF command.

1. Display the file that you want printed to disk.
2. Type: `[F5]printf[Enter]`

Result: The file is printed to the target file named FO.TMP.

EXAMPLES You also have the ability in option 2 of naming the target file and printing only certain pages.

COPY printf ,result.doc

Prints the displayed file to RESULT.DOC.

COPY printf ,result.doc,2-5

Prints only pages 2 thru 5 of the displayed file to RESULT.DOC.

COPY printf ,,2-5

Prints only pages 2 thru 5 of the displayed file to FO.TMP.

NOTE #1 **Verification Message.** You can disable the verification message by changing the EP (Error Prompt) setting. For details, refer to "Default Settings" in the *Customization Guide*.

NOTE #2 **ASCII File.** When you add the /AS switch to the PRINTF command, XyWrite creates a target file that is stripped of all embedded commands. This allows you to eliminate all format commands unique to XyWrite—for example «MDBO» and «MDUL». You might find this helpful when sending a file to someone using a different word processor.

NOTE #3 **Print Queue.** You cannot issue a PRINTF command while XyWrite is printing a document or while there are files in the print queue.

NOTE #4 **What Specifically Does PRINTF Do?** The following changes are made to a file when it is processed by PRINTF.

1. All embedded triangles are removed and replaced with hard text and spaces, exactly as with PRINTS. These changes are listed under the PRINTS command.
2. PRINTF also processes the file through the printer file. As a result, the target file has printer codes embedded in it. Examples of these codes are given in the following statements.
 - All character modes are converted to printer codes.
 - Line Ending (LE), Paragraph Ending (PE), File Begin (FB), File End (FE), and Page End (PG) printer codes are inserted into the target file.
 - Any default settings specified in the printer file take effect (unless they are explicitly overwritten by settings in the text).
3. PRINTF processes the file through the character substitution table in the printer file. This enables you to modify the way characters are printed.

4. PRINTF merges into your file the contents of any files you have specified with the IN (Include) or IG (Import Graphic) command.

NOTE #5 **Printing a Target File.** Once you use PRINTF to create a target file on disk, you can print it using the DOS PRINT command. The conversion to printer codes has already taken place with the original PRINTF.

NOTE #6 **DOS Device Names.** You can "print" directly to or from DOS devices by using the device name in place of the target file—for example, PRINTF Chapter,LPT1. Valid devices are: COM1, COM2, LPT1, LPT2, etc. Text is sent directly from the file or display.

FORMAT **C:\Y4** PRINTS *d:filename,a-b,m* (Option 1)

C:\Y4 PRINTS *a-b,m* (Option 2)

d: (optional) is the letter you specify for the drive you want.

filename is the name of the file to be printed to screen.

a-b (optional) is the range of pages to be printed. If omitted, all pages are printed. You can specify up to five ranges with *a-b/c-d/e-f/g-h/i-j*.

m is a modifier:

- o (print odd pages only)
- e (print even pages only)

TYPES (abbreviated TYS) is identical to PRINTS.

ABBREV **C:\Y4** PRS *d:filename,a-b,m*

MENU **File Print...**

PURPOSE

PRINTS (Print to Screen) displays a file on the screen almost as it would be printed. It shows you all running headers, footers, footnotes, page breaks, and page numbers. It does not display typefaces, type sizes, or graphics, but is still a good way to preview a file to make sure it's correctly formatted before printing it. It's much faster than printing, and you can preview just a specific range of pages.

PRINTS is often referred to as REVIEW. The file it produces is called REVIEW.TMP. Do not make edits to REVIEW.TMP. Return to the original file to make changes.

Option 1 allows you to preview a file stored on a disk drive. Option 2 lets you preview the file that is currently displayed. The general, simplified forms are:

- Previewing a Stored File (Option 1)
C:\Y4 PRINTS *d:filename*
- Previewing the Displayed File (Option 2)
C:\Y4 PRINTS

ACTION (Option 1)

Previewing a Stored File

Let's say the name of the file you want to print to the screen is CHAPTER.DOC.


Type: **F5** prints chapter.doc,2-5 **↵**

Result: This prints to the screen pages 2 through 5 of the file CHAPTER.DOC. You can examine this file to get an idea of how CHAPTER.DOC would print out on paper.

ACTION
(Option 2)**Previewing the Displayed File**

To preview a file which is currently displayed:

1. Start with the file in the display.

2. Type: **[F5]prints** 

Result: The displayed file is printed to another window. (If there is a long delay, refer to Note #2.) You can examine this file to get an idea of how it would print out on paper.

NOTE #1

Speeding up PRINTS. When printing to the screen, a long file (over 20K) may take over a minute. To speed this up, specify only the range of pages you need, rather than the entire file. If you must print the entire file, perform Option 1 with only one window open, to free up memory.

NOTE #2

Stopping PRINTS. The longer the file is, the longer it takes PRINTS to complete its operation. If you find it is taking too long, use **[Ctrl] [Break]**. This stops the process and displays what has been computed up to that point.

NOTE #3

What Specifically Does PRINTS Do? The following changes are made to a file when it is processed by PRINTS. All embedded commands are carried out by XyWrite as hard text and their triangles are removed. Horizontal lines are inserted between pages, to indicate page breaks. Other noticeable changes made by PRINTS include:

- RH** Running headers are incorporated into the text
- RF** Running footers are incorporated into the text
- FN** Footnotes are incorporated, with numbering
- FD** Soft page breaks are converted to hard breaks
- PN** Page numbers are inserted
- DA** Current date is inserted
- TM** Current time is inserted
- RM** Soft returns are converted to hard returns
- TS** Tabs are converted to series of spaces
- TP** Top margins are inserted as blank lines
- BT** Bottom margins are inserted as blank lines
- OF** Offset is incorporated as a shift in margins
- LS** Line spacing is incorporated as blank lines
- WD** Widow paragraph breaks take effect
- OP** Orphan paragraph breaks take effect
- IX** Index is extracted
- TX** Table of contents is extracted
- ~** Soft hyphens are converted to hard hyphens or are removed

PRINTS does not process the file through the printer file in the same way that PRINTF does. As a result, the following statements hold true.

- All character modes remain unchanged. For instance, a word which was originally underlined remains underlined.
- Justification is not apparent on the display.
- Printer codes are not embedded in the displayed file.

In addition, imported graphics and text merged with the IN (Include) command are not displayed.

NOTE #4 **Range of Pages.** The same rules that apply to the PRINT command apply to PRINTS for printing a specified range of pages. (See the examples under the PRINT command.)

NOTE #5 **Saving a Preview File.** You can save a file created with PRINTS simply by using SAVE with a filename. (If you don't specify a filename, XyWrite uses REVIEW.TMP, which will be overwritten the next time you issue a PRINTS command.)

NOTE #6 **Print Queue.** You cannot issue a PRINTS command while XyWrite is printing a document, or while there are files in the print queue.

ALSO SEE **Graphic View.** If you have installed screen fonts and have the correct hardware configuration, you can also use graphic view to preview your file. Graphic view performs most of the functions of PRINTS, plus it provides on-screen representation of the different fonts and point sizes in your document, and allows you to edit text and formatting commands. Graphic view also shows justified line endings and any graphic files you have included in your file.

Graphic view does not work with chained files, nor does it display mail merge fields, references, line numbering, or text macros entered with the IS command.

| | | |
|--------|-------------------------------------------------------------------------|------------|
| FORMAT | COPY4 PRINT/ <i>sw</i> @ <i>parentfile</i> ,, <i>m</i> | (Option 1) |
| | COPY4 PRINTS @ <i>parentfile</i> ,, <i>m</i> | (Option 2) |
| | COPY4 PRINTF @ <i>parentfile</i> , <i>targetfile</i> ,, <i>m</i> | (Option 3) |

sw is one of the following optional switches:

rv (Reverse) prints the pages in reverse order (see Note #1).

nc (Non-Collated) prints uncollated copies (see Note #2).

is the number of copies you want printed.

parentfile is the parent file, containing just the names of the files to be processed consecutively.

targetfile (optional) is the file to which the sequence of files is to be sent. If this filename is omitted, the files are printed to FO.TMP.

m is a modifier:

o (print odd pages only)

e (print even pages only)

p (stop printing after each page)

p can be used with *o* or *e* in any combination.

MENU

File Print...

PURPOSE

The PRINT @ command prints a sequence of files to the printer, one after another, automatically. One benefit is that you may group files into sets. A set of files is treated as a single document—with a single run of page numbers, footnote numbers, chapter numbers, a single Table of Contents and a single Index accumulated from across all named files.

Similarly, PRINTS @ and PRINTF @ print a sequence of files to the display and to a file, respectively.

- Chain Printing to the Printer

COPY4 PRINT @*parentfile*,,*m*

- Chain Printing to the Display

COPY4 PRINTS @*parentfile*,,*m*

- Chain Printing to a File

COPY4 PRINTF @*parentfile*,*targetfile*,,*m*

ACTION

Chain Printing to the Printer

The following example illustrates how to print a sequence of files.

1. **Create the Parent File.** The parent file contains the names of the files to be printed.

- a. Open a new file to be the parent file, giving it any name you wish (for example, EPIC):

Type: [F5]new epic[↵]

- b. List the names of all of the files you want printed as a set. Separate the names by spaces. At the end of the set, press [↵]. (You are not constrained as to the number of files in a set. The files may word wrap to subsequent lines and still be considered a set.)

Type: outline proposal[↵]

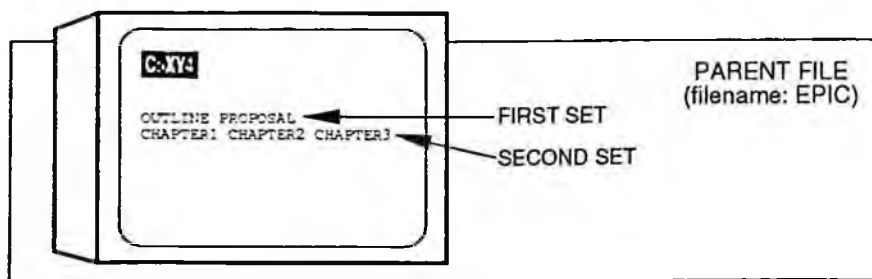
- c. List as many sets as you want. Make sure you end the last set with a carriage return.

Type: chapter1 chapter2 chapter3[↵]

- d. Store the file:

Type: [F5]store[↵]

2. **Insert Page Breaks.** XyWrite automatically inserts page breaks between sets—that is, the first document of each set will start at the top of a new page. However, if you want a document within a set to start at the top of a new page, make sure the preceding document ends with a PG (Page Break) command.

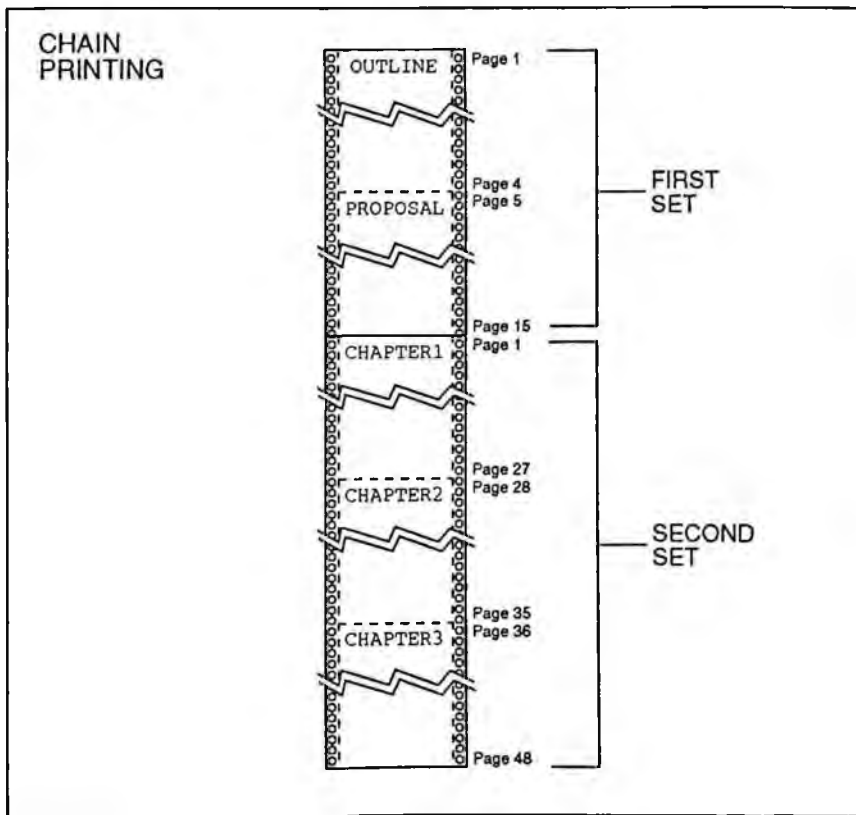


3. Print the Files. Finally, print the files:

Type: **[F5]print @epic**

Result: This single command prints all five files as shown in the illustration below. In our example, notice that the two lines in EPIC produce two sets of page numbers, as follows:

- OUTLINE and PROPOSAL are printed as one document, with pages numbered from 1 to 15 in this example.
- CHAPTER1 through CHAPTER3 are printed as one large document, starting at page 1 (and footnote 1) with one continuous set of page numbers, footnotes, Table of Contents, and Index.



-
- NOTE #1** **Reverse Option.** The /RV (Reverse) switch is designed for use with laser printers that output the pages face up, so that the first page is on the bottom of the stack and the last page is on the top. If you add the /RV switch to the PRINT command, you don't have to reorganize the pages after printing.
- NOTE #2** **Uncollated Option.** The /NC (Non-Collated) switch lets you print multiple copies a page at a time. To use this option, you must have a printer that can output uncollated copies (for example, one of the Hewlett Packard LaserJet series).
- NOTE #3** **Missing File.** If a filename in the parent file is not found, XyWrite displays the message "File not found." It does not print any of the files listed in the parent file. Correct the parent file and reissue the PRINT @ command. (Be sure the parent file includes the path of any files not in the current directory.)
- NOTE #4** **Page Format.** The overall page format commands (such as Offset, Top Margin, Running Header) can be placed at the beginning of the first file of a set. Their effects carry over into the following files of that set only, but not to following sets. (The DEFAULT conditions take over again at the start of each new set.)
- The same is true for numbering systems, including page, chapter, and footnote numbering. You can put DC (Define Counter), FN (Footnote), and related commands in the first *file* of a set—the formats and sequences are maintained throughout that set only. This is a very powerful capability for printing a complete book from several files. (See "Footnotes" and "Numbering" in Chapter 4 for details.)
- NOTE #5** **Background Printing.** Once printing begins, you may continue editing. But wait until a particular file is completely printed before saving to it.
- NOTE #6** **Kill Printing.** One Kill Print (KP) command is all that's necessary to stop all the files from printing.
- NOTE #7** **Related Command.** The Set Page Number (SP) can be used to reset the page numbers anywhere in the text.
- NOTE #8** **Referencing Other Files.** You can use the Reference commands to refer to labeled text that appears in earlier files in the chain, but you cannot refer to subsequent files in the chain. Similarly, you cannot use the Final Page command when chain printing. (See Chapter 4 for more information on these commands.)

QUIT

Quitting XyWrite

FORMAT **C:\XY4 QUIT**

MENU **File Edit**

PURPOSE QUIT terminates the current editing session by clearing any open files from the display and returning control to DOS. Its general form is:

- **C:\XY4 QUIT** (Option 1)
- **Ctrl Alt Del** (Option 2)

ACTION
(Option 1)


Quitting XyWrite

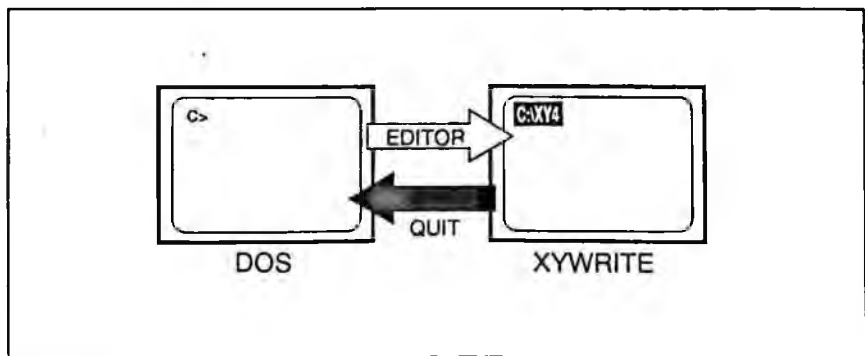
To quit XyWrite:

Type: **F5 quit** 

Result: XyWrite moves to each window that contains a file with unsaved changes and asks "S=save, A=abandon edits, C=cancel." Unless you press C, XyWrite clears all the windows and then returns control to DOS. All memory used by XyWrite is freed. All temporary (.TMP) files are automatically deleted except FO.TMP, SPELL.TMP, and QUITn.TMP files.

If you wish to re-enter XyWrite after quitting, you must enter the following at the DOS prompt:

Type: **editor** 



ACTION (Option 2)

Quitting XyWrite

If your system becomes locked up for some reason and Option 1 doesn't work, use the following method:

Press: **Ctrl** **Alt** **Del**

XyWrite first asks if you want to quit. If you do:

Press: **y**

If you have files open, XyWrite alerts you to that fact and asks if you want to quit anyway. If you respond with a Y (for yes), XyWrite then asks if you want to save the open files to the disk you specify. In this way, XyWrite allows you to save files even if your system is locked up. However, it does not save these files using their original names. It saves the file in window #1 as QUIT1.TMP, the file in window #2 as QUIT2.TMP, and so on up to QUIT9.TMP.

NOTE #1

Logging the Session. The XyWrite menus include a Log Session feature that lets you capture the status of your work before quitting. When you activate Log Session, XyWrite saves the open files to disk and captures your window settings, including window number and size, filename, current view, bookmarks, and cursor position for each window. To use this feature press **Ctrl** **L** or choose Log Session from the File menu. To later restore the session, press **Ctrl** **L** again or choose Restore Session from the File menu.

ALSO SEE

The DOS Command. The DOS command also switches control to DOS, but without disturbing XyWrite. XyWrite is suspended as-is. You can use the EXIT command to return to any files left open. In contrast, QUIT requires open files to be stored or aborted. (The DOS command can be found earlier in this chapter.)

FORMAT **CAZY4** READ *d:filename*

d: (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.

filename is the name of the file you want to display for reading.

ABBREV **CAZY4** RE *d:filename*

MENU **File** **Open...**

PURPOSE

The READ command loads a copy of the named file from the disk into memory and into the display for reading only. You can scroll through the file, select and save blocks of text, and copy selected blocks to another file, but you cannot add, delete, or move text in the displayed file.

In a LAN environment, the READ command allows you to display files that are open for editing at someone else's terminal. The READ command also protects you from accidentally editing a file that you do not want to change.

ACTION

Displaying a File by Typing Its Name

Let's say the name of the file you want to read is CHAPTER.DOC in the \NOVEL subdirectory on drive C:

Type: **[F5]**read c:\novel\chapter.doc**[↵]**

Result: This example displays the file CHAPTER.DOC for your review. The file is loaded to the screen from the \NOVEL subdirectory on disk drive C. To indicate that this file is open for reading only, XyWrite displays a ♣ immediately before the filename.

NOTE #1

Pointing at a Filename. You can also point to the filename of the file you want to read. Just display a directory, type READ on the command line, put the cursor on the name of the file you want to read, and press **[F9]**.

NOTE #2

Global Filenames. You can use the wild cards * and ? for characters in the filename. (See the CALL command for more information on global filenames.)

FORMAT

C:\XY RENAME *d:oldname,d:newname*

d: (optional) is the drive where the file is stored.
oldname is the filename to be changed.
newname is the new filename.

ABBREV

C:\XY REN *d:oldname,d:newname*

MENU

File | Manage Files...

PURPOSE

The RENAME command lets you change the name of a stored file. It is identical to the RENAME command in DOS.

You can use RENAME to transfer a file to a different directory on the same drive, but you cannot transfer a document to a different drive.

ACTION

Renaming a File

To change the name of a file on disk, use RENAME. For example, to change the name of a file named MEMO in the DRAFT directory on drive C to a file named REPORT in the FINAL directory:

Type: **[F5]**rename c:\draft\memo,c:\final\report **[↵]**

Result: The file is changed from MEMO to REPORT. The file MEMO no longer exists.

If you do not specify a drive, XyWrite assumes the file you are renaming is located in the current drive and directory.

NOTE

Wild Cards. XyWrite does not recognize wild cards with the RENAME command in the same way that DOS does. However, you can include an asterisk (*) in the target file specification if you want to retain part of the original filename. For example:

Type: **[F5]**rename chap1.doc,*old **[↵]**

The filename is changed from CHAP1.DOC to CHAP1.OLD.

| | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| FORMAT | C:\XY4 SAVE | (Option 1) |
| | C:\XY4 SAVE/ne d:filename | (Option 2) |
| | C:\XY4 SAVESEL d:filename | (Option 3) |
| | <p>/ne (optional) causes the file to be displayed under its new name. d: (optional) is the drive letter you specify for the drive you want. filename (optional) is the name under which you want to save the displayed file. (If the filename is omitted, the file is saved under its own name.)</p> <p>SAVEDEF (abbreviated to SAD) is identical to SAVESEL.</p> | |
| ABBREV | C:\XY4 SA d:filename | (Option 2) |
| | C:\XY4 SAS d:filename | (Option 3) |
| MENU | File Save, File Save As... | |

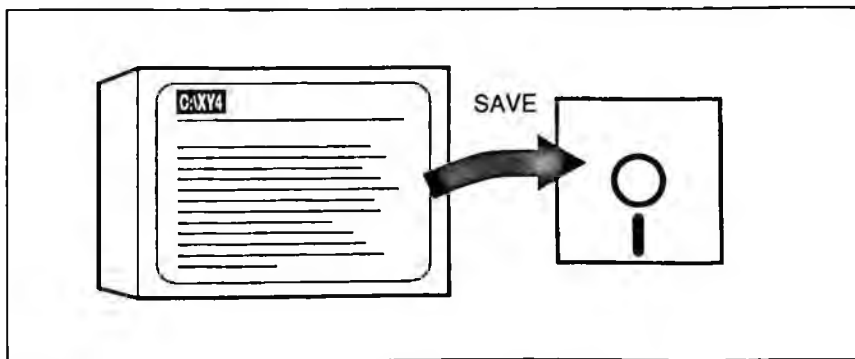
PURPOSE

The SAVE command saves the displayed file to a file on disk. Unlike STORE, it does *not* clear the file from the display. There are two ways to save a file, the first being the one you typically use:

- Saving a File Under Its Own Name
C:\XY4 SAVE (Option 1)
- Saving a File Under a Different Name
C:\XY4 SAVE d:filename (Option 2)

You can save *part* of your file with SAVESEL (Save Selected Block).


- Saving a Block of Text
C:\XY4 SAVESEL d:filename (Option 3)



ACTION (Option 1)

Saving a File Under Its Own Name

To save the displayed file under its own name to where it came from:

Type: **[F5] save** 

Result: Because you have *not* specified a drive, directory, or filename, the file is saved to the current name in the directory from which it was opened.

NOTE #1

Saving to Another Drive. If you want to save the displayed file to another drive but keep the same name, you can save with just the drive letter:

Type: **[F5] save b:** 

ACTION (Option 2)

Saving a File Under a Different Name

When you want to save a file under another name, include that filename in the command. For example:

Type: **[F5] save b:exercise.doc** 


This example saves the displayed file to drive B under the name EXERCISE.DOC. If this is a new filename, XyWrite goes ahead and creates a new file with that name. However, if this filename already exists, XyWrite will ask if you want to write over the existing file.

If you add the optional /NE switch, XyWrite saves the displayed file to the new name, then aborts the displayed file and redisplay it under its new name.

ACTION (Option 3)

Saving a Block of Text

You can save a block of text you have selected:

1. Select the block of text you want saved on the disk.
2. Decide on a name for the file, say, ITEM.DOC.
3. Type: **[F5] saveesl b:item.doc** 

Result: The block of text is now copied to drive B in the file ITEM.DOC. The original block remains highlighted in the file. This new file can be called to the display whenever you desire for editing.

NOTE #2

Save Frequently. As a precaution, it's a good idea to SAVE your file frequently, say every 15 minutes. Then if a power failure occurs, you lose only the changes you made since you last saved.

- NOTE #3 **Windows.** If there is more than one file open when SAVE is executed, the file where the cursor is located is the one which is saved. (See the section on Windows in Chapter 3.)
- NOTE #4 **Saving All Files at Once.** The SL function call lets you save all open files with one keystroke. (See "Keyboard Files" in the *Customization Guide* for information on modifying the keyboard file.)
- NOTE #5 **DOS Devices.** You can SAVE directly to DOS devices (for example, SAVE LPT1). The text is sent without the benefit of the printer file.
- NOTE #6 **SAVE %.** You can save the contents of a text macro key to a file on disk with SAVE %. For example, SAVE %A saves the contents of text macro A to a file it names A.SAV.
- NOTE #7 **Automatic Save.** XyWrite provides an Autosave feature that periodically saves any open file that has been edited since the last save. For more information, see the description of the AOP and AOT default settings in the Default Settings section of the the *Customization Guide*.
- NOTE #8 **ASCII Format.** If you want to save the file to ASCII format, use the PRINTF command with the /AS switch. (See "Printing to a File" for more information.)
- NOTE #9 **Other Formats.** The menus allow you to save files to other word processor formats. Choose Save As from the File menu for a list of options.

| | |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT | C:XY4 STORE (Option 1) |
| | C:XY4 STORE <i>d:filename</i> (Option 2) |
| | <i>d:</i> (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used. |
| | <i>filename</i> is the name of the file where you want to store the displayed file. If you omit the filename, the file is stored under its own name. |
| ABBREV | C:XY4 ST <i>d:filename</i> |
| MENU | File Close |

PURPOSE STORE saves the displayed file to a disk drive and clears the display. You are then free to call another file to the display, or quit XyWrite. You have two ways to store a file, the first being the more frequently used:

- Storing a File Under Its Own Name
C:XY4 STORE (Option 1)
- Storing a File Under a Different Name
C:XY4 STORE *d:filename* (Option 2)

ACTION (Option 1)

Storing a File Under Its Own Name

To store the displayed file to where it came from:

Type: **F5** store **↵**

Result: The file is stored to the filename shown at the top of the display.

To store a file to a different directory, for example TEST:

Type: **F5** store \test **↵**

(Note: If there were no directory named TEST, the file would be stored to the filename TEST.)

To store it to another drive, such as drive B:

Type: **F5** store b: **↵**

ACTION
(Option 2)**Storing a File Under a Different Name**

To store the displayed file under another name, include that filename with the command. For example:

Type: **[F5]store c:\book\chapter** 

Result: This example stores the displayed file to a file named CHAPTER in the \BOOK directory on drive C. If this is a *new* filename, this command creates a new file with that name. If this filename already exists, XyWrite will ask if you want to write over the contents of that file.

NOTE #1

Windows. If there is more than one file open when STORE is executed, the file where the cursor is located is the one which is stored, and the window is closed. (See the section on Windows in Chapter 3.) If you prefer to leave the window open, you can change the NW setting in the default file. Refer to the *Customization Guide* for more information.

NOTE #2

Storing All Files at Once. The SF function call lets you store all open files with one keystroke. (See "Keyboard Files" in the *Customization Guide* for information on modifying the keyboard file.)

NOTE #3

Automatic Abort. If you have not made any changes to the displayed file, XyWrite aborts the file rather than storing it. This saves time, because the disk does not have to be updated.

NOTE #4

Storing Under a Different Name. If you store a file under a different name or to a different drive, the original file is not updated.

ALSO SEE

Storing to Two or More Drives at Once. You can tell XyWrite to store to *two different* drives each time you execute STORE (or SAVE). This is great for keeping backup files. Refer to the procedure "Setting the Default Drive and Save-Drives" earlier in this chapter.

| | |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT | CAVY TREE <i>d</i> : <i>d</i> : (optional) is the drive whose subdirectories you want displayed. |
| MENU | Not a menu option. |
| PURPOSE | <p>The TREE command displays a diagram of <i>all</i> the subdirectories on a given drive. Filenames are not shown.</p> <p>You can change or remove subdirectories by pointing at a name in the tree display. You can also display a XyWrite directory from the tree display.</p> |
| ACTION | <p>Displaying the Tree Structure of a Disk To display the tree structure of subdirectories for drive C:</p> <p>Type: [F5]tree c:[↵]</p> <p>Result: All subdirectories are displayed. The first vertical line (which has no name) represents the root directory. Those located immediately off the root directory are displayed along the left margin.</p> |
| ACTION | <p>Changing Directories The CD (Change Directory) command appears on the command line whenever a tree is generated. To change subdirectories:</p> <ol style="list-style-type: none">1. Move the cursor anywhere on the line containing the subdirectory name. (For names which are spaced away from the left margin, you needn't move the cursor onto the name—just onto the same line.)2. Press: [F9] <p>Result: The subdirectory you selected is now the current directory. The tree display remains on the screen.</p> <p>You can use the same method to execute the DIR and RMDIR commands.</p> |

FORMAT **Ctrl-V WAIT**

MENU Not a menu item.

PURPOSE The WAIT command causes XyWrite to wait until printing jobs are finished before the next keystroke is executed. When you execute the WAIT command, the display freezes. XyWrite does not act on any further keyboard or keystroke input until the PRINT or PRINTF command is completed. Any keystrokes are saved and will be acted on when the current PRINT or PRINTF job is finished.




You might use WAIT in a user program where you want to use the result of PRINTF (Print to File) for further action. For example, if you were to use PRINTF REPORT,RESULT and wanted to next call up RESULT, it would be prudent to include a WAIT:

```
BC printf report,result
BC wait
BC call result
```

If you did not include WAIT, XyWrite would accept input (keyboard or program) before PRINTF was complete, which means it would attempt to call up RESULT before PRINTF was finished.

ACTION **Type to a File and Call the Result**

To demonstrate the WAIT command, we will type to a file with PRINTF, and then call that file to the screen:

1. Type: **[F5]printf long,fo.tmp** 
2. While the file LONG is being processed:
Type: **[F5]wait** 
3. Now immediately CALL the formatted file:
Type: **[F5]ca fo.tmp** 

Result: Notice that your keystrokes in Step 3 are not immediately displayed—they are, however, accepted by XyWrite. WAIT prevents the display from changing until PRINTF is finished. Then FO.TMP is called to the screen.

NOTE #1 **Pause While Printing.** The WAIT command is incompatible with the embedded PA (Pause) commands and with the P (Pause) modifier to the PRINT commands. That's because both require keyboard input (**[F4]**) which XyWrite will not read until printing is complete.

FORMAT

XY4 R2X *d:sourcefile,d:targetfile*

XY4 X2R *d:sourcefile,d:targetfile*

d: (optional) is the letter you specify for the drive you want. If you omit the drive letter, the default drive is used.

sourcefile is the name of the file to be converted.

targetfile is the name of the converted version of the file.

MENU

File **Open...**, **File** **Save As...**

PURPOSE

RFT:DCA (Revisable Form Text: Document Content Architecture) is a standard format developed by IBM to allow the use of documents on different types of word processors. The R2X and X2R commands allow you to convert from RFT:DCA to XyWrite and from XyWrite to RFT:DCA, respectively.

If R2X encounters a recognized DCA formatting command that has no XyWrite equivalent, it converts that command into a special type of NT (Note) command. The NT commands identify the type of DCA formatting command encountered, followed by the data from the formatting command in hexadecimal format.

The X2R command converts most XyWrite embedded commands into DCA formatting commands. If X2R encounters an embedded XyWrite command that has no DCA equivalent, it hides the command information in the DCA version of the file so it can later be converted back to XyWrite format.

ACTION

Converting a DCA File into a XyWrite File

To create a XyWrite version of a file named CHAPTER.DCA that is in RFT:DCA format:

1. Decide on a name for the target file. We'll use CHAPTER.TRN. (If you omit this name, R2X will add the extension ".XY4" to the input filename, e.g., CHAPTER.XY4.)
2. Issue the R2X command.

Type: **[F5]**r2x chapter.dca chapter.trn **[↵]**

Result: The original file, CHAPTER.DCA, remains intact. A new file, called CHAPTER.TRN, contains XyWrite embedded commands in place of DCA formatting commands.

ACTION**Converting a XyWrite File into an RFT:DCA File**

Let's create an RFT:DCA version of a file named CHAPTER.DOC.

1. Decide on a name for the target file. We'll use CHAPTER.TRN. (If you omit this name, X2R will add the extension ".RFT" to the input filename, e.g., CHAPTER.RFT.)
2. Issue the X2R command:

Type: `[F5]x2r chapter.doc chapter.trn[Enter]`

Result: The original file, CHAPTER.DOC, remains intact. A new file, called CHAPTER.TRN, contains DCA formatting commands in place of XyWrite embedded commands. This file is in EBCDIC (Extended Binary Coded Decimal Interchange Code) format, so you cannot edit it in XyWrite.

NOTE #1

Automatic Conversion. The CALL and MERGE commands automatically convert files from RFT:DCA format into XyWrite format.

NOTE #2

Exceptions. DCA is a formatting standard, and therefore does not have equivalents for many of the special features that are part of XyWrite. Specifically, the following XyWrite functions are not available in DCA:

- Mail Merge
- Automatic Numbering (counters and reference commands)
- Most printer control commands (Include, Printer Insert, AutoPause)

When X2R encounters one of these commands, it hides the command information in the DCA version of the file so it can later be converted back to XyWrite format.

NOTES

INTRO

This chapter covers basic editing. It begins with the screen and keyboard and progresses into methods you can use to modify text. These tools are the same whether you are writing a new document or modifying an existing one.

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Basics of the Screen, Keyboard, and Mouse

INTRO

The screen, keyboard, and mouse are useful topics for beginning a description of XyWrite. The screen section is fairly elementary—you can cover it in one reading. You may find yourself referring to the keyboard and mouse sections several times until you're familiar with them.

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Screen

PURPOSE

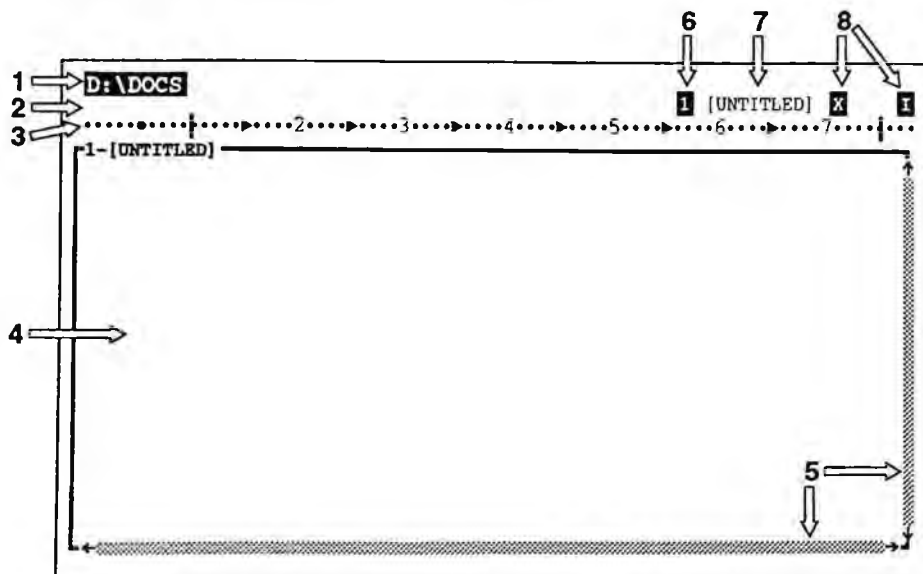
The display is divided into two separate areas: the header, which is the top three lines, and the text area, which is the rest of the display. Those features of XyWrite visible on the screen are described here.

Cursor. The *cursor* is the blinking square or underline on the screen. The position of the cursor marks the “point of action” where text or commands are entered or deleted.

The shape of the text cursor is a *square* in Insert Mode and an *underline* in Overstrike Mode. (You switch modes with the **[Ins]** key.)

Mouse Pointer. When the mouse is installed, there is a second “cursor” visible on the screen, which serves as the mouse pointer. In draft, formatted, and expanded views, the mouse pointer is a non-flashing square; in graphic view, it is an arrow.

Command Line/Action Bar. The top line of the screen is where you “talk” to XyWrite, either with commands or by using menus. If you press **[F5]** to enter a command such as NEW or PRINT, the command line—which begins with the current drive and path name in reverse mode—appears on the top line of the screen. If you press **[F10]** to activate menus, the action bar appears on the top line.



- | | |
|------------------|-----------------------|
| 1 – Command Line | 5 – Scroll Bars |
| 2 – Status Line | 6 – Window Number |
| 3 – Ruler Line | 7 – Filename |
| 4 – Text Area | 8 – Status Indicators |

Status Line. This is the second line on the display. It has several parts, and provides useful information about where you are working, and what conditions are in effect.

- **Prompt area**—The beginning of the line is where XyWrite displays messages for you.
- **Page-Page Depth**—In formatted view, the current page number and page depth appear near the middle of the status line. (If you are using snaking columns, the number takes the form Page/Column-Page Depth.)

There are three ways to turn on the page number (the second and third options also scroll the text):

Press: **F8** (Option 1)

Press: **Alt PgDn** or **Alt PgUp** (Option 2)

Type: **F5 go 1** (Option 3)

If you want page numbers to be displayed automatically when any file is called, change the Display Type (DT) setting in the default file. (See “Default Settings” in the *Customization Guide* for more information.)

- **Window number and selected-text status**—The current window number and selected-text status appear to the right of the Page-Page Depth numbers. For example, 2= indicates that you are currently in window 2 and have selected a block of text. (See “Editing Text” later in this chapter for more information about the selected-text status indicator.)
- **Filename**—The filename of the currently open file, as well as the drive and path from which it was called, appear after the window number field in whatever character mode is currently in effect. When you use SAVE or STORE (with no filename), XyWrite saves the document under this name. When you have several files open, this field tells you which document is currently active.

- Toggle indicators tell you the state of certain XyWrite functions. They include:

| | |
|--------------------------|-------------------------|
| C (Caps Lock) | c (Auto-Check/Correct) |
| S (Scroll Lock) | r (Auto-Replace) |
| N (Numeric Lock) | A (Automatic Uppercase) |
| I (Insert) | R (Redlining) |
| o (Word Overstrike) | X (Temporary File) |
| O (Character Overstrike) | |

The first eight toggle indicators are associated with keys and are described later in this section. The A and R indicators are associated with commands; refer to the appropriate command descriptions for more information. The X indicator appears when XyWrite is writing information from memory out to disk.

Ruler. This is the third line on the display. The ruler has markings for margin, tab and indent settings. It is described in detail in Chapter 4.

The Text Area. This is where you view and revise documents. This viewing area is 20 lines long and 78 characters wide, and is surrounded by borders. The top border displays the filename (including drive and path) of the open file. The right and bottom borders are scroll bars, which you can use with a mouse to move vertically and horizontally in a file.

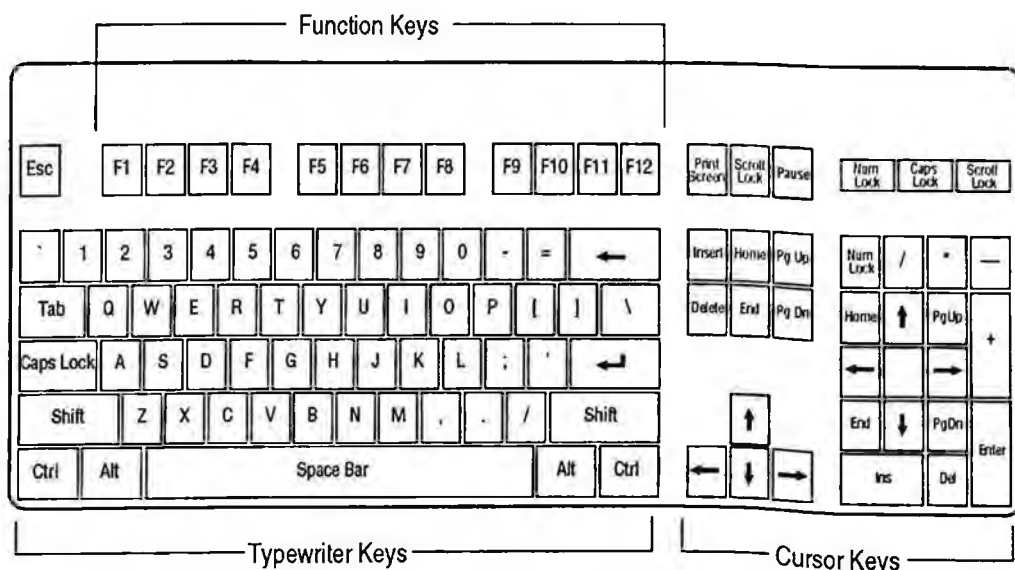
You can *split* the text area to work on two or more files at once. You can view them side-by-side, one above the other, or staggered; in fact, you can create any arrangement you want. Within the text area, you can scroll a document up and down; you can also move it left and right—a document can be as wide as 256 characters (see Note #3).

- NOTE #1** **Replacing the Ruler Line.** If you want to change the ruler to a solid line or remove it completely so you have an extra line of text displayed, use the NR function call. This function call cycles between the three possible states for the third line of the display: ruler, solid line, text. Refer to “Keyboard Settings” in the *Customization Guide* for more information on using function calls.
- NOTE #2** **Turning Off Borders.** You can turn off borders and increase the amount of text displayed on the screen by setting the MW default to 0. Refer to “Default Settings” in the *Customization Guide* for more information.
- NOTE #3** **Line Wrapping.** In graphic and formatted views, XyWrite always displays true line endings. In draft and expanded view, XyWrite displays text within the current window borders. If you want to see true line endings in draft view, change the WF (Wrap to Fit) setting in

PURPOSE

The keyboard, of course, is where you type text into your computer. The keyboard has basically three sections to it, as shown below. We will describe on the following pages those parts of the keyboard that are unique to XyWrite.

Typewriter Keys. The center section of the keyboard contains the typewriter keys—letters, numbers, standard punctuation and symbols. You use the keys **Ctrl** and **Alt** in combination with character keys to access other functions.



Command Line Keys

PURPOSE

The command line is an important part of XyWrite. If you plan to use the command interface rather than menus, you need to become comfortable with the keys associated with the command line: **F5**, **Shift F5**, **F9**, **Ctrl ↑**, and **Ctrl ↓**.

COMMAND LINE KEYS

Keys

Function

F5

Clear the Command Line. Pressing this key clears the command line and positions the cursor at the beginning of the command entry area. You typically use **F5** prior to typing in any command (such as NEW, CALL, SAVE).

Shift F5

Moving the Cursor Between Command Line and Text Area. **Shift F5** is a toggle that moves the cursor between the command line and the text area. It does *not* clear the command line.

F9

Execute. This is the Execute key. Its sole purpose is to execute whatever command is currently on the command line. It works the same whether the cursor is on the command line or in the text area. You typically use **F9** after typing in a command. For example:

F5save**F9**

↵

Enter. **↵** is an alternate way to execute any command you have typed at the command line. The following command is equivalent to the previous example, which used **F9** to execute the command:

F5save**↵**

The difference between **F9** and **↵** is that **F9** always executes whatever command is currently on the command line, regardless of where the cursor is located, while **↵** executes a command *only* when the cursor is on the command line. (It enters a *carriage return* when the cursor is in the text area.)

Ctrl ↑
Ctrl ↓

Command Stack. When you issue a command of three or more characters, XyWrite keeps the contents of the command in a stack with other recently issued commands. Thus, you can recall an earlier command without retyping it. The number of commands saved on the stack varies, depending on their length; XyWrite saves only the last 150 or so characters typed on the command line.

With the cursor on the command line, press **Ctrl ↑** to recall the previous command. Continue pressing **Ctrl ↑** until the command you want appears. If you go too far, press **Ctrl ↓** to reverse direction.

NOTE #1

List of Commands. **Ctrl F5** displays a list of commands in the command stack.

NOTE #2

Commands Within Programs. XyWrite does not “stack” commands that are issued within XyWrite programs, which means it does not stack commands that are issued from the menus.

PURPOSE

Cursor keys allow you to move the cursor or scroll the text. We have listed all cursor keys in the following tables. Note that with all of these functions, holding down the key will repeat the function.

SCROLLING UP OR DOWN

| Keys | Function | Scroll |
|------|-----------------------|--------------|
| | One screen up | Screen |
| | One screen down | |
| | One line up | Line |
| | One line down | |
| | One printed page up | Printed Page |
| | One printed page down | |
| | To top of document | Document |
| | To bottom of document | |

MOVING THE CURSOR

| Keys | Function |
|------|-----------------------------------------|
| | Cursor right |
| | Cursor left |
| | Cursor up |
| | Cursor down |
| | To next word |
| | To previous word |
| | To next column or cell |
| | To previous column or cell |
| | To start of previous paragraph |
| | To start of next paragraph |
| | To beginning of line |
| | To end of line |
| | To top of screen |
| | To bottom of screen |
| | To next tab |
| | To previous tab |
| | Cycle forward through all open windows |
| | Cycle backward through all open windows |
| | Switch between two windows |
| | Move to window <i>n</i> |

| Keys | Function |
|---------------------|-------------------------------------------|
| [F5] | Move to and erase command line |
| [Shift] [F5] | Switch between command line and text area |
| [F10] | Toggle between text and action bar |

NOTE #1 **Move by Line.** It is interesting to notice the difference between the following two items:

Character Up, Character Down. These move the cursor up or down a line without shifting the text currently visible on the screen.

Move Line Up, Move Line Down. These move the text and cursor up or down a line on the screen, moving a new line into view. The cursor stays on the same character.

NOTE #2 **Move by Screen.** The screen is another word for the display. When you move text by screen, you move the next screenful of text into view, without skipping over any text. In fact, there is one line of overlap.

For example, when moving down in a document, the bottom line moves to the top of the screen. When you move by screen, you can scroll quickly through a document, scanning all text.

NOTE #3 **Move to Window.** You can have up to nine different windows open at the same time. With **[Ctrl] [F6]** (Window Menu) you can move to any specific window by pressing the number of that window. With **[F6]**, you can move to the next open window in sequence. With **[Shift] [F6]**, you can move through the open windows in reverse sequence. With **[Alt] [F6]**, you can return to the previously displayed window—use this to toggle between two windows. (See the section on Windows for more information.)

NOTE #4 **Move by Printed Page.** To see where page breaks will occur before you print a document, move the text by Printed Page (rather than by screen).

NOTE #5 **Other Cursor Movement Functions.** XyWrite includes many cursor movement functions that are not pre-assigned to keys. For example, there are functions that allow you to move to the start of the previous or next sentence. Refer to the Keyboard File section in the *Customization Guide* for a list of options and instructions on how to assign them to the keys of your choice.

TIP **Move to Start of Command Line.** If you are on the command line, you can move the cursor to the start of it without deleting any information that it contains by pressing **[Home]**.

PURPOSE

The function keys are the twelve keys **F1** through **F12** on the top row of the keyboard. (On PC and XT keyboards, there are 10 function keys on the left side of the keyboard.) These keys provide frequently used editing functions and commands. Once you know these functions you have a powerful set of tools for editing your text.

FUNCTION KEY SUMMARY

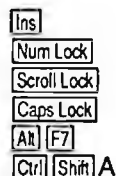
| | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| F1 | Help Screen. Display help information. |
| Shift F1 | Close Marker. Save and close the open command marker. |
| Ctrl F1 | Error Message Help. Display help information on last error message. |
| Alt F1 | Edit Marker. Open the marker under the cursor so it can be modified. (Same as F11 .) |
| F2 # | Insert Text Macro. Copy text from the specified text macro (#) to the cursor location. |
| Shift F2 # | Define Text Macro. Save the selected block of text to the text macro specified by the next key struck. |
| Ctrl F2 | List Macros. Display a list of the defined text macro keys. |
| Alt F2 | Undelete. Restore the last text deleted or display the delete stack. (Same as F12 .) |
| F3 | Begin/End Block Selection. Begin or end selecting a block of text of any size. |
| Shift F3 | Extend Selection. Extend selected block to current cursor location. |
| Ctrl F3 | List Selection Options. Display a list of selection options. |
| Alt F3 | Begin Column Selection. Begin selecting a <i>column</i> of text. |
| F4 | Select by Paragraph. Select the paragraph the cursor is on. |
| Shift F4 | Select by Sentence. Select the sentence the cursor is on. |
| Ctrl F4 | Close File. Close the open file in the current window. |
| Alt F4 | Exit XyWrite. Quit the program and return to DOS. |
| F5 | Clear Command Line. Clear the command line and move the cursor there. |
| Shift F5 | Toggle Between Command Line and Text. Move the cursor between the command line and text without clearing the command line. |
| Ctrl F5 | Command Stack. Display a list of commands in the command stack. |
| F6 | Cycle Through All Windows. Move the cursor through all open windows in sequence. |
| Shift F6 | Cycle Through All Windows. Move the cursor through all open windows in reverse sequence. |

FUNCTION KEY SUMMARY *(continued)*

| | |
|------------------|---------------------------------------------------------------------------------------------------------|
| Ctrl F6 | List of Windows. Display the menu for selecting windows. |
| Alt F6 | Switch Between Two Windows. Switch the cursor between the current and previous windows. |
| F7 | Spell Check. Display a menu of spell checking options you can apply to the open document. |
| Shift F7 | Thesaurus. Display a list of synonyms for the current word. |
| Ctrl F7 | Spell Check Word. Check the spelling of the current word. |
| Alt F7 | Auto-Check. Turn automatic spell checking on or off. |
| F8 | Draft View with Page Breaks. Move from current view to Draft view with page breaks. |
| Shift F8 | Graphic View. Move from the current view to Graphic view. |
| Ctrl F8 | Expanded View. Move from the current view to Expanded view. |
| Alt F8 | Draft View. Move from the current view to Draft view without page breaks. |
| F9 | Execute. Execute the command currently on the command line. |
| Shift F9 | Run Macro. Run the recorded keystrokes currently in memory. |
| Ctrl F9 | List of Macros. Display a list of program macros that have the .PGM extension. |
| Alt F9 | Save Macro. Save the recorded keystrokes currently in memory. |
| F10 | Action Bar. Toggle between action bar and text area. |
| Shift F10 | Most Recent Menu. Redisplay last dialog box. |
| F11 | Edit Marker. Opens the marker under the cursor so it can be modified. (Same as Alt F11 .) |
| Shift F11 | Show/Hide Markers. Turn the display of markers (▲ and ◀) on or off. |
| F12 | Undelete. Restore the last text deleted or display the delete stack. (Same as Alt F2 .) |
| Shift F12 | Delete Selected Text. Delete the text currently selected. |
| Ctrl F12 | Delete Paragraph. Delete the current paragraph. |
| Alt F12 | Delete Sentence. Delete the current sentence. |

PURPOSE Toggle keys affect the way that you enter text. Each key has two states—on and off. XyWrite's toggle keys are:

- Insert/Overstrike
- Numeric Lock
- Scroll Lock
- Caps Lock
- Auto-Check
- Auto-Replace



The toggle keys are executed by pressing the key(s) shown above. The **Shift** key is also described here.

ACTION Switching a Toggle Key

All five toggle keys operate similarly. For example, to switch between Insert and Overstrike modes:

Press: **Ins**

Result: Insert mode is indicated by the letter "I" (for Insert) at the top right corner of the screen. Overstrike is indicated by an "O" or "o." Another indicator of typing mode is the shape of the cursor: square in Insert mode and underline in Overstrike mode.

Overstrike Modes. There are two different Overstrike modes: Character Overstrike, which allows you to overwrite everything *except* carriage returns; and Word Overstrike, which allows you to overwrite all text and word separators *except* the space, tab, and carriage return. If you are in Character Overstrike mode, an uppercase "O" appears in the top right corner of the screen. If you are in Word Overstrike, a lowercase "o" appears.

To activate Character Overstrike, press **Ins**. To activate Word Overstrike, press **Alt Ins**.

NOTE

Word Overstrike. Once you press **Alt Ins** to turn on word overstrike mode, that becomes the prevailing overstrike mode. When you subsequently press **Ins**, XyWrite toggles between Insert and Word Overstrike. If you want to restore the character overstrike capability, issue the following command from the command line:

F5 default wo=0 **↵**

TOGGLE KEYS

Ins

Switches between Insert and Overstrike. XyWrite is always in one mode or the other.

- **Insert Mode.** As you type on the keyboard, the characters are inserted into the text without destroying any of the text already present. The new text pushes the existing text out of its way. XyWrite starts up in Insert mode.
- **Overstrike Mode.** The characters you type *replace* the characters (or tabs) already in the text. This is useful when you want to change text from one thing to another.

Alt Ins

Switches between Insert and Word Overstrike. In Word Overstrike mode, you can type over everything except tabs, spaces, and carriage returns.

Num Lock

Press once to turn on, and again to turn off. When *on*, the letter N is at the top right of the screen.

- **Numeric Lock On.** The numeric keypad shifts to *number keys* 0-9, for use as a calculator keypad.
- **Off.** The numeric keypad operates as *cursor keys*.

Scroll Lock

Press once to turn on, and again to turn off. This function is used only in program editing; refer to Chapter 5 for details. When Scroll Lock is on, the letter S is at the top right of the screen.

Caps Lock

Press once to turn on, and again to turn off. When *on*, the letter C is at the top right of the screen.

- **Caps Lock On.** All letters are locked in uppercase. No other keys are affected. This contrasts with **Shift** which shifts not only letter keys, but *all* keys, including number, punctuation, and cursor keys.
- **Off.** All keys are unshifted—letters are lowercase.

Shift

Shift Key (momentary). Press and hold down to keep on. Release to turn off.

- **Pressed In.** All keys are shifted to uppercase, including letter, number, punctuation and cursor keys. If the Caps Lock key is on, pressing **Shift** shifts the keyboard to lowercase.
- **Released.** All keys are unshifted.

Alt F7

Turns Auto-Check on or off. When on, the letter c is at the top right of the screen.

- **Auto-Check On.** XyWrite checks the spelling of each word as you type. If you misspell a word, you will hear an error beep.
- **Off.** XyWrite performs no spell checking as you type.

TOGGLE KEYS *(continued)*

Ctrl Shift A Turns Auto-Replace on or off. When on, the letter r appears at the top right side of the screen.

- **Auto-Replace On.** XyWrite checks the personal dictionary to see if the abbreviation you typed has a replacement word or phrase associated with it. If it does, XyWrite makes the replacement and beeps to indicate that a change has been made.
- **Off.** XyWrite performs no word replacement as you type.

Mouse

PURPOSE

If you have a mouse installed on your computer, you can use it to move quickly around the screen and to perform some basic text editing functions.

ACTION

Using the Mouse

The mouse is useful for performing a variety of functions. Specifically, you can use the mouse to:

- Toggle between the command line and action bar
- Select menu options
- Move around in a file or dialog box
- Move between windows when the screen is split
- Activate items in a dialog box
- Select words or blocks of text

Toggling Between Command Line and Action Bar. To change the first line on the screen from the action bar to the command line (or vice versa), point at it, hold down the right button and double click the left button.

Selecting Menu Options. To select a menu from the action bar, or to select an option from a pull-down menu, point at the item you want and click.

Moving Around in a File. If the position you want to move to is in the current screen of text, you can reposition the cursor for typing by pointing at the position and then clicking.

If window borders are displayed, you can use the mouse to scroll vertically and horizontally through a file. To turn borders on, set the MW (Maximize Windows) default to 1. Refer to "Default Settings" in the *Customization Guide* for more information on the MW setting.

With borders on, use the following procedures to scroll a file horizontally:

- *A line at a time:* Point at the up or down arrow in the scroll bar and click.
- *A screen at a time:* Point at the space between the slider box and the up or down arrow and click.
- *To a particular place:* Drag the slider box up or down until you reach the relative position you want in the file.

With borders on, use the following procedures to scroll a file vertically:

- *One character at a time:* Point at the left or right arrow on the horizontal scroll bar and click.

- *Eight characters at a time:* Point at the space between the slider box and the left or right arrow and click.
- *To a particular place:* Drag the slider box right or left until you reach the relative position you want on the line.

Moving Between Windows. When more than one window is visible on the screen, you can use the mouse to move between them. Point at the window you want and then click.

Moving Around in a Dialog Box. You move around in a dialog box just as you do in the text window: point to the location you want and click.

Activating Items in a Dialog Box. To activate an item in a dialog box, point at the option you want (pushbutton, radio button, check box) and then click.

Selecting Text. You can use the mouse to select words, blocks, or columns of text by using the following procedures:

- *Words:* Point at the word you want to select and double click.
- *Blocks:* Point at the beginning of the block you want to select; press and hold down the button. Drag to the end of the block you want to select and release the button.
- *Columns:* Point at the beginning of the column you want to select, then drag to the end of the column.

In addition, you can use the **[Shift]** key in conjunction with the mouse button to *extend a selection* from the anchor point (the point at which you started the selected block) to the current position. To use this feature, press and hold down **[Shift]**, and click on the character or space that follows the last character in the extension.

NOTE #1

Mouse Buttons. XyWrite supports 2- and 3-button mice, and is set up for right-handed users. Unless otherwise noted, the instructions to click mean to press the left button. If you prefer to reverse the functions assigned to the left and right buttons, change the RB (Reverse Buttons) default setting. (Refer to "Default Settings" in the *Customization Guide* for more information.)

-
- NOTE #2** **Installation.** To use the mouse with XyWrite, you must load the mouse driver before starting XyWrite. Once XyWrite is loaded, turn on the mouse by setting the UR default to 1. (Refer to the documentation provided with your mouse for information about loading the mouse driver; refer to "Default Settings" in the *Customization Guide* for more information on the UR setting.)
- NOTE #3** **Exception.** You cannot use the mouse with the thesaurus dialog box.
- NOTE #4** **Default Settings.** There are several default settings that apply to mouse use. They are as follows:
- **CR (Cursor).** Allows you to change the color of the mouse pointer that appears in Draft and Expanded views.
 - **RI (Reverse Interval).** Allows you to set the time interval for a click.
 - **R2 (Mouse Repetition Rate).** Allows you to set the time interval for a double click.
 - **RX and RY.** Allow you to set the mouse-to-pixel ratio for horizontal and vertical movement.
 - **RB (Reverse Buttons).** Allows you to change the default mouse button from the left one to the right.
 - **UR (Use Pointer).** Turns the mouse pointer on or off.

See "Default Settings" in the *Customization Guide* for more information.

INTRO

Once you have written a document with XyWrite, you will be ready to revise it. The following functions cover the essentials for making revisions.

| CONTENTS | <u>Page</u> | <u>Section</u> | <u>Command</u> |
|----------|-------------|----------------------------|-----------------------|
| | 3-20 | Selecting a Block of Text | |
| | 3-25 | Copying a Block of Text | Ctrl C |
| | 3-26 | Moving a Block of Text | Ctrl M |
| | 3-27 | Protecting a Block of Text | NM |
| | 3-28 | Deleting Text | |
| | 3-30 | Undeleting Text | F12 |
| | 3-32 | Transposing Text | ~C, ~W, ~S, ~P |
| | 3-33 | Changing Case | |
| | 3-35 | Automatic Uppercase | AU |

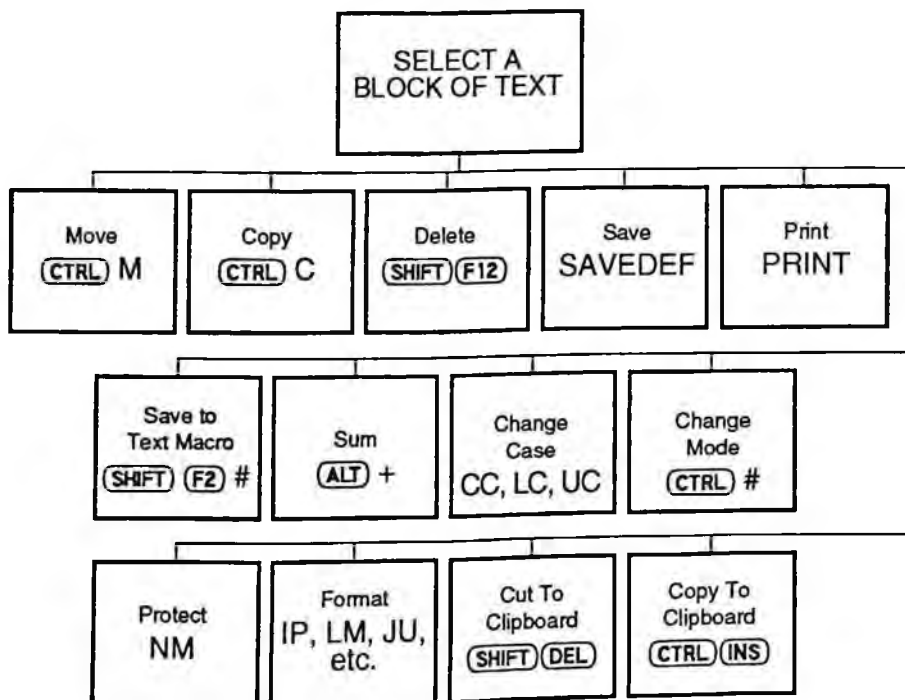
Selecting a Block of Text

PURPOSE



When you select text, you are marking it as a block to be acted on in some way (e.g., moved, copied, deleted, saved or printed). The overall list of possibilities is shown in the diagram below.

Practical Uses. Here are some instances when the block editing features would be useful:

- Select a word in order to move it to another part of your document or to another document altogether.
- Select a word in order to underline it (**Ctrl** **U**).
- Select a heading in order to capitalize it (**UC**).
- Select a line of text in order to print out just that line (**PRINT**).
- Select a sentence in order to save it to a text macro key (**Shift** **F2** #). You can later recall it with a keystroke (**F2** #).
- Select a block of text in order to protect it from modifications (**NM**).
- Select a block of text in order to indent it (**IP**).



SELECT KEYS

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [F3]...[F3] | Select Any Size Block of Text. Follow the procedure "Selecting a Block of Text." This procedure allows you to select any size block of text, from one character to the entire document. |
| [Shift][F3] | Extend Selection. Extends selected text boundary to the current cursor position. |
| [Alt][F3]...[F3] | Select a Column of Text. Follow the procedure "Selecting a Column of Text." This procedure allows you to select any size column of text. |
| [F4] | Select by Paragraph. Selects the entire paragraph the cursor is in. It selects all characters from the previous hard return up to and including the next hard return ( is the hard return). You can select successive paragraphs by repeatedly pressing the key. |
| [Shift][F4] | Select by Sentence. Selects the <i>sentence</i> that the cursor is on. It selects all characters from the previous sentence separator or hard return ( is the hard return). To select successive sentences, hold down [Shift] and repeatedly press [F4] . |
| [Esc] | De-Select. Releases any selected text, so that it can no longer be acted on as a block. Text is returned from bright to normal to indicate it is no longer selected. You may then select a new block of text. You should release any selected text when you finish using it. |

NOTE #1

Other Select Text Keys. In addition to the keys described in the preceding table, you can use **[Shift]** in conjunction with a cursor movement key to select the block of text associated with the cursor movement. For example, **[Ctrl][→]** moves the cursor to the next word; **[Shift][Ctrl][→]** moves the cursor to and selects the next word.

NOTE #2

Mouse. You can also select text with the mouse. Refer to the mouse procedures earlier in this chapter for more information.

ACTION

Selecting Text by Fixed Size

To select text by word, sentence, line or paragraph:

1. Press: **[Esc]** (Optional)

Result: This ensures that no other text is selected.

2. Move the cursor anywhere within the text you want to select.
3. Press the key(s) corresponding to the amount of text you want selected.
For example, to select a sentence:

Press: **[Shift]** **[F4]**

Result: The selected text appears brighter than normal. You can now move it, copy it, delete it, protect it, or save it as you wish.

ACTION

Selecting a Block of Text of Any Size

To select a block of characters of any size:

1. Release any currently selected block.

Press: **[Esc]** (Optional)

Result: This ensures that no other text is still selected (so that Step 2 sets the *first* of the two end-points).

2. Begin the block select. Move the cursor to the first character of the text you want to select.

Press: **[F3]**

3. Select the size of the block. Now move the cursor to the other end of the text you want to select. Notice that as you move, the area of text between the cursor and where you started is highlighted.

4. End the block. To set the end of the selected block:

Press: **[F3]**

Result: The block of text is now selected (see Notes #2 and #3). Now you can move it, copy it, delete it, protect it, or save it as you wish.

ACTION

Selecting a Column of Text

To select a column of text:

1. Release any currently selected text.

Press: **[Esc]**

(Optional)

2. Move the cursor to the upper left (or lower right) corner of the column you want to select (see Note #4).

3. Establish the first *corner point*:

Press: **[Alt] [F3]**

4. Move to the opposite corner of the column.

5. When you reach the second corner, end the selected column:

Press: **[F3]**

Result: The column of text is now selected. You can act on it as you wish (see Note #4).

NOTE #1

Releasing Selected Text. It is a good habit to release any selected text with **[Esc]** when you are through using it, as there are a number of functions that do not work while a block of text is selected.

NOTE #2

Automatically Ending a Block. Unless you are going to move the selected block or copy it to a different location in the document, you don't need to press **[F3]** to end the selection. Simply move the cursor to the end of the block you want to select and execute the action you want (delete, save, print, change case, etc.). XyWrite assumes you have completed the selection process when you issue instructions to act on the block.

NOTE #3

Extending Selected Text. If you end a selected block and then realize that you want to include more text, you don't have to start the selection process all over. Just move the cursor to the point where you now want to start or end the block and press **[Shift] [F3]**. XyWrite automatically extends the selected block to the current cursor position. Press **[F3]** to complete the selection at the new point.

NOTE #4

Requirements for Column Selection. You can select columns only for copying or moving. You *cannot* print, protect, or change the character mode or case of a selected column. In addition, the lines to which you are copying or moving the column of text must end in hard returns. Column selection applies to text that is tabbed or spaced; it does not apply to columns that were set up with the CT (Create Table command).

If you use column selection on word-wrapped lines, XyWrite highlights the text in the first line of a paragraph only. This allows you to select a column from a table in which another column wraps to several lines.

-
- NOTE #5** **Selected Status Indicator.** You can track the status of the selection process by referring to your header. Normally the window field consists of the window number followed by a blank space. When you start selecting a block of text by pressing **[F3]**, a hyphen appears after the number. When you complete the selection by pressing **[F3]** again or when you press one of the select unit keys (e.g., **[F4]**), the hyphen becomes an equals sign. And when you release the selected block by pressing **[Esc]**, the equals sign disappears and there is again a space after the window number.
- NOTE #6** **Storing or Aborting.** Whenever you **STORE** or **ABORT** a document, any selected block of text in that document is automatically released.
- NOTE #7** **Selecting Blocks in Tables.** To select a block of text within a table, refer to the section on tables in Chapter 5.

FORMAT Ctrl C
MENU Edit Copy

PURPOSE Ctrl C allows you to copy a selected block of text to another part of the document, or to another document altogether (in another window). It leaves the original text unchanged.

ACTION Copying Text

To copy a block of text takes basically three steps:

1. **Select a Block.** Select the block of text you want to move. For details, see the section "Selecting a Block of Text" earlier.
2. **Locate the Insertion Point.** Move the cursor to the point in the text where you want to insert the selected text. (The text will be inserted to the *left* of the cursor.)
3. **Copy the Text.** To copy the selected block of text:

Press: Ctrl C

Result: A copy is made of the text selected in Step 1, and that copy is inserted at the cursor location.

4. **Repeat Copy.** Repeat Steps 2 and 3 to insert more copies, if you wish.
5. **Release Selected Text:**

Press: Esc

Result: This releases the selected text, completing the operation.

NOTE #1 **Copying to Clipboard.** XyWrite includes a clipboard, which is a temporary storage area in memory. You can copy selected text to the clipboard by pressing Ctrl Ins. Once you have stored the selected block to the clipboard, you can insert it (a procedure referred to as "pasting") by pressing Shift Ins. Note, however, that Shift Ins inserts only the text most recently copied or cut to the clipboard. Press F12 if you want to insert text previously copied or cut to the clipboard.

NOTE #2 **Copying Text Between Windows.** When you press Ctrl C, XyWrite first looks within the current document for the selected block of text. If it can't find a selected block there, it looks in the previous window for a selected block to move. You can move blocks only between the current and previous windows.

Moving a Block of Text

CtrlM

FORMAT

CtrlM

MENU

Edit **Move**

PURPOSE

CtrlM moves a selected block of text to another part of the document, or to another document altogether.

ACTION

Moving Text

To move a block of text takes basically three steps:

1. Select the block of text you want to move. For details, see the section "Selecting a Block of Text."
2. Move the cursor to the point in the document where you want to insert the text. (The text will be inserted to the *left* of the cursor.)
3. To move the block of text:

Press: **Ctrl**M

Result: The text selected in Step 1 is inserted at the cursor location and deleted from its original location. This completes the operation. **Esc** is not necessary after Step 3 since the text is automatically released when you *move* it (but not when you copy it).

NOTE #1

Cutting to Clipboard. XyWrite includes a clipboard, which is a temporary storage area in memory. You can cut selected text to the clipboard by pressing **Shift****Del**. Once you have moved the selected block to the clipboard, you can insert it (a procedure referred to as "pasting") by pressing **Shift****Ins**. Note, however, that **Shift****Ins** inserts only the text most recently copied or cut to the clipboard. Press **F12** if you want to insert text previously copied or cut to the clipboard.

NOTE #2

Moving Text Between Windows. When you press **Ctrl**M, XyWrite first looks within the current document for the selected block of text. If it can't find a selected block there, it looks in the previous window for a selected block to move. You can move blocks only between the current and previous windows.


FORMAT MENU **PURPOSE**

The NM (No Modifications) command marks a block of text that you do not want modified. When you issue the command, an embedded command triangle appears at the beginning and end of the block. You cannot edit text between these triangles, although you can move the cursor through text so you can review it. You can also define and save protected blocks, or copy them to another part of the document, but you cannot add or delete text within a protected block, nor can you move it from its current location.

You might use NM to protect the formatting commands at the beginning of a document, or to protect standard blocks of text, such as addresses, that never change.


ACTION**Protecting a Block of Text**

To make a block of text unchangeable:

1. Select the block of text you want to protect. For details, see the section "Selecting a Block of Text."
2. Type: 

Result: An embedded triangle appears at the beginning of the protected block and at the end. You cannot modify the text that appears between them (see Note #1).

3. Restore the selected text.

Press: 

NOTE #1

Embedded Command Triangles. The two triangles that mark the beginning and end of a protected block of text represent the commands NM 1 and NM 0. These commands always appear as a pair. The only way you can delete the triangles is to switch to Expanded view.

Deleting Text

PURPOSE XyWrite offers many different ways to delete text, as listed on the next page. There is also an undelete function, which is described in the next section.

ACTION **Deleting Text**
To delete text by the character, word, sentence or paragraph:

1. Move the cursor onto (or next to, as appropriate) the text to be deleted.
2. Press the appropriate delete key(s)—for example, **[Del]**. If you wish, hold down the key(s) to repeat the delete.

Important: If you hold a key down too long, characters may continue to be deleted after you release the key. If that happens, use **[Ctrl] [Break]** to stop it.

ACTION **Deleting a Selected Block of Text**
Use this procedure to delete any amount of text—a single character, paragraph or column, or the entire document. This action takes two steps:

1. Select the block of text you want deleted. (For more details refer to the section “Selecting a Block of Text” earlier in this chapter.)
2. Press: **[Shift] [F12]**

Result: The text selected in Step 1 is deleted.

DELETE KEYS

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Del | Delete Character. This key deletes the character at the cursor location. |
| Backspace | Delete Character to Left (Backspace). Deletes the character to the left of the cursor. |
| Ctrl Del | Delete Word. This deletes the word the cursor is on. If the cursor is not on a word, it deletes the word which follows. (When held: Delete Words to Right.) (See Notes #1 & #2.) |
| Ctrl Backspace | Delete Previous Word. This deletes the word to the left of the word the cursor is on. |
| Alt Del | Delete to End of Line. This deletes the characters from the cursor position to the right end of the line (see Note #1). |
| Shift F12 | Delete Selected Block. This deletes whatever block of text is currently selected. Follow the procedure "Deleting a Selected Block of Text." This procedure allows you to delete any size block of text, from one character to the entire document (same as Alt Shift F2). |
| Shift - | Delete Row. This deletes the table row that contains the cursor. (Use the - on the numeric keypad.) |
| Ctrl F12 | Delete Paragraph. This deletes the paragraph that contains the cursor. |
| Alt F12 | Delete Sentence. This deletes the sentence that contains the cursor. |

NOTE #1 **Error Beep.** The delete word, delete line, and delete paragraph functions beep if any text is already selected. To avoid the beep, press **Esc** (to release any selected text) prior to executing the function. For example, press **Esc** before **Alt Del**. (These functions do not work if any text is already selected, because they themselves must use the feature of selected text.)

NOTE #2 **Other Delete Functions.** XyWrite includes many delete functions that are not pre-assigned to keys. Refer to the Keyboard File section in the *Customization Guide* for a list of options and instructions on how to assign these options to the keys of your choice.

FORMAT

F12

MENU

Edit Undelete

PURPOSE

The Undelete function allows you to retrieve recently deleted text from memory and insert it into your documents. In order to understand how Undelete works, you need to understand how XyWrite saves deleted text.

XyWrite stores deleted text on an *undelete stack*. When you do a series of deletions without moving the cursor or performing any other operation, the successive deletions are saved as a single entry on the stack. For example, if you press Ctrl Del three times to delete three consecutive words, all of the words are saved as one deletion. When you use undelete, you can retrieve the deleted text a unit at a time or as a block. Using the same example, you can undelete word 3, then word 2, and finally word 1 or you can undelete all three words with one keystroke.

ACTION

Undeleting Text

To copy text from the undelete stack into your document:

1. Position the cursor where you want the deleted text to reappear.
2. Press F12.
Result: The Undelete/Clipboard Text dialog box appears, displaying the first 50 or 60 characters in each entry.
3. Highlight the entry containing the text you want to undelete.
4. To undelete text a unit at a time (see Note #1):
 - a. Activate the Play Back pushbutton.
Result: The last unit of the deleted entry is inserted in the text.
 - b. Press Space Bar for each subsequent unit in the entry you want to undelete.
5. To undelete the entire entry, activate the Entire Block pushbutton.

-
- NOTE #1 **Multiple Unit Delete.** As explained earlier, XyWrite treats all text deleted between cursor movements as a single entry, so one undelete stack entry could be made up of several smaller units. In other words, if you press two or more delete keys without moving the cursor, XyWrite makes one entry on the stack. You can undelete text in the same increments that you deleted it by activating the Play Back pushbutton.
- NOTE #2 **Shortcut.** Deletions do not get added to the undelete stack until you move the cursor. Therefore, if you delete text and immediately realize you made a mistake, you can bypass the undelete stack and reinsert the text by pressing F12.
- NOTE #3 **Clipboard.** The undelete stack also saves text that was deleted with the Cut to Clipboard option. You can retrieve the most recently cut text either by pasting from the clipboard (Shift Ins) or by activating the Undelete function (F12). Text that has been previously cut to the clipboard can be retrieved by activating the Undelete function. (Text that has been *copied* to the clipboard is *not* saved to the undelete stack.)
- NOTE #4 **Default Settings.** The D1 setting controls two undelete stack features: (1) the number of entries on the undelete stack and (2) the minimum number of characters it recognizes as a delete unit. By default, XyWrite saves up to 30 separate entries on the undelete stack, but it does not save units of less than three characters. You can increase or decrease both values by changing the D1 setting in the Default File. Refer to the *Customization Guide* for more information.
- NOTE #5 **Disabling the Undelete Stack.** Setting the D1 default to 0 disables the undelete stack. When it is disabled, XyWrite saves only the most recently deleted text in memory. You can retrieve it by pressing F12.
- NOTE #6 **Saved Sessions.** When you save an editing session, the contents of the undelete stack are saved along with the file and window settings.

| | | |
|--------|----------------------|----------------------------------------------------------------------------------------|
| FORMAT | ⌘C ⌘W ⌘S ⌘P | Transpose Characters Transpose Words Transpose Sentences Transpose Paragraphs |
|--------|----------------------|----------------------------------------------------------------------------------------|

MENU Not a menu option

PURPOSE XyWrite's Transpose Text feature allows you to swap the positions of text units. It offers you four options:

- Transpose the current character and the previous character (see Note #1)
- Transpose the current word and the previous word
- Transpose the current sentence and the previous sentence
- Transpose the current paragraph and the previous paragraph

ACTION **Transposing Text**
To transpose text:

1. Place the cursor within the second unit of text you want to transpose.
2. Transpose the text. For example:

Press: ⌘S

Result: XyWrite transposes the current sentence and the previous sentence.

NOTE #1 **Transposing Characters.** XyWrite's response to the transpose character function (⌘C) depends on the character under the cursor. If the cursor is on a text character, XyWrite transposes the character under the cursor and the preceding character. If the cursor is on a separator (space, period, comma, etc.), XyWrite transposes the two characters that precede the cursor.

NOTE #2 **Alternative Keys.** The Transpose Text functions are also assigned to number keys 1-4:

| | |
|----------------------|----|
| Transpose Characters | ⌘1 |
| Transpose Words | ⌘2 |
| Transpose Sentences | ⌘3 |
| Transpose Paragraphs | ⌘4 |

FORMAT  UC

 LC

 CC

 CF

MENU  Edit | Change Case

PURPOSE The case commands allow you to change letters to uppercase or lowercase. You can change the character at the cursor location or change an entire block of selected text. The following four commands are at your disposal:

- UC (Uppercase)—Changes text to uppercase (capital letters)
- LC (Lowercase)—Changes text to lowercase
- CC (Change Case)—Changes uppercase to lower and lowercase to upper
- CF (Capitalize First)—Changes the first letter in a word from lower to uppercase

The following procedures provide two different ways to change the case of text:

- Changing the Case of Individual Letters (*Option 1*)
- Changing the Case of Selected Text (*Option 2*)

ACTION
(*Option 1*)

Changing the Case of Individual Letters

To change the case of individual letters:

1. Move the cursor to the character whose case you want to change.
2. Enter UC, UL, CC, or CF (see Note #1). For example, to change the character to uppercase:

Type:  UC 

3. Press  once for each character you want to make uppercase.

Result: The lowercase characters are changed to uppercase. Uppercase letters remain uppercase.

ACTION
(Option 2)**Changing the Case of Selected Text**

To change a block of selected text:

1. Move the cursor to the start of the block of text you want to change.
2. Press: **[F3]**
3. Move the cursor to the end of the block you want to change.
4. Enter UC, LC, CC, or CF (see Note #1). For example, to change the case:

Type: **[F5]CC[F9]**

5. Press: **[Esc]** (to release the selected block of text)

Result: The selected text changes case in Step 4. Notice that by pressing **[F9]** repeatedly, you can toggle the case back and forth, from upper- to lower- to uppercase.

NOTE #1

Capitalize First Letter. Unlike other case commands, the CF (Capitalize First) command only affects the first letter in a word. If you select a block of text and issue the CF command, the first letter of each word will be capitalized, but the other letters will be unchanged. If you issue the CF command when the cursor is not on the first letter of a word, the command has no effect.

NOTE #2

Keyboard Shortcuts. The Change Case command is assigned to **[Ctrl][V]** and **[Ctrl]H**. In addition, if you select text and press **[Ctrl]H**, XyWrite cycles through the commands LC, CF, and UC.

FORMAT **C:\VY4 AU**
MENU **Edit Auto Uppercase**

PURPOSE The AU (Automatic Uppercase) command automatically capitalizes the first letter of each sentence as you type, reducing the need to use the Shift key.

ACTION **Typing with Automatic Uppercase**
The Automatic Uppercase command is a toggle—you issue it once to turn it on and again to turn it off. To use the Automatic Uppercase feature:

1. Move the cursor where you want to start using Automatic Uppercase.
2. Press: **[F5] au** (to turn on AU)
Result: The letter A appears at the top right corner of the screen, to indicate Automatic Uppercase is turned on.
3. Press: **[Shift] [F5]** (to move cursor to text area)
4. Begin typing. The first letter following a period (.), question mark (?), exclamation mark (!) or carriage return (↵) is automatically typed uppercase without your having to use the Shift key.
5. When finished typing:
Press: **[F5] au** (to turn off AU)

NOTE #1 **How AU Works.** The AU command capitalizes the first letter following a period, regardless of what the period is used for—including abbreviations and numbers (as a decimal point). If you have a lot of abbreviations or numbers, this mode may not be for you. However, if you are typing straight text, this mode can save you time.

NOTE #2 **Keyboard Shortcut.** You can turn Automatic Uppercase on and off by pressing **[Ctrl] [Shift] U**.

NOTES

INTRO

If you need to make calculations, you don't need to leave XyWrite for some other program—you can perform calculations right on the command line. And in the text area, you can add, subtract, multiply, or divide numbers one-by-one, total a selected block of numbers in your document, or evaluate a math expression with just a few keystrokes.

CONTENTS Page Section

- 3-38 Header Calculations
- 3-38 Cursor Arithmetic


| | | |
|--------|---|----------------|
| FORMAT | + | Addition |
| | - | Subtraction |
| | * | Multiplication |
| | / | Division |
| | = | Equals |



MENU **Advanced** **Calculate...**

PURPOSE The math functions enable you to perform math calculations in two ways:

- **Header Calculations.** You can perform addition, subtraction, multiplication and division on the command line.
- **Cursor Arithmetic.** You can add, subtract, multiply, or divide numbers one at a time. You can total a column of numbers. And you can evaluate any type of math expression by using block select.





ACTION **Header Calculations**

To perform calculations on the command line, you can use addition (+), subtraction (-), multiplication (*), and division (/). End the calculation with an equals sign (=) and . For example:











Type: 3*4-1=

Result: The answer is 11. You may use parentheses to group parts of a calculation, such as (1+2)*3=.



ACTION **Cursor Arithmetic**

There are several methods for evaluating numbers that are already present in the text. To perform these evaluations, use the , , , and  keys on the numeric keypad.

Evaluating Numbers One-By-One.

1. To enter the first number into memory, move the cursor onto it and press  .
2. Move the cursor onto the next number and press   (to add),   (to subtract),   (to multiply), or   (to divide).

Result: The intermediate answer appears on the status line.

3. Repeat step 2 until you have completed the calculation.
4. Then move the cursor to where you want the final answer placed, and press   to place the result in the text. (This also clears the internal sum—sets it to zero.)

Evaluating an Expression in the Text.

1. In the text area, use **[F3]** to select a block around any math expression (such as $3*4-1/2$). There must be no spaces in the expression. You are allowed to use parentheses. (An equals sign is not required.)
2. Use **[Alt][+]** to calculate the result and add it to the internal sum, or use **[Alt][-]** to subtract it.
3. Then move the cursor to where you want the final answer placed, and press **[Alt][=]** to place the result in the text. This also clears the internal sum—setting it to zero. Be sure to release the selected numbers by pressing **[Esc]**.

Totaling a Block of Numbers in the Text.

1. Select a block of existing numbers (such as a row or column). To select the block use **[F3]** or **[Alt][F3]** as you would select any text.
2. Press **[Alt][+]** to add or **[Alt][-]** to subtract. This sums the selected numbers and adds the total to (or subtracts it from) the internal sum.
3. Then move the cursor to where you want the final answer placed, and press **[Alt][=]** to place the result in the text. This also clears the internal sum—sets it to zero. Be sure to release the selected numbers with **[Esc]**.

TIP

Clearing Selected Text. Prior to using any math functions, it is a good idea to do two things:

1. Press **[Esc]** (to release any selected numbers or text).
2. Clear the internal sum with the CLRSUM command (see Note #1).

This will ensure you are summing only the numbers you have explicitly selected.

NOTE #1

Clearing the Sum. To set the internal sum to zero:

Type: **[F5]clrsu[m][Enter]**

Result: This clears the calculator to zero. The abbreviation for CLRSUM is CS.

NOTE #2

Negative Numbers. When you are totaling a column of numbers, numbers in parentheses are treated as negative numbers.

NOTE #3






Decimal Precision. The result of any calculation involving division is one decimal position greater than the number of decimal positions used by the most precise input number. For example, $2/3=.6$ but $2.0/3=.66$.

NOTES

Text Macro Keys

INTRO

This section describes the capability to store and recall frequently used text. The first section, Text Macro Procedure, covers the overall process. Individual commands are described in the second part.

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| | | Commands | |
| | 3-46 | Save Text |   # |
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| | 3-52 | Insert Text Macro Text | IS |

Text Macro Procedure

PURPOSE

Text macro keys allow you to save information for later recall. You do this by defining a block of text and saving it to any one of 36 keys (A-Z, 0-9) which, when preceded by F2, will reproduce the text macro. Text macro keys are often called *save/get* keys because you can *save* text on them and later *get* that text back. You can recall the saved information as many times as you want, whenever you want.

Text macro keys have many uses, including:

1. **Boilerplate Text.** Keep often-used blocks of text at hand to insert into a document whenever you wish.
2. **Cut and Paste.** Save blocks of text to insert at other locations in any window.
3. **Embedded Commands.** You can save embedded commands (such as LM, RM, TS, IP, MBO) to a text macro key exactly the same way you save text. Then you can switch formats with a single keystroke.

The process is quite simple. For example, to save a sentence to the A key, position the cursor within the sentence and select it using the **[Shift][F4]** (Select Sentence) function. Next, press **[Shift][F2]** and then press A to create the text macro on key A.

To recall the block you just saved, press **[F2]A**. You can recall the block as many times as you want (until the key is cleared or its contents modified).

The following procedure runs through the entire sequence of (1) saving text temporarily to text macro keys, and (2) saving a set of text macro keys to disk.

ACTION

Temporary Use of Text Macro Keys

This procedure saves text to memory but not to disk. Refer to the illustration on the next page for an overview of the following commands, which are to be carried out with a document open.

1. **Save the Text.** Select the text you want to save. For example, to select a paragraph of text, move the cursor to the paragraph and press **[F4]**.

To save the paragraph to one of the 36 possible text macro keys, press **[Shift][F2]** followed by any letter or number key. To save to letter X, for example:

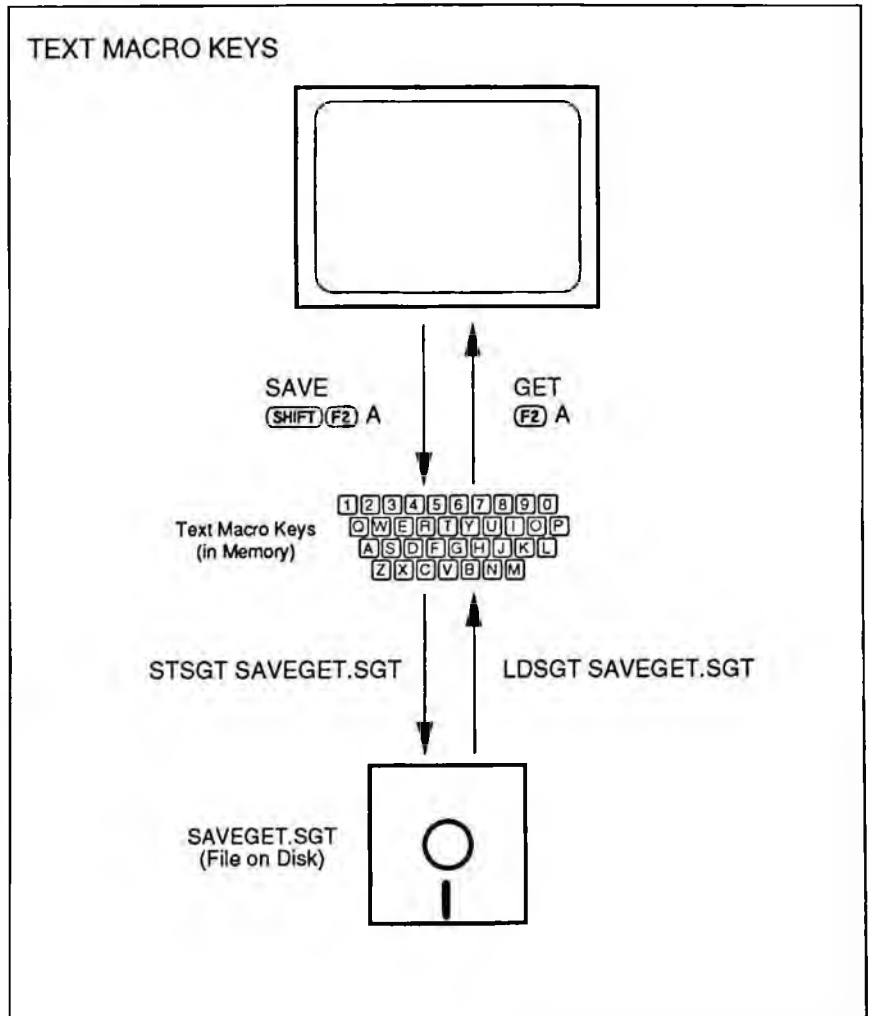
Press: **[Shift][F2]**

Press: X

Press: **[Esc]**

(to release the selected block)

If you want to save new text to key X, repeat this procedure. The new text replaces the previous text.



2. **Get the Text.** To insert the text from one of the keys (say, text macro X) into the file:

Press: **[F2]x**

You can repeat Step 2 to insert the text in this or other documents as many times as you wish.

ACTION

Disk Use of Text Macro Keys

This procedure shows you (1) how to store the current *set* of text macro keys to disk, and (2) how to recall the *set* for use at a future editing session. (Refer to the previous illustration.)

1. **Store Text Macro Keys to Disk.** First view the current set of text macro keys (this is the set you will store):

Press: **[Ctrl] [F2]**

To return to the document, after viewing, press **[Esc]**. To save the current set of text macro keys:

Type: **[F5]stsgt tmacros.sgt****[Enter]**

You can save to any filename you wish, but we recommend that you use the SGT extension, and store the file in the same directory as EDITOR.EXE. If you follow those conventions, XyWrite will include the new text macro file when it creates a list of text macros.

2. **Loading Text Macro Keys from Disk.** Once the text macro keys have been saved to disk, they can be loaded back into use at other editing sessions as follows.

Enter LDSGT along with the name of the text macro set you stored in Step 1.

Type: **[F5]ldsgt tmacros.sgt****[Enter]**

When this new set of keys is loaded, it overlays the previous set. Unassigned keys in the new set *do not disturb* previously assigned keys. (If you prefer to clear the old text macro keys before loading a new set, enter CLRSGT at the command line.)

(Optional) To check that the text macro keys were indeed loaded, view them by pressing **[Ctrl] [F2]**. When done viewing the text macro keys, press **[Esc]**.

-
- NOTE #1 **Pre-Defined Text Macro Files.** XyWrite includes several pre-defined text macro files. Most define special characters. Another text macro file, SAVEGET.SGT, includes several useful command shortcuts; for example, SAVEGET.SGT assigns the command to insert a date to text macro D. To review a list of all the text macros defined in SAVEGET.SGT, load it and then press **Ctrl** **F2**.
- NOTE #2 **Automatic Loading.** By default, SAVEGET.SGT is loaded at startup. If you prefer to load a different set of text macros at startup, you can modify the LDSGT command in STARTUP.INT.
- NOTE #3 **Removing a Text Macro.** The process of storing new text to a text macro key clears the previous text from that key. You can also use the REMOVE command to clear text from a key (see "CLRSCT, REMOVE" section in this chapter).
- NOTE #4 **Attention!** A text macro file is *not* an ordinary file. Just as you don't store it with the usual STORE command, you cannot call it for editing with CALL. If displayed with CALL it is not readable; and if it is stored with STORE, the file will be ruined. *This file cannot be edited directly.* Instead, put the text to be edited into a regular file (e.g., using **F2**x), edit it and SAVE the new version to the same key (using **Shift** **F2**x). Then store the set of text macros back to disk with STSGT.
- NOTE #5 **PRINT % and SAVE %.** You can print the contents of a single text macro using the PRINT % command. For example, use PRINT %A to print the contents of text macro A. Similarly, use SAVE %A to save the contents of text macro A to disk in its own file (saved as A.SAV).

FORMAT Shift F2 #
is a letter (A-Z) or number (0-9) key.

MENU Insert Text from a Macro Define...

PURPOSE Shift F2 # copies the selected block of text to the text macro key you specify. (This is a short-term save—that is, the text is saved until you overwrite that key or quit XyWrite.) You can recall the text at any time by pressing F2 and that same letter or number key. You can save as much text as memory allows. For an overview of the text macro key procedure and what it's used for, see the previous section, "Text Macro Procedure."

If text is already present on the text macro key, this command erases that text when saving the new text.

ACTION **Temporary Save to a Text Macro Key**
To save text only until you quit XyWrite:

1. **Select the Text.** Select the text you want to save.
2. **Save the Text.** Choose which key you want to assign to the selected block: A-Z or 0-9. To save to the X key, for example:

Press: Shift F2

Press: x

Result: Any text previously saved to text macro key X (if any) is erased from memory, and the text selected in Step 1 is saved to that key. The status line then says "Done."

NOTE **Appending to a Text Macro.** The AD function call allows you to append the currently selected text to the end of a previously defined text macro key. Refer to "Keyboard Files" in the *Customization Guide* for information on assigning this function call to the key of your choice.

FORMAT F2 #

is a letter (A-Z) or number (0-9) key.

MENU

Insert Text from a Macro Insert..

PURPOSE

F2 # copies text from the text macro key to the cursor location. You can recall the text at any time (as many times as you wish).

F2 # inserts text into the text area only. No text will be inserted on the command line (unless the text macro contains a program).

ACTION

Getting Text from a Text Macro Key

Use this procedure to insert text which has been previously saved to a text macro key.

1. Move the cursor to the spot in the document where you want to insert the text macro text.
2. Press F2 along with the key you want. For example, to get the text from text macro A:

Press: F2 A

Result: This gets the text from text macro A and inserts it into the document at the cursor location.

FORMAT

Ctrl F2

MENU

Insert Text from a Macro Options...

PURPOSE

Ctrl F2 displays the entire set of text macro keys. This enables you to check which text macro keys are currently available, and reminds you what text is saved to each key.

ACTION

Displaying the Text Macro Directory

To display the currently loaded set of text macro keys:

1. Press: Ctrl F2

Result: The Text Macro dialog box appears, displaying a list of text macro keys. Each entry begins with its identifying letter or number. There is one line per text macro—only the first 35 characters of each text macro are displayed (see Note).

2. When done viewing:

Press: Esc

Result: This returns you to your document.

NOTE

Viewing a Single Key. The SK function call allows you to view up to one screenful of text for a macro key. Refer to “Keyboard File” in the *Customization Guide* for information on assigning this function call to a key.

FORMAT **Ctrl+V** STSGT *filename*

filename identifies the file on disk to which the text macro keys will be stored.

MENU **Insert | Text from a Macro | Options...**

PURPOSE STSGT stores the set of current text macro keys to the specified file on disk. This enables you to reload the keys for use at a later editing session. You can also save several sets of text macro keys and load each one for a different purpose.

ACTION **Storing Text Macro Keys to Disk**

This procedure saves text macro keys to disk. Refer to the illustration in the section "Text Macro Procedure."

1. **View the Text Macro Keys** (optional). To view the text which will be saved to disk:

Press: **Ctrl** **F2**

After viewing the text, return to the document by pressing **Esc**.

2. **Disk Save (Long-Term Save)**. To save to disk all of the keys viewed in Step 1:

Type: **F5** stsgt proposal.sgt **↵**

In this case, PROPOSAL.SGT is the filename to which the keys are stored. You can save to any filename you wish, but we recommend that you use the SGT extension, and store the file in the same directory as EDITOR.EXE. If you follow those conventions, XyWrite will include the new text macro file when it creates a list of text macros.

-
- FORMAT** **CMY4** LDSGT *filename*
filename is the file from which the text macro keys will be recalled.
- MENU** **Insert** **Text from a Macro** **Options...**
- PURPOSE** LDSGT loads all of the text macro keys from the specified file on disk. This enables you to use the keys saved in a previous editing session. To see how this complements the STSGT command, refer to the illustration in the earlier section "Text Macro Procedure."
- ACTION** **Loading Text Macro Keys from Disk**
To load a set of the text macro keys from the disk and restore them to use, enter the LDSGT command along with the name of the text macro file you want to load. For example:
Type: **[F5]**ldsgt proposal.sgt**[↵]**
- You may now insert the text from any of these keys into any file you call up.
- NOTE #1** **Overlaying Sets of Text Macro Keys.** Loading a set of text macro keys replaces only those keys contained in the loaded set. The content of all other keys remains unchanged. For example, if keys A,B,C and D are originally defined, and you load a new set containing C,D,E and F, you will end up with the old A, old B, new C, new D, new E and new F.
- NOTE #2** **Clearing Text Macros.** If you would prefer to clear the text macro keys before loading a new set, use CLRSGT.
- TIP** **Starting XyWrite with Text Macros Loaded.** When you start XyWrite, the file SAVEGET.SGT is automatically loaded. You can edit the LDSGT command in STARTUP.INT to load the text macro file you want. If the text macro file is not in the same directory as EDITOR.EXE, be sure to include the path to it as part of the filename, or in the path statement in AUTOEXEC.BAT.

FORMAT **Ctrl+Y4** CLRS GT (Option 1)

Ctrl+Y4 REMOVE # (Option 2)

is the text macro key—any single letter (A-Z) or single number (0-9).

MENU **Insert** Text from a Macro **Options...**

PURPOSE CLRS GT clears *all* of the current text macro keys from memory. You might do this before loading in a new set of text macro keys.
REMOVE clears any *single* text macro key (or user program) from memory.
CLRS GT and REMOVE have no effect on any text macro files stored on disk.

ACTION **Clearing All Text Macro Keys**
To eliminate all current text macro keys from memory:

Type: **F5** clrs gt **↵**

Result: All text macro keys are now cleared from memory. This operation does not affect any text macro files on disk.

ACTION **Clearing a Single Text Macro Key**
To clear a single text macro key from memory, enter REMOVE followed by the name of the text macro (A-Z, 0-9). For example, to clear text macro X:

Type: **F5** remove x **↵**

Result: Text macro X is now cleared from memory.

FORMAT **⌘IS #**
 # is any letter or number.

MENU Not a menu option.

PURPOSE The **IS** (Insert) command allows you to insert any text macro block into the text at printout. **IS** performs the same function as **⌘A** except that **⌘IS:A** is displayed on-screen instead of the actual text.

The **IS** command gives you the ability, for example, to make up a form letter using the text from various text macro keys. To do this, save each block you want inserted in the letter to a text macro, insert an **IS** command at each point in the letter where you want text macro text inserted, and then print the letter.

ACTION **Entering an Insert Text Macro Command**
 To enter an **IS** (Insert) command into your text:

1. Position the cursor where you want to insert the text macro.
2. Enter the **IS** command along with the text macro letter or number key.

For example, to insert text macro **X**:

Type: **⌘is x**

Result: The **IS** command appears in formatted and draft views as:

⌘IS:X

When you use the **PRINT** or **PRINTF** command, information in the text macros is printed. You can also use **PRINTS** with the file stored.

NOTE **Graphic View.** The content of an **IS** command is not displayed in graphic view; only the marker appears.

INTRO

Rather than scrolling screen-by-screen through the text hunting for a word, you can learn to make the computer work for you. The Search and Change commands can help you improve the speed at which you revise text.

The GO command takes you quickly to the point in the file you specify, while the Compare commands locate the likenesses and differences between two versions of the same document.

Some time spent learning these commands can pay off well.

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| | 3-62 | Changing Text | CHANGE |
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| | | |
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| FORMAT | CMY4 SEARCH/sw string | Search forward |
| | CMY4 SEARCHA/sw string | Search forward, absolute |
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| | |
|--------|-----------------------------|
| ABBREV | CMY4 SE/sw string |
| | CMY4 SEA/sw string |
| | CMY4 SEB/sw string |
| | CMY4 SEBA/sw string |

/sw is one or more of the following switches:

/f (put cursor on first character in *string*)

/s (search within selected block)

/w (search for word)

/t (start search at top of file)

string (optional) is the text you want to find. If omitted, XyWrite searches for the last search string entered.

MENU **Edit Find_**

PURPOSE The SEARCH command and its variations allow you to search through a document or selected block to find the text you specify (*string*). You have the four search choices listed above. You can search in either direction—the search continues until it finds the string or reaches the end of the document. To search through more than one file, refer to the next section “Searching Through Files.”

Absolute Case Match. The “A” (Absolute) at the end of SEARCHA and SEARCHBA means absolute case match: The search stops only for text that has exactly the same uppercase and lowercase letters that you specify—they must match letter-for-letter. (See the examples that follow.)

String. The *string* shown above in the format statements includes all characters that appear between the separators, shown here as vertical bars (|), including spaces, punctuation and symbols (see Note #1). If omitted, XyWrite searches for the string specified in the previous search command.

Switches. The Search command accepts four optional switches (or modifiers), which are separated from the Search command by a slash. Use a separate slash for each switch.

The /F (First Character) switch tells XyWrite to put the cursor on the first character of the string whenever a match is found. (The default is to put the cursor immediately after the string.)

The /S (Selected Text) switch tells XyWrite to search the currently selected block. The default is to search from the cursor location to the end of the document (see Note #2).

The /W (Word) switch tells XyWrite to treat *string* as a word. That means XyWrite does not stop on *string* if it is part of a word.

The /T (Top of File) switch tells XyWrite to start the search at the beginning of the file. (The default is to start at the current cursor location.) It finds only the first occurrence of *string*. The /T switch is useful if your cursor is in the middle of a long document, and you want to check to see if a word or phrase appears anywhere within the document. If no match is found, the cursor remains where it was when you first issued the command.

Wild Card Search Characters. At the end of this section is a list of wild card characters that are very useful in searches (see Note #3).

ACTION

Search for Text

To search for text in a document:

1. Move the cursor to the point where you want the search to begin.
2. Enter the SEARCH command or variation, along with the text you're looking for. For example, to search forward for the word "orange":

Type: **[F5]** search |orange| **[↵]**

Result: The search begins at the cursor location and searches forward, stopping at the first occurrence of "orange."

3. To search for the next occurrence of "orange":

Press: **[F9]**

EXAMPLES

C:\XY4 search |orange|

Starts at the cursor location, and searches forward, stopping at the first occurrence of "orange" (or "Orange" or "ORANGE," accepting upper- or lowercase letters).

C:\XY4 se/f |orange|

Same as above, but the cursor stops on the "o" in "orange" rather than after the "e."

C:\XY4 se/s |orange|

Searches the selected block for "orange," accepting upper- or lowercase letters.

C:\XY4 se/s/f |orange|

Searches the selected block for "orange," accepting upper- or lowercase letters. When a match is found, the cursor stops on the "o."

C:\XY4 searcha |orange|

Begins at cursor location and stops only for "orange" (skips over "Orange" and ORANGE").

Ctrl+V seba |orange|

Searches backward only for "orange" (skipping over "Orange" and "ORANGE").

Ctrl+V se

Searches for the string defined in the previously executed Search command (in this case "orange"). Enters the string, with delimiters, on the command line, but it does not enter any command switches.

NOTE #1 **The Vertical Bar (|) Separator.** You are not *required* to use the vertical bar (|) to begin and end the string. You can use any character that does not appear in the string. In fact, you must *not* use a vertical bar if it appears in the string. You can even use the single space as the separator as long as the space is not included in the string—this is why the shortcut in Note #4 works. (The command line is initially a row of spaces. Therefore, you get a space at the end of the word automatically.)

NOTE #2 **Searching a Selected Block.** If the cursor is within the selected block when you issue an SE/S command, the search starts at the current cursor location and continues to the end of the selected block. If the cursor is outside the selected block, the search starts at the beginning of the block.

NOTE #3 **Wild Card Characters.** The following wild card characters can be used in searches. We call these *wild card* characters because (like joker cards in poker) they can represent other values. They provide you with powerful search capabilities.

More Than One String: **O**

Press: **Alt** **Shift** **O**

You can read this wild card as OR. It allows you to search for more than one string at a time.

Any But Next Single Character: **■**

Press: **Alt** **Shift** **-**

You can read this wild card as NOT. It allows you to search for a string that does *not* include the character after the **■**.

Any Single Letter (A-Z): **L**

Press: **Alt** **Shift** **L**

This wild card represents any letter. It allows any of the 26 letters of the alphabet to take its position in the text.

Any Single Number (0-9): **N**

Press: **Alt** **Shift** **N**

You can read this wild card as any number. It allows any of the 10 numbers to take its position in the text.

Any Single Number or Letter: **A**

Press: **Alt** **Shift** **A**

You can read this wild card as any number or letter. It represents any of the 26 letters or 10 numbers when the search is executed.

Any Single Character: [X]

Press: [Alt][Shift]X

You can read this wild card as any character. It represents any character, letter, number, punctuation, space, symbol, or other graphic mark of the 255 characters of the ASCII set when the search is executed.

Any String of Characters: [W]

Press: [Alt][Shift]W

You can read this wild card as any string up to 80 characters in length. It can include any characters from the XyWrite character set. This wild card must be used with at least one other character.

Any Single Sentence Separator: [.]

Press: [Alt][Shift].

This wild card allows any of the sentence separators to take its position in the text. The sentence separators are:

. ! ? ; ,

Refer to the description of the SE (Separator) table in the Default File section of the *Customization Guide* for information on how to define different sentence separators.

Any Single Separator: [S]

Press: [Alt][Shift]S

You can read this wild card as any separator character. The most common word separator is the single space. The other separators are:

+ = () [] { } < > : ; ' " , . ! ; ? / 0 ^ ! ▲ £ f x + ° ≡ ± — " ¶ §

plus the line draw and fill characters.

Repeat Next Character: [1] to [10000]Press: [Alt][Shift]0 thru
[Alt][Shift]9

This wild card defines the maximum number of times the next character can appear in the string.

Line Feed Character: [F]

Press: [Alt][Shift]F

This wild card represents a line feed character. It allows you to search for isolated line feeds, as might be found in files you import from other programs. (XyWrite uses a carriage return-line feed combination for paragraph endings.)

Carriage Return Character: ¶

Press: **Alt** **Shift** **R**

This wild card represents a carriage return character. It allows you to search for isolated carriage returns, as might be found in files you import from other programs. (XyWrite uses a carriage return-line feed combination for paragraph endings.)

EXAMPLES

Ctrl+F se |judi¶judy¶judee|

Finds all occurrences of the three different spellings.

Ctrl+F se |ke¶y|

Finds "joke" and "ketchup" but not "donkey" or "keystroke"

Ctrl+F se |test|

Finds "test," "test!" "test?" "test;" and "test," but not "test," "testimony," or "test "

Ctrl+F se |test|

Exact opposite of above. Does not find "test" when it is followed by a sentence separator, but does find all other occurrences.

Ctrl+F se |compute|

Finds "computer," "computed," and "computerized," but does not find "compute."

Ctrl+F se |chapter|

Finds "Chapter 1" and "Chapter 2."

Ctrl+F se |A A 6-8964|

Finds "386-8964" and "EU6-8964."

Ctrl+F se |8X23X86|

Finds "8-23-86" and "8/23/86."

Ctrl+F se |SroseS|

Finds "rose" when it stands alone—it would not stop at "primrose" or "rosemary."

Ctrl+F se |Alex| Bell|

Finds "Alex Bell," "Alexander Bell," and "Alexander Graham Bell."

Ctrl+F se |oh nSo!!

Finds "oh no!," "oh noo!," "oh noooo!," "oh nooooo!," and "oh noooooo!" but not "oh nooooooo!"

Ctrl+F se |Alex| Bell|

Finds "Alex Bell," "Alexander Bell," and "Alexander G. Bell," but does not find "Alexander Graham Bell" because there is a limit of 10 characters between the "x" and the "B."

NOTE #4 **Shortcut.** To search for just *one word*, you can use:

C:XY4 se orange

Note there are *two* spaces between "se" and "orange." This does not work when searching for more than one word (see Note #1).

NOTE #5 **Spaces are Characters Too.** Spaces are counted in the search the same as any printable character. For example:

C:XY4 se !babysit!

would *not* stop at "baby sit."

NOTE #6 **Special Characters.** All characters that appear between the vertical bars (|) are searched for, including the following special characters:

- Tab Press: **Tab** (in the Search dialog boxes, press **Alt** **Shift** **Tab** to enter a Tab character).
- Space Press: **SpaceBar**
- Carriage return Press: **Ctrl** **↵**
- Left double-angle bracket (<<) Press: **Ctrl** **<**
- Right double-angle bracket (>>) Press: **Ctrl** **>**

NOTE #7 **Character Modes.** A search will not match text that is *partially* bold, underline, or reverse. For instance, SEARCH |fulltime| will stop on "fulltime," but will *not* stop on "fulltime." This is because the latter has <<MDUL>> embedded in it, which is seen as characters in the search. In expanded view, you would see:

full<<MDUL>>time

NOTE #8 **Searching for a Function Call.** To search for a function call that is mapped to a key, type the search command up to where you want to insert the function call; press **Scroll Lock**; press the key associated with the function call you are searching for; press **Scroll Lock** again; complete the search command.

If you want to search for a function call that is not assigned to a key, or if you want to put the search command within a program, you have to use the following format:

C:se/fn |string ♂mnstring|

where *string* (optional) is text that precedes or follows the function call and *mn* is the two-character function call. The /FN switch tells XyWrite that the search contains a function call and the ♂ (ASCII 11) instructs XyWrite to interpret the next two characters as a function call.

FORMAT **C:XY4** SEARCH/c range|string| (Option 1)

C:XY4 SEARCHA/c range|string| (Option 2)

ABBREV **C:XY4** SE/c range|string|

C:XY4 SEA/c range|string|

/c is an optional switch that tells XyWrite to count the number of times it finds a match (see Note #1).

range is globalname1,globalname2,globalname3,...

globalname is described below.

string is the text you want to find.

MENU **File** **Open** **Find...**

PURPOSE

When you specify a *range* along with the SEARCH command, you can search across multiple files to find the string of text you want. XyWrite searches all the directories you specify in *range*. You would use this procedure when you are looking for text but are not sure what file it may be in. The other forms of the command (SEB, SEBA, CH, CV) do not work across multiple files.

When you search through more than one file, *you must start with an empty window*. XyWrite allows you to browse quickly through the files, one at a time. Files are displayed in expanded view—this is what allows it to work quickly.

Range. The *range* is the series of filenames you want to search through, separated by commas (but no spaces following the commas).

Globalname. The *globalname* can be any filename, such as CHAPTER.DOC. It can also be any global filename using * or ?, such as A:*. or CHAPTER?.DOC or B:*.TXT. You can include a drive letter and path. Globalnames are described further under the DIR command in Chapter 2.

String. The *string* is the same as defined earlier for the Search command. It can include any wild card characters, as described in the previous pages.

ACTION**Search for Text**

To search across multiple files for text:

1. Move to an empty screen (where no file or directory is open). For example, to open window 6:

Press: **[Ctrl]** **[F6]**

Type: 6

2. Enter the SEARCH or SEARCHA command followed by the filenames. Follow this with the string you want to search for. For example:

Type: **[F5]**search a:*.*,b:*.doc!orange! **[↵]**

Result: The search looks for the first occurrence of "orange," first searching through the files on drive A and then through the files with the extension DOC on drive B.

3. Select your response. Type C, O, N or S:

C Continue searching for the next occurrence.

O Open the file that is shown on the screen.

N Next file—skip to the next file and continue the search.

S Stop the search and clear the screen.

Result: If you type "C" or "N," the search continues until the next occurrence of "orange." If you type "O" or "S," the search stops. When the search is over, XyWrite displays on the status line the number of times the specified string was found.

NOTE #1

Using Search as a Counter. The optional /C (Count) switch is useful if you simply want to count the number of times that *string* appears within a range of documents. When you add the /C switch, XyWrite doesn't stop when it finds a match, so there is no need for you to respond. When the search is over, XyWrite displays the number of times it found *string*.

NOTE #2

Searching Binary Files. The Search command is not designed for use within binary files. If you encounter a binary file (e.g., EDITOR.EXE) when you are searching a range of files, press "N." XyWrite will abort it and continue the search in the next file.

FORMAT

C:XYA CV/sw !string1!string2! Change verify

C:XYA CVA/sw !string1!string2! Change verify, absolute

C:XYA CH/sw !string1!string2! Change

C:XYA CHA/sw !string1!string2! Change, absolute

A means absolute case match (described below).

/sw is one or more of the following switches:

/s (change within selected block)

/w (treat *string* as a word)

/t (start change at top of file)

/# (make change # times, where # is a number)

string1 is the text being searched for.

string2 is the text which is inserted into the text, replacing *string1*.

MENU

Edit Replace...

PURPOSE

Each of the Change commands searches forward through the document to find the text you specify, in order to replace it. The search ends when XyWrite completes the number of changes you requested (with /#) or at the bottom of the document. The changes are not displayed until they are all done.

Verify means that when XyWrite finds the string, it asks you whether or not to make the change. You must respond before it looks for the next occurrence.

Absolute Case Match. The "A" (Absolute) at the end of CVA and CHA means absolute case match: The search looks only for text that has exactly the same uppercase and lowercase letters that you specified in *string1*. They must match letter-for-letter.

Replacement Text. *string2* is always inserted into the text "as is," with its letters uppercase or lowercase *exactly as you typed them*.

Wild Card Search Characters. The Change commands allow the use of the same wild cards as the Search commands. You can use the wild cards in *string1* and *string2*. (See Note #1 for details.)

Switches. The Change command accepts four optional switches, which are separated from the Change command by a slash. Use a separate slash for each switch.

The /S (Selected Text) switch tells XyWrite to change the selected block. (The default is to search from the cursor position to the end of the file.)

The /W (Word) switch tells XyWrite to treat *string* as a word. That means XyWrite does not stop on *string* if it is part of a word.

The /T (Top of File) switch tells XyWrite to start the change at the beginning of the file. (The default is to start at the current cursor location.) If no match is found, the cursor remains where it was when you first issued the command.

The /# (Number) switch tells XyWrite how many times you want the specified change to be made. (The default is to continue to the end of the file.)

EXAMPLES

C:XYW4 cv |orange|grape|

Starting at the current cursor position, changes every instance of "orange," "Orange" and "ORANGE" to "grape," allowing you to verify each change.

C:XYW4 cva/t/10 |orange|grape|

Starting at the top of the file, changes ten instances of "orange" to "grape," allowing you to verify the change. Skips over "Orange" and "ORANGE."

C:XYW4 ch/2 |orange|grape|

Starting at the current cursor position, changes two occurrences of "orange," "Orange" or "ORANGE" to grape, *without verifying*.

C:XYW4 cha |orange|grape|

Starting at the current cursor position, changes "orange" to "grape." Skips over "Orange" and "ORANGE." Runs *without verifying*.

ACTION

Changing Text with Verifying

To search for text and have XyWrite stop to ask you to verify each change:

1. Move the cursor to the point in text where you want to begin the search.
2. Enter CV or CVA. For example, to search for the word "orange" and replace with "grape":

Type: **[F5]** cv |orange|grape| **[↵]**

Result: The search begins at the cursor location and continues forward, stops at the first occurrence of "orange" and asks you to verify the change. Since we specified CV (and not CVA), the search stops for "Orange" or "ORANGE" or any other combination of upper- and lowercase letters.

3. Verify the change. Type Y, N, S (stop here), O (one more):

Y Yes, change the text and continue the search.

N No, do not replace the text; continue the search.

S Stop the search (without replacing the text) and leave the cursor at the current point.

O Stop after replacing the text.

[Esc] Abandon the search (without replacing the text) and return the cursor to the initial starting point.

Result: If you type "Y" or "N," the search continues for the next occurrence of "orange." If you type "S," "O," or **[Esc]**, the search stops.

ACTION

Changing Text Without Verifying

To search for text and change it *without* it stopping for verification:

1. **Save the Document.** As a precaution, before making changes, it is a good idea to SAVE your document. This saves the current version of the document on disk, allowing you to recover the original should you mistakenly change text you did not intend to change.

2. Enter CH or CHA. For example, let's use CH to search for the word "orange" and replace it with "grape":

Type: **[F5]**ch |orange|grape| **[↩]**

Result: The search begins at the cursor location and continues forward; at each occurrence of "orange" it removes the word and replaces it with "grape." Since we specified CH (and not CHA), the command changes "Orange" or "ORANGE" or any other combination of lowercase and uppercase letters. The changes continue non-stop until the end of the document is reached, at which point the status line says DONE.

3. **Emergency Stop.** If you need to stop a search before it reaches the end:

Press: **[Ctrl]** **[Break]**

NOTE #1

Wild Cards. Like the Search commands, the Change commands allow you to use wild cards to represent other values. You can use them as part of *string1* only, or you can use them in both strings of the Change command. For a list of valid wild cards, refer to the description of "Searching for Text" earlier in this chapter.

When you use wild cards in *string1* and *string2*, XyWrite looks at what the match was in *string1* and inserts that value in *string2*. Therefore, the wild cards in *string1* must correspond to the wild cards in *string2*.

EXAMPLES

C:XY4 ch | ring | ring |

Changes "rings," "Ringer," and "RINGING" to "ring."

C:XY4 cva | test | exam |

Changes "test1" to "exam1," "test2" to "exam2," etc., stopping each time to allow you to verify the change. Skips "Testn" and "TESTn."

C:XY4 ch/5 | J | A | N | Jan 1 |

Changes five of "Jun 1" "Jul 2," "Jan 8," etc. to "Jan 1."

NOTE #2

Verify Option. You can have XyWrite verify that you really want to execute the CH command by prompting you with the question: "Cannot recover changes—proceed anyway? (Y/N)" If you press "Y," XyWrite carries out the instructions in your CH command. If you press "N," XyWrite waits for further instructions.

To enable this prompt, add the following setting to the default file:

df cv=1

To turn off the prompt, change the setting to df cv=0 (this is the initial default setting).

NOTE #3

Deleting Text. You can use the Change command to delete text. You simply omit *string2* from the command (but keep the three separators). For example, to delete the word "orange" from your document, use:

ch | orange | |

NOTE #4

Completion Message. When XyWrite completes a CH or CV command, it displays a message on the status line telling you how many changes were made.

ALSO SEE

Related Commands. Refer to the Search commands to search *without* replacing text. The notes in that section also apply for these Change commands with one exception: All Change commands search in a *forward* direction—you cannot search and replace backwards.

FORMAT **Ctrl+V4** GO *m-n*

m is the page number. (If *m* is omitted, GO uses the current page.)
n is the page depth. (If *n* is omitted, GO uses 1 inch.)

MENU **Edit** Go to Page

PURPOSE The GO command allows you to go directly to the page and depth you specify. This page and depth correspond to the page-page depth numbers that appear on the status line.

ACTION **Moving to a Page and Page Depth**
To move to a certain page and page depth in your document, enter the GO command with the page and depth. For example, to go to page 4, 3 inches down:

Type: **[F5]**go 4-3**[↵]**

Result: The page-page depth display turns on (if not already on) and the cursor moves to the line that is 3 inches from the top of page 4.

NOTE #1 **Options.** You can move to a specific depth on the *current* page by omitting the page number. You must precede the page depth with a hyphen. For example, GO -3 moves the cursor to the line that is 3 inches from the top of the current page.

To move to the top of any page, as a shortcut, specify only the page number. For example, GO 11 moves the cursor to the top of page 11.

NOTE #2 **Jump Command.** The JMP (Jump) command allows you to jump to a specific character position within the current file. Use the form JMP *n*, where *n* is the number of characters from the start of the file. For example, JMP 9885 positions the cursor on the 9885th character of the file. Each < counts as two characters: carriage return/line feed. The characters within embedded commands (that appear in the expanded view) also count—thus, <<RM7IN>> counts as 7 characters.

FORMAT

Ctrl [-]

Ctrl [=]

MENU

Proof Compare Files...

PURPOSE

The **Compare** function allows you to examine two similar files character-by-character to find likenesses and differences. You might use this function to compare an edited version of a file against the original.

Compare uses two commands: Find Difference (Ctrl [-]) and Find Match (Ctrl [=]). You may start the comparison with either command, but you must use them *alternately* to find matches and differences between the two files.

XyWrite defines a match as 40 consecutive matching characters (see Note #1). This means that Compare does not stop at insignificant matches such as the word "the." A single character that does not match defines a file difference.

ACTION

Comparing Two Files

To compare two files, say, your draft version of a document with an edited version:

1. Call the first file to the screen.

Type: [F5] call draft [↵]

2. Switch to expanded view.

Press: [Ctrl] [F8]

3. Place the cursor at the point where you want the comparison to begin.

4. Call the second file to the screen.

Type: [F5] call final [↵]

5. Repeat steps 2 and 3.

6. Search for the first *difference* between the files:

Press: [Ctrl] [-]

Result: Compare searches through both files until it finds a difference. The cursor stops at that point in both files. Use [Alt] [F6] to toggle between the two files to see exactly what the difference is. You can edit either file or proceed to the next step.

7. Search for the next *match* between the files.

Press: **Ctrl** **=**

Result: Compare searches through both files until it finds a match. The cursor stops at that point in both files.

8. Continue alternating the Find Difference (Step 6) and Find Match (Step 7) commands until you have finished the comparison.

NOTE #1 **Length of Match String.** You can change the number of characters XyWrite uses to find a match. The default is 40. To redefine it, change the MA setting in the default file.

NOTE #2 **Cursor Location.** The Compare function starts its search at the current cursor location in both files. Be sure that the cursor starts at the same point in both files or Compare will not find where the files match.



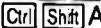


Spelling Checker and Thesaurus





INTRO

XyWrite's spelling checker proofreads your documents for you, saving you from the embarrassment of distributing material with typographical errors. You can check the spelling of a word, a selected block, a file, or a series of files. You can even have the spelling checker correct your errors automatically, and you can extend the Auto-Correct feature to give you a very powerful "shorthand" phrase expansion. This section describes the procedures for running and modifying the spelling checker.

An on-line thesaurus is also available. To help you find just the right word, XyWrite quickly displays a list of words that have a similar meaning.

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SPELL
CORRECT



STSPELL


Spelling Checker Procedure

PURPOSE

The spelling checker compares the words in your document with one or more dictionaries. If it does not find a match, the spelling checker notifies you that it has found a questionable word, and suggests several alternative spellings.

There are three ways to *check* words with the spelling checker:

- **Auto-Check.** Check each word as you type it in. A beep notifies you that a word is questionable.
- **Word Check.** Check the current word.
- **File Check.** Check a block of selected text, a file, or a list of files with the SPELL command.

There are three ways to *correct* words with the spelling checker:

- **Auto-Correct.** Correct your misspellings as you type. (You can also use this feature to expand an abbreviation into the word or phrase it represents.)
- **Word Correct.** Correct by selecting from a list of alternatives that the spelling checker presents.
- **File Correct.** Correct the list of questionable words found by the SPELL command by supplying replacements. You update the file(s) in one pass by issuing the CORRECT command.

The spelling checker uses three types of dictionaries: *main*, *personal*, and *temporary*. The main dictionary is named DICT.SPL; it is a large (approximately 100,000 words), built-in dictionary that is in binary format and cannot be directly edited.

The personal dictionaries contain specialized words that you use often. They include such things as proper names, product names, technical terms relating to your line of work, etc. You can have several different personal dictionaries. Your program disks contain some examples: LEGAL.SPL, which contains common Latin and other foreign terms; BUSINESS.SPL, which contains standard business and political terms; and PERS.SPL, which contains general supplemental words as well as some very common misspellings and their corrections to support automatic correction.

The temporary dictionary is created as you use the spelling checker; it contains words that you do not wish to save for future editing sessions.

ACTION**Using the Spelling Checker**

To check spelling of an existing document:

1. Display the file you want to check.
2. Type: **[F5]spell[Enter]**
Result: XyWrite checks to see if the main spelling dictionary, DICT.SPL, is loaded into memory. If it is not, XyWrite automatically loads it. The cursor moves to the first questionable word in your file and displays the spelling dialog box.
3. If you want to replace the questionable word, type the replacement word after the question mark in the dialog box or highlight it in the list of suggested alternatives.
4. Activate the option you want.
 - **Exit spell checking.** Press **[Esc]** to turn off the spelling checker.
 - **Replace the Word.** Press **[Enter]** to replace the word under the cursor with the highlighted word in the dialog box.
 - **Ignore Once.** Press **[F1]** or **[Spacebar]** to skip this occurrence of the questionable word. (Note: The cursor must be on the first character of the questionable word for the **[Spacebar]** option to work; if it is within the word, XyWrite inserts a space.)
 - **Suspend CORRECTing.** Press **[F2]** to return to the text file without making a change. This is similar to **[Esc]**, but XyWrite leaves the SPELL command in the header so you can restart the spelling checker by pressing **[F9]**.
 - **Add Word Temporarily.** Press **[F3]** to add the questionable word to the temporary dictionary. (Words in the temporary dictionary will be ignored for the current editing session.)
 - **Add Word Permanently.** Press **[F5]** to add the questionable word to your *personal* dictionary (see Note #2).
 - **Add Pair Temporarily.** Press **[F4]** to replace the questionable word with the highlighted replacement *and* add the replacement word to the temporary dictionary as an alternate spelling.
 - **Add Pair Permanently.** Press **[F6]** to replace the questionable word with the highlighted replacement *and* add the replacement word to the personal dictionary as an alternate spelling (see Note #2).Result: XyWrite performs the specified action and moves to the next questionable word in the file.
5. Repeat steps 3 and 4 until you have finished spell checking.

-
- NOTE #1** **Memory Requirements.** DICT.SPL requires a minimum of 108KB of memory. This is in addition to the memory required to run XyWrite with DOS.
- NOTE #2** **Multiple Dictionaries.** If you use the LOAD command to load more than one personal dictionary, [F5] and [F6] add words only to the first personal dictionary you loaded. If you use the menus to load more than one personal dictionary, [F5] and [F6] add words only to the last personal dictionary you loaded.
- NOTE #3** **Numbers and Punctuation.** The spelling checker ignores punctuation marks, embedded commands, and symbols. It also ignores numbers when they are the only characters in a word (e.g., 1987). If you want the spelling checker to ignore numbers when they start a word (e.g., 12th, 1920s), change the CK (Spelling Checker) setting in the default file. For more information, refer to "Default Settings" in the *Customization Guide*.

ACTION

Editing a Personal Dictionary

You can use the personal dictionaries just as they are provided on the program disks, you can add words to them using the spelling dialog box, or, since they are just text files, you can edit them directly. You can also create your own personal dictionary to handle the spelling of names, cities, and other specialized words that you use regularly but are not in DICT.SPL.

1. Select a name for your dictionary. Let's call it MINE.SPL.
2. Enter the NEW command, just as you would for any text file.

Type: [F5]new mine.spl[↵]

Result: The new (empty) file called MINE.SPL appears on the screen.

3. On the first line, enter the label that tells XyWrite that this file is a personal spelling dictionary file.

Type: ;SP;<

Be sure to type the label in uppercase letters and follow it with a carriage return.

4. Enter the information you want into the dictionary.
 - a. **Adding Words.** Type the words you want to store in the dictionary, putting a carriage return after each word. If the word is a proper name, use the correct combination of upper- and lowercase letters (see Note #5). For example:

Type: Chelsea[↵]

- b. **Setting Up Automatic Replacement.** If there are words that you frequently misspell in a certain way, you can enter those misspellings along with their corrections into a personal dictionary. Then, whenever you are using Auto-Check/Correct or Auto-Replace, the spelling checker corrects the word for you. When you use the File Check or Word Check functions, the spelling checker lists the correction you enter in the dictionary as the first alternate spelling.

For example, let's say that you often type "receive" as "recieve."

Type: recieve receive←

You can also use the spelling checker's automatic replacement feature to create your own shorthand typing. Type the following line into your personal dictionary.

Type: xyw XyWrite←

Result: When you execute Auto-Expand or have Auto-Check/Correct or Auto-Replace on and type "xyw" into your text file, the spelling checker automatically changes it to "XyWrite." You can use the same method to change one word into a phrase. For example, type the following line into your personal dictionary:

Type: p1 party of the first part←

Every time you type "p1," Auto-Expand, Auto-Correct and Auto-Replace substitute the phrase "party of the first part."

If you want to use a multi-line phrase as the replacement, end each line with an ASCII 13 (P).

- c. **Ignoring Entries in DICT.SPL.** Occasionally, you may want to have the spelling checker ignore a word that is in DICT.SPL. Enter the standard spelling followed by a space, a question mark, and a carriage return. For example:

Type: witty ?←

Result: The spelling checker will flag "witty" as a misspelled word.

5. Store your new dictionary and then load it into memory. (See "Loading the Dictionary" in this section.)

NOTE #4

Multiple Entries. A word cannot appear more than once in a personal dictionary. That means you cannot have two different capitalizations of the same word (e.g., corp. and Corp.), nor can you have a word and then use it again with an expanded form (e.g., "corp." and "corp. corporation").

NOTE #5

Upper- and Lowercase. In addition to verifying the spelling of a word, XyWrite's spelling checker also checks that you have used the right combination of upper- and lowercase letters, according to the way you enter words into the dictionaries. The following rules apply:

- If the word in the dictionary is all lowercase, the spelling checker will accept any of the following combinations of the word as proper spellings: all lowercase, all uppercase, or with the first letter capitalized. Any other combinations will be flagged as questionable. For example, *startup*, *STARTUP*, and *Startup* are all acceptable, but if you type *StartUp*, the spelling checker will beep.
- If the word in the dictionary is all uppercase, you must always type it in all uppercase to avoid getting beeped.
- If the word in the dictionary is a combination of upper- and lowercase, you must type that word exactly as it appears in the dictionary or in all uppercase. Any other combination is beeped.

NOTE #6

Adding Abbreviations. You can add abbreviations that end in a period (such as "Blvd.") to the personal dictionary by calling up the dictionary and typing the word and the period, followed by a carriage return. (Don't forget that you have to reload the dictionary into memory every time you edit the file.) You cannot add an abbreviation ending in a period to a dictionary by using the spelling dialog box.

ACTION

Loading the Dictionary

The spelling checker uses dictionaries loaded in memory to verify the spelling of your document. When you use the File Check, Word Check, or Auto-Check/Correct functions, XyWrite automatically loads DICT.SPL. If you want the spelling checker to also be aware of the specialized words you use, use the LOAD command to load one or more personal dictionaries.

Let's load PERS.SPL and LEGAL.SPL.

Type:

Result: Both the personal dictionaries are loaded into memory from this single command. You can now use any of the spelling checker options. For more information about the LOAD command, refer to the *Customization Guide*.

NOTE #7

Location. When XyWrite loads DICT.SPL, it looks first for the file in the current subdirectory; if the dictionary is not there, it searches the subdirectories defined in the DOS *path* statement.

FORMAT

Ctrl F7

MENU

Proof Spell...

PURPOSE

Ctrl F7 is a quick way to check the spelling of a single word. After you check the word, the cursor moves to the start of the next word, so you can quickly continue checking additional words if you want.

Ctrl F7 checks to see if DICT.SPL is loaded into memory. If it is not, it automatically loads it for you.

ACTION**Checking the Spelling of a Single Word**

To check the spelling of a single word:

1. Move the cursor to the word in question.
2. Press: Ctrl F7

Result: If the word is correctly spelled, the message OK appears on the status line and the cursor moves to the next word in the file. Otherwise, the spelling checker displays the spelling dialog box with a list of options. For an explanation of the dialog box, see "Using the Spelling Checker" at the beginning of this section.

NOTE

Reassigning Word Check. The function call for Word Check is SO (Spell One Word). You can reassign this function to another key in your keyboard file. (See "Keyboard File" in the *Customization Guide* for more information.)

FORMAT **Ctrl+Y** **SPELL** (Option 1)
 Ctrl+Y **SPELL** *filename,targetfile* (Option 2)
 Ctrl+Y **SPELL** *@parentfile,targetfile* (Option 3)

filename is the name of the file being searched.

targetfile (optional) is the name of the file where you want questionable words stored. If you omit this name, XyWrite assigns the name SPELL.TMP.

parentfile contains the names of the files to be searched.

MENU **Proof** **Spell...** and **Proof** **Batch Spell...**

PURPOSE The **SPELL** command lets you search existing text for words that don't appear in one of the dictionaries that you loaded into memory. **SPELL** also automatically loads **DICT.SPL** into memory if it is not already there.

There are four ways you can use the **SPELL** command:

- On a selected block
- On a displayed file
- On a single stored file
- On a list of stored files

If you use **SPELL** on a selected block or a displayed file, it displays the spelling dialog box when it finds a questionable word. Additionally, this use of the **SPELL** command gives a count of the total number of words in the file and the total number of questionable words found.

You can also use the **SPELL** command to search one or more stored files and make a list of questionable words. When **SPELL** finishes, you can review the list at your convenience and make corrections. The **CORRECT** command can then be used to update your file(s). (See "File Correct.")

ACTION
(Option 1)

Using the **SPELL** Command with a Displayed File

To check a displayed file (or a selected block) for questionable words:

1. Move the cursor to the point in the file where you want the check to begin (or select the block of text you want to check).
2. If you want the check to include the text in running headers, footers, footnotes, and index entries, switch to expanded mode.

Press: **Ctrl** **F8**

3. Enter the SPELL command.

Type: **[F5]spell** 

Result: If there are no questionable words, the cursor moves to the end of the file or selected block, and the message "*n* words, 0 questionable" appears on the status line (*n* is the total number of words in the file or selected block). If there is a questionable word, the cursor moves to that word and the spelling dialog box appears on the screen.

This process continues until the SPELL program reaches the end of the file or selected block. At that point, the message "*n* words, *p* questionable" appears on the status line (*n* is the total number of words found during the search, and *p* is the number of questionable words found).

ACTION (Option 2)

Using the SPELL Command with a Stored File

To check a file that is stored on disk and list the questionable words in a separate file:

Type: **[F5]spell chapter.doc,spell.err** 

Result: The file CHAPTER.DOC (including footnotes, running headers, etc.) is checked for spelling accuracy, and any questionable words are listed in the file SPELL.ERR. (If no target file is named, XyWrite assigns the name SPELL.TMP.) When the search is complete, the message "Done" appears on the status line. You can call the target file right away or wait until later to review SPELL's findings. (See "File Correct" later in this section.)

ACTION (Option 3)

Using the SPELL Command with Multiple Files

To check a group of files for spelling accuracy:

1. Create the parent file.

Type: **[F5]ne chapters.all** 

2. List the names of all the files that you want XyWrite to spell check.
Type each filename on a line by itself.

```
chapter1<
chapter2<
chapter3<
```

3. Store the parent file.

-
4. Enter the SPELL command.

Type: **[F5]spell @chapters.all** 

Result: XyWrite checks the words in each file listed in CHAPTERS.ALL and compiles a list of those words that it does not find in one of the spelling dictionaries. Because we did not specify a target file, the questionable words are stored in the file SPELL.TMP.

NOTE #1

Double Words. In addition to finding words of unknown spelling, the spelling checker also flags double words (e.g., "the the") when you run SPELL on a displayed file.

NOTE #2

Embedded Commands. If you run the spelling checker on a stored file, XyWrite checks the spelling of text in all embedded commands. When you check the spelling of a displayed file, XyWrite checks the contents of command markers that contain footnotes, running headers/footers, and index/table of contents markers. When XyWrite finds a misspelled word embedded in one of these commands, it places the cursor on the marker and displays the Spelling dialog box. Although you can't see the unknown word inside the marker, you can replace it using the normal spelling checker procedures.

FORMAT

CANYA CORRECT *filename,string*

filename (optional) is the name of the file created by the SPELL command. (If the name is omitted, SPELL.TMP is assumed.)

string (optional) is text to be appended. (See Note #1.)

MENU

Proof **Batch Spell...**

PURPOSE

CORRECT is a companion command to the **SPELL** command. When you use the **SPELL** command to check the spelling in a stored file or files, the program creates a separate file that contains the names of these files and a list of questionable words. You can then use the **CORRECT** command and this list to fix the misspellings in your original documents.

Before running the **CORRECT** command, you have the option of editing the list of questionable words created by the **SPELL** command. You can: delete a word from the list, which means that **CORRECT** will ignore it and the word will remain in your files as you originally typed it; provide a replacement for a word, which **CORRECT** will insert into your files; use Word Check on a word to display the spelling dialog box with a list of alternates; or leave it as it appears in the list.

CORRECT can also be used to append an optional string of text to all occurrences of the words listed in the correction file (see Note #1).

ACTION

Editing the Correction File

If you want to, you can edit the correction file created by the **SPELL** command before you run **CORRECT**.

1. Call the file created by the **SPELL** command. For example:

Type: **[F5]**ca spell.tmp 

Result: The file appears on the screen. The first line is the name of the file you spell checked; the filename is in bold. After the filename is a list of words that do not appear in one of the spelling dictionaries. If you asked **SPELL** to review more than one file, each filename is listed in bold mode, followed by a list of questionable words. For example:

CHAPTER1
misspell
occurance
committment
CHAPTER2
recieve

2. Move the cursor to the first questionable word. You now have several options:
 - If the word is correct and you do not want to add it to a dictionary, delete it from the list.
 - If the word is correct and you want to add it to a dictionary, display the spelling dialog box and select the option you want.
 Press: **Ctrl** **F7**
 Press: **F3** or **F5**
 - If the word is incorrect and you know how to fix it, type a space and the correct spelling of the word. For example:
 Type: misspell misspell
 - If you are not sure of the spelling of a word, display the spelling dialog box (press **Ctrl** **F7**) for a list of alternates or leave it alone.
3. Repeat step 2 for each word on the list.
4. Store the file.
 Type: **F5**st↵

Result: The correction list is ready to use with the CORRECT command.

ACTION

Running the CORRECT Command

To run the CORRECT command:

1. Type: **F5**correct↵
 Result: The CORRECT command uses the information in SPELL.TMP to revise your document. (If your file has any other name, be sure to specify it when you type the CORRECT command.) If you deleted a word from SPELL.TMP, the CORRECT command skips over that word in your document. If you typed a replacement word next to the questionable word, it inserts the replacement for you. For all other words in the list, CORRECT displays the spelling dialog box.
2. Select the option you want from the spelling dialog box. For example, to add the word you originally typed to the temporary dictionary:
 Type: **F3**
3. When CORRECT reaches the end of the document, it displays the message "File corrected, save it? (Y/N)."
 To save the changes and store the document to disk:
 Press: Y
 To discard the changes:
 Press: N

NOTE #1 **Automatic Index Creation.** A special option of the CORRECT command allows you to compile a list of words and append a string to each occurrence of those words in your document. For example, you could compile a list of words you want to index and have the CORRECT command append an index marker every time it finds a word from your list in the document.

To use this function to create an index, you must create a new file. On the first line of the file, type, in bold, the filename of the document you want to index, followed by a carriage return in normal mode. On succeeding lines, enter the single-word index entries in normal mode, ending each entry with a carriage return. Store the file and then issue the CORRECT command. For example, if the file of index entries is named LIST:

Type: **F5**correct list,«x1» 

Result: The CORRECT command goes into your document and appends an index marker to the words that you typed in the file LIST. When you extract the index with the IX command, all occurrences of these words will be included in the index. (For more information on indexes, see "Table of Contents and Index" in Chapter 5.)

FORMAT



MENU



PURPOSE

Auto-Check/Correct verifies your spelling as you type. If a replacement word has been stored in the temporary dictionary or in one of the personal dictionaries currently in memory, it will automatically *correct* as well.

With Auto-Check/Correct ON, whenever you type a tab, space, or carriage return, XyWrite checks the spelling of the word immediately preceding the cursor. It looks in DICT.SPL and in any personal dictionaries that you loaded. If the word does not appear in one of these dictionaries, you will hear an *error beep*.

If the word appears in the personal or temporary dictionary with a replacement spelling, you will hear a *correction beep*, which is easily distinguishable from the error beep. The correction beep indicates that Auto-Check/Correct has automatically corrected the error.

When you hear the error beep, you have several choices:

- You can keep on typing to complete your train of thought, and then return to the word in question.
- You can stop immediately to correct the word by using either XyWrite's normal editing functions or the spelling dialog box.
- You can ignore the beep entirely. (You might choose this option if you have correctly typed a name or specialized term that does not appear in one of the dictionaries *and* if you don't wish to add it to your personal dictionary.)

ACTION

Using Auto-Check/Correct

To use Auto-Check/Correct to check your work as you type:

1. Turn on Auto-Check/Correct.

Press: **Ctrl**A

Result: A lowercase "c" appears in bold mode at the top right corner of the screen. Auto-Check/Correct is now active.

2. Call your file to the screen or create a new one.
3. Type in the text of your document until you hear an error beep.

4. Move the cursor to the word that caused the error.
Press: **Ctrl E**
Result: The spelling dialog box appears.
5. From the dialog box, choose the option you want.
6. Continue creating or editing your document. Each time Auto-Check/Correct corrects an error for you, you will hear the correction beep, and each time you type a word that does not appear in one of XyWrite's dictionaries, you will hear an error beep. Repeat step 3 whenever you want to see a list of alternate spellings or add a word to the dictionary.
7. When you are finished, you can store your file and call another one. Auto-Check/Correct remains on until you turn it off. To turn it off:
Press: **Ctrl F7**

- NOTE #1** **Using Multiple Windows.** When you turn Auto-Check/Correct on, it is on in all nine windows and remains on until you cancel it.
- NOTE #2** **Previous Error.** Pressing **Ctrl E** returns the cursor to the last word that Auto-Check/Correct detected as questionable. If you correct that error and then press **Ctrl E** again, the cursor will not move to another word. Auto-Check/Correct remembers only the one position.
- NOTE #3** **Reassigning Keys.** You can reassign these functions to other keys in your keyboard file. (See "Keyboard File" in the *Customization Guide*.) The function call for Auto-Check/Correct is AC, and the function call to move the cursor to the previous error is FS (Fix Spelling).
- NOTE #4** **Automatic Correction.** For information on how to set up your personal dictionary to automatically correct your misspelled words or to expand abbreviations that you type into your file, refer to the section "Editing a Personal Dictionary."
- NOTE #5** **Changing the Beeps.** You can change the tone of or even completely turn off the *error* and *correction* beeps by changing the EB and CB settings, respectively. (See "Default Settings" in the *Customization Guide* for more information.)
- NOTE #6** **Turning Auto-Check/Correct on at Startup.** If you always run with Auto-Check/Correct on, you can add the AC function call to STARTUP.INT to turn it on automatically when you start XyWrite. (See "Startup File" in the *Customization Guide* for more information.)

FORMAT

Ctrl Shift A

MENU

Proof Auto-Replace

PURPOSE

Auto-Replace lets you use the automatic replacement feature of the spelling checker without having XyWrite load the main spelling dictionary into memory.

Whenever you type a tab, space, or carriage return, XyWrite checks the personal dictionaries in memory to see if the word you typed appears with a replacement word or phrase. If it does, XyWrite makes the replacement and beeps to indicate that a change has been made. It does *not* check the spelling of the word.

ACTION

Using Auto-Replace

To use the Auto-Replace command:

1. Load the personal dictionaries that contain the replacement words and phrases you want inserted into your text. For example:

Type: **F5** load pers.spl **↵**

2. Turn on Auto-Replace.

Press: **Ctrl Shift A**

Result: A lowercase "r" appears in bold mode at the top right corner of the screen. Auto-Replace is now active.

3. Call your file to the screen or create a new one.

4. Type in the text of your document.

Result: Every time you hear a correction beep, it means XyWrite has replaced the word you just typed with the word or phrase associated with it in your personal dictionary.

5. When you are finished, you can store your file and call another one. Auto-Replace remains on until you turn it off. To turn it off:

Press: **Ctrl Shift A**

NOTE #1

Using Multiple Windows. When you turn Auto-Replace on, it is on in all nine windows and remains on until you cancel it.

- NOTE #2** **Reassigning the Key.** You can reassign this function to another key in your keyboard file. (See "Keyboard File" in the *Customization Guide* for more information.)
- NOTE #3** **Automatic Correction.** For information on how to set up your personal dictionary to automatically correct your misspelled words or to expand abbreviations that you type into your file, refer to the section "Editing a Personal Dictionary."
- NOTE #4** **Audible Signals.** You can change the tone of or even completely turn off the correction beep by using the DEFAULT command to change the CB setting. Refer to "Default Settings" in the *Customization Guide*.
- NOTE #5** **Turning Auto-Replace on at Startup.** If you always run with Auto-Replace on, you can add the AZ function call to STARTUP.INT to turn it on automatically when you start XyWrite. (See "Startup File" in the *Customization Guide* for more information.)

FORMAT





MENU



Auto-Expand

PURPOSE

 executes the Auto-Expand function, which replaces an abbreviation with the word or phrase associated with it in the personal dictionary.

Auto-Expand is similar to the Auto-Replace and Auto-Correct features, but has a distinct advantage: because the expansion only occurs when you explicitly request it, you can assign replacement words and phrases to abbreviations that you want to expand some of the time, but that you want to use in their abbreviated form at other times. For example, you can assign replacement text to single-letter words such as "a" and "I." If you press  after typing the letter, XyWrite replaces the letter with its expanded form. If you type a space or other word separator, XyWrite does not expand it.


ACTION

Using Auto-Expand

To use the Auto-Expand command:

1. Load the personal dictionaries that contain the replacement words and phrases you want inserted into your text. For example:

Type: load pers.spl

2. Call your file to the screen or create a new one.
3. Type in the text of your document. When you get to a point where you want to expand an abbreviation that is defined in the personal dictionary:
 - a. Type the abbreviation.
 - b. Press: 

Do not type a space between steps a and b.

NOTE #1

Defining Abbreviations. When you are entering abbreviations and their expanded forms in the personal dictionary, think about how you plan to work with them. If the Auto-Replace feature, which offers automatic expansion of all abbreviations, appeals to you, then you should avoid using abbreviations that you might want to enter as text. For example, if you enter NY New York in the dictionary and turn on Auto-Replace, every occurrence of NY will be expanded. However, if you prefer the Auto-Expand feature which requires you to request expansion each time you want it, you are free to define abbreviations to letters that you may want to expand only some of the time.

FORMAT **C:\XY4** STSPELL *filename*

MENU Not a menu option

PURPOSE The STSPELL command lets you save the words stored in the temporary dictionary to a text file. The temporary dictionary contains all of the words from the personal dictionaries that you loaded into memory, plus any words you added through the spelling dialog box.

Once you have saved the contents of the temporary dictionary, you can delete a word that you have entered incorrectly and then reload the dictionary. You can also quit XyWrite and later reload the words you added to the temporary dictionary during the current editing session.

ACTION **Correcting a Word in the Temporary Dictionary**
Suppose you mistakenly entered a capitalized word into the temporary dictionary when you really wanted it to be all lowercase. To correct that word without losing the contents of your temporary dictionary:

1. Decide on a name for the temporary dictionary. Let's call it TEMP.SPL.
2. Enter the STSPELL command.

Type: **[F5]** stspell temp.spl **[↵]**

Result: The contents of the temporary dictionary are copied from memory into the file named TEMP.SPL. The temporary dictionary remains in memory as well until you quit XyWrite, unload the spelling checker, or load another dictionary into memory.

3. Call the file to the screen and fix the incorrect entry.
4. Store the file and then reload it.

Type: **[F5]** st **[↵]**

Type: **[F5]** load temp.spl **[↵]**

Result: You can return to work on your document and use the spelling checker without having to reload the personal dictionary and without having to reenter the specialized words that you put in the temporary dictionary.

FORMAT

Shift F7

MENU

Proof Thesaurus...

PURPOSE

XyWrite's thesaurus displays a list of synonyms. To use it, you simply put the cursor on the word for which you want a synonym and press Shift F7. XyWrite looks in its thesaurus for words with a similar meaning. When it finds them, it displays a list organized by parts of speech and by meaning. You can review the list and take one of the following three actions:

- Select one of the synonyms listed and insert it in your document with the same capitalization and in the same display mode as the original word
- Leave your original word intact
- Display a new list of synonyms based on one of the words in the original list

The thesaurus uses the files WORD.OVR and WFBG.SYN, both of which are installed in the \XY4 directory by default. WORD.OVR is a program file that XyWrite needs to execute the thesaurus function and WFBG.SYN is the dictionary of synonyms. These files are not loaded into memory, so XyWrite goes to disk each time you use the thesaurus.

ACTION

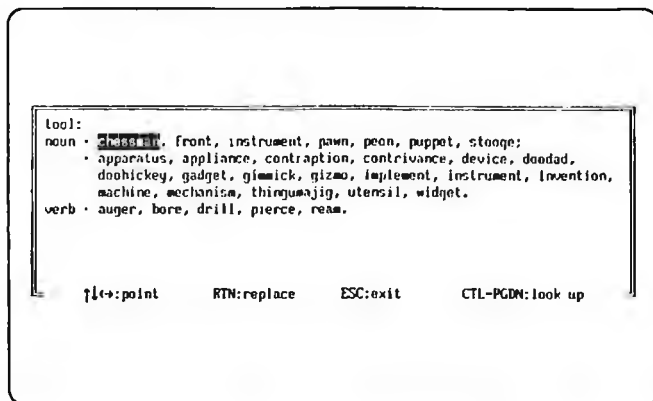
Using the Thesaurus to Select a Synonym

To use XyWrite's thesaurus:

1. Place the cursor on the word for which you want a synonym. As an example, let's find a synonym for the word "tool."

2. Press: **Shift** **F7**

Result: A dialog box appears, displaying a list of synonyms.



The first thing in the menu is the word you are looking up (in this case, "tool"). Next are all the synonyms for the word "tool" if you are using it as a noun. Notice that there are two sets of noun synonyms, which means there are two different definitions for "tool." After the nouns, there are several verb synonyms. (Depending on the word you are looking up, you may see a list of adverbs, adjectives, and other parts of speech in addition to—or instead of—the nouns and verbs.)

3. Choose the option you want. For example, to replace the word "tool" with the word "utensil."
- Highlight "utensil."
 - Press **Enter**.

Result: The word "utensil" appears in your file, replacing the word "tool," and the dialog box is cleared from the screen.

ACTION

Building Another Level of Synonyms

Suppose you are reviewing a list of synonyms and you see a word that is close to being what you want. You can select that word and, instead of inserting it in your document file, have XyWrite build a new list of synonyms. For example:

- Place the cursor on a word and press **Ctrl** **F7** to display a list of synonyms.
- Highlight one of the synonyms.

-
3. Press **Ctrl** **PgDn**.

Result: A new dialog box appears on the screen, displaying a list of synonyms for the word you highlighted in step 2.

4. To redisplay the original dialog box, press **Ctrl** **PgUp**.
5. To exit from the thesaurus, press **Esc**.

NOTE #1 **When There Are No Synonyms.** Occasionally, you may ask XyWrite to give you a synonym for a word that doesn't have one. When that happens, XyWrite displays the message "No alternates" on the command line and clears the dialog box from the screen.

NOTE #2 **Mouse.** You cannot use the mouse with the thesaurus dialog box.

NOTE #2 **Word Forms.** The thesaurus contains only the root form of many words. For example, when you look up the word "dictionaries," XyWrite displays a list of synonyms for the word "dictionary." If you activate the Replace option, you have to edit the replacement to make it plural. You have to make similar adjustments for different tenses and parts of speech.

NOTE #3 **Reassigning the Key.** You can assign this function to another key. The function call for the thesaurus is SY. (See "Keyboard File" in the *Customization Guide* for more information.)

INTRO

XyWrite gives you access to more than one document at a time. In fact, you can view as many as *nine* documents at once. XyWrite does this by displaying each document in a separate window. These rectangular windows can be any size you want and they can overlap. You control the manner in which the windows are displayed.

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| | 3-94 | Window Menu | |
| | 3-97 | Switching Windows | Ctrl F6 |
| | 3-98 | Opening a New Window | F6 , Shift F6 , Alt F6 |
| | 3-99 | Removing a Window | WINDOW RS |

PURPOSE

It's often handy to work on two files at the same time, or maybe even three or more. The windows feature allows you to do just that. With windows you can switch between documents with one or two keystrokes. You can access as many as *nine* documents this way. You can arrange these files inside windows that overlap or are side by side. For example, you may want to refer to several different note files quickly and easily as you are working on a chapter of your novel.

A **window** is a rectangular area on the screen through which you can view a document, as in the illustrations on the next page. Each document requires its own window. XyWrite starts with a single full-screen window, and automatically opens more windows as they are needed so you can view other documents without storing the documents that are already open. You can move or copy text directly from one window to another.

Open Window. When you are using more than one window, the windows that you are using are called *open* windows. These windows can have documents in them or not. A window which is not open is labeled CLOSED in the window menu. Once you open a window, it remains open until you store or abort the file that is in it.

Active Window. When you have more than one window open, only one is active at a time; the others are *suspended*. The top of the screen tells you which window and file are active. You can type into the active document, modify it, scroll it, and save it.

The keys **[F6]**, **[Shift][F6]** and **[Alt][F6]** control the movement of the cursor from window to window. The cursor remembers its position in each document, so that it can return to where you last left it.

Procedures. Refer to the sections that follow:

Window Menu (Ctrl F6)

- Displaying the Window Menu
- Opening a Window
- Changing the Size of a Window
- Restoring a Window to Full Screen Size
- Removing the Borders from All Windows

Switching Windows (F6, Shift F6, Alt F6)

- Switching Between Two Windows
- Cycling Through Windows

WINDOW Command

- Opening a Window with the Window Command

RMVSCR Command

- Closing a Window

```

C:\XY4\DOCSca addendum.doc
1-1.13IN 3 C:\XY4\DOCS\ADDENDUM.DOC X I
.....1.....2.....3.....4.....5.....6.....
2-C:\XY4\DOCS\ARTICLE.DOC
XYWRITE 4.0 DEBUT*
*
As most of you have noticed by now, we have a new word processing
program in-house. XyWrite 4.0 made its debut a month ago at the
home office to rave reviews. Managers, engineers, salespeople,
and secretarial staff have all agreed on how easy the program is
to learn and use -- and how powerful it is!+
*
This article outlines a few of the special functions of XyWrite
4.0, 3-C:\XY4\DOCS\ADDENDUM.DOC them for yourself.
It al In two weeks, you will see if you may be unfamiliar
with. XyWrite in action: our com
* product to write and lay ou
Starr
*
XyWri
capabilities, like cutting, pasting, copying, ch
highlighting text, setting page breaks, and prin
also provides you with some interesting and powe
you may not have used before.+
1-C:\XY4\DOCS\
<DIR>
..
<DIR>
ADDENDUM DOC
ADDRESS FRM
ARTICLE DOC
FAX TPL
GRID
LETTER DOC

```

FORMAT

Ctrl F6

MENU

Window Resize, Window Maximize

PURPOSE

XyWrite automatically opens new windows as you need them, and closes them when you STORE or ABORT your files. If you change the NW (New Window) setting in the default file, opening and closing of windows is no longer automatic. In that case, you use Ctrl F6 to handle all of the options that are available for controlling windows within XyWrite. You can:

- Open and close windows.
- Change the size of windows.
- View the contents of the nine windows.
- Conceal or display the window borders.

ACTION

Displaying the Window Menu

When you want to open another window, move to another window or re-size the current window:

1. Press: Ctrl F6

Result: This gives you a full screen menu that explains the options that are available. Notice that the active window is highlighted.

2. If you have no selection to make, press A to abandon the menu.

ACTION

Opening a New Window

When you open a new window, the next available window number is used (unless you specify a number 1-9 to open it). To open a new window:

1. Press: Ctrl F6

2. Select how you want the new window to appear. Type H, V, N, or a window number.

H Splits the active window in half horizontally and opens a new window in the *lower* half of screen.

V Splits the active window in half vertically and opens a new window in the *right* half of screen.

N Opens the next available window as a full screen.

If you want to open a particular window, such as window 3, simply type that number. (However, it is usually more convenient to use 'N' above, since it automatically chooses the next available window for you.) Select a window number (1-9) from any of those not in use. For example:

- 3 Opens window 3 as a full screen.

ACTION**Changing the Size of a Window**

To change the size of a window (see Note #1):

1. Move the cursor to the window whose size you want to change.
2. Press: **Ctrl F6**
3. Select T, B, L, or R:
 - T to move the top border.
 - B to move the bottom border.
 - L to move the left border.
 - R to move the right border.
4. Use the cursor keys to move the selected border. Move the top and bottom borders with the cursor up or down keys. Move the left and right borders with the cursor left or right keys. You can move a border beyond the edge of the screen, to make more room for the text.
5. Continue selecting the borders and moving them with the cursor keys until you are satisfied. Notice that *you can set all four borders without returning to the window menu*, by selecting T, B, L and R one after another.
6. Press **Enter** to complete the selection.

You can accomplish the same thing with the WINDOW command. See the description later in this section.

ACTION**Restoring a Window to Full Screen Size**

To enlarge a window to full screen size:

1. Move the cursor to the window that you want to devote a full screen to.
2. Press: **Ctrl F6**
3. Press: **F**

ACTION**Removing the Borders from All Windows**

The borders are the lines that define the window boundaries. You can hide the borders at any time:

1. Press: **Ctrl F6**
2. Press: **C**

Result: The borders are concealed. By repeating the procedure, you can display them again.

-
- NOTE #1** **Saving Size Changes.** When you close a window, any sizing changes associated with it are lost. If you want to keep the size changes for the current editing session (or until you modify them), change the MW setting in the default file. (See "Default Settings" in the *Customization Guide* for more information.)
- NOTE #2** **Disk Drive and Memory.** The window menu displays the amount of memory being used by each displayed file, as well as the amount of memory still available for other uses. In addition, whenever XyWrite creates a temporary overflow file, the window menu displays the letter of the drive that contains the overflow file.
- NOTE #3** **Staggered Windows.** You can stagger windows so that the top and right borders of the previous window remain displayed when you open a new window. Because the top border displays the window number and filename, this is an easy way to keep track of exactly what is open. If you want to turn on this option, set the MW (Maximize Window) default to 2. (See "Default Settings" in the *Customization Guide* for more information.)

| | | |
|--------|--------------------|-------------------------------------|
| FORMAT | F6 | Cycle Forward Through Open Windows |
| | Shift F6 | Cycle Backward Through Open Windows |
| | Alt F6 | Switch Between Windows |
| MENU | Window Next Window | |

PURPOSE You use F6 to cycle *forward* through all open windows (up to nine), and Shift F6 to cycle *backward* through all open windows. (*Forward* and *backward* refer to the order in which windows are opened, which is not necessarily numerical order.)

The main use for Alt F6 is to move back and forth between two windows—that is, between the currently displayed window and the one displayed previously. (If a second window is not open, Alt F6 automatically opens one.)

ACTION **Switching Between Two Windows**
To move the cursor back to the window it was in prior to the current window:
Press: Alt F6

To return to the window you just left, press the same keys again:
Press: Alt F6

Result: By successively pressing Alt F6, you can switch back and forth between the same two windows. To select a new pair of windows, select them one at a time from the Window Menu.

ACTION **Cycling Through Windows**
To cycle forward through the open windows:
Press: F6

To cycle backward through the open windows:
Press: Shift F6

TIP **Shortcut.** If you know the number of the window you want to make active, press Ctrl Shift and that number.

FORMAT **Ctrl+V** WINDOW #,left,top,width,length

is the window number you are defining (1-9 or *n* for next available window)

left is the column number of the left border (0-80)

top is the line number of the top border (0-22)

width is the number of columns wide for text (1-80)

length is the number of lines of text (1-22)

MENU **Window** **Resize...**

PURPOSE The **WINDOW** command lets you define a window from the command line without going through the window menu. It defines the size of the window and makes that window active (see Note #1).

ACTION **Opening a Window with the Window Command**
To open another window, enter WINDOW with the parameters as defined above in Format. For example:

 Type: **Ctrl+F5** window 3,40,1,35,10 

Result: This opens window 3 (if it was not already open) in the top right section of the screen—starting at column 40, line 1, with a width of 35 columns and a length of 10 rows.

NOTE #1 **Saving Size Changes.** When you close a window, any sizing changes associated with it are lost. If you want to keep the size changes for the current editing session (or until you modify them), change the MW setting in the default file. (See “Default Settings” in the *Customization Guide* for more information.)

NOTE #2 **Setting the Windows at Startup.** By adding a WINDOW command as a line in your STARTUP.INT file, you can have XyWrite automatically set up your windows when it loads.

NOTE #3 **Window Size.** It is interesting to note that the parameters corresponding to a *full* display are: WINDOW 2,0,0,80,22

NOTE #4 **Restoring Full Size.** You can reset a window to full size with the following command:

Ctrl+V window *n* 

where *n* is the number of the window being restored to full size.

FORMAT **C:XY4 RMVSCR**

ABBREV **C:XY4 RS**

MENU Not a menu item.

PURPOSE XyWrite automatically closes the window when you store or abort a file. If you change the NW setting in the default file so that the closing of windows is no longer automatic, you need the RMVSCR (Remove Screen) command. RMVSCR closes the window that the cursor is located in and returns the display to the previously displayed window. In general, we use the terms *window* and *screen* interchangeably.

ACTION **Closing a Window**
To close a window:

1. Move the cursor to the window you want to close (see Note #1 below).
2. Clear the window you want to close of any document:

Type: **[F5]store** or **[F5]abort**

3. Reset the window:

Type: **[F5]rmvscr**

Result: The window closes and the display returns to the previously displayed windows (if any).

NOTE #1 **Identifying the Active Document.** In the case of a split screen, there are two ways to tell which window is currently active:

- The filename of the active document appears at the top of the screen.
- The cursor is located in the active window. (If necessary, press **[Shift][F5]** to move cursor off the command line and into the window.)

NOTES

Word Count

INTRO

XyWrite's word counting commands let you know exactly how many words you have written so far. This function is very useful whether you have been asked to write a 1,000-word magazine article or a 10,000-word term paper.

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FORMAT

A screenshot of the XyWrite status line showing the text 'WC'.

A screenshot of the XyWrite status line showing the text 'WCB'.

MENU

A screenshot of the XyWrite menu bar showing the text 'Word Count'.

PURPOSE

The **WC** and **WCB** commands count the number of words in your file or the number of words in a selected block. They then display the exact number of words on the status line of the header.

A *word* is a string of characters followed by a word separator (space, comma, colon, semicolon, etc.).

ACTION

Counting Words from Current Cursor Position to End

To count the number of words in a displayed file (or in a selected block):

1. Move the cursor to the point in the file where you want the count to begin (or select the block of text in which you want to count words).
2. If you want the Word Count to include the text in running headers and footers, footnotes, and index markers, switch to expanded view.

Press:

3. Enter the Word Count command.

Type: wc

Result: XyWrite counts the number of words from the current cursor position to the end of the file (or the entire selected block) and displays the total number on the status line.

ACTION

Counting Words from Cursor Position to Start of File

To count the number of words you have written up to a certain point in your file:

1. Be sure the cursor is at the point where you want the count to start.
2. If you want the Word Count to include the text in running headers and footers, footnotes, and index markers, switch to expanded mode.

Press:

3. Enter the Word Count Back command.

Type: wcb

Result: XyWrite counts the number of words from the current cursor position (or in the displayed block) to the beginning of the file and displays the total number on the status line.

INTRO

Formatting is the manner in which text is arranged on a page. Common examples include margins, indents, justification, use of running headers, footnotes, and character modes. Formatting also encompasses the more sophisticated page layout options of incorporating graphics and drawing boxes and rules. The power of XyWrite is that all of these controls are embedded in the text, so you can go back and change them at will.

With XyWrite's system of embedded commands, you have tremendous versatility at revising text. For example, you can change a single indent command to alter the way all paragraphs are indented. This versatility extends to every formatting command represented by a marker (▲) on the display — for margins, tabs, indents, page length, and so on.

CONTENTS

This chapter is divided into 14 major sections arranged alphabetically. Each section stands on its own, making it easy for you to read only the sections of interest. Thus, if you are interested in how to control the margins and tabs, you would do well to read the Page Width section from start to finish.

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Embedded Commands. An embedded command is a command that is inserted into the text. It is normally hidden so as not to interfere with the text. Examples are:

Mode Bold «MDBO»
Flush Center «FC»
Tab Set «TS.5IN,1.0IN,1.5IN»

Generally, embedded commands affect the *format* of a document and not its content. Although hidden, an embedded command is actually present in the file — for example, you could search for «MDBO». In expanded view, you can edit embedded commands.

Characteristics. Let's cover some of the characteristics common to all embedded commands.

1. **How Embedded Commands Are Normally Displayed.** Most embedded commands appear in formatted and draft views as a triangle and in graphic view as a curved, vertical line. If the cursor is placed on the marker, the command itself appears on the status line of the header.
2. **Where Embedded Commands Take Effect.** In general, embedded commands take effect starting at the point they are placed in the text and *continue* until the end of the document or until they are overridden (whichever occurs first).

For example, FC centers text from its marker to the end of the document — or until a flush left, flush right, or justify command is encountered.

You can change the boundaries (or scope) of commands by changing the setting of the ES (Enable Scoping) default. Refer to "Default Settings" in the Customization Guide for more information.

3. **How Embedded Commands Can Be Expanded for Viewing.** Embedded commands can be viewed by pressing **[Ctrl][F8]** to switch to the expanded view. They can be edited in this mode just like any other text.
4. **How Embedded Commands Can Be Edited.** You can switch to expanded view to edit commands; in formatted and draft views, you can simply delete and re-enter them. You can also select and copy or move them as you would any text.

Another option is to open the embedded command by placing the cursor on the command marker and pressing **F11** (or **Alt F11**). The content of the command appears in a window in the text area, where you can edit it; press **Shift F11** again to close the window.

5. **What Values Mean in Embedded Commands.** By default, horizontal and vertical values are measured in inches. Thus, **IP .5** means first line indent of half an inch, and **TP 1** means top margin of 1 inch. However, you can use different units of measure when you issue formatting commands. For example, the command **SZ 10PT** means type size of 10 points. You can also change the default unit of measure. For more information, refer to "Units of Measure" in the next section.
6. **How Embedded Commands Can Use Relative Values.** Generally, the values you specify in formatting commands are absolute. That means that when you issue a formatting command, you override any previous version of the command that is already in the document. For example, the command **IP 1** cancels any previous **IP** command, and sets the first line indent at 1 inch.

Sometimes, however, you may prefer to use relative values, which means adding to (or subtracting from) existing values rather than overriding them. You can do this by including a plus or minus sign immediately before the value in the embedded command. For example, the command **IP +.5** adds half an inch to the current value of the first line indent; the command **IP -.5** subtracts half an inch from the current value of the first line indent.

You can use the relative command option with most formatting commands that define horizontal or vertical measurements. If you are using the relative command option within a style or running header command, keep in mind that the relative value is based on the values in effect when the commands are initially defined, not when they are issued.

7. **How Embedded Commands Affect Printing.** While an embedded marker occupies a space on the screen, it occupies no such space on the printout. Instead, it is stripped out, and its effect is printed (**FC** would center the text).

For example, the first of the following two lines shows how an embedded marker appears on the screen in formatted and draft views, while the second line shows how that line is printed — the marker is removed and the sentence is shifted to the left.

▲Embedded triangles are displayed but not printed.
Embedded triangles are displayed but not printed.

8. **Hiding Embedded Commands from View.** If you prefer not to have the embedded commands visible on the screen, you can hide them by pressing **[Shift][F11]**.

The markers re-appear when you press **[Shift][F11]** again. You can customize XyWrite to display files without markers by including the DT=9 setting in your default file. (See "Default Settings" in the *Customization Guide*.)

9. **Applying Embedded Commands to a Selected Block.** When the cursor is in or immediately to the right of a selected block, you can apply the following formatting commands to the block:

| | |
|---------------------------|------------------------|
| Alignment commands | FL, FR, FC, JU, NJ, HY |
| Page width commands | LM, RM, IP, TS, RT |
| Type style commands | MD, SZ, UF, SY, UL |
| Vertical spacing commands | AL, LS |

When you apply one of these commands to a selected block, XyWrite restores the original formatting values at the end of the selected block. For example, suppose you want to indent a paragraph of text one-half inch. Select the paragraph and issue the command **IP .5,.5,0**. XyWrite inserts the embedded command **«IP.5IN,.5IN,0IN»** at the beginning of the selected block and the command **«IP0,0,0»** at the end of the selected block.

Units of Measure

Units of Measure. In XyWrite, the default unit of measure is inches. When you issue a measurement command without specifying a unit, XyWrite adds the unit IN (for inches) to the value when it embeds the command. For example, if you issue the command OF 1, XyWrite embeds the command «OF1IN». You can override the default unit by specifying a different unit as part of the command. XyWrite recognizes the following measurement units:

- IN (inches)
- TW (twelfths of an inch)
- DI (decim-inches, or tenths of an inch)
- PI (picas)
- PT (points)
- CM (centimeters)
- MM (millimeters)
- CI (ciceros)
- DD (didots)
- LI (lines) — for vertical measurements only

For example, the following command sets a left indent 3 picas, 6 points:

Type: [F5]ip 3pi6pt,3pi6pt[↵]

As another example, the following command sets a form depth of 66 lines:

Type: [F5]fd 66li[↵]

NOTE #1 **Default Measurement Units.** You can use the UV (Unit Vertical) and the UH (Unit Horizontal) settings to change the default unit of measure. See “Default Settings” in the *Customization Guide* for more information.

NOTE #2 **No Measurement Unit.** You can enter commands directly into your file by switching to expanded view and typing, for example, «lm1.5in». (Press [Ctrl][[and [Ctrl][>] to enter the « and ».) Be careful to include the unit of measure if you are embedding commands directly into your file in this way; XyWrite does not append them to the command as it does when you enter a command from the command line. If you embed a command in the file without a unit of measure, the value is interpreted as tenths of an inch if it applies to horizontal measures and as lines if it applies to vertical measures. For example, if the command «TS1» is embedded in a file, it means a tab stop at 1/10 inch, not 1 inch as you might expect.

Formatted/Draft/Graphic/Expanded Views

PURPOSE

Formatted view, draft view, graphic view, and expanded view are four different ways to display a document.

- **Formatted view** shows the line endings as they will be printed and also shows page breaks as a solid line. Embedded commands appear as triangles, keeping the screen uncluttered, and text is displayed in a monospaced screen font.
- **Draft view** also shows the embedded commands as triangles and displays text in a monospaced screen font. Unlike formatted view, however, draft view does not show page breaks, and it may not show true line endings (see Note #3).
- **Graphic view** approximates how the document will look when it is printed. That includes justification, graphics, lines and borders, typeface and point size changes, margins, and indents. Embedded commands are shown as curved lines.

When you are in graphic view, you can use the ZOOM command to enlarge or reduce the view of a page. (The ZOOM command is described in detail in the next section.)

- **Expanded view** reveals all embedded commands within double-angle brackets — that is, they are expanded for viewing. You can then move the cursor into the embedded commands and change them. Line endings are not shown as they will be printed, but instead wrap to fit the size of the window (see Note #3).

ACTION

Switching to a Different View

To switch to expanded view, for example:

Press: **Ctrl** **F8**

To switch to other views, press the appropriate key:

F8

Switches from the current view to formatted view

Shift **F8**

Switches from the current view to graphic view

Alt **F8**

Switches from the current view to draft view

NOTE #1

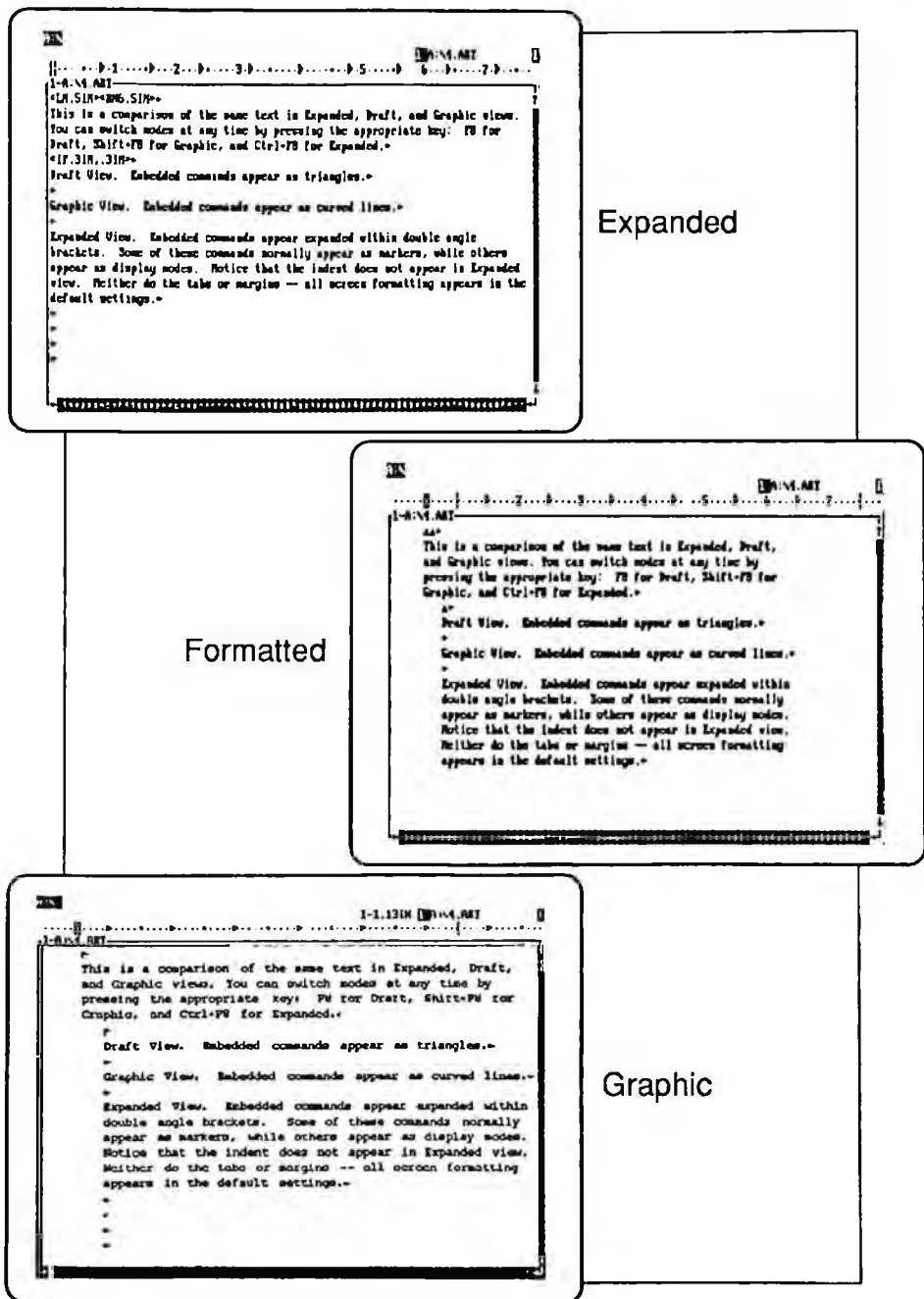
Page Break Indicators. There are two page break indicators: page-page depth numbers at the top of the screen and horizontal lines between pages. Both these indicators are turned off in draft and expanded views. To turn them on, press **F8** to return to formatted view.

NOTE #2

Default Settings. In expanded view, the *built-in default* settings are used in place of the document's own settings. Therefore, the ruler line looks different in formatted and expanded views.

NOTE #3

Wrap to Fit. In draft and expanded views, XyWrite breaks lines at the end of the window so you don't have to horizontally scroll text. If you prefer, you can change the WF (Wrap to Fit) setting in the default file so that draft view displays line endings as they will print and expanded view displays lines that are 80 characters wide. Refer to "Default Settings" in the *Customization Guide* for more information.



FORMAT

CxM4 ZOOM #
CxM4 ZOOM + #
CxM4 ZOOM - #

is the percentage (from 5 to 400) that you want to enlarge or reduce the page.

MENU

View **Zoom**

PURPOSE

The ZOOM command lets you enlarge or reduce the graphic view of a page: you can zoom in to get a close-up of a section of a page, or zoom out to get a snapshot of an entire page.

Because you are still in graphic view after you issue the ZOOM command, you can make edits to the text or format, and XyWrite automatically adjusts the display to reflect those edits.

You can use relative values with the ZOOM command by adding a plus (+) or minus (-) sign before the percentage. When XyWrite sees a plus sign before the percentage, it adds that value to the current percentage; similarly, when XyWrite sees a minus sign before the percentage, it subtracts that value from the current percentage.

ACTION

Using the ZOOM Command



Suppose you want to display the whole page on the screen at the same time, and you aren't sure what the correct percentage would be to fit the entire image, but want to keep it as large as possible.

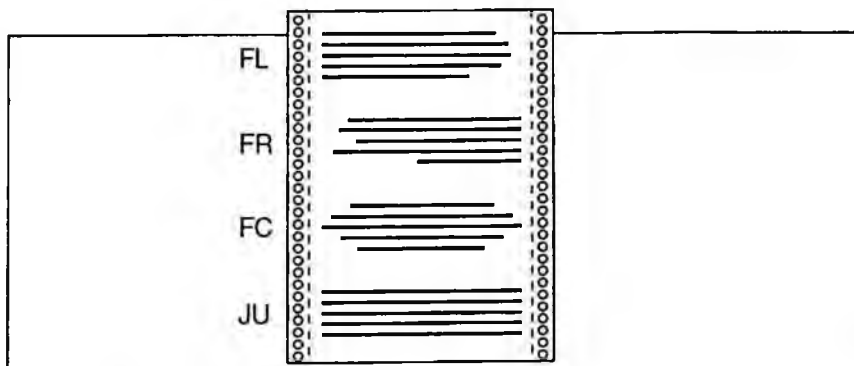
1. Call a file to the screen and switch to graphic view.
2. Issue the ZOOM command to reduce the size of the page to 50% of its current size.
Type: **[F5]**zoom 50 **[↵]**
3. If that isn't enough to fit the bottom of the page on the screen, reduce it an additional amount. For example:
Type: **[F5]**zoom -20 **[↵]**
Result: The current page is now displayed at 30% of its original size.
4. If you went too far, enlarge it by adding a value. For example:
Type: **[F5]**zoom +5 **[↵]**
Result: The current page is now displayed at 35% of its original size.

Alignment

INTRO

You may want to modify the appearance of text by changing its alignment. The four alignments available are shown in the figure below. This section covers these alignments and explains how to apply them to a single line or to the whole document. Also described in this section are two related topics — Non-Breaking Space and Hyphenation.

| CONTENTS | Page | Section | Command |
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| | 4-14 | Flush Left / Center / Right | |
| | | Flush Left | FL |
| | | Flush Right | FR |
| | | Force Center | FC |
| | | Line Justify | LJ |
| | 4-16 | Justification | |
| | | Justify | JU |
| | | No Justify | NJ |
| | 4-17 | Non-Breaking Space | Ctrl Shift Space Bar |
| | 4-18 | Hyphenation | |
| | 4-18 | Automatic Hyphenation | |
| | 4-20 | Show Hyphenation | SHOHYP |
| | 4-21 | Hyphenation On/Off | HY |
| | 4-22 | Manual Hyphenation |   |



| | | |
|--------|----------------|--------------|
| FORMAT | XY FL | Flush Left |
| | XY FR | Flush Right |
| | XY FC | Force Center |
| | XY LJ n | Line Justify |

n is a number (0-2) that specifies the alignment style (0=left, 1=center, 2=right)

| | |
|------|-------------------------------------------------------------------------------------------------------------|
| MENU | Format Alignment Left , Format Alignment Center , Format Alignment Right (see Note #2) |
|------|-------------------------------------------------------------------------------------------------------------|

PURPOSE The alignment commands control the horizontal alignment of text. You can align text to the left (the most common alignment), to the right, or center it between the margins. You can freely switch from one alignment to another by typing the command for the new alignment.

XyWrite offers two sets of alignment commands: one set controls the alignment of the current line and the other controls the alignment of the document. The commands are:

| | Line | Document |
|--------|------|----------|
| Left | LJ 0 | FL |
| Center | LJ 1 | FC |
| Right | LJ 2 | FR |

ACTION **Setting the Alignment for a Document**

To set all the text following the command to one of the three alignments:

1. Move the cursor to the beginning of the line where you want the alignment change to start.
2. Enter FL, FC or FR. To center the text, for example:

Type: **[F5]fc**

Result: The text following the embedded marker is centered. All lines are centered up to the point where a counteracting command (either FL or FR) is encountered.

ACTION **Setting the Alignment for a Line**

To set the current line to one of the three alignments:

1. Move the cursor to the line whose alignment you want to change.
2. Enter the appropriate LJ command. To center the line, for example:

Type: **[F5]lj 1**

Result: The current line is centered. The text following the current line retains its original alignment.

NOTE #1 **Keyboard Shortcuts.** You can use the following keys to change the alignment of a document:

| | |
|--------------|-----------------------------------------------------------------------------------|
| Flush Left |  |
| Flush Right |  |
| Force Center |  |

NOTE #2 **Menu Option.** The Line Justification (LJ) commands are not available through the menus.

| | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| FORMAT | Ctrl+J Ctrl+N | Justify On No Justify |
| MENU | Format Alignment Justify | |
| PURPOSE | The JU (Justify On) command causes the text to be printed justified — that is, the text is even along both its left and right edges. JU and NJ are complementary — you use JU to turn justification on and NJ to turn it off. | |
| ACTION | Selecting Text to be Justified To turn on justification: <ol style="list-style-type: none"> 1. Move the cursor to the start of the line you want justified. 2. Type: Ctrl+J <p>Result: The text following the JU embedded marker will be justified when it is printed. Justification stays in effect throughout the remainder of the document unless NJ is encountered to turn it off. To turn off justification:</p> <ol style="list-style-type: none"> 1. Move the cursor to the line whose alignment you want to change. 2. Type: Ctrl+N <p>Result: The text following the NJ is flush left (or flush center or flush right if it was last in effect).</p> | |
| NOTE #1 | Keyboard Shortcut. The JU command is assigned to Ctrl+Shift+J . | |
| NOTE #2 | Hard Returns/Soft Returns. Justification operates only on lines ending with a soft return (wordwrap) — it does not operate on lines that end with a hard return (carriage return). | |
| NOTE #3 | Combinations of Alignments. If you use FL, FR, or FC with JU, the body of text is justified; however, short lines — lines which end with hard returns — are pushed left, right, or center, according to whether FL, FR, or FC preceded JU. | |
| NOTE #4 | Display of Justification. To view justified text on screen, press Shift+F8 to switch to graphic view. | |

FORMAT Ctrl Shift Space Bar

MENU Not a menu item.

PURPOSE Ctrl Shift Space Bar inserts a space that will not break at the end of a line. This is useful when you want to prevent two words from ever being separated. The non-breaking space is displayed in formatted, draft and expanded views as a ▼ ; in graphic view, it is displayed as a space.

ACTION **Inserting a Non-Breaking Space**
To insert a non-breaking space between the words *Route* and *66*:

Type: Route

Type: Ctrl Shift Space Bar

Type: 66

Result: Now "Route 66" will always appear on one line.

Automatic Hyphenation

PURPOSE Hyphenation can be automatic or manual. In automatic hyphenation, XyWrite breaks the words as it calculates line endings. It uses an internal set of hyphenation rules; exceptions to rules are handled by a dictionary. You can turn automatic hyphenation on and off in different areas of text with the embedded command HY.

ACTION **Using the Hyphenation Dictionary**
To use the hyphenation dictionary, you must complete two steps:

1. Load the hyphenation dictionary.
Type: `[F3]load dict.hyp[Enter]`
2. Turn hyphenation on by using the HY command described in the next section.

ACTION **Modifying the Dictionary**
If you do not like the way XyWrite is hyphenating a word, add it to the hyphenation dictionary.

1. Call DICT.HYP.
2. Move the cursor to the point where you want to add the word (see Note #4) and type the word you want to change.
 - a. If you want to change where the hyphens appear, type the word with the hyphens in place. For example, you may prefer to hyphenate "dictionary" before the "n" rather than after it.
Type: dic-tio-nary
 - b. If XyWrite hyphenates a word that you do not want hyphenated, type the word with no hyphens. For example:
Type: Harold-
 - c. If your word is seven characters or longer, you might want to include an asterisk (*) at (or near) the end of the word. (See Note #2.)
3. Store and load DICT.HYP.

NOTE #1 **Manual Hyphenation.** You can override the automatic hyphenation of a word by inserting a soft hyphen within the word in your document. If you place the soft hyphen in front of the first letter of the word, the word will not be broken. Refer to the section "Manual Hyphenation" for more information.

NOTE #2 **The Asterisk.** When an asterisk (*) is *not* present in a word, XyWrite loads only the first seven characters of that word into memory — only these characters are compared to the text. To load more than seven, insert an asterisk after all the letters you want included. Only the letters *ahead* of the asterisk are loaded into memory.

NOTE #3 **Saving Dictionary Space.** The dictionary memory buffer is 64K; to save space, you can place the asterisk so one root word represents several forms. This is because the part of a word after the first seven letters (or after the asterisk) is handled by the same internal rules that hyphenate most words.

For example, let's look at the root word "approximate." The dictionary contains "ap-prox-i-m*ate." Here's how other forms will be broken:

approximately is treated as ap-prox-i-mate-ly
approximation is treated as ap-prox-i-ma-tion
approximating is treated as ap-prox-i-mat-ing

Before you enter a word and place the asterisk in it, jot down all the alternate forms you want covered. Then put the asterisk where it correctly handles all or most of them. Save and load the dictionary and try each form. If one doesn't break correctly, switch back to the dictionary and experiment with the placement of the asterisk, or list the errant form separately.

NOTE #4 **Ordering the Words.** You don't *need* to order the words alphabetically in the dictionary. However, we recommend that you insert them alphabetically to help you locate words easier.

NOTE #5 **Loading Dictionary on Startup.** To automatically load the dictionary on entering XyWrite, enter the LOAD command into the STARTUP.INT file. (See STARTUP.INT later in the *Customization Guide* for this procedure.)

ALSO SEE **Related Command.** The HV (Hyphenation Variable) setting controls the minimum size of hyphenated words. Refer to "Default Settings" in the *Customization Guide* for more information.

| | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT | ⌘-Y SHOHYP <i>filename</i> <i>filename</i> is the name of the file you want to check |
| MENU | This is not a menu option. |
| PURPOSE | <p>The SHOHYP (Show Hyphenation) command enables you to see all of the hyphenation points in a list of words. It does this by creating a new file (HY.TMP) which lists the words with all hyphens showing.</p> <p>You would use SHOHYP, for instance, if you were a lawyer and wanted to check the hyphenation on a set of words peculiar to your profession. You would type up a list of these words, store the file, and execute SHOHYP on that file. You would then look over the hyphenated words—if any were exceptions to the rules and did not break properly, you could single them out and add them to the DICT.HYP file along with the proper hyphenation.</p> <p>The file you check should not contain embedded commands—thus, SHOHYP is not a command you would run on just any file. (See the note below.)</p> |
| ACTION | <p>Viewing Your File's Hyphenation Points</p> <p>To view all of the hyphenation points in a list of words:</p> <ol style="list-style-type: none">1. Create a file with the list of words whose hyphenation you want to check. Be sure there are no embedded commands in the file.2. Store (or save) this file.3. Type SHOHYP along with the name of this new file: Type: ⌘-Yshohyp list↵ <p>Result: XyWrite creates a file HY.TMP containing the words as they are hyphenated by XyWrite. Short words are omitted. Call up HY.TMP and view this file. If any words are improperly hyphenated, correct them and add them to the hyphenation dictionary DICT.HYP.</p> |
| NOTE | <p>Omitting Embedded Commands. You should omit any embedded commands from the file you are checking — they are likely to cause problems. This includes character modes (such as «MDBO») and format commands («IP1IN»).</p> |

FORMAT

C&W4 HY 1
C&W4 HY 0

MENU

Proof Hyphenation Begin, **Proof Hyphenation End**


PURPOSE

The **HY** command lets you turn automatic hyphenation on and off within a document. When hyphenation is on, XyWrite hyphenates only words of six characters or more, with a minimum of three characters before the hyphen and three characters after the hyphen (see Note #1).

ACTION

Switching Hyphenation On and Off

By default, **HY** is *off* at startup. To turn on automatic hyphenation:

1. Position the cursor where you want to enable hyphenation.
2. Type: **[F5]hy 1** 

Result: The embedded command tells XyWrite to automatically hyphenate any text that follows.

To again turn off automatic hyphenation:

1. Position the cursor where you want to disable automatic hyphenation.
2. Type: **[F5]hy 0** 

NOTE #1




Hyphenation Parameters. You can control the minimum size of hyphenated words and the number of letters before and after a hyphen. (See the description of the **HV** setting under “Default Settings” in the *Customization Guide* for more information.)

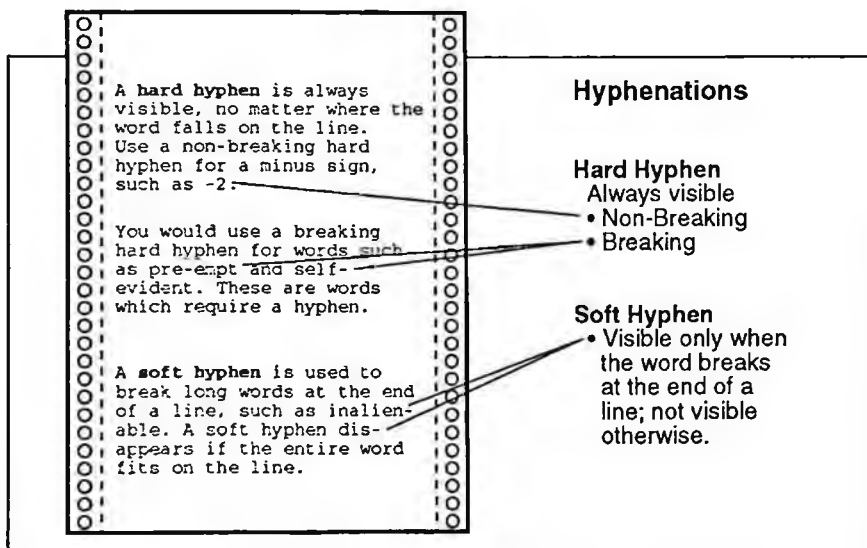
NOTE #2

Default Hyphenation Setting. The default at startup is **HY 0** (off). If you prefer to turn hyphenation on, change the **HY** setting in the default file. See “Default Settings” in the *Customization Guide* for more information.

PURPOSE XyWrite has three different hyphens: A non-breaking hard hyphen, a breaking hard hyphen, and a soft hyphen. Examples of each are shown in the illustration below.

ACTION **Inserting Hyphens**
To insert the three different hyphens, refer to the following chart.

| <u>Type of Hyphen</u> | <u>Action</u> |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Non-Breaking Hard Hyphen | Press  on the numeric keypad. |
| • Breaking Hard Hyphen | Press  located in the top row next to the "0." |
| • Soft Hyphen | Press  (The tilde key is immediately left of the "1" on an extended IBM keyboard.) |



ACTION**Deleting a Soft Hyphen**

If a soft hyphen is visible at the end of a line, you can delete it as you would any other character. However, if that word is moved to the middle of the line, the soft hyphen will not be visible. To delete a soft hyphen (in either case), do the following:

1. Switch to expanded view with **[Ctrl] [F8]**. The soft hyphen will show as a tilde (~).
2. Type: **[F5]**search /~/**[Enter]**
3. Press: **[Backspace]**

Result: Step 3 deletes the tilde found in Step 2.

NOTE #1

Hard Hyphen. A hard hyphen is *always visible*, whether the word appears in the middle or at the end of a line. XyWrite has two kinds of hard hyphens.

- **Breaking Hard Hyphen.** Use this hyphen in words where the hyphen is a normal part of the word (words such as self-evident, pre-empt), and where you want to allow the word to break at the hyphen at the end of a line.
- **Non-Breaking Hard Hyphen.** Use this hyphen for the minus sign (-), and for hyphenated words which you don't want to break at line endings — perhaps company or product names, like Lotus 1-2-3.

NOTE #2

Soft Hyphen. Use a soft hyphen to break a long word between syllables when the word falls at the end of a line. Use the soft hyphen only for words which would otherwise not be hyphenated, or to override the hyphenation points determined by XyWrite.

The soft hyphen is visible only when the word breaks at the end of a line (except in expanded view).

NOTE #3

Preventing Hyphenation. If you do not want a word to hyphenate, place the soft hyphen in front of the first letter of the word. If it is word you use often, you may want to add it to the dictionary as described in the section "Automatic Hyphenation."

TIP

Positioning the Cursor to Insert a Soft Hyphen. Throughout XyWrite it is the *left edge* of the cursor rectangle that indicates where characters are inserted (in Insert mode). Thus, you place the cursor on the character to the *right* of where you want to insert the soft hyphen.

NOTES

INTRO

XyWrite will enter the correct date and time into your document for you in either of two ways: with the current date and time (with DA and TM) that continually update or as a time stamp (with TODAY and NOW or SEC) which does not update.

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|------|------|

| | |
|------|------|
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|------|------|

| |
|---------------------------|
| DA, TODAY TM, NOW, SEC |
|---------------------------|

FORMAT

 DA *form* TODAY *form*

form (optional) is any combination of m (month), d (day) and y (year) listed later in options, such as mm/dd/yy.

MENU

 Insert Date Time

PURPOSE

The DA (Date) and TODAY commands both insert the current date into your text. DA inserts a *soft* date — it is continually updated, always displaying the current day, month and year. TODAY inserts a *hard* date, as permanent text, never updated. The clock internal to your computer automatically provides the current month, day and year.

You have great flexibility in how you display the date. See the examples later in this section. If you don't specify a form, the date format defaults to "letterhead" style (full month, day, full year), such as:

April 1, 1993

However, you can change that default by placing a DA setting in the default file; see the note "Changing the Default Date Format."

ACTION

Inserting the Soft Date

To insert a date which is continually updated:

1. Move the cursor to where you want the *first character* of the date to be located.
2. Type DA followed by any of the formats described under "Options" later in this section. To give one example:

Type:  da MMMM 'yy 

Result: The date appears in text after an embedded marker.

▲APRIL '90

as displayed

APRIL '90

as printed

This command would appear in expanded view as: <DAMMMM 'yy>

ACTION

Inserting the Fixed Date

To insert a date as permanent text:

Type: `[F5]today[↵]`

Result: The date will be placed at the cursor location in your text. The default format will be used. The date is fixed text — it will not be updated when the file is used later.

NOTE

Changing the Default Date Format. When you use the TODAY or DA command without a form, the date appears in “letterhead” form. But you can change that default form with a DA setting in your default file.

For a European-style format (day, month, year), for example, call up your default file and insert the following line:

DF DA=d Mmm yy

Once the default file is saved and loaded, any TODAY or DA command without a form will yield a date with the form:

1 Apr 90

(See “Default Settings” in the *Customization Guide* for more on how to put settings in the default file.)

OPTIONS

Month. Note below that you use uppercase Ms where you want uppercase letters to appear in the month.

| | Format | Examples |
|----------------------------------------------------------------------------|--------------|----------------|
| • Complete name of month: Use four Ms (no matter how long the name is). | MMMM Mmmm | APRIL April |
| • Three-letter abbreviation: Use three Ms. | MMM Mmm | APR Apr |
| • Two-digit months 01-12: Use two Ms. | mm | 04 |
| • Months 1-12 (No leading zero): Use one M. | m | 4 |

Day. The day of the month can be expressed any of three ways:

- Leading space for days 1-9: ddd 1
 Use three Ds.
- Leading zero for days 1-9: dd 01
 Use two Ds.
- No leading zero or space: d 1
 Use one D.

Year. The year can be expressed in either of two ways:

- Complete four-digit year: yyyy 1993
 Use four Ys.
- Two-digit year: yy 93
 Use two Ys.

EXAMPLES

Combinations of Month, Day and Year. You can combine the month, day and year in any order. You can also insert any punctuation you want printed. If the current date were April 1, 1993, the following combinations would yield the dates shown:


| | |
|--------------|---------------|
| Mmmm d, yyyy | April 1, 1993 |
| d Mmm yy | 1 Apr 93 |
| m/d/yy | 4/1/93 |
| mm/dd/yy | 04/01/93 |
| MMMM 'yy | APRIL '93 |

| | | |
|--------|-----------------------------------------------------------------------------------|---------------------------------------|
| FORMAT |  | Soft Time Fixed Time Fixed Time |
|--------|-----------------------------------------------------------------------------------|---------------------------------------|

| | |
|------|-----------------------------------------------------------------------------------|
| MENU |  |
|------|-----------------------------------------------------------------------------------|



PURPOSE The **TM**, **NOW**, and **SEC** commands insert the current time into your text, as provided by the clock internal to your computer. **TM** enters the *soft* time — it's continually updated (like a clock). It shows the new, current time whenever it appears on the screen or is printed. **NOW** and **SEC** insert the current time as non-changing text. The only difference between **NOW** and **SEC** is that **SEC** includes seconds in its format (for example, 10:24:52).

ACTION **Inserting the Soft Time**
To insert the soft time into your text:

1. Move the cursor where you want the first character of the time to be located.
2. Type: 

Result: The time appears in the text along with an embedded marker. **TM** appears in expanded view as «TM».

ACTION **Inserting the Fixed Time**
To insert the current time so it will not change:

1. Move the cursor where you want the first character of the time to be located.
2. Type:  or 

Result: The current time is inserted, fixed as ordinary text.

NOTE #1 **Updating.** The time inserted by the **TM** command does not automatically update on the screen. You must change a character on that line, or move the **TM** command off the screen and back on for it to update.

NOTE #2 **Time Format.** XyWrite displays time in AM/PM format (e.g., 10:30 PM). If you prefer, you can display time in 24-hour format (e.g., 22:30). To do this, change the MT (Military Time) setting in the default file to MT=1. Refer to "Default Settings" in the *Customization Guide* for information on changing the default file.

NOTE #3

Measuring Elapsed Time. If you want to keep track of how long it takes you to complete a task, you can use the ZT (Zero Time) and ET (Elapsed Time) function calls like a stopwatch. The ZT function call resets the stopwatch to zero and starts the time; the ET function call records the amount of time that has elapsed since you issued ZT and inserts it in the text. Time is recorded in hours, minutes, and seconds. Refer to “Keyboard Files” in the *Customization Guide* for information on using function calls.

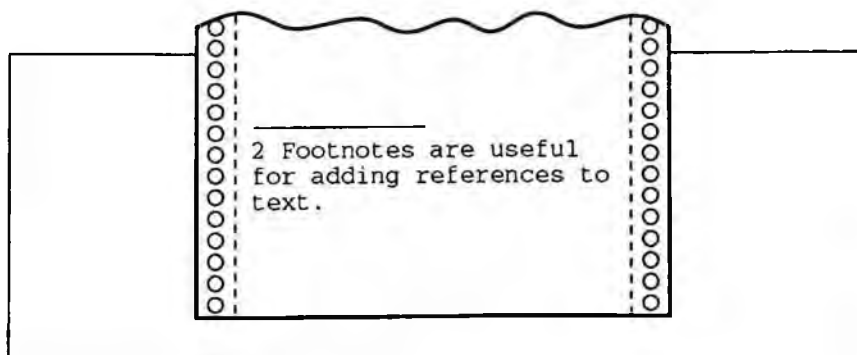
INTRO

If you use footnotes, you'll find XyWrite gives you a great deal of control over how they appear. You can easily place all footnotes at the bottom of the page, as basic footnotes, or at the end of your document, as endnotes. In either case, as you add or delete footnotes, XyWrite handles the numbering and placement of footnotes for you.

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This section begins with an overview and then describes each command individually:

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Basic Footnote Procedures

A **footnote** is text that appears at the bottom of a page, referenced by number to a point above in the text. You can create footnotes at any time — either at the initial writing, or later when you return to edit the document. There is no limit to the size of a footnote.

XyWrite keeps track of all footnotes, numbering them automatically for you. When you print the document, XyWrite puts each footnote at the bottom of its page.

Footnote Sets. XyWrite allows you to create up to three sets of footnotes in one document. You can make decisions about the style and format of each set independently — you can even elect to print one set at the bottom of the page and another set at the end of the document.

Creating a Basic Footnote is the first procedure described. To create the simplest footnotes, you need only three commands:

- FN - Footnote
- FS - Footnote Separator
- FM - Footnote Format

Creating Endnotes is the second procedure described. Endnotes are footnotes placed at the end of a chapter or document. Once you write your footnotes, endnotes are easy to produce, needing only two commands:

- NF - No Footnotes
- DF - Dump Footnotes

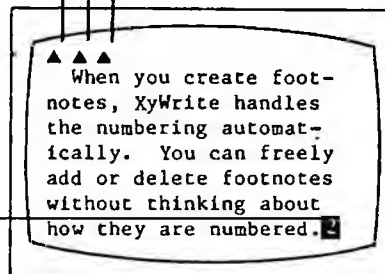
Variations on a Footnote describes other commands you can use to modify the appearance of footnotes:

- FW - Footnote Wrap Separator
- BF - Bottom Footnote
- SF - Set Footnote Number

DISPLAY OF
FOOTNOTES

«FN This is a very long footnote—in fact, so long that it wraps to the next page, to demonstrate Footnote Wrap Separator »

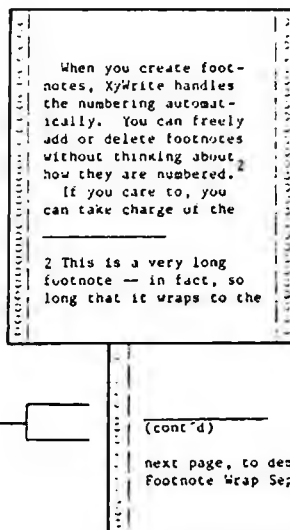
«FS» Footnote Separator
«FW» Footnote Wrap Separator
«SF» Set Footnote Number

PRINTOUT OF
FOOTNOTES

Footnote Separator

Footnote

Footnote Wrap Separator



ACTION

Creating a Basic Footnote

This procedure requires only the three basic footnote commands: FN (Footnote), FS (Footnote Separator), and FM (Footnote Format). To enter a footnote:

Creating the Footnote (FN)

1. Move the cursor to the point in the body of text you want marked for a footnote (that is, where you want the superscripted number).
2. Type: `[F5]fn[Enter]`
Result: The footnote window opens in the middle of the screen.
3. Type the footnote text, for example:
This is the footnote; it is numbered automatically. When this page is printed, this footnote will automatically be printed at the bottom of the page.
Be aware that you can use selected text or text macros to help you enter text.
4. Press: `[Shift][F1]`
Result: The footnote window closes. The footnote number 1 appears at the cursor position. This footnote number actually represents an embedded command; you can return to edit this footnote text at any time. (See Note #1 for more information on editing footnotes.)

Creating the Footnote Format and Separator

5. Move the cursor to anywhere ahead of the first footnote (usually the top of your document), in preparation for entering the footnote format.
6. Enter the format for your footnotes using the FM (Footnote Format) command. While this step is not always necessary, we strongly recommend using FM. For example:
Type: `[F5]fm uf=times,lm=.8,rm=5.5[Enter]`
If you omit FM, XyWrite uses the program's default values to format the footnotes.

7. Next enter the FS (Footnote Separator) command:

Type: **[F5]fs****[↵]**

Result: This opens the Footnote Separator command window. Type in the footnote separator — the line which separates the body text from the footnotes. For example, we'll use a series of underlines:

Type: _____**[↵]****[↵]**

The second **[↵]** inserts a blank line between the Footnote Separator and the footnote.

8. Press: **[Shift][F1]**

Result: This closes the command window and completes the procedure.

NOTE #1 **Editing Footnotes.** There are two ways you can edit the text in a footnote: (1) by switching to expanded view with **[Ctrl][F8]** or (2) by opening the footnote command. To open the footnote, place the cursor on the footnote number and press **[F11]** (or **[Alt][F1]**). The footnote window opens up and displays the stored text so you can make edits. Close the footnote window by pressing **[Shift][F1]**.

Although you can see the footnotes in graphic view, you cannot edit them.

NOTE #2 **Previewing the Footnotes.** Footnote text is visible in expanded and graphic views. You can also view the footnotes with PRINTS. Graphic view and PRINTS show the footnotes on-screen, positioned properly at the bottom of each page.

NOTE #3 **Printing the Footnotes.** After following the procedure "Creating a Basic Footnote," you can use PRINT to print your document with footnotes. The footnotes will automatically be printed just below the text on each page, separated from the text by the footnote separator.

ACTION **Creating Endnotes**

Endnotes are footnotes that are collected and printed all together at the *end* of the document, rather than sprinkled throughout the document. At the start of the document you tell XyWrite to *hold* all footnotes (NF — No Footnotes); at the end you tell XyWrite to print them (DF — Dump Footnotes).


To enter endnotes, you first create footnotes throughout the document exactly as in the procedure "Creating a Basic Footnote." Then:

1. Move the cursor to the start of the document.

Type: **[F5]nf1****[↵]**

(1 is optional)

2. Move the cursor to the end of the document, where you want to print all of the footnotes (in other words, where you want to *dump* the footnotes).

Type: **[F5]df1** 

(1 is optional)

Result: The NF1 command (No Footnotes) suppresses the printing of footnotes from that point forward (up to DF1). However, the footnotes are still accumulated internally by XyWrite. The DF1 command dumps, or unloads, all of the footnotes at its location in the text (see Note #4).

NOTE #4 **Exact Location of the Endnotes.** The endnotes are not necessarily inserted at the exact location of the DF embedded marker, but rather start at the bottom of that page. The endnotes are positioned higher or lower on the page, according to the setting of BF (Bottom Footnote), which is described later in this section.

NOTE #5 **Printing Only the Endnotes.** If you want to print out only the endnotes, use the previous procedure, placing the DF command on its own page at the end of the document. Then print from that page forward (for example: PRINT ,12-). To *view* the endnotes, use Print-to-Screen (PRINTS ,12-). This would print all endnotes to the screen rather than to the printer.

ACTION **Variations on a Footnote**

Beyond the basic footnote procedure are the following variations. For more information, refer to the separate explanations given later on each of these commands.

Selecting a Footnote Wrap Separator. You can specify a different footnote separator to appear in footnotes that continue to a second page. *Refer to FW—Footnote Wrap Separator.*

Setting the Footnote Number. Set the footnote number with SF — all subsequent footnotes renumber automatically. *Refer to SF—Set Footnote Number.*

Positioning the Footnotes Up or Down. Set BF, the Bottom Footnote setting, to 1 or 0. This affects the placement of footnotes on a page. *Refer to BF—Bottom Footnote.*

Setting the Format for Footnotes. Set margins, tabs, line spacing and any other format settings with FM. You also use the FM command to specify the style in which footnote numbers print and the amount of space between footnotes. *Refer to FM—Footnote Format.*

FORMAT

CxYy4FNs

s (optional) is the number of the footnote set (1, 2 or 3).
FN1 is the same as FN.

MENUS

Insert | **Footnotes** | **Create...**

PURPOSE

The FN (Footnote) command lets you enter footnotes in text. You type in the text of the footnote as part of the FN command, then end it by pressing **[Shift] [F1]**. When you print the document, XyWrite automatically inserts the footnotes at the bottom of the pages on which they are referenced.

XyWrite lets you create as many as three independent sets of footnotes in the same document. If you need just a single set, use FN, which is the same as FN1. The other sets are FN2 and FN3.

When you're done entering the FN command, the footnote text is not normally visible. You can view the text in a footnote in four ways:

- Press **[Shift] [F8]** to switch to graphic view; the footnote appears in position on the page.
- In draft or formatted view, move the cursor onto the footnote number; the first part of the footnote appears on the status line.
- With the cursor on the footnote number, press **[F11]** (or **[Alt] [F1]**); a command window opens, displaying the contents of the footnote.
- Press **[Ctrl] [F8]** to switch to expanded view; the FN command is expanded to display the text of the footnote.

The last two options also allow you to edit the footnote text.

ACTION

Creating a Basic Footnote

To enter a footnote, follow the procedure given a few pages back, "Creating a Basic Footnote."

NOTE #1

Footnote Format. To create footnote margins (or tabs or line spacing) different from the program defaults, use the FM (Footnote Format) command. FM1 (or FM) affects all footnotes in its set uniformly, as do FM2 and FM3.

NOTE #2

Shortcut. If the footnote text is short, you can type it all on the command line as follows:

Type: **[F5]fn** This is a one-line footnote. **[↵]**

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT | FS s (optional) is the number of the footnote set (1, 2 or 3). FS1 is the same as FS. |
| MENUS | Insert Footnotes Options... |
| PURPOSE | <p>The FS (Footnote Separator) command allows you to specify lines which separate the footnotes from the body text. The lines (which can contain text or can be blank) are located immediately above the footnote. An example of a Footnote Separator is illustrated at the start of the Footnote section. Very often people choose the footnote separator to be three lines:</p> <ul style="list-style-type: none">• A blank line• A row of hyphens, underlines or asterisks• Another blank line <p>A Footnote Separator can be specified for each of three independent sets of footnotes as: FS1, FS2 and FS3. FS1 is the same as FS alone (with no number).</p> |
| ACTION | <p>Creating a Footnote Separator</p> <p>To create a Footnote Separator, follow the procedure given a few pages back, "Creating a Basic Footnote." Be aware of the following note.</p> |
| NOTE #1 | <p>Location of FS. Any Footnote Separator commands you use (FS1, FS2 or FS3) must be placed <i>ahead</i> of any footnotes they affect. It is a good practice to place the commands at the top of the document, where they are easy to find.</p> |
| NOTE #2 | <p>First Footnote Separator. To ensure a uniform appearance, the separator associated with footnote set 1 (FS1) is always printed at the bottom of any page that contains footnotes. This is true even if there is no footnote associated with set 1 on that page.</p> <p>If you prefer to print only the separators associated with footnote sets that actually appear on the page, you can change the CF (Change Footnote Separator) setting in the default file to CF=1. (The default is CF=0.) See "Default Settings" in the <i>Customization Guide</i> for more information.</p> |

FORMAT

Ctrl+V4 FWs

s (optional) is the footnote set number (1 to 3).
FW1 is the same as FW.

MENUS

Insert **Footnotes** **Options...**

PURPOSE

XyWrite tries to put the entire footnote on the page where it belongs. If it won't fit, the footnote will automatically continue (wrap) on the next page. This next page is where the Footnote Wrap Separator is used.

The FW (Footnote Wrap Separator) command is very similar to the regular Footnote Separator command, FS, but with one difference: FW defines footnote separators only for footnotes that wrap, or continue, from the previous page. Very often people define the Footnote Wrap Separator to be three lines:

- A blank line
- A row of hyphens, underlines or asterisks, followed by the text:
(continued)
- Another blank line

The word (continued) refers to the fact that the footnote is continued from the previous page.

A Footnote Wrap Separator can be specified for each of the three sets of footnote separators. The footnote wrap separators correspond directly to the three commands FS1 (or FS), FS2 and FS3.

ACTION

Creating a Footnote Wrap Separator

To create a footnote wrap separator:

1. Move the cursor to anywhere before the first footnote in the set. (It's a good practice to use the *top* line.)
2. Enter any FW command *in addition* to any FS command.

Type: **[F5]**fw1 **[↵]**

(the 1 is optional)

Result: A command window opens on the screen.

3. Now type the lines you want to define as the wrap separator.
Important: Make the Footnote Wrap Separator the same number of lines as the Footnote Separator you are already using. For example:

Type: _____(continued) [↵] [↵]

4. Press: [Shift] [F1]

Result: This closes the command window and completes the procedure.

NOTE #1 **If FW is Left Unspecified.** If you don't specify a Footnote Wrap Separator, XyWrite uses the regular Footnote Separator for footnotes that continue to another page.

NOTE #2 **What Causes a Footnote to Wrap.** Two conditions combine to cause a footnote to wrap to the next page: (1) The footnote reference in the body of text is located near the end of the page, and (2) the footnote is lengthy.

Before causing a footnote to wrap, XyWrite first attempts to move the text containing the footnote (along with the footnote itself) to the next page. However, it will not allow the text and footnote to fall short of the minimum page length (set by BTmax).

FORMAT **CsXy4 BF *n***
n is 0 or 1

MENUS **Insert Footnotes Options...**

PURPOSE The **BF** (Bottom Footnote) command allows you to specify whether footnotes (and footnote separators) are placed immediately after the last line of text or at the bottom of the page.

- **BF 0** means footnotes are pushed *up* against the last line of text.
- **BF 1** means footnotes are pushed *down* against the last line of PL (as defined by PLmax).

The default is to place footnotes at the bottom of the page. Of course, **BF** only has a noticeable effect on pages that are not filled with text.

ACTION **Positioning the Footnotes Up or Down**
To enter the **BF** command:

1. Move the cursor anywhere before the footnotes you want to affect. (We recommend the top line of your document.)
2. To set the **BF** command to 0:

Type: **[F5]bf 0[↵]**

Result: When you print the document, the footnotes will be positioned against the last line of text.

NOTE #1 **Footnote Sets.** There is only one **BF** command, and it applies to all three footnote sets.

NOTE #2 **Default.** If you want footnotes to print against the text in all your documents, you can change the **BF** setting to 0 in the default file. (See “Default Settings” in the *Customization Guide* for information on modifying the default file.)

FORMAT

C:XY4 DFs

s (optional) is the footnote set number (1 to 3).
DF1 is the same as DF.

MENUS

Insert | Footnotes | Options...

PURPOSE

The DF (Dump Footnotes) command is used with the NF (No Footnotes) command to place all footnotes together at the end of the document, as *endnotes*, rather than on the pages where they are referenced.

To *dump* means to output the footnotes as text to the screen, file, or printer. DF and NF are complementary commands — DF instructs XyWrite to output the footnotes, while NF instructs XyWrite to hold off outputting them. To produce endnotes, you do the following:

- **NF Command.** Place the NF command at the *top* of your document. NF suppresses the printing of footnotes until a later DF command is encountered in the text.
- **DF Command.** Place the DF command at the *end* of your document. DF causes the printing of footnotes that have accumulated since the NF command. The footnotes start printing at the bottom of the page containing the DF embedded marker.

You can specify a DF command for each of the three sets of footnotes. Whenever you use a DF command (DF1, DF2, or DF3), you must use the corresponding NF command (NF1, NF2, or NF3).

XyWrite tries to position all the footnotes on the page that contains the DF embedded marker. If they won't all fit, they continue onto the next page.

ACTION

Entering the DF Command

To enter the DF command, follow the procedure given earlier, "Creating Endnotes."

NOTE #1

Text After the DF Command. If you have text after the DF command (e.g., if you are dumping footnotes at the end of every chapter), insert a PG (Page Break) command between the DF command and the text that follows it. Otherwise, XyWrite will fill the page that contains the DF command with text before dumping the footnotes, possibly moving up text that follows the DF command.

NOTE #2

Graphic View. Endnotes are not displayed in graphic view.

FORMAT  NFs

s (optional) is the number of the footnote set (1, 2 or 3).
NF1 is the same as NF.

MENUS 

PURPOSE The NF (No Footnotes) command turns off the printing of footnotes at the bottom of each page. (The footnote numbers still appear in the text, though.)

Using NF in conjunction with the DF (Dump Footnote) command, you can place all the footnotes at the *end* of a chapter or document.

NF and DF are complementary commands. NF turns off the printing of footnotes, while DF turns on the printing of footnotes.

You can have an NF command for each of the three sets of footnotes. Whenever you use an NF command (NF1, NF2, or NF3) you must use the corresponding DF command (DF1, DF2, or DF3).

NF takes effect at the point it is placed in the document, and affects the remainder of the document — that is, until a DF command is encountered. Thus, you would place NF at the *top* of a document in order to inhibit the printing of all footnotes.

ACTION **Entering the NF Command**
To enter the NF command, follow the procedure given earlier, "Creating Endnotes."

NOTE **Graphic View.** Endnotes are not displayed in graphic view.

ALSO SEE **Related Command.** See the DF (Dump Footnotes) command.

FORMAT

XYW SFs *n**s* (optional) is the number of the footnote set (1, 2 or 3).*n* (optional) is the footnote style and starting value.

SF1 is the same as SF.

MENUS

Insert | **Footnotes** | **Options...**

PURPOSE

The SF (Set Footnote Number) command sets the style (numbers, letters, symbols) and the starting value of footnotes. You place the SF command ahead of the first Footnote (FN) command that you want to affect.

Since XyWrite supports up to three separate sets of footnotes, you can designate a footnote style and starting value for each set with SF1, SF2, and SF3.

There are six different styles from which you can choose:

| | |
|--------------------------|--------------------------------|
| Decimal numbers | SF 1 |
| Uppercase roman numerals | SF I |
| Lowercase roman numerals | SF i |
| Uppercase letters | SF A |
| Lowercase letters | SF a |
| Defined string | SF * <i>n</i> or SF # <i>n</i> |

If you want to start the sequence with a different value, use that value in the command. For example, the command SF iii tells XyWrite to number the footnotes in lowercase roman numerals and to start the sequence at iii. If you do not specify an SF command, XyWrite uses decimal numbers starting at 1.

This section includes the following procedures:

- Selecting the Style and Starting Value
- Restarting the Sequence
- Setting Unnumbered Footnotes
- Defining Footnote Symbols

ACTION**Selecting the Style and Starting Value**

To define the style and starting value for footnotes:

1. Move the cursor to anywhere ahead of the footnotes you want to affect.
2. Decide what style and starting point you want to use. For illustration purposes, let's use lowercase letters starting with "e" for footnote set 2:

Type: `[F5]sf2 e[↵]`

Result: Footnote set 2 is assigned lowercase letters e, f, g, and so on.

ACTION**Restarting the Sequence**

To restart the selected sequence at the beginning of each page:

1. Move the cursor to the beginning of the file.
2. Select the footnote set number, style and starting value. Insert a hyphen (-) before the starting value to make the sequence restart at each new page:

Type: `[F5]sf2 -1[↵]`

Result: Footnote set 2 is assigned decimal numbers starting at number 1 on each page (see Note #3).

ACTION**Setting Unnumbered Footnotes**

Unnumbered footnotes are useful in several places (for example, for an author's credit on the front page of a document, when you have only one footnote per page or when you are making reference to a registered trademark). To print a footnote that is unnumbered (has no identification symbol):

1. Move the cursor ahead of the footnotes you want to affect.
2. Select the footnote set that you want to be unnumbered (for example, set 3). Enter the SF command without a style:

Type: `[F5]sf3[↵]`

Result: Footnotes in set 3 are printed without numbers or symbols of any kind. The footnote numbers are represented on-screen by a superscript n which does not print.

ACTION

Defining Footnote Symbols

You can create your own sequence of footnote symbols (for example, *, †, ‡, §, ¶) by entering a Counter String table (CS:) in the default file (see Note #1.) When it reaches the end of the defined sequence, XyWrite recycles it.

To use the symbols defined in the CS table:

1. Move the cursor to the top of the page you want to affect.
2. Select the footnote set that you want to use, and select the number of the string from the Counter String table you want to start with. For example:

Type: `[F5]sf3 *2` or `[F5]sf3 #2`

Result: For footnote set 3, XyWrite uses the symbols that are defined in the Counter String table, starting with the second string in that list, and proceeding to the third, fourth, and so on.

If there are more footnotes in your file than there are symbols in the CS table, XyWrite returns to the beginning of the CS table and starts over. If you used an asterisk in the SF command, XyWrite prints the first string twice, then the second one twice, etc. If you used a pound sign in the SF command, XyWrite simply starts at the beginning of the list without doubling the entries.

(If there is no Counter String table defined, XyWrite uses: *, **, ***, etc.)

NOTE #1

Entering the CS (Counter String) Table. The CS table in the default file defines the strings that can be used as footnote symbols. The format of the CS table is:

```
cs:#
string1
```

```

.
.
.
string#
```

where # is the number of strings. For example:

```
cs:5
.
%
&
§
¶
```

The strings in the Counter String table can also be used as counters and page numbers. You can have only one Counter String table per default file.

NOTE #2 **Recycling Symbols.** If you choose a footnote style with a limited number of symbols (e.g., lowercase letters or the Counter String table), you may run out of symbols before you run out of footnotes. When that happens, XyWrite returns to the beginning of the list of possible symbols and inserts the first one twice, then the second one twice, etc. The list is repeated as many times as necessary.

NOTE #3 **Draft and Formatted Views.** If you restart the sequence of footnote symbols on each page, the actual symbol is not displayed in draft or formatted view. Instead, a superscript 2 appears on the screen.

NOTE #4 **Footnote Numbers in Chained Files.** Footnote numbers continue through a chained set of files, unless they are reset with an SF command in one of the files. If you work with an individual file without SF commands in it, all the footnotes take on the 1, 2, 3 format.

If you want an individual file to use a different footnote style but still increment properly in a chain file, you can use a modified SF command. Simply put a question mark before the SF format in all but the first file.

For example, assume that the first file in the chain contains the command SF A to label footnotes with uppercase letters. In the subsequent files, enter the following command:

Type: `[F5]sf ?A`

Result: Subsequent files, displayed or printed separately, will have footnote labels starting with "A"; when chain printed, the footnotes will be consecutively labeled from file to file.

NOTE #5 **Initial Values for Letters.** The initial value of any letter definition is the letter you specify. However, if that letter can also mean a roman numeral then it is taken as a roman numeral. Letters used as roman numerals are I, V, X, L, C, D and M.

If you want to start footnote numbers with the letter L (rather than the roman numeral fifty, which is also L), then you precede the letter with a double quote mark:

`[F5]sf1 "L`

FORMAT

CxW4 FMs *nm=n,nm=n,nm=n, . . .*

s (optional) is the number of the footnote set (1, 2 or 3).

nm is a format command (UF, SZ, LM, RM, TS, IP, LS, FL, FC, FR, JU, NJ, FT, or SC).

= (equals sign) separates the name from the value.

n is the value of the format setting.

, (comma) separates the settings.

MENUS

Insert Footnotes Options...

PURPOSE

The FM command defines the format for footnotes. If you don't use the FM command, all footnotes use XyWrite's *default* format (as opposed to the *current* format) for text.

In addition to the standard text formatting commands (margins, paragraph indent, line spacing, offset, etc.), you can define the following footnote styles with FM:

- Footnote Transition (FT) — Allows you to specify how much extra space appears between footnotes.
- Superscript Numbers (SC) — Allows you to change the mode for printing footnote numbers.

XyWrite supports up to 3 independent footnote sets. You can create a separate format for each set by putting the set number into the FM command, i.e., FM1, FM2 or FM3. *Any set of footnotes that does not have an FM command takes the program's default format.*

ACTION

Defining the Space Between Footnotes

When more than one footnote in a set appears on a page, XyWrite allows you to define the amount of extra space between them. You do this by including the FT setting as part of the FM command. For example:

1. Place the cursor before the first footnote you want to affect. Typically, you would move to the top of the file:

Press: **Ctrl** **Home**

2. Decide which footnote set you want to use. Let's use set 3:

Type: **[F5]**fm3 sz=9pt,lm=.8,rm=5.5,ft=.2**[↵]**

Result: Footnotes in set 3 are 9 point, and have a left margin of .8 inch and a right margin of 5.5 inches. When more than one footnote appears on a page, there is .2 inch between each one.

ACTION

Changing the Printing Style of Footnote Numbers

By default, footnote numbers in the text print in superscript mode (MD SU) and footnote numbers at the bottom of the page print in normal mode (MD NM). For some applications, you may wish to print the footnote numbers at the bottom of the page in superscript. You can do this by including the SC command as part of the FM command. SC has the following format:

SC=nm

where *nm* is the type style in which you want to print footnote numbers at the bottom of the page. Refer to "Mode Commands" later in this chapter for a list of type style mnemonics.

To print footnote numbers at the bottom of the page in superscript mode, include the SC=SU setting in the FM command. For example:

Type: **[F5]fm sc=su,sz=9pt,lm=.8,rm=5.5,ft=.2[Enter]**

NOTE #1

Opening a Window. If you issue the FM command without arguments, XyWrite opens a command window. You can then type the values you want into the window, and press **[Shift][F1]** to close it. For example:

1. Type: **[F5]fm1[Enter]** to open the command window
2. Enter the formatting commands you want to apply to footnote set 1.

Type: **sz=9pt,uf=times**

3. Press: **[Shift][F1]** to close the command window

NOTE #2

Effect of FM on Footnote Separators. The FM command sets the format for the footnote text only; it does *not* affect the format of the footnote separators.

NOTE #3

Default Settings. You can also change the settings of SC and FT in the default file. You might prefer this method if you use the same values for every document. See "Default Settings" in the *Customization Guide* for more information.

NOTES

Graphic Design Commands

INTRO

XyWrite gives you the tools you need to produce any type of document, including those that are highly designed, like newsletters and brochures. This section describes some commands that let you apply graphic design techniques, such as wrap-around text and borders, to your documents.

| CONTENTS | <u>Page</u> | <u>Section</u> | <u>Command</u> |
|----------|-------------|---------------------------|----------------|
| | 4-52 | Graphic Design Procedures | |
| | 4-55 | Framing an Area | FA |
| | 4-61 | Drawing a Border | BO, UP, UB |
| | 4-68 | Line Drawing | BOX |

Graphic Design Procedures

PURPOSE

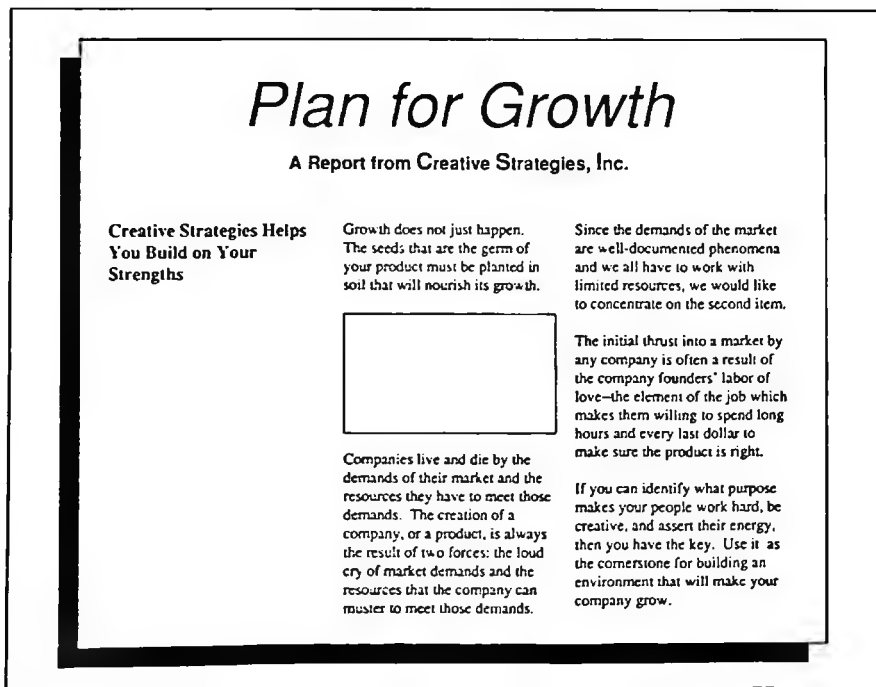
This section gives you an overview of the steps involved in creating a page that incorporates a frame and a border. Keep in mind as you review the procedure that the example represents the simplest application of two powerful commands. Detailed descriptions and more complex examples of the commands follow the overview.

There are three parts involved in producing a page with a reserved frame of white space and a border. To summarize:

- **Type the text.** Enter the body text of the page, and use the appropriate formatting commands to define the margins, point size, typeface, etc.
- **Reserve the space for the illustration.** Use the FA (Frame Area) command to reserve space for an illustration (see Note).
- **Define and insert the border.** Use the BO command to define the type of border and line weight.

NOTE

Importing Graphics. XyWrite allows you to import many types of graphics so you can display and print them with your text. (See "Importing Graphics" for information on the types of graphics you can import.) The procedure described in this overview assumes you are not importing the graphic, but are simply reserving space for it.



ACTION**Type the Text**

To begin, create a new file. We'll use the name FLYER.

Type: **[F5]**new flyer**[↵]**

Write the text you want, as in the illustration, and add the appropriate formatting commands.

ACTION**Reserve Space for the Illustration**

The FA (Frame Area) command reserves a space on the page so you can later paste in an illustration. As an example, let's create a frame that is 2.3 inches wide and 1.3 inches deep, and place it 2.5 inches from the left edge of the page and 3.2 inches from the top.

1. Move the cursor to the page on which you want the frame to appear.
2. Issue the FA command.

Type: **[F5]**fa**[↵]**

Result: A command window opens.

3. Type the size and position arguments. Be sure to put a semicolon at the end of the arguments.

Type: si=2.3x1.3,po=2.5x3.2;

4. Close the command window.

Press: **[Shift]** **[F1]**

Result: XyWrite reformats the text on the page so that it flows around the reserved frame. (Every time you change the size or position of the frame, XyWrite adjusts the text to accommodate it.)

5. (Optional) To review the format of the document, switch to graphic view.

Press: **[Shift]** **[F8]**

ACTION

Define and Insert the Border

You use the BO command to define the border. Once it is defined, XyWrite automatically places it around all associated page elements on the page until you cancel it or override it.

To insert a border that has a line weight of 2 points around the frame you created in the previous procedure:

1. Move to the beginning of the file.
2. Type: `[F5]bo lb=fa,wt=2pt[↵]`

Result: When you print your document or display it in graphic view, a border appears around the framed area.

FORMAT

FA **SI=WxD**,**PO=XxY**;*string*

SI=WxD (optional) is the size of the area being reserved. If you omit **SI**, XyWrite automatically calculates the size based on the contents of *string*. (See Note #1.)

PO=XxY is the place on the page where you want the reserved area to fall. You can use keywords or specific page coordinates. (See Note #2.)

; is a required group argument separator. It must follow the preceding arguments, even if *string* is omitted.

string (optional) is text or embedded commands that define what goes into the reserved area. (See Note #3.)

MENU

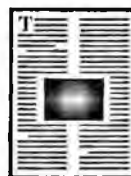
Insert | Frame...

PURPOSE

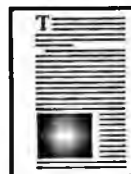
The **FA** (Framed Area) command allows you to define and reserve "boxes" of space on a page. You can leave these reserved areas blank, enter text into them, or merge graphic files into them (see the illustrations on the following page).

When the framed area is narrower than the width of the text, text flows around the frame in one of the following ways:

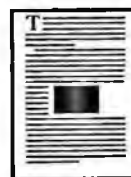
- If the framed area is placed between columns, text flows around both sides of the area.

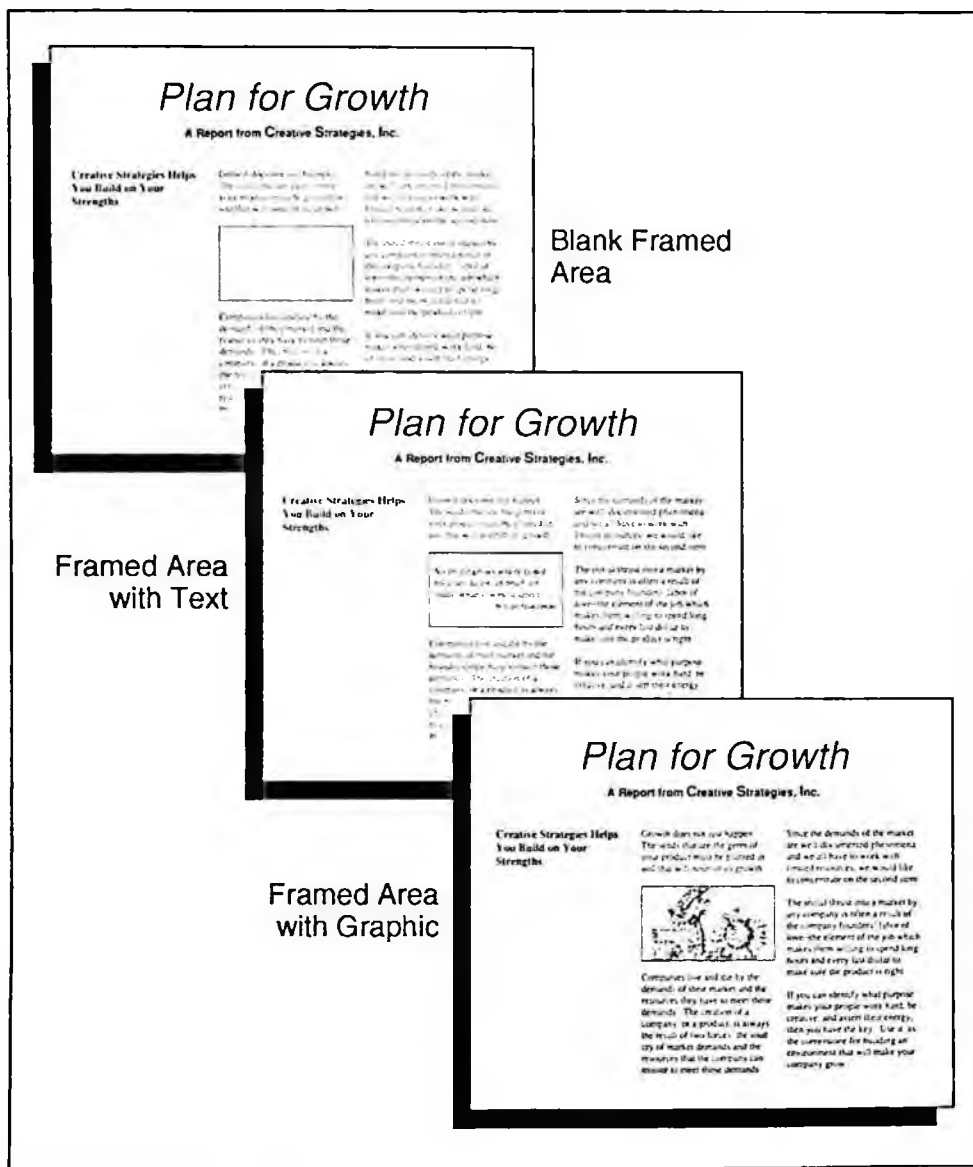


- If the framed area is placed against the left edge of the text area, text flows around the right side of the frame. (Note: To achieve this effect, set the **LM** (Left Margin) command to 0 and use the **OF** (Offset) command to establish the left edge of the text area.)



- If the framed area is placed in the middle of a page, text flows around the left side of the area.





ACTION

Using the FA Command

Before you issue the FA command, you must decide how large you want the framed area to be, where on the page you want it to fall, and what you want to include in it. There are many options for specifying each argument, and these options are discussed in the notes at the end of this section. For illustration purposes, let's build on the example presented in the overview section by inserting text into the frame.

1. Move the cursor to the beginning of the file.
2. Issue the FA command.

Type: `[F5]fa`

Result: A command window opens.

3. Type the size and position arguments. Be sure to put a semicolon at the end of the arguments.

Type: `si=2.3x1.3,po=2.5x3.2;`

4. Enter the appropriate formatting commands for the text you are inserting (see Note #4). Margin and indent values are measured from the edge of the area, not from the edge of the page. For example:

Type: `[F5]sz 11pt`

Type: `[F5]md it`

Type: `[F5]rm 2.2`

Type: `[F5]uf times`

Type: `[F5]gu .5`

5. Enter the text that you want to appear in the reserved area.
6. Close the window.

Press: `[Shift][F1]`

Result: When you print your document (or when you display it in graphic view), the text you entered in step 5 appears in the reserved area.

- NOTE #1** **Size Options.** There are three options for defining the size of the framed area:
- You can specify the actual dimensions, as shown in the previous example.
 - You can omit the SI setting and let XyWrite define the size automatically for you, based on the size of *string*. If *string* does not include an IG (Import Graphic) or IN (Import Printer-Ready File) command, XyWrite uses the width of the current page as the area's width (see Note #4). If *string* does include an IG or IN command, XyWrite gets the width information from the file being imported.
 - You can specify one dimension and let XyWrite automatically calculate the other by substituting the letter "A" for the dimension (e.g., SI=Ax4).

- NOTE #2** **Position Options.** There are three options for specifying the position on a page of the framed area:
- You can specify the actual coordinates, as shown in the previous example. To do this, measure from the top left corner of the page (not from margins) to the upper left corner of where you want XyWrite to place the framed area.
 - You can use keywords to specify a horizontal or vertical area of the page. XyWrite accepts the following keywords for the horizontal position:

| | |
|----|---------------------|
| PC | Position of command |
| LP | Left of page |
| TM | Text margin |
| CP | Center of page |
| RP | Right of page |
| LC | Left of column |
| CC | Center of column |
| RC | Right of column |

XyWrite accepts the following keywords for the vertical position:

| | |
|----|---------------------|
| PC | Position of command |
| TP | Top of page |
| CP | Center of page |
| BP | Bottom of page |
| TC | Top of column |
| CC | Center of column |
| BC | Bottom of column |

It is recommended that you use PC to define only one value of the PO argument.

- You can combine the first two options by using the specific coordinate for one value and a keyword for the other (for example, PO=LPx2).

XyWrite also allows you to define different positions for odd- and even-numbered pages. If you do that, XyWrite positions the framed area one way if it falls on an even page and another way if it falls on an odd page. For example, suppose you want the framed area to be on the outside corner of the page. On an even page, that would be the left corner, while on an odd page it would be on the right corner.

To apply this option, use the POO (Position Odd) and POE (Position Even) arguments instead of PO. You must include both arguments in the FA command; otherwise, XyWrite treats the single argument as if it were simply a PO argument.

NOTE #3 **String Options.** There are three options for defining the contents of the reserved area:

- Leave it blank, so that you can manually paste in a graphic or halftone.
- Enter text and appropriate formatting commands as part of the FA command to create a sidebar or highlight a quotation.
- Enter an IG (Import Graphic) or IN (Include Printer-Ready File) command as part of the FA command.

You can combine the last two options to add a title or caption to the imported information. Text that appears before the IG or IN command is placed over the imported information; text that appears after the IG command is placed after the imported information.

NOTE #4 **Inserting Text.** The size of the reserved area does not restrict the width of the text you are inserting. If you insert text in an FA command, be sure to include an RM (Right Margin) command with that text. Otherwise, the text may print beyond the edge of the reserved area.

NOTE #5 **Line Endings.** On pages that include an FA command, XyWrite displays accurate line endings in both graphic view and formatted view. In draft view, line endings may no longer be accurate.

ALSO SEE **Related Commands.** The following commands are often used in combination with the FA command: BO (Border); IG (Import Graphic); and IN (Import Printer-Ready File).

EXAMPLES

The following examples of the FA command are shown in expanded view.

```
«FASI=3INx4IN,PO=CPxCP;«IGSALES.PCX»«UFTIMES»«SZ9PT»  
«RM2.8IN»«FC»1992 Sales Projections<-  
»
```

This command creates a framed area that is 3 inches wide by 4 inches high, centered on the page. Inside the frame is the imported graphic SALES.PCX, with the caption "1992 Sales Projections" centered under it.

```
«FASI=AxA,PO=LPxPC;«IGFLOW.TIF»»
```

This command creates a framed area that is left on the page and is vertically placed at the position of the cursor when the command is issued. If you add or delete text before the marker that represents the command, the vertical position of the frame will change. XyWrite automatically calculates the size of the framed area based on the contents of the imported graphic.

```
«FASI=2INx3IN,POO=RPxBP,POE=LPxBP;«UFHELVETICA»«SZ8PT»  
«RM1.8IN»«GU.2IN»Shaker Styling<-  
«IGCHAIR.TIF»»
```

This command creates a framed area that is 2 inches wide by 3 inches high. If the framed area falls on an odd page, XyWrite positions it in the bottom right corner; if it falls on an even page, XyWrite positions it in the bottom left corner. The frame contains the imported graphic CHAIR.TIF, with the title "Shaker Styling" immediately over it.

FORMAT

 **BO** *LB=name,WT=l,r,t,b,IN=l,r,t,b,IS=%,RS=l,r,t,b,AB=l,r,t,b*

 **UB** *name*

 **UP** *name*

LB=name is the border name or label. It can be a keyword (described below) or a name you select (up to 8 characters). (See Note #1.)

WT=l,r,t,b is the line weight or thickness. The default is 0. (See Note #2.)

IN=l,r,t,b (optional) is the amount of inset between the border and the page element boundaries. The default is 0. (See Note #3.)

IS=% (optional) is the percentage of black you want inside the border. The default is 0. (See Note #4.)

RS=l,r,t,b (optional) is the percentage of black you want the border to print in. The default is 100. (See Note #5.)

AB=l,r,t,b (optional) defines the way in which you want adjacent borders handled. The default is 0. (See Note #6.)

MENUS

 **Insert** **Borders...**

PURPOSE

The **BO** (Border) command allows you to put a border around the following page elements: table cells; snaked columns; and framed areas created by an **FA** command. In addition, you can put a border around an entire page. The **BO** command also allows you to put lines between columns or table cells and to create shaded areas behind your text or graphic.

When you define a border, you can use a keyword as the border name or you can give it a custom name. The type of border name you use affects the way that you apply borders: if the name is a keyword, XyWrite automatically applies the border to all page elements that correspond to that keyword; if the name is a custom one, you use either the **UB** (Use Border) or **UP** (Use Page Border) command to apply it.

UB applies the named border to all table cells, reserved areas, and snaked columns. It overrides any borders that were defined with keywords. **UP** tells XyWrite to insert the border around the page; it does not override borders that were defined with keywords.

The **UP** and **UB** commands can also be used to turn off borders:

- **UP NO** turns off page borders (those applied with a **UP** command).
- **UB NO** turns off all borders except page borders (in other words, it turns off borders activated by a **BO** or **UB** command).
- **UB ST** turns off custom borders (those applied with a **UB** command) and turns on standard borders (those applied with a **BO** command)

ACTION

Creating a Border for Snaked Columns

To automatically insert a border around snaked columns:

1. Move the cursor to the beginning of the file.
2. Enter the BO command using the keyword SN. As an example, we'll use a line weight of 2 points.

Type: `[F5]bo lb=sn,wt=2pt[Enter]`

Result: XyWrite applies this border to all snaked columns in the file, unless you supersede it with a UB command or turn it off with a UB NO command.

ACTION

Creating a Page Border

To create a border that goes around the text of your page:

1. Move the cursor to the beginning of the file.
2. Issue a PW (Page Width) command. (See Note #7.) For example:

Type: `[F5]pw 8[Enter]`

Result: XyWrite uses the page width of 8 inches to draw the border.

2. Define the border with the BO command. Page borders use a custom label rather than a keyword. In addition to specifying the weight, page borders generally look better if you establish an inset. For example:

Type: `[F5]bo lb=pg,wt=1pt,in=.5in[Enter]`

3. Turn on the border by issuing the UP command. For example:

Type: `[F5]up pg[Enter]`

Result: When you print the file, all pages will have a border around them. The UP command has no effect on other borders. It remains in effect until you issue a UP command with another name or turn page borders off with a UP NO command.

NOTE #1 **LB (Label).** The label argument defines the name of the border, or the type of page element to which this border is to apply. The format is:

LB=name

where *name* is a keyword or a name you select (up to 8 characters). You can only use a border label once per file. That means that you can define a border for columns using the keyword CT, but you cannot redefine it later in your file. (This rule does not apply to BO commands that are nested inside other commands.)

Allowable keywords are:

FA (Framed Area)

CT (Column)

SN (Snaked Column)

NOTE #2 **WT (Weight).** This argument defines the line weight (or thickness) of the border. The format for this argument is:

WT=l,r,t,b

where *l,r,t,b* refer to the left, right, top, and bottom borders. If you omit one or more values, XyWrite substitutes the last specified value. For example, WT=3PT defines a line weight of 3 points for all four borders; WT=3PT,,1PT defines a line weight of 3 points for the left and right borders and 1 point for the top and bottom borders.

NOTE #3 **IN (Inset).** This argument defines the amount of inset (space) between the edge of the page element and the border. The IN argument is typically used for borders around a framed area and around a page; it is not necessary for columns and tables. The format for this argument is:

IN=l,r,t,b

where *l,r,t,b* refer to the inset at the left, right, top, and bottom of the border. If you specify only the value for *l*, XyWrite assumes you want the same size inset all the way around the border.

When you specify an inset value for a framed area border, XyWrite places the border around the edge of the framed area, then measures from the border outward to create the gutter of white space. If you change the value of the inset, it affects the text that surrounds the framed area; the size of the area and the placement of the border are not affected.

When you specify an inset value for a page border, XyWrite measures from the edge of the paper for the left, top, and bottom borders; for the right border, it measures from the point established by the PW (Page Width) command.

The IN argument is ignored when two borders are combined (see the AB argument in Note #6). In such cases, XyWrite inserts a single line, centered between the two elements.

-
- NOTE #4** **IS (Inside Shading).** This argument defines the shading within the box created by the border. The format for this argument is:
- IS=%**
- where % is the percentage of black you want the shading to be. A value of 0 means no shading; a value of 100 produces solid black. Typical values for IS are 5 and 10.
- NOTE #5** **RS (Rule Shading).** This argument defines the shading for the lines (or rules) that make up the border. The format for this argument is:
- RS=*l,r,t,b***
- where *l,r,t,b* define the percentage of black you want the shading to be. A value of 0 means that the lines are invisible; a value of 100 means that the lines are solid black. If you omit one or more values, XyWrite substitutes the last specified value.
- NOTE #6** **AB (Adjacent Borders).** XyWrite defines adjacent borders as borders of the same height (or length) that fall side by side on the page. The most common occurrence of adjacent borders is between columns or rows in a table or between snaked columns. AB does not apply to framed areas.
- By default, XyWrite combines adjacent borders into one border, using the line weight of the left border. For example, instead of two lines between snaked columns, one forming the right border of column 1 and one forming the left border of column 2, XyWrite prints one border, centered between the two columns.
- The AB argument lets you maintain adjacent borders as separate lines. It also lets you turn printing of borders on or off, depending on whether they are combined borders or not. For example, you can choose to print only those borders that are combined (e.g., between columns and rows) or only those borders that are not combined (e.g., around the outside of a table). You can even choose to print none of the borders, or to apply different rules to the top, bottom, left, and right borders.
- The format of the AB argument is:
- AB=*l,r,t,b***
- where *l,r,t,b* define the way XyWrite treats adjacent left, right, top, and bottom borders. If you omit one or more values, XyWrite substitutes the last specified value. The AB argument uses the following values:
- 0 Adjacent borders are combined. (This is the default.)
 - 1 Border is invisible when combined with another border.
 - 2 Border is invisible unless combined with another border.
 - 3 Border is always invisible.
 - 4 Adjacent borders are not combined.

$AB = 1$

the 1970s, the Employment Security Administration (ESA) was the primary source of information on the labor force and employment. The ESA was a part of the Department of Labor, and its data were used by the Bureau of Economic Analysis (BEA) to compile the National Income and Product Accounts (NIPAs). The BEA's data on employment were derived from the ESA's data on the number of persons employed in the economy. The BEA's data on employment were derived from the ESA's data on the number of persons employed in the economy.

[illegible][illegible]
$$AB = 0,3$$

-
- NOTE #7** **Page Width.** XyWrite uses the value established for PW (Page Width) as the outer right boundary of page borders. The default value for PW is 8.5 inches.
- NOTE #8** **White Space.** You can use the ET (Element Top) and EE (Element End) commands to insert space between the top and bottom borders and the text of a cell, column or frame.
- NOTE #9** **Nesting Commands.** You can insert the BO and UB commands inside certain formatting commands. For example, you can put them inside an RH or RF command to create a border around a running header or footer. You can also put the BO command inside an FA command so that it applies only to the framed area being defined, rather than to all framed areas. This rule applies only to formatting commands that open a command window so you can embed other commands. You cannot nest a BO command inside an SN (Snaked Columns) command, for example, because SN does not open a command window when you issue it.
- NOTE #10** **Printer Requirements.** Your printer must support graphic mode for borders to work.
- ALSO SEE** **Related Commands.** The BO command interacts closely with the FA, CT, and SN commands. You should also be familiar with the effects of the ET (Element Top), EE (Element End), and PW (Page Width) commands before using the BO command.
- EXAMPLES** **BO lb=FA,is=10**
Defines and applies a border for framed areas (as defined by an FA command). This command fills all areas with a gray screen, 10% of black. There are no lines around the framed area because there is no WT argument.
- BO lb=SN,wt=1pt,rs=25,is=20**
Defines and applies a border for snaked columns; the lines of the border are 1 point thick and are 25% of black. The area inside the border is 20% of black. This command puts lines around every snaked column in the file.
- BO lb=THICK,wt=3pt,rs=50,,100,is=25**
Defines a border named THICK, with a line weight of 3 points. The left and right borders print in 50% of black, while the top and bottom borders are solid black. The area inside the border is 25% of black.
- This border is not applied until you issue a UB THICK command; after that, it is applied to all columns, tables, and frames in the file until it is superseded by another UB command.

BO lb=SOLID,wt=2pt,,3pt

Defines a border named SOLID. The left and right borders have a line weight of 2 points, while the top and bottom borders have a weight of 3 points.

This border is not applied until you issue a UB SOLID command; after that, it is applied to all columns, tables, and frames in the file, until it is superseded by another UB command.

BO lb=CT,wt=2pt,ab=2,,3,rs=75

Defines and applies a border for column tables. The line weight for all four borders is 2 points, and the lines print in 75% of black. The left and right borders are visible only when they are adjacent to another border; the top and bottom borders are always invisible.

The effect of the AB setting in this command is to put vertical rules between columns in the table, but not between rows or around the outside of the table.

BO lb=CT,wt=1pt,ab=1

Defines and invokes a border for column tables. The line weight is 1 point. The borders are only visible if they are not adjacent to another border.

The effect of this AB setting is to put borders around the outside of the table, but not between columns or rows.

BO lb=FA,wt=2pt,in=.4,,.2

Defines a border for all framed areas. The line weight is 2 points. The border insets from the left and right boundaries by 4/10 inch, and from the top and bottom boundaries by 2/10 inch.

FORMAT

Ctrl-Y BOX

MENUS

Advanced Draw**PURPOSE**

The **BOX** command puts you in line drawing mode, which allows you to draw horizontal and vertical lines to separate columns or rows of data, create boxes or borders around your text (see Note #1), even create simple illustrations. You can draw with a single or double rule, or you can specify any other character as your line drawing character. Unlike most commands in this chapter, the **BOX** command is an immediate command; it is not embedded in text as a command marker.

There are several rules that you need to follow when you are in line drawing mode:

- Use a monospaced font (see Note #1).
- End every line with a hard return.
- Put extra space around your text to allow for the lines to be inserted—otherwise, the line drawing characters will overwrite the text.
- Be sure your printer supports the line drawing characters.

Also keep in mind that you cannot enter text while you are in line drawing mode, although you can erase characters by overwriting them with the line drawing character or with a space.

ACTION**Drawing a Border**

Let's say you have just written a poem and you want to draw a border around it.

1. Put a carriage return at the end of each line.
2. Be sure there is enough space around your text to insert the border.
3. Move the cursor to the point where you want the upper left corner of the border.
4. Type: **[F5] box [Enter]**

Result: You are now in line drawing mode. The only active keys are the arrow keys, number keys 1-6, and **[Esc]**.

5. Select your response.

| | |
|--------|-----------------------------------------------------------------------------------------------------------------------|
| Esc | Return to text mode. |
| 1, | Draw a single rule when an arrow key is pressed. |
| 2, | Draw a double rule when an arrow key is pressed. |
| 3,* | Draw with the special character selected in 6. (The default is an *.) |
| 4,Move | Move the cursor in the direction of the arrow without drawing or deleting text. |
| 5,Del | Delete the character under the cursor when the arrow key is pressed. (The character is actually replaced by a space.) |
| 6,New | Select a new line drawing character to be used with option 3. |

6. For this example, let's use a single rule, option 1.

Type: 1

7. Press the right arrow key until you reach the point where you want the upper right corner of the border.
8. Press the down arrow key until you reach the point where you want the lower right corner of the border.

Result: XyWrite automatically creates the corner when you change cursor direction.

9. Use the left and up arrow keys to complete the border.

Result: Your poem now has a single line border around it.

10. Press **[Esc]** to return to text mode.

Result: You can now enter text in your document. You can also delete and add line drawing characters in the border you created.

NOTE #1

Monospaced Fonts. You can only use the line drawing function with monospaced fonts (e.g., Courier, Pica, Elite). If you use a proportionally spaced font, the lines will be skewed when you print the document.

NOTES

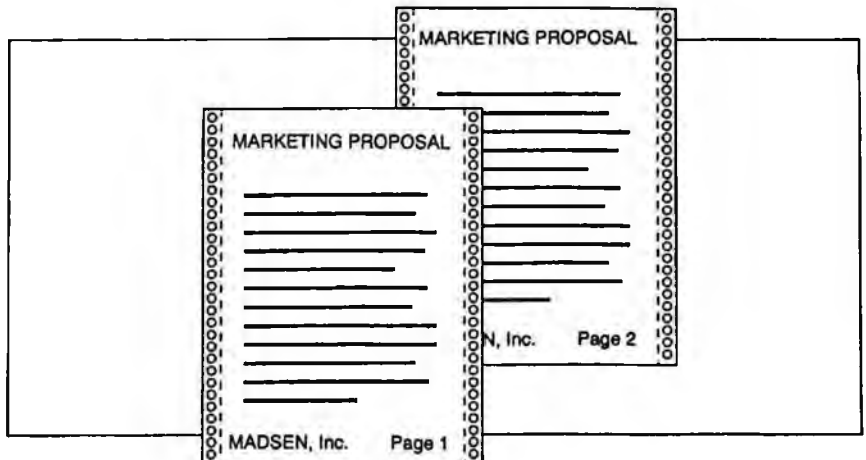
INTRO

The term *running header* refers to text that appears at the top of a page and repeats on successive pages. Similarly, *running footer* refers to text that repeats at the bottom of pages. You can create headers and footers that:

- Number your pages for you
- Title your pages repeatedly on each page

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| <u>Page</u> | <u>Section</u> | <u>Command</u> |
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| | Running Header, All Pages | RH |
| | Running Header, Even Pages | RHE |
| | Running Header, Odd Pages | RHO |
| | Running Footer, All Pages | RF |
| | Running Footer, Even Pages | RFE |
| | Running Footer, Odd Pages | RFO |



| | | |
|--------|-------------------------------------------------------------------------------------------------|---------------------------|
| FORMAT |  RH | Running Header, All Pages |
| |  RHE | |
| |  RHO | |
| |  RF | Running Footer, All Pages |
| |  RFE | |
| |  RFO | |
| MENUS |  Header/Footer | |





PURPOSE The RH (Running Header) command inserts at the top of every page a block of text that you specify. Similarly, the RF (Running Footer) command inserts text at the bottom of every page. As text you can include chapter title, page number, date, time, even a graphic. (XyWrite can automatically update the date and time.)

You specify the running text once and it automatically repeats page after page. You can start the text on any page and change or remove it on any successive page.

To have the same text on every page you would use the commands RH or RF. In order to alternate text on odd and even pages, you use pairs of commands: both RHE and RHO or RFE and RFO.

ACTION **Inserting a Running Header or Footer**

Running Headers and Running Footers are both inserted the same way. As an example, we will enter the same Running Header for all pages — the text includes a chapter title and page number:

1. Move the cursor to the beginning of the page where you want the Running Header to start, ahead of all text and spaces. (See Notes #3 and #4.)
2. Type:  rh 
Result: A window opens in the middle of the screen.
3. Enter any formatting commands that you want for the Running Header. These formatting commands will not affect the body of the document. For example, to print the running header in Times Roman:
Type:  uf times 
4. Now enter the Running Header text — for example, the chapter title and page number:

Type: Chapter 1 (without pressing )

Tab, space, or leader over to near the right margin and then type in the page number command (PN):

Type:  pn 

5. Enter a carriage return to end the line.
6. Enter a carriage return for each blank line you want between the text of the Running Header and the text of the document. Let's say you want two blank lines:

Type:  

7. Close the window.

Press:  

Result: "Chapter 1" and the page number are printed on the same line, followed by two blank lines, at the top of this page and all succeeding pages.

NOTE #1 Other Page Number Formats. The PN command alone puts in normal page numbers, starting at 1, 2, etc. But XyWrite can start at any number and create many formats. (See the "Numbering" section later in this chapter.)

NOTE #2 Embedded Commands. If you are using the RH (or RF) command to specify the same running text on all pages, the expanded view appears as RHA (or RFA). If you edit while in the expanded view, never omit the third letter of the command — XyWrite understands «RHA» and «RFA», but «RH» or «RF» will generate an error.

NOTE #3 Where Running Headers Take Effect. The Running Header (RH) command takes effect on the current page only if it is on the first line of that page, ahead of any text, returns, or spaces. (It can be preceded by other embedded commands.) If the command is anywhere else on the page, it will take effect at the top of the next and subsequent pages.

There may be times that you want to define a running header at the top of the document so that all the initial formatting commands are together, but you don't want the header to print until page 2. The IC command allows you to do that; when inserted before an RH command, IC has the same effect as a text character, forcing the running header to start printing on the next page. The format of the IC command is:

IC

NOTE #4 Where Running Footers Take Effect. The Running Footer (RF) command takes effect on the current page only if it is on the first line of that page, ahead of any text, returns, or spaces. (It can be preceded by other embedded commands.) If the command is anywhere else on the page, it will take effect at the bottom of the next and subsequent pages.

- NOTE #5** **Preventing an Extra Blank Page with a Running Header From Being Printed.** *Symptom:* At the end of your document your printer prints an extra page with only a running header or footer (and no other text) on it. *Cause:* You are probably ending your document with extra carriage returns which are forcing a new page, or with a PG (Page Break) command followed by more than one carriage return. *Remedy:* Remove the last PG command and any unnecessary carriage returns from the end of the file. You can also turn on the page-line indicator (with **[F8]**) to preview the page numbers.
- NOTE #6** **Counters in the Header/Footer.** XyWrite has an automatic numbering capability (called a counter), which is described later in this chapter. You can insert the number currently stored in a counter into the text of a Running Header or Footer without increasing the value of the counter. See "Counter Command."
- NOTE #7** **Entering a Short Header or Footer.** You can type in a short, *unformatted* header by typing the text on the command line after the command. This is a shortcut for the method shown under Action. For example:
Type: **[F5]**rh This is a running header **[↵]**
- NOTE #8** **Borders.** You can put a border around the running header or footer by embedding the BO command inside the RH or RF command. Refer to "Drawing a Border" for information about the BO command.
- NOTE #9** **Editing Headers and Footers.** You can edit the text of headers and footers by switching to expanded view (**[Ctrl][F8]**) or by moving the cursor to the embedded command marker and pressing **[F11]** (or **[Alt][F1]**).


You cannot edit headers or footers in graphic view.
- NOTE #10** **Previewing Headers and Footers.** Running headers and footers are visible in expanded and graphic views. You can also view the footnotes with PRINTS. Graphic view and PRINTS show the headers/footers positioned properly on each page.
- NOTE #11** **Canceling a Running Header or Footer.** To cancel a running header before the end of the document, issue an empty RH or RF command.
- ALSO SEE** **Page Format.** To see how the Running Header and Footer interact with other page format commands such as BT (Bottom Margin) and FN (Footnotes), refer to the section "Page Length Procedures."

Importing Files

INTRO

One of the more powerful features of XyWrite is its ability to import files from other software programs. Your final documents can include graphics, spreadsheets, database records, even text generated on other word processor programs. XyWrite performs the necessary file conversions, and reformats your document to accommodate the imported information.

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| | 4-76 | Import Graphic | IG |
| | 4-82 | Including Printer-Ready Files | IN |
| | 4-84 | Linking Text | LINKTX |
| | 4-90 | Updating Linked Text | UPDATETX |

FORMAT  **IG** *filename*,**TY**=*fmt*,**CR**=*XxY WxD*,**SC**=*XxY*,**DE**=*d*,**IM**=*type*,**RV**=*n*

filename is the name of the file you want included.
TY=*FMT* is the type of format (PCL, PCX, TIFF) used to create *filename*. If the format is included as the filename's extension, you can omit this argument.
CR=*XxY WxD* (optional) is the cropped size of the graphic.
SC=*XxY* (optional) is the scaling factor that lets you reduce and enlarge the graphic.
DE=*d* (optional) is the depth of the graphic (see Note #5).
IM=*type* (optional) is the image type, either "L" for line art or "G" for gray tone (or textured) art. The default is L.
RV=*n* (optional) lets you reverse the color imaging scheme of the graphic from black on white to white on black or vice versa. 0 uses the graphic's original color scheme; 1 reverses it. The default is 0.

MENU  **Import Graphic...**

PURPOSE The IG (Import Graphic) command allows you to merge graphics from many different sources into your document. You can also use the IG command to crop or scale a graphic so that it better fits into your page layout.

When you import a graphic, XyWrite doesn't merge the contents of the graphic file into your document. Instead, it saves the filename and instructions for how you want to modify it in the embedded command. When you print or switch to graphic view, the data from the imported file is merged in memory with the data from the XyWrite file.

Compatible graphic formats are:

- PCL (Printer Control Language) — generated by Freelance and Gem among others.
- TIFF (Tagged Image File Format) — generated by HP Graphics Gallery, SlideWrite Plus, and others.
- PCX (PC Paintbrush Format) — generated by PC Paintbrush, PicturePak, HP Scanning Gallery, etc.

In addition, you can use the XyWrite menus to convert from other formats into TIFF. (See Note #1.)

XyWrite provides several sample graphic files that you can use to simply learn about the IG command or to incorporate into your finished documents. By default, the sample graphic files are stored in the \XY4\PICTURES directory.

ACTION**Importing a Graphic**

To import a graphic named DOG.TIF:

1. Move the cursor to where you want the graphic to appear (see Note #2).
2. Issue the IG command. It is not necessary to include the TY argument because the file's extension specifies the type.

Type: `[F5]ig dog.tif[↵]`

Result: An embedded command marker appears at the cursor position. XyWrite reformats the document to accommodate the vertical space required by DOG.TIF. If you add or delete text before the marker, the position of DOG.TIF changes; if you want to anchor it to a fixed position on the page, include the IG command inside an FA (Frame Area) command (see Note #2).

3. (Optional) Switch to graphic view to see the imported graphic.

ACTION**Scaling the Graphic**

By default, XyWrite reproduces the graphic at full size, or 100%. However, you can enlarge or reduce the size of the graphic when you import it. For example, suppose you want to enlarge the graphic to 125% of its original size.

1. Move the cursor to where you want the graphic to appear.
2. Issue the IG command.

Type: `[F5]ig dog.tif,sc=125x125[↵]`

Result: XyWrite reformats the document to accommodate the vertical space required by DOG.TIF. When you print the document or switch to graphic view, XyWrite scales the image to 125% of its original size. (See Note #3.)

ACTION**Cropping the Graphic**

By default, XyWrite incorporates the entire image area of the graphic into your document. However, you can eliminate portions of the graphic by specifying crop size in the CR argument (see Note #4). For example:

1. Move the cursor to where you want the graphic to appear.
2. Issue the IG command.

Type: `[F5]ig dog.tif,cr=.375inx.375in 1.25inx1.25in[↵]`

Result: XyWrite reformats the document to accommodate the vertical space required by DOG.TIF. When you print the document or switch to graphic view, XyWrite crops the image to eliminate everything outside the cropped area.



Unscaled & Uncropped

Scaled to 125%



Scaled to 125%
and Cropped



NOTE #1 **Other Graphic Formats.** You can use XyWrite's menus to convert a graphic file from other graphic formats into TIFF. Once it is in TIFF, you can import it with the IG command. The formats you can convert are:

| | |
|----------------------------------|----------------------------|
| CGM (Computer Graphics Metafile) | MSP (Microsoft Paint) |
| CUT (Dr. Halo) | PGL (HP Plotters) |
| DXF (Auto CAD) | PIC (Lotus 1-2-3) |
| GCA (GOCA) | SBP (IBM Storyboard) |
| ICA (IOCA) | WMF (Windows Metafile) |
| IMG (GEM Paint) | WPG (WordPerfect Graphics) |

This conversion cannot be performed from the command line.

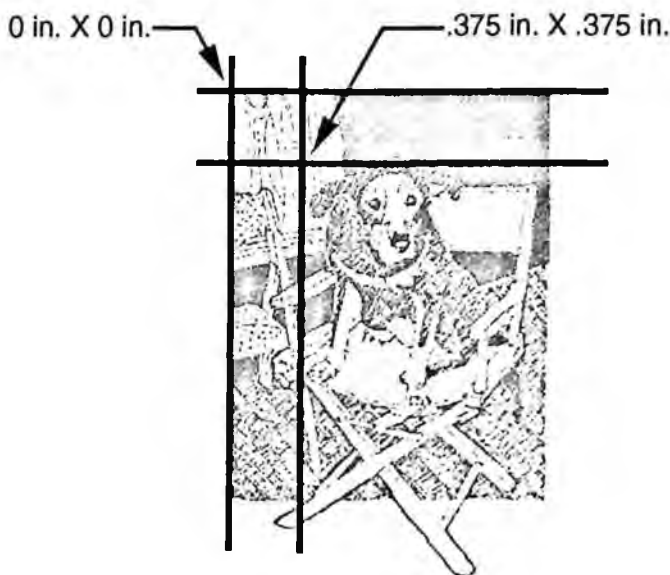
NOTE #2 **Using IG with the FA (Framed Area) Command.** You can nest the IG command inside an FA command. This approach has several advantages: (1) you can define a specific page placement for the graphic; (2) you can put a border around it; and (3) you can include a caption or title. Refer to the description of the FA command for more information.

NOTE #3 **Scaling a Graphic.** You can specify different percentages for the horizontal and vertical scaling; when you do, the shape of the graphic changes.

NOTE #4 **Cropping a Graphic.** The format of the cropping argument is:

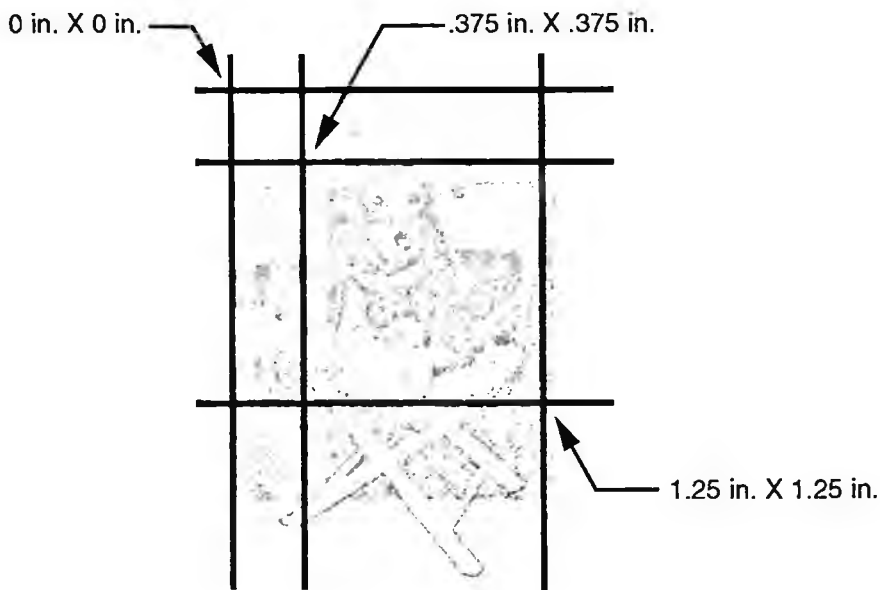
CR=XxY WxD

Crop points are based on the original size of the graphic; scaling is applied after cropping. The first set of values (XxY) defines the upper left corner of the image area you want to incorporate. To determine these values, measure from the upper left corner of the entire graphic to the upper left corner of the part of the graphic you want to use. For example:



In this example, 0x0 defines the upper left corner of the entire graphic, and .375inx.375in defines the starting point of the cropped image.

The second set of values in the CR argument defines the size of the image area you want to incorporate. You determine these values by measuring the width and height of the desired image area, starting at the XxY coordinates you established for the upper left corner. For example:



In this example, 0x0 and .375inx.375in are as explained above, while 1.25inx1.25in defines the lower right corner of the cropped image area. Remember, this value is relative to the upper left corner of the cropped area, not the upper left corner of the entire image. (If you are including the entire right side of a graphic, you don't have to be too precise about the last set of measurements; just be sure they are large enough to encompass the entire image.)

NOTE #5

Printing Text over the Graphic. If you specify a DE (Depth) of 0, XyWrite prints text over the graphic. If you use this option to create a background for text, the graphic will not appear in graphic view.

NOTE #6 **Determining Image Borders.** To determine crop points, you need to know where the edges of the image are. If the image is irregular, or if you aren't sure how much margin was added by the graphics program, you can print out a reversed copy of the graphic (using the RV argument). The background will print in black, so you can see the image's edges clearly.

NOTE #7 **File Location.** When you include a graphic file, it is not actually saved in your document—only its filename is saved. The graphic file must be accessible when displaying or printing the file. XyWrite first looks for the graphic file in the current directory, then in the directory of the parent file (the file that contains the IG command), and finally in the directory specified in GP (Graphics Path) default setting in SETTINGS.DFL.

If your graphic files are located in several different directories, it is a good idea to include the path with the filename when you issue the IG command. For example:

Type: `[F5]ig c:\docs\dog.tif`

NOTE #8 **Fast Display.** If you do not want the graphic to display when you are in graphic view, you can do a "fast call" by adding the /F switch to the CALL command. The format is:

`CALL call/f filename`

This option will save you time if you are working in graphic view. Instead of the graphic, XyWrite displays the name of the graphic file, and shows the space reserved for it.

NOTE #9 **Original Graphic File.** XyWrite does not modify the original graphic file; instead it applies the modifications you request to a copy of the file in memory.

NOTE #10 **Bi-Level Images.** Imported images must be bi-level (i.e., 2-color like black and white); multiple levels of gray are not supported.

NOTE #11 **Printer-Ready Files.** You can also use the IG command to import a printer-ready file. To use this option, specify PRF as the file type. For example:

Type: `[F5]ig c:\docs\adv.ps,ty=prf,de=4in`

When you specify the PRF file type, the IG command acts like the IN (Include) command. Refer to the description of the IN command on the next page for more information.

FORMAT **XY4** IN *filename,depth*

filename is the name of the file you want included.
depth is the vertical space required by *filename*

MENU Not a menu option.

PURPOSE The IN (Include) command allows you to have the contents of a printer-ready file incorporated into your document when you send it to the printer. (A *printer-ready file* is a file that can be output directly to the printer from DOS.) Many programs, including XyWrite, allow you to create printer-ready files.

For XyWrite to maintain the proper page count, you must specify the amount of vertical space required by the file you are including (see Note #1).

Files imported with the IN command cannot be viewed on screen, even in graphic view. They are merged with your XyWrite file during printing only.

ACTION Including a File

To incorporate a printer-ready file into a XyWrite file for printing:

1. Create the printer-ready file.
2. Call your XyWrite text file.
3. Move the cursor to the point where you want the printer-ready file to be inserted.
4. Issue the IN command with the name of the printer-ready file created in Step 1 and the number of inches in that file. As an example, we'll use the name ADV.PS.

Type: **[F5]**in adv.ps,2**[↵]**

Result: An embedded command marker appears in your file, indicating the point where ADV.PS will be inserted when you print your document. The page depth indicator in the header reflects the 2 inches reserved for ADV.PS.

NOTE **Graphic View.** As mentioned above, the files you are including are not displayed. However, in graphic view, XyWrite displays the name of the file being included and a box that shows the space being reserved for it.

- NOTE #1** **Calculating Depth.** When you are calculating the depth of the file you are including in your document, you must be sure to take into consideration all commands within the file being included that will have an impact on that depth.
- To measure the depth, create a simple document that contains a line of text, the IN command for the printer-ready file you want to measure, and another line of text. Output that document and use the lines of text as markers to determine how much space you need to specify in the IN command.
- NOTE #2** **File Availability.** When you include a printer-ready file, it is not actually saved in your document—only its filename is saved. The printer-ready file must be accessible when you display or print the file. XyWrite looks for it first in the specified directory (if any) and then in the current directory.
- NOTE #3** **Printer Compatibility.** When you create the printer-ready version of the file you want to include in your XyWrite document, be sure you are preparing it for output to the same printer you will be using for your XyWrite document.
- NOTE #4** **ASCII Files.** If the file you want to include in your XyWrite document is an ASCII file, you may want to use the MERGE command to copy the contents of that file into your XyWrite document. Choose the method that best suits your needs.
- NOTE #5** **Printer Settings.** It is possible that your printer-ready file could change a printer setting without XyWrite knowing about it. In those cases, you may have to reset the printer to its original state. For example, if your printer-ready file switches to expanded (wide) character mode for a graph and does not switch back to normal character mode, you will have to insert an MD (Mode) command after the IN command. If your printer prints a graphic and then returns to the point where it started, you need to embed an EL (Extra Leading) command in your XyWrite file. (In the latter case, specify a depth of 0 in the IN command.)
- NOTE #6** **File-End Markers.** Files that contain a file-end marker are not printer-ready.
- NOTE #7** **Printer-Ready Graphics.** Some graphic programs embed form feed characters when they create printer-ready files. You need to use a DOS utility to remove these form-feed characters before including them in your XyWrite file.

FORMAT

C:\WA LINKTX/*sw d:\path\filename,format /switch/switch*

/sw is one or more of the following command switches:

/RL identifies *filename* as an RFT:DCA file. (When using this switch, do not specify *format*.)

/XY identifies *filename* as a XyWrite file. (When using this switch, do not specify *format*.)

/AC identifies *filename* as a text file that was created in a code page other than the one DOS is using. This switch is used with the NCP2X format.

/NL turns off the links to *filename*.

\path is the location of the file you want to link.

filename is the name of the file you want to link.

format is the identifier for the program used to create the file (see Note #1).

/switch is one or more of the following format switches:

/V specifies the version number of the program used to create the file (see Note #1).

/R specifies the range of cells you want to link from a spreadsheet file (see Note #2).

/NR specifies the named range of cells you want to link from a Lotus 1-2-3 spreadsheet (see Note #2).

/X specifies the records you want to extract from a database file (see Note #3).

/C specifies the name of the command file that contains your instructions (see Note #4).

MENUS

File Import Text, **File Import Database**, **File Import Spreadsheet**

PURPOSE

The LINKTX command filters and imports text that is in other file formats into a XyWrite file. Supported formats include Lotus 1-2-3, dBase III, Excel, and many word processor formats. (For a list of supported formats, see Note #1.) In addition, the LINKTX command establishes a link to the source file, so that you can easily update your XyWrite file if the source file changes. (If you do not want this link established, use the /NL switch.)

When you issue the LINKTX command, XyWrite converts the file you are linking into a XyWrite-compatible temporary file. XyWrite then performs the following operations:

- Saves the current formatting information (of the displayed XyWrite file) in a style named TXLNK.

- Merges the temporary file into the displayed file at the current cursor location. The information from the temporary file is enclosed between two embedded commands: «LTd:\path\filename,format /switch», which marks the beginning of the linked text; and «IE», which marks the end of the linked text.
- Inserts a «USTXLNK» command to restore the formatting in effect before you linked.
- Deletes the temporary file.

Once text has been imported, you can edit it just like any other text. If the source file changes, you can easily replace the linked text in the XyWrite file with the UPDATETX command.

ACTION

Linking a Database File

To use the LINKTX command to import a dBase III file, use the following procedure:

1. Place the cursor where you want the imported text to appear.
2. Issue the LINKTX command. For example:

Type: [F5]linktx c:\db\ordent1.dbf,w4w770f /v0 

Result: The information in ORIENT1.DBF is converted from dBase III format into XyWrite format and imported into the current file. You can extract selected records from a database file by using the /X switch (see Note #3).

NOTE #1

Supported Formats. The formats currently supported are listed below, with their identifier:

| Format | Identifier |
|-----------------------------|------------|
| ASCII (native code page) | NCP2X |
| XyWrite III | W4W17F /V0 |
| XyWrite III Plus | W4W17F /V1 |
| Signature | W4W17F /V2 |
| WordPerfect 4.1 | W4W06F /V0 |
| WordPerfect 4.2 | W4W06F /V1 |
| WordPerfect 5.0 | W4W07F /V0 |
| WordPerfect 5.1 | W4W07F /V1 |
| WordPerfect for Windows | W4W07F /V1 |
| Microsoft Word 3.0, 3.1 | W4W05F /V0 |
| Microsoft Word 4.0 | W4W05F /V1 |
| Microsoft Word 5.0, 5.5 | W4W05F /V2 |

| | |
|--------------------------------------------------------------------|--------------------------------------------|
| Word for Windows 1.0 | W4W44F /V0 |
| Word for Windows 2.0 | W4W44F /V1 |
| WordStar 3.30, 3.31 | W4W04F /V0 |
| WordStar 3.45 | W4W04F /V1 |
| WordStar 4.00 | W4W04F /V2 |
| WordStar 5.00 | W4W04F /V3 |
| WordStar 5.50 | W4W04F /V4 |
| WordStar 6.00 | W4W04F /V5 |
| WordStar 7.00 | W4W04F /V6 |
| Ami Professional 1.1, 1.2 | W4W33F /V0 |
| Ami Professional 2.0 | W4W33F /V1 |
| MultiMate 3.3 | W4W10F /V0 |
| MultiMate Advantage | W4W10F /V1 |
| MultiMate Advantage II | W4W10F /V2 |
| MultiMate 4 | W4W10F /V3 |
| Final Form Text | W4W32F /V0 |
| GSA Navy DIF | W4W18F /V0 |
| Q&A Write 1.02 | W4W23F /V0 |
| Microsoft Rich Text | W4W19F /V0 |
| Excel 2.1, 3.1 | W4W21F /V0 (with tabs) |
| Excel 2.1, 3.0 | W4W21F /V0S (with spaces) |
| Lotus 1-2-3 1A | W4W20F /V0 (with tabs, PC char. set) |
| Lotus 1-2-3 1A | W4W20F /V0S (with spaces, PC char. set) |
| Lotus 1-2-3 2.0 | W4W20F /V0 (with tabs, PC char. set) |
| Lotus 1-2-3 2.0, 3.0 | W4W20F /V0S (with spaces, PC char. set) |
| Lotus 1-2-3 2.0, 3.0 | W4W20F /V1 (with tabs, LICS char. set) |
| Lotus 1-2-3 2.0, 3.0 | W4W20F /V1S (with spaces, LICS char. set) |
| Lotus 1-2-3 2.0, 3.0 | W4W20F /V1C (with columns, LICS char. set) |
| (For more information about Lotus 1-2-3 conversions, see Note #5.) | |
| dBase III, III+ | W4W770F /V0 |
| dBase IV | W4W770F /V0 |

NOTE #2

Linking Part of a Spreadsheet. By default, LINKTX converts the entire spreadsheet you specify. If you want to extract only certain cells, you can add the /R (Range) switch to the command. The /R switch lets you define the range of cells you want to extract; you use letters to define the column and numbers to define the row. For example, the command:

[F5]linktx c:\ss\calendar,wfw20f /v0 /rc2..f6 [F4]

tells LINKTX to link the cells between column C, row 2 and column F, row 6 from the spreadsheet file CALENDAR into the currently displayed file.

The /NR switch lets you use Lotus 1-2-3's range naming feature. For example, if you have named a range in your spreadsheet MYRANGE, you can import only that range with the following command:

```
[F5]linktx c:\ss\calendar,wfw20f /v0 /nrmyrange
```

The /NR switch does not apply to Excel spreadsheets.

NOTE #3

Linking Part of a Database. By default, LINKTX converts the entire database file you specify. If you want to extract only certain records, you can add the /X (Extract) switch to the command. /X lets you define the criteria you want a record to meet before it is converted and merged into the XyWrite file.

The /X switch, which you append to the end of the LINKTX command, has the following form:

"/Xfield operator variable"

field is the field number (specified as F#) or field name.

operator defines the condition you want met. You can select from the following:

| | |
|----|---------------------------------------------------|
| = | <i>field equals variable</i> |
| > | <i>field is greater than variable</i> |
| < | <i>field is less than variable</i> |
| >= | <i>field is greater than or equal to variable</i> |
| <= | <i>field is less than or equal to variable</i> |
| <> | <i>field is not identical to variable</i> |

variable is what you are comparing *field* to.

Examples:

| | |
|----------------------------|----------------------------------------------------------------------|
| <i>"/xstate = AZ"</i> | Extract records that have a STATE field equal to AZ |
| <i>"/xzip >= 85000"</i> | Extract records that have a ZIP field equal to or greater than 85000 |

You can also test for more than one condition by using the AND (&) and OR (!) operators. For example:

"/XSTATE = AZ & ZIP >= 85000 & ZIP < 86000"

Because the command line only accepts 78 characters, you may need to use a command file if your extraction criteria are lengthy (see Note #4).

NOTE #4

Using a Command File. The command line accepts up to 78 characters. If your database extraction switch exceeds that limit, you can create a command file to hold the instructions in the /V and /X switches. To create a command file:


1. Turn off document information.

Type: **[F5]default io=0** 

2. Open a new file.

3. Type each switch on a line by itself. For example:

/v0 

/xstate = AZ | STATE = CA | STATE = CO 

Omit the quotation marks (") that normally surround the /X statement.

4. Close the file.

5. Turn document information back on.

Type: **[F5]default io=1** 

To use the command file, you use the /C switch with the LINKTX command. For example, if the command file is named EXTRACT, and the database file is named DATA.DBF:

Type: **[F5]linktx c:\db\data.dbf,w4w770F /cextract** 

NOTE #5 **International Lotus 1-2-3 Support.** When you are converting Lotus 1-2-3 files, the /V switch can contain any of the following optional data:

/Vabcde

a is the version of Lotus (0 for version 1A, 1 for version 2.0 or 3.0).

b specifies whether tabs, spaces or columns were used (S for spaces; T for tabs; C for columns)

c is the character set (0 for PC; 1 for LICS — Lotus International Character Set)

d defines the location of the currency symbol and decimal point representation

0 = currency symbol precedes the number and periods are used for decimal points


1 = currency symbol follows the number and periods are used for decimal points

2 = currency symbol precedes the number and commas are used for decimal points

3 = currency symbol follows the number and commas are used for decimal points.

e defines the currency symbol (e.g., £, \$, Fr, Yen).

NOTE #6 **Location of Filters.** Each conversion format has its own .EXE program that is run by the LINKTX command. XyWrite looks for these programs in the path defined by the WW default setting. This location is typically C:\XY4\FILTERS. Refer to "Default Settings" in the *Customiztaion Guide* for more information on the WW setting.

FORMAT  **UPDATETX** *d:\path\filename*
d:\path is the location of the linked file.
filename is the name of the linked file.

MENUS  **Import** **Manage Links...**

PURPOSE The UPDATETX command allows you to replace the information that was previously imported with the LINKTX command. UPDATETX uses the arguments embedded in your document by the LINKTX command, so you don't need to redefine the conversion format, extraction criteria, etc.

Unlike most commands in this chapter, the UPDATETX command is an immediate command; it is not embedded in text as a command marker.

ACTION **Updating Linked Text**
To use the UPDATETX command:

1. Call the file that contains the previously linked text that you want to update.
2. Be sure command markers are visible.
3. Issue the UPDATETX command. For example:

Type:  **updatetx** c:\db\data.dbf 

Result: XyWrite searches the displayed file for an LT (Link Text) command that contains the filename DATA.DBF, deletes the information between the LT and IE (Import End) commands, and inserts the data from the current version of DATA.DBF.

INTRO

XyWrite's automatic numbering system, described in this section, lets you number your document in virtually any format found in print.

You can number chapters, paragraphs, sections, lists, outlines, lines, and pages — all at the same time, if need be. All numbers stay in order, even when material is added, deleted or switched around.

Automatic numbering can use numbers (1, 2, 3), upper- or lowercase roman numerals (I, II, III, i, ii, iii), letters (A, B, C, a, b, c), or even special numbering sequences that you create in advance.

You also can create references within your text, such as "Refer to Graph 6, Chapter 3, p. 112." While not precisely numbering, this function is intimately involved with automatic numbering; that is, you can link it to a counter or footnote. And it works the same way — as you move the referenced passage around during editing, XyWrite always keeps the reference accurate regarding counter or footnote number, page and chapter.

Even if you do only one kind of numbering, you might read this section just to discover how powerful the system is.

Like other sections, this one takes you through procedures in the first part, and then covers commands individually.

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Numbered Lists

PURPOSE DC (Define Counter) and C (Counter) allow you to automatically number blocks of text — outlines, lists, chapters, sections, and paragraphs.

Numbering is a two-step process. First you use the DC command at the start of your document to establish the style and starting value of the numbers that you want to use. Then you use the C counter where you want to place the automatic numbers. Several examples of how you use these commands are shown in this section.

A special C counter, C0, is designated for numbering chapters, and two commands — SR CH (Set Record Chapter) and REC (Reference Chapter) — give the chapter numbers of text marked with C0 counters. Two other commands, REF (Reference) and REP (Reference Page), also track the location of reference (“Refer to...”) text, which you mark with a C counter or with LB (Label).

ACTION Making a Simple Numbered List

Let’s start with the assumption that you have typed out a list and are ready to number it. To number the items with uppercase letters enclosed in parentheses:

1. Move the cursor ahead of the list.

2. Type: **[F5]dc 1=(A)[↵]**

Result: This embeds a command marker in the document and defines counter 1 to start with the value A enclosed in parentheses.

3. Now insert the C1 counter in the text at each place you want the automatic numbers to occur.

Type: **[F5]c1[↵]**

Result: C1 takes (A) as its first value, (B) as its second value, etc., as shown in Example #2 on the example pages. Each of the letters is generated automatically by XyWrite.

ACTION Automatic Numbering of Paragraphs

As an example, we will choose a style found in many legal and government reports — numbers separated by periods. Example #4 on the example page illustrates the point.

1. Move the cursor ahead of the list.

2. Define the numbering scheme that you want to use:

Type: `[F5]dc 1=1.1.1 [↵]`

Result: This defines three-level numbering; each level starts at 1. The 1 on the left side of the equal sign means you begin with C1.

ACTION

Making an Outline

By giving a DC (Define Counter) command for each counter, you can create an automatically numbered outline with many levels (I, A, 1, a, . . .). For example, to create a three-level outline:

1. Move the cursor to the top of the document.

2. Type: `[F5]dc 1=I A 1 [↵]`

Result: This defines the top level.

3. Enter each of the following DC commands to ensure that each level of the outline resets all lower levels.

Type: `[F5]dc 2=A 1 [↵]`

Type: `[F5]dc 3=1 [↵]`

4. Now enter the C1, C2 and C3 counters in the list, indented as shown in Example #5.

You can simplify the outlining process further by defining a style for each outline level with the SS (Save Style) command and then applying the appropriate style with the US (Use Style command). To use styles for the three outline levels:

1. Repeat steps 1 through 3 of the previous procedure.

2. Enter an SS command for each level. The following examples show typical outline style commands as they would appear in expanded view (Refer to the description of the Save Style command for more information.)

`<<sslevel1,ts=0.8inr,1in,ip=0,1in;C<<c1>>.C>>`

`<<sslevel2,ts=1.2inr,1.4in,ip=0,1.4in;C<<c2>>.C>>`

`<<sslevel3,ts=1.6inr,1.8in,ip=0,1.8in;C<<c3>>.C>>`

3. To enter an outline level:

Position the cursor where you want the outline level to appear.

Issue the appropriate US command. For example:

Type: `[F5]us level1 [↵]`

NUMBERING

PRINTOUT

EXPANDED DISPLAY

EXAMPLE #1

(No DC statement)

- 1 Illinois
- 2 Massachusetts
- 3 Washington
- 4 California
- 5 Michigan
- 6 Florida

```
«C1» Illinois
«C1» Massachusetts
«C1» Washington
«C1» California
«C1» Michigan
«C1» Florida
```

EXAMPLE #2

«DC1= (A) »

- (A) Illinois
- (B) Massachusetts
- (C) Washington
- (D) California
- (E) Michigan
- (F) Florida

```
«C1» Illinois
«C1» Massachusetts
«C1» Washington
«C1» California
«C1» Michigan
«C1» Florida
```

EXAMPLE #3

«DC1= (A-1) »

- A Illinois
 - A-1 Chicago
 - A-2 Springfield
- B Massachusetts
 - B-1 Boston
 - B-2 Cambridge

```
«C1» Illinois
«C2» Chicago
«C2» Springfield
«C1» Massachusetts
«C2» Boston
«C2» Cambridge
```

EXAMPLE #4

«DC1=1.1.1»

- 1 Animals
 - 1.1 Birds
 - 1.1.1 Albatross
 - 1.1.2 Penguin
 - 1.2 Mammals
 - 1.2.1 Monkey
 - 1.2.2 Lion
- 2 Plants
 - 2.1 Trees
 - 2.1.1 Oak
 - 2.1.2 Magnolia
 - 2.2 Flowers
 - 2.2.1 Daisy
 - 2.2.2 Rose

```
«C1» Animals
«C2» Birds
«C3» Albatross
«C3» Penguin
«C2» Mammals
«C3» Monkey
«C3» Lion
«C1» plants
«C2» Trees
«C3» Oak
«C3» Magnolia
«C2» Flowers
«C3» Daisy
«C3» Rose
```

NUMBERING

PRINTOUT

EXPANDED DISPLAY

EXAMPLE #5

(Properly
constructed
DC command)

- I Animals
 - A Birds
 - 1 Albatross
 - 2 Penguin
 - B Mammals
 - 1 Monkey
 - 2 Lion
- II Plants
 - A Trees
 - 1 Oak
 - 2 Magnolia
 - B Flowers
 - 1 Daisy
 - 2 Rose

«DC1=I A 1»

«DC2=A 1»

«DC3=1»

- «C1» Animals
 - «C2» Birds
 - «C3» Albatross
 - «C3» Penguin
 - «C2» Mammals
 - «C3» Monkey
 - «C3» Lion
- «C1» Plants
 - «C2» Trees
 - «C3» Oak
 - «C3» Magnolia
 - «C2» Flowers
 - «C3» Daisy
 - «C3» Rose

EXAMPLE #6

(Improperly
constructed
DC command)

- I Animals
 - A Birds
 - 1 Albatross
 - 2 Penguin
 - B Mammals
 - 3 Monkey
 - 4 Lion
- II Plants
 - C Trees
 - 5 Oak
 - 6 Magnolia
 - D Flowers
 - 7 Daisy
 - 8 Rose

«DC1=I»

«DC2=A»

«DC3=1»

- «C1» Animals
 - «C2» Birds
 - «C3» Albatross
 - «C3» Penguin
 - «C2» Mammals
 - «C3» Monkey
 - «C3» Lion
- «C1» Plants
 - «C2» Trees
 - «C3» Oak
 - «C3» Magnolia
 - «C2» Flowers
 - «C3» Daisy
 - «C3» Rose

EXAMPLE #7

(Chapter-Page No.)

II-13

«DC0=I»

«RFA«C0»-«PN»»

Refer to the previous two pages of examples. These should give you a good idea of how to use the DC commands and C counters.

Example #1. This is the simplest numbering scheme. If you give no DC command, all counters assume the simple numbers 1, 2, 3, . . .

Example #2. With DC 1=(A), the C1 counter numbers the items alphabetically. The parentheses specified in the DC command appear in the numbering.

Example #3. With DC 1=A-1, the C1 counters increment with A, B, C, and the C2 (second-level counters) take on two-part numbers (such as A-1). Notice the hyphen specified in the DC command appears in the numbering.

Example #4. With DC 1=1.1.1, the C1 counters are one-part, the C2 counters are two-part and the C3 counters are three-part. Notice how the DC command specifies the form for the lowest-level number — three numbers separated by periods. Also notice that a period appears only when the number to its right appears.

Example #5. The three DC commands are necessary here to produce the result shown. The first DC command ensures that C1 resets the C2 and C3 levels. The second DC command ensures that C2 resets the C3 level. (Compare with Example #6.)

Example #6. These DC commands are improperly constructed. Notice how the numbering is A, B, C, D — the second C1 did not cause C2 to reset to A. This demonstrates why it is necessary to follow the DC command in Example #5.

Example #7. Use of the C0 counter to create a chapter-page number (described in Note #1) is shown in this footer. This example assumes a DC 0=1 command has been put at the top of the document, as described in the following section, and that a C0 counter precedes each chapter title.

ACTION**Automatic Numbering of Chapters**

Only one C counter, C0, is used for automatic numbering of chapters, although it also can be used for other numbering. Commands to display the current chapter number look specifically for C0. To initiate automatic roman numeral chapter numbers, for example:

1. Move the cursor to the top of the document.
2. Type: `[F5]dc 0=I[↵]`
3. Move the cursor to the beginning of the chapter title.
Type: `[F5]c0[↵]`
4. Repeat Step 3 for each chapter title.

Result: The first chapter will be numbered I, the second II, and so on.

NOTE #1

Page Numbering in Chapter-Page Format. The C0 counter enables you to do automatic page numbering in the popular chapter-page format, as is done in this manual. If you wanted to combine roman numeral chapter numbers (shown above) with page numbers, you would first define the C0 counter, then create a running header or footer (see "Inserting a Running Header or Footer" earlier in this chapter). In place of the PN (Page Number) command in a header or footer, do the following:

1. Type: `[F5]c0[↵]`
2. Enter a hard hyphen.
Type: `[=]` (on the numeric keypad)
3. Type: `[F5]pn[↵]`


Result: Your finished document will contain page numbers that look something like this: II-43. (A counter in a header or footer will not throw off the count. It merely reads the current value of the counter in text.)

NOTE #2

Chapter Numbering in More than One File. Chapter numbering works even if your chapters are in several files. When you link files for chain printing with PRINT @ (or for display with PRINTS @), chapters are numbered consecutively — as if they all were in one file. (See Chapter 2 for more on PRINT @ and PRINTS @.)

Using the example from Note #1, to number chapters consecutively in a set of files:



1. Put DC 0=I *only* in the *first* chapter file displayed or chain printed.

2. When you create the parent file containing filenames to be displayed or printed, be sure to list them as a *set*; that is, without a  between the filenames. In this form, they are treated as one document.

NOTE #3 Counter Format for Chain Files. All counters continue through a chained set of files, unless they are reset with a DC command in one of the files. But if you work with an individual file without DC commands in it, all its counters take on the 1, 2, 3 format.

To solve this, you can put a modified DC command in each file for each counter — one that will show the desired format, yet increment properly in a chain file. Simply place a question mark (?) before the DC format in all but the first file. (The “?” means the final value is currently unknown.)

For example, we’ve already put the DC 0=I in the first of our chain files to count chapters in roman numerals (see Note #1). Now, at subsequent chapter titles,

Type:  dc 0=?I 

Result: Subsequent files, displayed separately, will increment starting at roman numeral one (I); when chain printed, they will be consecutively numbered: I, II, III, IV, and so on.

NOTE #4 Chapter-Page Numbering in the Index. XyWrite provides a command, SR CH, that captures in your index the chapter-page number format of your document. It is covered in “Table of Contents & Index,” Chapter 5.



NOTE #5 Default Counter Definitions. If you leave a counter undefined, it defaults to a starting number of 1.

NOTE #6 Count Sequence for Letters. Letters increment from A through Z. After Z comes AA, BB, and CC through ZZ. The sequence continues with AAA, BBB, CCC, etc. If you prefer to have the second series print as AA, AB, AC, etc., put the setting AZ=1 in your default file. (The default is AZ=0.) The same patterns hold for lowercase letters.

NOTE #7 Range of Roman Numerals. The sequence of roman numerals starts with I (the value 1) and goes to 64,000.

NOTE #8 Initial Values for Letters. The initial value of any letter definition is the letter you specify. However, if that letter can also mean a roman numeral then it is taken as a roman numeral. Letters used as roman numerals are I, V, X, L, C, D and M.

If you want to start a list with the letter L (rather than the roman numeral fifty, which is also L), then you precede the letter with a double quote mark:

 dc 1="L 

-
- NOTE #9** **Leading Zeros.** You can define counters to have leading zeros which will print out. For example, the command `[F5]dc 1=.01` produces numbers .01, .02, etc. The command `[F5]dc 1=.001` produces numbers .001 to .010 to .100, etc.
- NOTE #10** **Numbering Within Numbered Sections.** You may want to run an independent numbered list within a section that is numbered — say, a numbered outline within a section which is already numbered. There are 15 counters, starting with 0 and ending with 14. If you use the lower counters, say 0 through 7, for your automatic chapter and section numbering, you can use counters 8 through 14 for numbering within a section.
- NOTE #11** **Punctuation.** Punctuation you specify in the DC command does not appear at the *end* of the numbers (except as noted below) — it appears only between numbers. In Example #4, if you wanted a period to follow the numbers on both of the C1 lines (such as 1. and 2.), you would insert them manually after the C1 markers, or use styles as described in the procedure “Making an Outline.”
- Every rule has an exception. Four characters are permitted to be printed immediately after a number: The closing parenthesis ‘)’, square bracket ‘]’, curly brace ‘}’ and angle bracket ‘>’. This lets you make definitions that include numbers or letters in parentheses.
- Any punctuation can appear *ahead* of the first number (*n1*). Example #2 demonstrates an open parenthesis being used in the DC command ahead of the A. You are not limited to only one character of punctuation between *n1* and *n2* — there is no limit.
- NOTE #12** **Unnumbered Counters.** You can set up an unnumbered counter which will reset higher numbered counters. Simply insert an exclamation point in the command string at the point you want unnumbered entries. For example, the commands:
- ```
[F5]dc 1=1 ! 1
[F5]dc 2=! 1
[F5]dc 3=1
```
- produce numbered entries for C1 and C3 counters, but unnumbered entries for C2 counters.
- NOTE #13**      **Resetting Counters.** You can reset a counter and its subordinates to the lowest value for the numbering style in effect (e.g., A or 1) by issuing the DC command with just the counter number (for example, `[F5]dc 1`).
- NOTE #14**      **Creating References.** The “Reference Commands” section which follows describes how to set up references.

## FORMAT

**DC** **#=n**

**DC** **#=n1.n2...n15**

# is the level you are defining (0-14).

n determines the style and starting value for the counter.

n1 determines the style and starting value for the first level (#) of a nested numbering system.

n2 determines the style and starting value for the second level (# + 1) of a nested numbering system.

...and so on up to the last counter used (15 levels max).

. (period) represents any punctuation (one or more characters) you want to appear between the numbers.

## MENUS

**Insert | Numbered List | Define...**, **Insert | Outline | Define...**

## PURPOSE

DC (Define Counter) and C (Counter) allow you to automatically number blocks of text — chapters, paragraphs, sections, lists, and outlines. Using counters is a two-step process. First you use the DC command at the start of your document to establish the style of the numbers that you want to use. Then you use the C counter where you want to place the automatic numbers.

## ACTION

### Using the DC Command

Refer to the earlier section “Numbered Lists” for the procedures on how to use the DC command.

## NOTE #1

**Defining the Styles for Numbers.** You can use DC to define up to 15 levels; you define a style for each level. The five basic styles (with their typical starting values shown) are:

|                          |   |
|--------------------------|---|
| Numeric                  | 1 |
| Uppercase roman numerals | I |
| Lowercase roman numerals | i |
| Uppercase letters        | A |
| Lowercase letters        | a |

A sixth style, which lets you create your own sequence, also is available. (See Note #3).

## NOTE #2

**A Closer Look.** When you're setting up a nested numbering scheme, such as an outline or sub-paragraphs (i.e., 1.2.2), the values you give with the DC command (# and *n1*, *n2*, *n3*, ...) correspond to the counters as follows:

|                                              |                        |
|----------------------------------------------|------------------------|
| DC 0= <i>n1</i>                              | Defines C0             |
| DC 0= <i>n1.n2</i>                           | Defines C0 and C1      |
| DC 0= <i>n1.n2.n3</i>                        | Defines C0, C1, and C2 |
| and so on.                                   |                        |
| DC 1= <i>n1</i>                              | Defines C1             |
| DC 1= <i>n1.n2</i>                           | Defines C1 and C2      |
| DC 1= <i>n1.n2.n3</i>                        | Defines C1, C2, and C3 |
| and so on.                                   |                        |
| DC 13= <i>n1</i>                             | Defines C13            |
| DC 13= <i>n1.n2</i>                          | Defines C13 and C14    |
| No other levels can be specified with DC 13. |                        |

If any level is left unspecified, it takes on the default value of 1, as the earlier Example #1 demonstrates.

## NOTE #3

**Creating Your Own Set of Counters.** You can create a totally original numbering set with XyWrite by entering a Counter String table in the default file. (This is the same table used for custom footnote labels.) The table has the following format:

```
cs:#
string1
.
.
string#
```

# is the number of strings in the table. Then, when you set the number in the document, use the appropriate number-setting command with an asterisk or a pound sign. For example:

dc 1=\*1 or dc 1=#1 (to define a counter)

If you *don't* want numbers to start with the first symbol in the string, add a number for how far down to start. For instance, use dc 1=\*2 (or dc 1=#2) to start with the second string. When it reaches the end of the list, XyWrite recycles it. If you used an asterisk in the DC command, XyWrite prints the first string twice, then the second one twice, etc. If you used a pound sign in the DC command, XyWrite simply starts at the beginning of the list without doubling the entries.

The strings in the Counter String table can also be used as footnotes or page numbers. You can have only one Counter String table per default file.

## FORMAT

**C:XY# C# -**

# is the counter number (0-14).

C0 is used for chapter numbering.

- (optional) lets you use the current counter value without incrementing the counter.

## MENUS

**Insert | Numbered List | Insert Number..., Insert | Outline | Insert Level...**

## PURPOSE

The C0 through C14 (Counter) commands increment and insert the current value of the counter into the text.

The DC (Define Counter) command defines a set of counters C0 through C14. Through proper selection, you can do paragraph, section, chapter and outline numbering as well as the simple numbering of lists.

In its simplest use, numbering a list of things, you can use C0 through C14 without giving a DC command. Refer to Example #1 in the previous section "Numbered Lists."

## ACTION

**Using the Counter Command**

Refer to the earlier section "Numbered Lists" for procedures on how to use the C0-C14 commands.

## NOTE #1

**Using the Current Count Twice.** Sometimes you need to make use of the same automatic number in more than one place. For instance, you might want to refer to the section number in the text itself:

Section 3. In Section 3 we discuss . . .

Let's say you're numbering sections with counter C1. To repeat the section number in the text, use the hyphen (-) option of the C counter (note the space between the counter number and the hyphen):

Press: **[F5]C1 -[↵]**

In expanded view, the line appears:

Section «C1». In Section «C1-» we discuss . . .

## NOTE #2

**Using the Current Count in Headers, Footers and Footnotes.** You can refer to the current count in headers, footers, and footnotes using the normal C0-C14 commands. They will be printed without incrementing the automatic numbering in the text.

**NOTE #3**      **Chapter Counter.** Always use counter C0 to do automatic chapter numbering. C0 is the counter referenced by the REC (Reference Chapter) command, described later in this chapter, and tracked for indexing by the SR CH (Set Record Chapter) command, described in "Table of Contents & Index," Chapter 5. If you are not doing chapter numbering, you can use C0 for any other purpose—numbering paragraphs, lists, etc.

**FORMAT**       (Option 1)  
 (Option 2)

*m1...mn* are the modifiers you can use to define the line numbering style (see below).  
*n* is either 0 or 1.

**MENUS**      

**PURPOSE**      The LN (Line Number) command allows you to print the number of each line of text in the margin. You use the LN command to define the line numbering specifications and to turn line numbering on and off.

When you define the line numbering specifications, you automatically activate the numbering. But you can turn line numbering on and off within a document without redefining the specifications by using Option 2 of the LN command.

Line numbers print in the typeface, size, and mode that were in effect when you issued the command. You can specify the following options with the LN command.

## Modifier      Description

- o#e#**      *Offset.* How far from the edge of the paper you want the numbers to print for odd and even pages (where # is the amount of the offset). You *must* specify a value for o#. If you omit the e# modifier, XyWrite uses the value defined for o#.
- i#**      *Initial Value.* Starting line number (where # is the number). The default is 1.
- d#**      *Divisor.* Allows you to print every other line number, every fifth number, every tenth number, etc. by specifying a divisor (#). The default is 1, which means that every number is printed.
- c**      *Continuous Numbers.* Count numbers continuously from page to page. The default is to restart on every page.
- b**      *Blank Lines.* Do not count blank lines. The default is to number blank lines. (A *blank line* is one that contains a carriage return but no text; it may contain formatting commands.)
- h**      *Headers.* Include running headers in the count. The default is to omit running headers from the line count.
- f**      *Footers.* Include running footers in the count. The default is to omit running footers from the line count.

**ACTION**  
(Option 1)**Defining Line Numbers**

Let's define line numbers that print .5 inch from the edge on odd-numbered pages and .3 inch from the edge on even-numbered pages.

1. Move the cursor to the start of the first line you want to number.
2. Enter the LN command.

Type: `[F5]ln 0.5e.3[Enter]`

Result: When you print the document, line numbers will automatically print. By default, the numbers start at 1 on each page, and every line of text is numbered, including blank lines. Running headers and footers are not numbered.

**ACTION**  
(Option 2)**Toggling Line Numbering On and Off**

Once you have defined line numbering in a file, you can turn it off and on without redefining it. To stop line numbering before the end of your file:

Type: `[F5]ln 0[Enter]`

To turn it back on:

Type: `[F5]ln 1[Enter]`

Result: Line numbering resumes, starting with the next number.

**NOTE**

**Line Number Display.** XyWrite does not display line numbers on screen unless you issue a PRINTS (Print to Screen) command.

**EXAMPLES**

**Examples of LN Commands.** These examples illustrate some of the ways you can use the LN command.

`[F5]ln 0.5e.3d10f[Enter]`

Numbers print 0.5 inch from the edge on odd pages and 0.3 inch from the edge on even pages. Only every 10th line number is printed, and running footers are included in the count.

`[F5]ln 0.5i5d5[Enter]`

The numbers print 0.5 inch from the edge of the paper for both odd and even pages. The numbers start at 5 and only every 5th line number prints.

## FORMAT

**CMY4** PN**CMY4** FP

## MENUS

**Insert** Other **PageNumber...**

## PURPOSE

The **PN** (Page Number) command inserts the page number in the text. The page number starts at 1 with the first page of a document and automatically increments for successive pages. You can use **SP** (Set Page Number) to change the starting page number and the numbering style (i.e., i, ii, iii... or a, b, c...).

**FP** (Final Page) inserts the number of the last page — useful for a “Page 5 of 7” format.

To automatically number the pages, insert the **PN** command in a running header or footer. The procedure “Inserting a Running Header or Footer” described earlier in this chapter shows how. When you place **PN** (or **FP**) directly in the text (rather than in a running header or footer), it displays the current (or final) page number just once, at that point.

## ACTION






**Numbering the Pages**

The procedure to insert page numbering in a document is given in “Inserting a Running Header or Footer.” You can also refer to the procedure below; just eliminate the second and third parts of step 3.

## ACTION

**Numbering the Pages in “Page ... of ...” Format**

To insert “Page ... of ...” style in a header, you must insert an **RH** (Running Header) command:

1. Move the cursor to the top of the page where you want the running header to start.
2. Type: **[F5]rh** 
3. Type: Page **[F5]pn**   
 Type: of (include a space before and after “of”)  
 Type: **[F5]fp**     
 (The two extra returns separate the **RH** from the text.)
4. Type: **[Shift][F1]** (to close the header)

Result: Printed page numbers look like “Page 1 of 8,” “Page 2 of 8” and so on.

- NOTE #1      **Changing the Starting Number.** If you want pages in your document to start at a number other than 1, use the SP command described on the next page.
- NOTE #2      **Determining the Page Number.** To tell what the current page number is:  
                Press: **[F8]**  
Result: The current page number shows at the top of the screen. This number adjusts for any change of page numbers due to an SP command in the text.
- NOTE #3      **Chained Files.** XyWrite automatically continues page sequences across a series of files when you use PRINT @ to do chain printing. However, you cannot use the FP (Final Page) command across a series of files.

FORMAT **XYW** SP *n*

*n* is the starting page number.

MENUS **Insert** **Other** **Page Number...**

**PURPOSE** The SP (Set Page Number) command sets the starting page number and defines the series as numbers, letters or symbols. You place the SP command on the page you want to affect. We recommend that you put it on the first line of the page, ahead of the embedded PN (Page Number) command.


There are six different styles from which you can choose:

|                          |                                |
|--------------------------|--------------------------------|
| Decimal numbers          | SP 1                           |
| Uppercase roman numerals | SP I                           |
| Lowercase roman numerals | SP i                           |
| Uppercase letters        | SP A                           |
| Lowercase letters        | SP a                           |
| Defined string           | SP * <i>n</i> or SP # <i>n</i> |

If you do not specify an SP command, XyWrite uses decimal numbers starting at 1. If you want to start the sequence with another number, or in another of the styles shown above, use that value in the command. For example, the command "SP iii" tells XyWrite to number the pages in lowercase roman numerals and to start the sequence at "iii."

## **ACTION** **Setting the Starting Page Number**

To define the kind of page number and/or the starting page number:

1. Move the cursor to the page you want to affect.
2. Decide what style and what starting point you want to use. Let's use decimal numbers starting with number 5:
3. Type: **[F5]sp 5** 

Result: When printed, this page will be numbered page 5, the next page will be page 6, and so on. The PN command reflects this change of page numbering.

## ACTION

**Using Your Own Numbering Strings**

You can enter a table in the default file that lists strings you want to use as page numbers (see Note #2). To use these strings in your document issue the SP command with an asterisk (\*) or a pound sign (#):

1. Move the cursor to the top of the page you want to affect.
2. Enter the SP command with an asterisk or a pound sign:

Type: `[F5]sp *1` or `[F5]sp #1`

Result: XyWrite uses the strings defined in the Counter String table of the default file as page numbers, starting with the first string on the first page, the second string on the second page, and so on.

When it reaches the end of the list, XyWrite recycles it. If you used an asterisk in the SP command, XyWrite prints the first string twice, then the second one twice, etc. If you used a pound sign in the SP command, XyWrite starts at the beginning of the list without doubling the entries. (If there is no Counter String table defined, XyWrite uses: \*, \*\*, \*\*\*, etc.)

## NOTE #1

**Initial Values for Letters.** The initial value of any letter definition is the letter you specify. However, if that letter can also mean a roman numeral then it is taken as a roman numeral. Letters used as roman numerals are I, V, X, L, C, D and M.

If you want to start page numbers with the letter L (rather than the roman numeral fifty, which is also L), then you precede the letter with a double quote mark:

`[F5]sp "L`

## NOTE #2

**Entering the Counter String Table.** The Counter String Table you put in the default file defines the strings that can be used as page numbers. (You can have only one Counter String Table.) See "Define Counter" for a description of the Counter String Table or refer to "Default Settings" in the *Customization Guide*.

## NOTE #3

**Count Sequence for Letters.** Letters increment from A through Z. After Z comes AA, BB, and CC through ZZ. The sequence continues with AAA, BBB, CCC, etc. If you prefer to have the second series print as AA, AB, AC, etc., put the setting AZ=1 in your default file. (The default is AZ=0.) The same patterns hold for lowercase letters.

## NOTE #4

**Page Numbers in Chained Files.** Page numbers continue through a chained set of files, unless they are reset with an SP command in one of the files. If you work with an individual file without SP commands in it, page numbers take on the 1, 2, 3 format.

If you want an individual file to use a different page number style but still increment properly in a chain file, you can use a modified SP command. Simply put a question mark before the SP format in all but the first file.

For example, assume that the first file in the chain contains the command SP i to label page numbers with lowercase roman numerals. In the subsequent files, enter the following command:

Type: `[F5]sp ?i[Enter]`

**Result:** Subsequent files, displayed or printed separately, will have page numbers starting with "i"; when chain printed, the pages will be consecutively labeled from file to file.

|        |                              |                             |
|--------|------------------------------|-----------------------------|
| FORMAT | <b>COPY</b> REP <i>label</i> | Reference to Page Number    |
|        | <b>COPY</b> REC <i>label</i> | Reference to Chapter Number |
|        | <b>COPY</b> REF <i>label</i> | Reference to Counter Number |
|        | <b>COPY</b> LB <i>label</i>  | Label                       |

*label* is the name given to identify the reference text.

MENUS **Insert** **Cross-Reference**

## PURPOSE

Suppose you want to write “See Chapter 7, Section 4, ‘The War Years,’ p. 361”; but you aren’t sure The War Years will stay on page 361 — or will even stay in Chapter 7. With XyWrite you *label* the part called The War Years, then use the REP, REC and REF commands to refer to the label. You can use these commands to automatically update all references to page numbers, chapter numbers, paragraph numbers, footnote numbers, heading numbers, or any other counters C0 – C14.

Each procedure for creating references has two parts:

- **Part I. Label the Text** — The label is a unique name that tags the passage so you can track its page, chapter, footnote and counter number.
- **Part II. Use the Reference Commands** — The REF, REP and REC commands are placed in your referral statement. They indicate where the reference text is.

We use the term *referral statement* to mean any statement such as “See page 6” which refers to labeled text.

We illustrate referencing with the following options, each of which requires Parts I and II listed above.

- **Referring to the Page Number of Any Text.**  
(Option 1a) You mark the text with an LB (Label) command and use REP (page) to refer to that text.
- **Referring to Chapter & Page Numbers of Any Text.**  
(Option 1b) You mark the text with LB, and use REC (chapter) and REP (page) in the referral statement.
- **Referring to a Counter.**  
(Option 2) You can attach a label to a counter, such as an illustration number or section number. REF in the referral statement will yield the current counter number, REP the page number and REC the chapter number (if chapter counter C0 is used).

- **Referring to a Footnote Number.**

(Option 3) You can put the LB command in a footnote. You then put REF in the referral statement to produce the footnote number, REP its page number and REC the chapter number (if a chapter counter C0 is used).

Each option is discussed below as an action, divided into Parts I and II.

## ACTION (Option 1a)

### Referring to the Page Number of Any Text

The simplest reference is to a page; to track it, you put an LB (Label) command in the text you are referring to and an REP command at the referral statement ("See page ..."):

#### PART I

**Label the Text** — Use the LB command.

1. Go to the page which contains the text you're referring to, say page 6.
2. Put the cursor at the beginning of the reference text.
3. Let's say this paragraph you want to refer to pertains to travel, so we'll use that as a label.

Type: `[F5]lb travel`

Result: The text is now labeled; a superscript "n" and the first four characters of the label name appear in reverse mode in the text. This label does not print, nor does it affect line breaks.

#### PART II

**Use the Reference Command** — Elsewhere in your text, create the referral statement "See page ...":

1. Move to the page where you want to refer to the text.
2. Type: See page (add a space after "page")
3. Type: `[F5]rep travel`

Result: The referral statement includes a marker where the page number goes.

See page <<REPtravel>>

(Expanded view)

See page ▲

(Draft, formatted, or graphic view)

See page 6

(printed out)

**ACTION**  
(Option 1b)**Referring to the Chapter & Page Numbers of any Text**

If you are numbering pages with a chapter-page format (as this manual does), you need referral statements that track the chapter number as well as page number.

To begin with, you must have a chapter counter (C0) inserted at each chapter title ("Counter Command" earlier tells how to use the Chapter Counter).

**PART I**

**Label the Text** — Use the LB command exactly like Option 1a.

**PART II**

**Use the Reference Commands** — Use the REC (chapter) and REP (page) commands:

1. Move to the page where you want to refer to the text.
2. Type: See page (add a space after "page")
3. Type: rec travel (chapter no.)
4. Type:  (on numeric keypad) (hard hyphen)
5. Type: rep travel (page no.)

**Result:** The referral statement includes markers where the page number and chapter number go:

See page «RECtravel»-«REPtravel» (Expanded view)  
 See page ▲-▲ (Draft, formatted, or graphic view)  
 See page 4-16 (printed out)

**ACTION**  
(Option 2)**Referring to a Counter**

Let's say you want to refer the reader to a title "Section D, Five-Year Plan." You've used counter C2 for the section letter (which may not stay section "D").

**PART I**

**Label the Counter** — Add a unique name to the existing counter command, in this case C2 (rather than using the LB command).

1. Move the cursor to the marker representing the counter command C2.
2. You'll replace the counter command, so delete it:

Press:

- Let's label this text "plan." (Note: The first character of a counter label *cannot* be a number.)

Type: **[F5]c2 plan**

Result: The text with the counter command would look like:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Section <<C2plan>>. Five-Year Plan | (Expanded view)                     |
| Section ▲. Five-Year Plan          | (Draft, formatted, or graphic view) |
| Section D. Five-Year Plan          | (printed out)                       |

## PART II

**Use the Reference Commands** — To write a phrase like "See Section D, Five-Year Plan" elsewhere, with the current section letter, you use REF to track the labeled counter "C2plan."

- Move to the page where you want to refer to the text.
- Type: See Section (add space after section)
- Type: **[F5]ref plan**
- Finish the statement:

Type: , Five-Year Plan (note the comma)

Result: The referral statement includes a marker where the section letter goes:

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| See Section <<REFplan>>, Five-Year Plan | (Expanded view)                    |
| See Section ▲, Five-Year Plan           | (Draft, formatted or graphic view) |
| See Section D, Five-Year Plan           | (printed out)                      |

## ACTION (Option 3)

### Referring to a Footnote Number

To refer to a footnote number, such as "Refer to footnote 4," do the following:

## PART I

**Label the Footnote** — Use an LB command to label the footnote, and REF to track the labeled footnotes.

- Place the cursor where you want the footnote number to appear in your text.
- Create the footnote with the FN command:  
Type: **[F5]fn**
- The *first thing* in your footnote must be a unique label — for example, "authors":  
Type: **[F5]lb authors**

4. Now write your footnote and close the screen:

Type: The great American authors include Thoreau, Twain and Hemingway.

Type: **[Shift][F1]**

Result: A footnote number appears in your text. In expanded view, it appears like:

«FN1«LBauthors»The great American authors...»

## PART II

**Use the Reference Commands** — You use the same procedure for the REP, REF, and REC commands. In this case, we will refer to only the footnote number.

1. Move to the page where you want to refer to the text.
2. Type: Refer to footnote (add space at end)
3. Type: **[F5]**ref authors**[↵]**. (include the period)

Result: The referral statement has a marker where the footnote number goes. In expanded view, it looks like this:

Refer to footnote «REFauthors».

### NOTE #1

**Combining Commands.** We started this section with the example, "See Chapter 7, Section 4, 'The War Years,' p. 361." See if you can create this reference by combining all three commands as described above. (The answer is given in the next paragraph.) In addition to the referral statement, 1) you need a C0 counter at chapter titles; and 2) the label itself goes with the section title, "The War Years" — either with an LB command or inside a C counter if you're using counters on section titles.

If your label is "war," the referral statement in expanded view should look like this:

See Chapter «RECwar», Section «REFwar», 'The War Years,' p. «REPwar».

### NOTE #2

**Labeling Existing Counters or Footnotes.** The previous examples inserted labels as you created the counter or footnote commands. You could simply insert a label within an existing counter or footnote command by moving the cursor to the embedded command (**▲**) and pressing **[F11]** (or **[Alt][F1]**). This lets you edit the command quickly, without switching to expanded view.

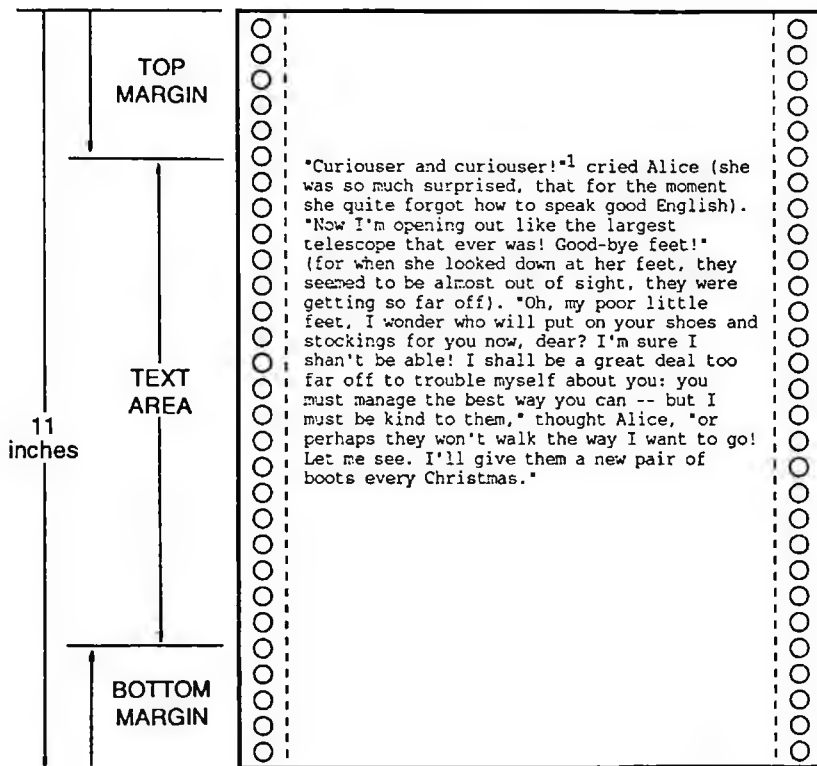
- NOTE #3**      **Chain Printing.** XyWrite allows you to print multiple files as one file with its chain printing command (see PRINT @ in Chapter 2). When you are chain printing a series of files, you can use Reference commands to refer to labeled text that appears in earlier files in the chain. You cannot use the Reference commands to refer to subsequent files.
- NOTE #4**      **Line Endings.** Because the number stored in the Reference commands is not displayed on the screen, XyWrite must estimate its width in order to calculate line endings. If the reference number is more than five digits long, the line containing the reference may extend beyond the right margin when you print the document. To increase or decrease the space allotted for reference values, change the FU setting in the default file. (Refer to "Default Settings" in the *Customization Guide* for more information.)

## INTRO

In this section we have grouped together commands which affect the length of the printed page. Because these commands interact, we begin with an overview that describes all of the essential settings.

| CONTENTS | <u>Page</u> | <u>Section</u>           | <u>Command</u> |
|----------|-------------|--------------------------|----------------|
|          | 4-118       | Overview                 |                |
|          | 4-123       | Form Depth               | FD             |
|          | 4-124       | Top Margin               | TP             |
|          | 4-125       | Bottom Margin            | BT             |
|          | 4-127       | Element Top, Element End | ET, EE         |
|          | 4-129       | Page Break               | PG             |
|          | 4-131       | Non-Breakable Blocks     | NB, BB         |
|          | 4-133       | Widow and Orphan         | WD, OP         |
|          | 4-135       | Blank Lines              | BL             |

## DEFAULT PAGE LENGTH SETTINGS



**PURPOSE**

XyWrite is preset for the simple format shown in the illustration on the facing page. The default settings allow you to set up a page quickly and simply for printing. The default settings include:

- 11-inch sheet of paper
- 1-inch top and bottom margins
- Single-spaced text

**ACTION****Using the Default Page Length Settings**

You don't need to enter any commands to use the default page length settings. Just type the text of your document and enter the PRINT command.

The next three pages illustrate the page length settings at your control. The first two pages compare how a document displays with how it prints out.

## DISPLAY SHOWING PAGE LENGTH COMMANDS

TP Top Margin  
RH Running Header  
FS Footnote Separator  
RF Running Footer  
BT Bottom Margin  
FN Footnote

▲▲▲▲▲  
"Curiouser and curiouser!" cried Alice (she was so much surprised, that for the moment she quite forgot how to speak good English). "Now I'm opening out like the largest telescope that ever was! Good-bye feet!" (for when she looked down at her feet, they seemed to be almost out of sight, they were getting so far off). "Oh, my poor little feet, I wonder who will put on your shoes and stockings for you now, dear? I'm sure I shan't be able! I shall be a great deal too far off to trouble myself about you: you must manage the best way you can -- but I must be kind to them," thought Alice, "or perhaps they won't walk the way I want to go! Let me see. I'll give them a new pair of boots every Christmas."

## PRINTOUT SHOWING PAGE LENGTH COMMANDS

|    |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|----|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| FD | TP      | Chapter 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Alice in Wonderland |
|    | RH      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|    | TEXT    | <p>*Curiouser and curiouser!*<sup>1</sup> cried Alice (she was so much surprised, that for the moment she quite forgot how to speak good English). "Now I'm opening out like the largest telescope that ever was! Good-bye feet!" (for when she looked down at her feet, they seemed to be almost out of sight, they were getting so far off). "Oh, my poor little feet, I wonder who will put on your shoes and stockings for you now, dear? I'm sure I shan't be able! I shall be a great deal too far off to trouble myself about you: you must manage the best way you can -- but I must be kind to them," thought Alice, "or perhaps they won't walk the way I want to go! Let me see. I'll give them a new pair of boots every Christmas."</p> |                     |
|    | (slack) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|    | FS      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|    | FN      | <p><sup>1</sup> Taken from <u>Alice's Adventures in Wonderland</u>, by Lewis Carroll, 1865.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|    | RF      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
|    | BT      | Page 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |

## PAGE LENGTH SUMMARY

**FD — Form Depth.** The number of inches in the overall length of the sheet of paper. The default is set to 11 inches.

**TP — Top Margin.** The amount of space left blank as a top margin on the page.

**BT — Bottom Margin.** The amount of space left blank as a bottom margin on the page.

**RH — Running Header.** Text repeated at the top of each page — can include page number, date, title, even the time of day. You can make the header the same on all pages, or different on even (left-hand) and odd (right-hand) pages.

**Text Area.** The main part of the page, where the body text appears. The size of the text area is determined by subtracting the top and bottom margins from the form depth.

**FS — Footnote Separator.** Indicates the characters and blank lines that you want to appear between the body text and the footnotes. In this case, a row of underlines is used.

**FN — Footnote.** Footnotes for the page are inserted after the footnote separator. XyWrite will put the entire footnote on the page, if possible.

**Slack.** If the text is less than a full page in length, the blank lines appear between the text and the footnote. (This is the default setting for the BF (Bottom Footnote) command.)

**RF — Running Footer.** Text repeated at the bottom of each page. Running footers have all the features of running headers listed above. (Odd or even is optional.) Falls below the text area.

FORMAT **C:\XY4 FD *n***

*n* is the total number of inches on a sheet of paper.

MENU **Format Page Size...**

PURPOSE Form depth is our term for the length of the sheet of paper you print on. You use the FD (Form Depth) command to establish the total number of inches on a sheet of paper.

ACTION **Setting the Form Depth**

To set the form depth within a document:

1. Move the cursor to the top of the document whose sheet length you want to set.
2. For example, if you are printing on paper which is 14" long, you would set the form depth as follows:

Type: **[F5]fd 14[↵]**

Result: The document is now set for a sheet of paper that is 14 inches in length.

TIP

**A Matter of Convenience.** You may find that the most convenient way to set the form depth is to set it once for all documents, rather than setting it separately within each document as shown above. You can set a global form depth by adding the FD command to SETTINGS.DFL. (The initial default is 11 inches.)

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT  | <p><b>Command:</b> TP <i>m,n</i></p> <p><i>m</i> is the distance from the edge of the page to the beginning of the running header.</p> <p><i>n</i> is the distance from the edge of the page to the beginning of the body text.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| MENUS   | <p>Format   Page Margins...</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PURPOSE | <p>The TP (Top Margin) command defines the space that XyWrite automatically inserts between the top of a page and the first line of the running header and body text.</p> <p>The first value of the TP command specifies the point where you want the running header to start; the second value specifies the point where you want the body text to start. If there is no running header, then XyWrite ignores the first value of TP. If the running header is too large to fit in the space between <i>m</i> and <i>n</i>, then XyWrite ignores the second value of TP, and starts the body text immediately after the running header.</p>                                                                                                                                                                                   |
| ACTION  | <p><b>Setting the Top Margin</b></p> <p>To set the top margins:</p> <ol style="list-style-type: none"> <li>1. Move the cursor to the <i>top line</i> of the document, ahead of any text or spaces. (Only embedded command markers can precede it on the top line.)</li> <li>2. Type: <code>[F5]tp .5,1.5[Enter]</code></li> </ol> <p>Result: The running header starts at .5 inch from the top of the page and the body text starts 1.5 inches from the top of the page. If there is no running header, the first value of the TP command is ignored, but the body text still starts 1.5 inches from the top of the page. If the running header does not fit in the 1 inch reserved for it (1.5 - .5), then the second value of the TP command is ignored, and the body text starts immediately after the running header.</p> |
| NOTE #1 | <p><b>Default Margin Settings.</b> The defaults are TP 1IN,1IN unless you change the values in the default file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| NOTE #2 | <p><b>Printable Area.</b> Some printers do not allow you to print on the entire page, but instead reserve a small margin of white space. The margins established for your documents must be larger than this reserved space. Otherwise, XyWrite will automatically reposition your text when it prints.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## FORMAT

**BT** *foot,nom,min,max*

*foot* is the distance from the bottom of the page to the bottom of the running footer.

*nom* is the nominal distance from the bottom of the page to the bottom of the text area.

*min* is the minimum distance from the bottom of the page to the bottom of the text area.

*max* is the maximum distance from the bottom of the page to the bottom of the text area.

## MENUS

Format | Page Margins...

## PURPOSE

The **BT** (Bottom Margin) command sets the ideal length from the bottom edge of the paper up to the last line of the footnotes (if any). It also moves the running footer up on the page.

The maximum and minimum values allow the body text to vary in length, to accommodate non-breakable blocks, widows and orphans. The **BT** values have the following meanings:

- **BTnom** — This is the size of the bottom margin, barring breaks due to widows, orphans, non-breakable blocks, or forced page breaks.
- **BTmin** — This is the minimum size of the bottom margin. Only running footers can appear below this point. A value for **BTmin** is necessary for widow control and can be important for placement of footnotes.
- **BTmax** — This is the maximum size of the bottom margin. It allows the text area to be shorter when using orphan control or placing footnotes.

## ACTION

**Setting the Bottom Margin**

To set the bottom margin:

1. Move the cursor to the *top line* of the document, ahead of any text or spaces. (Only embedded command markers can precede it on the top line.)
2. Type: **[F5]bt .5,1,.833,1.33** **[Enter]**

**Result:** The bottom of the running footer is positioned .5 inch from the bottom edge of the page. The distance from the bottom edge of the page to the bottom of the text area ranges from .833 inch to 1.33 inch.

- 
- NOTE #1      **Default Margin Settings.** The defaults are BT 1IN,1IN,.75IN,1.25IN unless you change the values in the default file. Assuming the top margin is 1 inch, this setting allows for a text area of anywhere between 8.75 inches and 9.25 inches deep.
- NOTE #2      **Printable Area.** Some printers do not allow you to print on the entire page, but instead reserve a small margin of white space. The bottom margin must be larger than this reserved space. Otherwise, XyWrite will automatically reposition your text when it prints.
- NOTE #3      **Page Length Command.** Previous versions of XyWrite used a PL (Page Length) command to specify the size of the text area. While that command is still supported, we recommend that you use the BT command instead of the PL command. If you use both, the most recently issued command takes precedence.

|        |                                                                                                   |                                          |
|--------|---------------------------------------------------------------------------------------------------|------------------------------------------|
| FORMAT | <b>CXY4</b> ET <i>m,n</i> or <b>CXY4</b> EE <i>m,n</i>                                            | Baseline Alignment ( <i>Option 1</i> )   |
|        | <b>CXY4</b> ET + <i>m</i> ,+ <i>n</i> or <b>CXY4</b> EE + <i>m</i> ,+ <i>n</i>                    | Cap Height Alignment ( <i>Option 2</i> ) |
|        | <i>m</i> is the amount of vertical offset that is applied to the top and bottom of page elements. |                                          |
|        | <i>n</i> (optional) is the amount of vertical offset between table rows (see Note #1).            |                                          |
| MENU   | <b>Format Columns</b> , <b>Insert Frame</b> , <b>Insert Table</b> (see Note)                      |                                          |

## PURPOSE

The ET (Element Top) and EE (Element End) commands create a vertical offset. The offset can be measured from the margin or from the edge of a page element. The primary function of these commands is to separate text in a page element (such as a frame, table, or snaked column) from the top and bottom borders, but they can also be used to separate page elements.

There are two options for establishing the offset:

- *Option 1. Baseline Alignment.* Measure the offset from the margin (or edge of the page element) to the bottom of the first line of text. Choose this option if you are using the same point size throughout your document, or if you want text of different point sizes to align on the same baseline.
- *Option 2. Cap Height Alignment.* Measure the offset from the margin to the top of a capital letter in the first line of text. You may prefer this method if you are mixing point sizes and want the text in different columns to align along the top edge of the text rather than along the baseline.

The values in the ET and EE commands are applied to every snaked column and framed area unless they are cancelled or superseded. To apply ET and EE to a column, see Note #1.

## ACTION

## Establishing the Vertical Offset

Let's say the document you are preparing contains snaked columns with a border. In graphic view, you can see that the border abuts the text at the top and bottom of each column. To insert one blank line between the border and the text:

1. Move the cursor to the beginning of the file.
2. Enter the ET command.

Type: **[F5]et 1li** 

3. Enter the EE command.

Type: **[F5]ee 1li** 

Result: When you print your document (or display it in graphic view), there will be one line between the top and bottom borders and the text of the columns.

**NOTE #1**      **Tables.** If you want the vertical offset to apply to a table, issue the EE and ET commands immediately after the CT (Create Table) command, and include both values (*m* and *n*) for the commands. If you omit the second value, XyWrite applies the vertical offsets only to the top of the first row and the bottom of the last row.

**NOTE #2**      **Menu Option.** You cannot use the menus to enter the EE and ET commands independently. Instead, they are entered as part of the column and frame definitions if you have also applied borders to these elements.

FORMAT     **C&XY4** PG *n* (Option 1)  
               **C&XY4** PG ODD (Option 2)  
               **C&XY4** PG EVEN (Option 3)

*n* is the number of inches needed on a page before it breaks to a new page (optional).

ABBREV     **C&XY4** PG O  
               **C&XY4** PG E

MENU       **Format** | **Page Break** | **Insert Page Break**

PURPOSE    When you are printing a document, a PG (Page) command embedded in your document advances the paper to the top of the next page. This command is similar to giving a form feed to the printer. It serves several purposes:

- **Starting a New Page** (Option 1a)  
   Unconditional Page Break  
   When you insert PG in text with no value, it always causes the *next* line to be the first line of a new page.
- **Conditional Page Break** (Option 1b)  
   If you use the value PG 5, the page will break *only* if the current page has 5 inches or more of text on it. In other words, PG 5 prevents the current page from printing with fewer than 5 inches.
- **Breaking Odd-Numbered Pages** (Option 2)  
   If you use the PG ODD command, the page will break only if the current page is an odd-numbered one; otherwise, the command is ignored.
- **Breaking Even-Numbered Page** (Option 3)  
   If you use the PG EVEN command, the page will break only if the current page is an even-numbered one; otherwise, the command is ignored.

In all cases, the PG command has no effect on the line in which it is embedded. It causes the *next* line to be the start of a new page.

If you *don't* use the PG command to break a page, XyWrite creates a page break for you, after the number of text lines determined by the FD (form Depth) and TP and BT (Top and Bottom Margins) commands.

**ACTION**  
(Option 1a)**Starting a New Page — Unconditional Page Break**

To create a hard page break in text:

1. Move the cursor to *one line above* where you want the new page to begin.
2. Enter the PG command.

Type: **[F5]pg** **[↵]**

**ACTION**  
(Option 1b)**Starting a New Page — Conditional Page Break**

To conditionally break a page:

1. Move the cursor to *one line above* where you want the new page to begin.
2. Enter PG along with the minimum amount of text, in inches, you want to appear on the page before the page breaks. For example:

Type: **[F5]pg 6.5** **[↵]**

Result: If the current page reached 6.5 or more inches, a new page starts at the line following the PG command. If the current page did *not* reach 6.5 inches, the page does not break at the PG command.

**ACTION**  
(Options 2)**Breaking Odd-Numbered Pages**

Suppose you are at the end of a chapter, and you want the next chapter to start on an odd-numbered page. You can ensure this by issuing the PG ODD command followed by a PG command.

1. Move the cursor to the last page of the current chapter.
2. Type: **[F5]pg odd** **[↵]**
3. Type: **[F5]pg** **[↵]**

Result: If the last page of the current chapter is odd, you will get two page breaks, forcing the next chapter to start on an odd page. If the last page of the current chapter is even, you will only get one page break (because the PG ODD command will be ignored), and the next chapter will automatically start on an odd page.

**NOTE #1**

**Page Number.** Press **[F8]** to turn on the page-page depth numbers at the top of the screen.

**NOTE #2**

**Positioning the PG Command.** We recommend you place the PG command at the end of a line of text, rather than on a line of its own.

FORMAT **C:XY4** NB *n*  
**C:XY4** BB

*n* (optional) is the number of lines of text you want kept together.

MENU **Format | Keep Together**

**PURPOSE** The commands NB (Non-Breakable Block) and BB (Breakable Block) allow you to keep a block of text on one page. You might select a paragraph, table, column of figures, or any other text as a non-breakable block. If you specify a number of lines with the NB command, you don't need the BB command. Otherwise, NB and BB appear in pairs:

- NB begins the non-breakable block.
- BB ends the non-breakable block.

**ACTION** **Setting an Unbreakable Block of Text**  
 To make a block of text unbreakable:

1. Select the text you want kept unbroken.
2. Type: **[F5]nb** **[↵]**
3. Press: **[Esc]** to release the selected text

Result: XyWrite inserts the NB command at the beginning of the selected block and a BB command at the end of the selected block. Text between the two commands cannot be split between two pages.

**ACTION** **Defining the Size of an Unbreakable Block**  
 To define the size of an unbreakable block to be, for example, 4 lines:

1. Move the cursor to the *start* of the text you want kept unbroken.
2. Type: **[F5]nb 4** **[↵]**

Result: XyWrite inserts the NB 4 command at the beginning of the selected block. The current line plus the next 4 lines of text cannot be split between two pages.

- NOTE #1**      **Units of Measure.** Unlike most formatting commands, you cannot specify a unit of measure with the NB command. Its value is always interpreted as lines of text.
- NOTE #2**      **Allowing to Break.** If you add or delete text after creating unbreakable blocks, you may not get the results you expect. The menus provide an Allow to Break option (F10, M, K, A) that is useful for changing unbreakable blocks to breakable ones.
- ALSO SEE**      **Related Commands.** Refer to the Bottom Margin command, BT, which has an effect on determining which page the non-breakable block is assigned to. The entire block must fit above the minimum bottom margin; otherwise, it is moved to the next page. Experiment to find which values for BT yield the best results for your application.
- The conditional page break command (PG *n*) can serve a function similar to NB and BB. Refer to PG on the previous pages.

## FORMAT

**OP** *m*  
**WD** *n*

*m* is the minimum number of lines of a paragraph allowed at the bottom of a page.

*n* is the minimum number of lines of a paragraph allowed at the top of a page.

## MENU

Format | Page Margins...

## PURPOSE

A *widow* is the last line of a paragraph carried over to the top of the next page. An *orphan* is the first line of a paragraph at the bottom of a page. Widows and orphans are generally frowned upon because the lines appear estranged from their paragraphs. The WD and OP settings tell XyWrite the minimum number of lines that you want to appear at the top and bottom of the page.

The default values are WD 2 and OP 2. This means that only two or more lines of a paragraph can break away to another page.

WD and OP count only lines of text. If you are double-spacing a document, they do not count the blank lines.

## ACTION

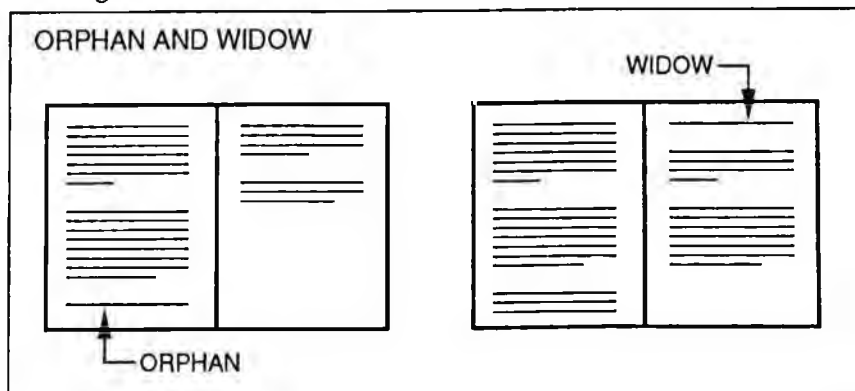
## Setting Up Orphan Control

XyWrite has the default value of OP 2. To set OP to another value:

1. Move the cursor to the top line of the document.
2. Enter the OP command. For example, to allow the first 3 lines of a paragraph to fall at the bottom of a page, set OP to 3. (This prevents the paragraph from breaking at the first 1 or 2 lines.)

Type: **[F5]op 3** 

Result: This embeds the orphan command in the text, visible as a triangle.



## ACTION

**Setting Up Widow Control**

XyWrite has the default value of WD 2. To set WD to another value:

1. Move the cursor to the top line of the document.
2. To allow the last 3 lines of a paragraph to fall at the top of a page, set WD to 3. (This prevents the paragraph from breaking at the last 1 or 2 lines.)

Type: **[F5]wd 3[Enter]**

Result: This embeds the widow command in the text, visible as a triangle.

## NOTE #1

**Bottom Margin.** Widow and orphan control are affected by the settings of the BT (Bottom Margin) command. Widow control will not work unless the value of BTmin is less than or equal to BTnom. Orphan control will not work unless the value of BTmax is greater than or equal to BTnom. Refer to the description of the BT command for more information.

## NOTE #2

**Default Orphan and Widow Settings.** When you embed OP and WD in a file, the values only affect that file. If you wish to change the OP and WD defaults, change the values in the default file. See "Default Settings" in the *Customization Guide* for more information.


FORMAT **C:\XY4 BL 0**  
**C:\XY4 BL 1**

MENU See Note #1.

**PURPOSE** The BL (Blank Line) command lets you print or suppress blank lines that appear at the top of a page or column. A *blank line* is a line with just a carriage return on it—no formatting commands or text. When you suppress the printing of blank lines, all your pages start at the same position. When blank lines are printed, the first line of text may actually appear on the second (or third) line of the text area.


BL also affects the way files are displayed in graphic and formatted views.

**ACTION** **Suppressing Blank Lines at the Top of the Page**  
To suppress the display and printing of blank lines that fall at the top of a page or column:

1. Position the cursor on the page before you want to start suppressing the blank lines.
2. Type: **[F5]bl 1** 

Result: Starting on the next page, blank lines are suppressed if they appear at the top of a new page or a column.

To restore the display and printing of blank lines:

1. Position the cursor on the page before you want to start honoring the blank lines.
2. Type: **[F5]bl 0** 

Result: Starting on the next page, blank lines are printed when they appear at the top of a new page or a column.

**NOTE #1** **Menu Option.** When you use the menus to create columns, BL is automatically set to 1.

**NOTE #2** **Default Setting.** The default setting for BL is 0 unless you change it in the default file. For more information, refer to “Default Settings” in the *Customization Guide*.

---

## NOTES

## INTRO

In this section we cover the commands which affect the *width* of your document. Most of these commands make themselves apparent as symbols on the ruler, so we start with a description of the ruler and then proceed to individual discussion of each page width command.

| CONTENTS | <u>Page</u> | <u>Section</u>      | <u>Command</u> |
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|          | 4-140       | Offset              | OF             |
|          | 4-142       | Gutter              | GU             |
|          | 4-143       | Page Width          | PW             |
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|          | 4-147       | Tab Settings        | TS, TR, RT     |
|          | 4-152       | Leadering           | LD             |

# Ruler

---

The ruler is the third line from the top of the screen. The marks in the ruler are as follows. (You can change these markers in the default file if you wish, with the RL setting.)

| Marker | Example of Command                            |
|--------|-----------------------------------------------|
| └      | Left Margin LM .5                             |
| ┐      | Right Margin RM 7                             |
| └┐     | Normal Tab TS 1                               |
| ◀      | Flush Right Tab TS 1R                         |
| ▼      | Flush Center Tab TS 1C                        |
| ▢      | Decimal Tab TS 1D                             |
| ┌      | 1st Indent IP .5,1,0 ( <i>first number</i> )  |
| └      | 2nd Indent IP .5,1,0 ( <i>second number</i> ) |

The cursor marker is the mark on the ruler that moves as the cursor moves through text. (The ruler symbols show through it.)

By default, XyWrite calculates horizontal measurements (margins, indents, tab stops) in inches, and the ruler reflects that unit of measurement. The numbers 1 through 8 in the ruler represent 1 inch through 8 inches on your printed page.

In expanded view, the ruler line reflects the system default settings for LM, RM, TS, and IP rather than the values in effect for the displayed file.

In formatted, draft and graphic views, the ruler indicates the tabs, indents and margins in effect *at the location of the cursor*. As you move the cursor down the screen, each time you pass a format change (visible as an embedded triangle or curved line), the ruler changes to indicate the new settings.

## NOTE

**Overriding the Ruler Line.** You can replace the ruler with a straight line or eliminate it so you can display an extra line of text. The NR function call toggles between the three states. Refer to the *Customization Guide* for information on using function calls.

FORMAT **␣**LM *n*  
**␣**RM *n*

*n* is the number of inches for the margin.

MENUS Not a menu option.

**PURPOSE** The LM (Left Margin) and RM (Right Margin) commands adjust the margins on a page. Both values are measured from the left offset established by the OF command. In general, LM and RM are not recommended for establishing the overall document margins (see Note #1), but they are convenient for certain purposes. For example, if you want to change the left margin in the middle of a page, you could use the LM command. And if you are trying to establish a particular text width (to fit the width of a business card design, for example), you may prefer to use the RM command to establish it.

**ACTION** **Setting the Left or Right Margin**  
 To set a margin:

1. Move the cursor to the start of the line whose margin you want to change, or to a previous line. (See Note #2.)
2. Enter LM or RM. For example, to set the left margin to position 1.5 inches:

Type: **␣**lm 1.5**␣**

Result: The LM command is embedded in the text as a triangle. The left margin remains in effect until another LM command is encountered.

**NOTE #1** **Offset Command.** The OF (Offset) command, which is described in the next section, is recommended for establishing document margins.

**NOTE #2** **Immediate Effect.** To make the LM or RM command take effect on the same line on which it rests, make sure there is no text or spaces ahead of it on that line. (You may place other embedded triangles ahead of it.)

**NOTE #3** **Right Margin vs Page Width.** The value of the right margin cannot be greater than the page width established by the PW command minus the document margins established by the OF command. If you try to set a right margin that exceeds the page width, XyWrite ignores it.

**NOTE #3** **Default Margins.** The default margins are LM 0, RM 20 (unless you change the values in the default file). Because XyWrite ignores a right margin that exceeds the page width, this default value effectively disables the right margin, giving precedence to the margin established by the OF command.

---

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT  | <b>OF</b> <i>l,r</i><br><i>l</i> and <i>r</i> are the size of the left and right offset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| MENU    | <b>Format Page Margins...</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PURPOSE | <p>The <b>OF</b> (Offset) command establishes overall document margins by offsetting the text from the left and right edges of the paper. Tabs, indents, and margins established by the <b>RM</b> and <b>LM</b> commands are measured from the left offset (see Notes #1 and #2).</p> <p>If you are preparing a document for 2-sided printing, XyWrite flips the values of <i>l</i> and <i>r</i> on even-numbered pages, allowing you to create an extra margin for the binding edge (see Note #3).</p>                                                                                                       |
| ACTION  | <p><b>Setting the Same Left and Right Margins for All Pages</b><br/>For example, to create a 1" left and right offset:</p> <ol style="list-style-type: none"> <li>1. Move the cursor to the top of the document.</li> <li>2. Type: <b>OF</b> of 1,1 <b>↵</b></li> </ol>                                                                                                                                                                                                                                                                                                                                       |
| ACTION  | <p><b>Setting Inside and Outside Margins</b><br/>To create a 1-1/2" margin for inside margins (those on the binding edge) and a 1" margin for outside margins, you would set the offset to 1.5 and 1, respectively:</p> <ol style="list-style-type: none"> <li>1. Move the cursor to the top of the document.</li> <li>2. Type: <b>OF</b> of 1.5,1 <b>↵</b></li> </ol> <p>Result: When the document is printed, pages will have a 1-inch outside margin and a 1-1/2" inside margin. On even pages, the inside margin is on the right, while on odd pages, the inside margin is on the left (see Note #3).</p> |
| NOTE #1 | <b>Using Indents to Modify Text Width.</b> Once you have established overall page margins, you can control the width of paragraphs with the <b>IP</b> (Indent Paragraph) command.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| NOTE #2 | <b>Page Width.</b> The right offset is measured from the right edge of the paper, which is established by the <b>PW</b> (Page Width) command. The default value of <b>PW</b> is 8.5 inches.                                                                                                                                                                                                                                                                                                                                                                                                                   |

- NOTE #3**      **Overriding Inside and Outside Margins.** If you have prepared your document for 2-sided printing by specifying different values for *l* and *r*, you can output a single-sided version by setting the OS command to 1. The OS 1 command tells XyWrite to use the value of *l* for both odd and even pages. Refer to "Printer Controls" later in this chapter for more information about the OS command.
- NOTE #4**      **Changing the Offset.** The offset in effect at the beginning of a page is applied to the entire page. If you issue another OF command, it will not take effect until the next page.
- NOTE #5**      **Default Offset Settings.** The default is OF 1IN,1IN (unless you change it in the default file.) Refer to "Default Settings" in the *Customization Guide* for more information.
- NOTE #6**      **Screen Display.** If you want to display the offset in formatted view, you can change the value of the OD (Offset Display) default setting to 1. For more information, refer to "Default Settings" in the *Customization Guide* for more information.

## FORMAT

**GU** *i,o**i* is the size of the gutter for inside element edges.*o* is the size of the gutter for outside element edges (see Note #1).

## MENU

See Note #2.

## PURPOSE

The GU (Gutter) command inserts white space on the left and right sides of columns, table cells, frames, and pages. Half the value of *i* is applied to the left side of an element and half to the right side. If you omit *o*, a value of 0 is assumed.


For example, if GU is set to .2,0, XyWrite applies it to a 3-column format as follows. The inside columns (the right side of column 1, both sides of column 2, and the left side of column 3) are each offset by .1 inch, creating a .2 inch gutter between columns. Since the value of *o* is 0, the outside columns (the left side of column 1 and the right side of column 3) use the horizontal positions defined by the OF command. Borders, if any, occupy the gutter space. A very wide border requires a large gutter.

## ACTION

**Creating a Gutter**

To create a gutter:

1. Move the cursor to the start of the line whose gutters you want to change.
2. Enter the GU command. For example, to insert .2" of white space on both the inside and outside edges of elements:

Type: **[F5]gu .2,.2** 

Result: The gutters are applied to all frames, columns, and tables that follow the command, until another GU command is encountered.

## NOTE #1

**Framed Areas.** Only the first value of GU is applied to framed areas. That value is divided between the left and right sides of the framed text and any border being applied to the frame. Space between a frame's border and its surrounding text is determined by the IN argument to the BO (Border) command.

## NOTE #2

**Menu Option.** When you use to menus to create columns, frames, or tables, gutters are automatically established.

## NOTE #3

**Relative Tabs.** Tab settings will not move along with GU settings unless RT (Relative Tabs) is set to 1. Refer to "Default Settings" in the *Customization Guide* for more information.

## NOTE #4

**Default Gutter Settings.** The default is GU .2IN,0IN unless you change it in the default file.

FORMAT **COPY4 PW *n***

*n* is the width of the page.

MENU **Format | Page Size**

**PURPOSE** The PW (Page Width) command establishes the width of the sheet of paper you print on. XyWrite measures the right offset from this value. It also uses this value to determine where to draw the lines when you issue a UP command to put a border around a page.

**ACTION** **Setting the Page Width**  
Suppose you are printing a document in landscape orientation, where the 11" dimension of the page becomes its width. You would set the page width to 11 as follows:


1. Move the cursor to the top of the file whose page width you want to set.
2. Enter the PW command:

Type: **[F5]pw 11[↵]**

Result: The PW command is embedded in the text as a triangle. It remains in effect for this file until you issue another PW command.

**NOTE #1** **Page Width vs Right Margin.** If a file contains both an RM (Right Margin) and a PW (Page Width) command, XyWrite uses the smaller one to determine the text width.

**NOTE #2** **Default Page Width.** The default value for PW is 8.5 inches. You can change this value in the default file.

**FORMAT**  IP *f,s,r*  
*f* is the size of the left indent for the first line of a paragraph.  
*s* (optional) is the size of the left indent for subsequent lines in a paragraph. If omitted, a value of 0 is assumed.  
*r* (optional) is the size of the right indent. If omitted, a value of 0 is assumed.



**MENU** 

**PURPOSE** The IP (Indent Paragraph) command gives you an easy way to indent paragraphs. Tab stops do not change position when you insert an IP command. The left indents are measured from the left offset plus any other horizontal position command (gutter, left margin) and the right indent is measured from the right offset (see Note #1).

IP offers you several ways to style a paragraph, as shown in the illustration on the next page.

**ACTION** **Setting a Paragraph Indent**  
 To set a paragraph indent:

1. Move the cursor to the start of the line you want indented, or to the previous line (see Note #2).
2. For example, to indent the first line 1 inch and the rest of the paragraph .5 inch:

Type:  ip 1,.5,0 

Result: The IP command is embedded in the text as a triangle. All paragraphs which follow are indented, until another IP command is encountered.

3. To discontinue paragraph indenting:

Type:  ip 

Result: All subsequent lines are not indented.

**NOTE #1** **Right Margin.** If the right margin (as established by the RM command) is set so that lines fall short of the right offset, the right indent is measured from the right margin.

## COMPARISON OF PARAGRAPH INDENTS

▲

**Example of IP .5,0.** This is a paragraph with a normal indent; the first line is indented 1/2 inch while the remaining lines are not indented. The IP command is embedded in the above triangle.

▲

**Example of IP 1,1.** You can also indent entire paragraphs from the left margin like this using the IP command.

▲

**Example of IP .5,1.** Similarly, you can do a hanging indent, where each paragraph hangs down from the first line. Some people call this a negative indent.

▲

**Example of IP .5,.5,.5.** And finally, you can indent all the lines of the paragraph on both sides. This is called a block indent.



▲▲




**Be Inventive!**

**Example of IP 0,1.5 with TS 1.5.** You can use hanging indents in novel ways such as this, where the title sits out in the left margin. After typing the title, you tab over to the start of the paragraph. Each line in this paragraph word-wraps back to column 2. When writing the manuscript for this Command Reference Guide, we used these two commands to achieve the hanging indents you see.

▲

**Example of IP 0,0.** this paragraph is an example of text without indents. Notice the paragraph is up against the left margin of text.

- 
- NOTE #2**      **Immediate Effect.** To make the IP command take effect on the same line on which it rests, make sure there is no text or spaces ahead of it on that line. (Only other embedded triangles can be placed ahead of it.)
- NOTE #3**      **Technical Description.** The way IP *f,s,r* works is:
- *f* determines the amount of left indent for a line which is preceded by a *hard return*.
  - *s* determines the amount of left indent for a line which is *not* preceded by a hard return (a line which is word-wrapped).
  - *r* determines the amount of right indent for all lines.
- NOTE #4**      **Omitting a Value.** If you do not specify one or the other value in the IP command, the missing value is interpreted as a zero. Thus, IP .5 is equivalent to IP .5,0,0; and IP ,1 is equivalent to IP 0,1,0.
- NOTE #5**      **Default Indent Paragraph Settings.** The default is IP 0,0,0 (unless you change the value in the default file).
- NOTE #6**      **Paragraph Endings.** XyWrite interprets a carriage return as the end of paragraph, and applies the settings in the IP command to what follows. If you prefer, you can end a line with a soft carriage return ( , displayed as ◀), which does not signal XyWrite that you are starting a new paragraph. This is useful if, for example, you want the first line in every paragraph indented, but you don't want paragraph headings to be indented. You could achieve this format easily by ending the line before the heading with the soft carriage return.

**FORMAT**       **TS** *n1,n2,n3,...*      Tab Set  
                   **TR**      Tab Reset  
                   **RT** *x*      Relative Tabs  
*n1,n2,n3* are locations for tab stops. A maximum of 21 tab stops is allowed.  
*x* is 0 or 1.

**MENU**      

**PURPOSE**      The TS (Tab Set) command sets tab stops in your text. A **tab stop** is a pre-set position to which the cursor moves when you press the tab key.

Four kinds of tabs are available: Left, Right, Center, and Decimal. See Note #3 for a complete description of each kind of tab.

The TR (Tab Reset) command resets tab stops to the default settings — that is, .5, 1.5, 2.5, and so on (unless you change the value in the default file).

The RT (Relative Tabs) command lets you specify whether the tabs are relative to the left margin and gutter (RT 1) or not (RT 0). The default is RT 1. To turn off relative tabs for all files, change the value in the default file to RT=0.

We'll cover the following three procedures:

- Creating Tab Stops (TS)
- Changing the Tab Stops
- Resetting the Tab Stops (TR)

**ACTION**      **Creating Tab Stops (TS)**

To create a new set of tabs:

1. Move the cursor to the point in the text where you want the tab settings to begin.
2. Enter the TS command. For example, to set left tabs at .3, .6 and .9 inch from the left margin:

Type:  ts .3,.6,.9 

Important — don't insert spaces after the commas.

Result: The TS command is embedded in the text, displayed as a triangle. The tabs take effect from that point forward, until another TS triangle is encountered or until the end of the document.

**NOTE #1**      **The Ruler.** The ruler indicates the tabs (and margins) which are in effect *at the location of the cursor*. As you move the cursor down the screen, each time you pass a Tab Setting, the ruler changes to indicate the new tab settings.

## **ACTION**      **Changing the Tab Stops**

To add, delete or move tab stops in an existing TS triangle:

1. Move the cursor to the TS embedded triangle which contains the tabs you want to change.
2. Press: **[F11]** or **[Alt][F1]**


Result: This opens the triangle for editing.

3. Add, delete or change the tab numbers to the new tab settings you want.
4. Press: **[Shift][F1]**

Result: This closes the command window. The new tab settings are now in effect following the command.

## **ACTION**      **Resetting the Tab Stops (TR)**

To reset the tab stops to their default settings:

1. Move the cursor to the point in the text where you want the default tab settings to begin.
2. Type: **[F5]tr** 

Result: The TR command is embedded in the text. The default tab settings take effect at this point. (See Note #2.)

**NOTE #2**      **Default Tab Settings.** You can also set up TS using the default file. The initial default is TS .5,1.5,2.5,3.5, . . . and so on, to 9.5. You can change these settings in the default file.

- NOTE #3      **Tab Styles.** XyWrite provides you with the following four kinds of tab stops (illustrated on the following page).
- ▶ Left Tab — Aligns text flush left against the specified tab stop. (Also known as a flush left tab.) Example: TS 1
  - ▼ Center Tab — Centers text on the specified tab stop.  
Example: TS 2C
  - ◀ Right Tab — Aligns text flush right against the specified tab stop.  
Example: TS 3R
  - △ Decimal Tab — Lines up a column of numbers on their decimal points.  
Example: TS 2D

If you are not using the default unit of measure, include the abbreviation for the unit immediately after the number (for example, TS 6PTR sets a right tab at 6 points).

- NOTE #4      **Tab Set Zero.** By default, the first column of tabular material starts at zero, so you never need to include 0 in your TS command. In fact, a tab setting of 0 (TS 0) cancels all tabs.

- NOTE #5      **The Tab Key.** The tab key on the keyboard gives you control over movement of the cursor and text:

**Tab**      If you press the tab key in the middle of text, the text and cursor move one tab to the right. (A tab character *is* entered invisibly into the text.) In Overstrike mode, a character is deleted.

**Ctrl Tab**      Moves the cursor to the next tab *without* moving the text along with it. (A tab character is *not* entered into the text.)

**Shift Tab**      Moves the cursor to the *previous* tab without moving text.

To move text *back* one tab space, use the **Backspace** key to delete the tab character.

Once you have tabbed the cursor over to the last tab, pressing the tab key moves the cursor only one space at a time.

TAB SETTINGS
TS 1

COPY4 TS 1
L. ....2.....3.....

▲

California  
Michigan  
Ohio  
Colorado  
Washington

TS 2C

COPY4 TS 2C
L. ....1.....3.....

▲

California  
Michigan  
Ohio  
Colorado  
Washington

TS 3R

COPY4 TS 3R
L. ....1.....2.....

▲


California  
Michigan  
Ohio  
Colorado  
Washington

TS 2D


COPY4 TS 2D
L. ....1.....3.....

▲



\$ 45.34  
4.17  
39.40  
3.95  
26.90

**NOTE #6**     **The Tab Character.** When you press , the tab character is entered invisibly into the text. Even though you can't see the character, you can treat it like any ordinary character — for instance, you can delete it and search for it. To execute the search:

Type: se |

Press: 

Type: | .

The tab character is visible in expanded view, displayed as . If you prefer, you can make the tab character visible in formatted and draft views as well, displayed as , by changing the value of the ST (Show Tabs) setting to 2 in the default file.

**NOTE #7**     **Related Commands.** XyWrite also provides the flush commands FL (Flush Left), FR (Flush Right) and FC (Force Center); they position *all* the text between the margins on all lines following the command. They should not be confused with the tab settings.

**FORMAT**      **Ctrl+V LD n**  
*n* is any character you specify.

**MENU**            **Insert | Other...**

**PURPOSE**      The LD (Leadering) command provides a quick means of inserting a row of characters on a line. You might use LD in a Table of Contents or Index to generate a row of periods or dashes between the name on the left and the page number on the right.

The LD command does two things:

- It pushes all text which follows it (on that line) flush against the right margin.
- It repeats the character given with the LD command (*n*) across the line.

**ACTION**            **Inserting a Leader**

To insert a leader, say a row of periods, between two items:

1. Type the text that you want to have against the left margin.
2. Issue the LD command.

    Type: **[F5]ld .** 

3. Type the text that you want to have against the right margin.

Result: The text on the left of the leader command is pushed against the left margin, and the text after the leader command is pushed against the right margin. A row of periods (or dots) appears between the left and right text. For example:

    Emergency ..... 911

**NOTE #1**            **Spaces as a Leader.** If you enter LD with no character, it produces text flush left and flush right on the same line with spaces as the leadering character.

**NOTE #2**            **Multiple Leaders.** You can enter more than one leader on a line, inserting equal leadering between text areas.

## INTRO

When you print documents, you often want special control over your printer. With XyWrite you can cause your printer to stop on a given line or at the end of specified pages and have it prompt you when it has completed its job. You can also request special features from your printer, such as color printing or landscape orientations. Most of the features described in this section are not available on all printers. Review the documentation supplied with your printer if you are not sure what options it offers.

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|----------|-------------|---------------------|----------------|
|          | 4-154       | Pause & Prompt      | PA, PR         |
|          | 4-155       | AutoPause, No Pause | AP, NP         |
|          | 4-156       | One-Sided Format    | OS             |
|          | 4-157       | Print in Color      | DY             |
|          | 4-158       | Special Effects     | EF             |
|          | 4-160       | Letter-Quality      | LQ             |
|          | 4-161       | Orientation         | OR             |
|          | 4-162       | Printer Insert      | PI             |

|        |                                                                    |                 |
|--------|--------------------------------------------------------------------|-----------------|
| FORMAT | <b>Ctrl+V</b> PA <i>message</i><br><b>Ctrl+V</b> PR <i>message</i> | Pause<br>Prompt |
|--------|--------------------------------------------------------------------|-----------------|

|      |                  |
|------|------------------|
| MENU | Not a menu item. |
|------|------------------|

**PURPOSE** PA (Pause) stops the printing of a file at the point the PA command is embedded in the text, and displays the defined message on the status line. You press **[+]** to continue printing. You may want to use this command to provide a reminder of what should be done when the printer stops — to change a printwheel, insert a different kind of paper (such as letterhead), or change a ribbon.

PR (Prompt) displays the defined message on the status line during the printing of a file *without* stopping the printer. When XyWrite encounters PR during printing, it displays the message and continues to output to the printer. The message is removed when you strike the next key (or when the next PR or PA message is encountered). You can insert PR in your document to monitor the progress of a remote printer. For example, you can include a message such as "Printing is complete" at the very end of your document.

## ACTION **Causing the Printer to Pause**

To cause your printer to stop and display a message:

1. Move the cursor to the point in text where you want the printer to stop.
2. Type: **Ctrl+S**pa Install Italic Printwheel**[Enter]**

Result: When you print this document, it automatically stops at the point where the PA command is embedded in the text — the message "Install Italic Printwheel" appears on the status line. Press **[+]** to restart the printer.

You enter PR in the same way you entered PA in Step 2 above. The only difference is that the printer will not stop printing when it displays its message.

|          |                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------|
| ALSO SEE | <b>Related Commands.</b> The P option in PRINT <i>filename,P</i> stops the printer after each page. |
|----------|-----------------------------------------------------------------------------------------------------|

|        |                                  |                       |
|--------|----------------------------------|-----------------------|
| FORMAT | <b>CMY4</b> AP<br><b>CMY4</b> NP | AutoPause<br>No Pause |
|--------|----------------------------------|-----------------------|

MENU Not a menu item.

**PURPOSE** **AP** (AutoPause) causes a document to pause at the end of each page. You resume printing with **[+]**. You can embed the AP command wherever you want the pause to begin.

**NP** (No Pause) cancels AutoPause. You use it after an AP command to allow the document to once again print continuously without pausing.

## ACTION Inserting Page Pausing

To cause a document to pause at the end of certain pages:

1. Move the cursor to the page where you want pausing to begin.
2. Type: **[F5]ap[↵]**
3. Move the cursor to the page where you want continuous printing to resume.
4. Type: **[F5]np[↵]**

**Result:** When you print your document, it prints without stopping until it reaches the page containing the AP command. When the printer stops, press **[+]** to resume printing. Printing stops after every page until it reaches the NP command — it then continues printing without stopping.

**NOTE #1** **Related Commands.** The AP command causes the printer to pause exactly the same way as the P option with the PRINT command. The difference is that AP is *embedded* in the document, while the P option is not. With AP you can cause some pages to pause and others not to pause.

---



|        |                                                                                        |                  |
|--------|----------------------------------------------------------------------------------------|------------------|
| FORMAT |  OS 0 | Two-Sided Format |
|        |  OS 1 | One-Sided Format |

|      |                                                                                                                                                                                                                                                                                                                                           |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MENU |   ,   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**PURPOSE** The OS command lets you change the format of your document temporarily, so only the formatting commands designed for odd-numbered pages are applied. This is particularly useful if you have defined an inside and outside margin with the OF (Offset) command and now want to produce a copy that has the same left margin on all pages.

There are several XyWrite formatting commands that allow different values for odd and even pages. These commands include the RH (Running Header), RF (Running Footer), OF (Offset), and FA (Frame Area) commands. The OS command tells XyWrite whether to honor or ignore the even-page values for these commands.

**ACTION** **Setting One-Sided Format**  
To apply only odd-page formatting commands to your document:

1. Move the cursor to the top of the file.
2. Type:  os 1 

**Result:** When you print your document, XyWrite applies the odd-page formatting values to all pages.

**NOTE #1** **Default Value.** The default value for OS is 0 unless you change it in the default file. In any XyWrite session, the OS default may be changed by the menu routines. For example, when you select one-sided or facing pages in the Page Margins dialog box, you change the default setting of OS. You can also change the default setting via the Print menu. Both of these menus show the current state of the OS default setting.

**NOTE #2** **Two-Sided Printing.** Do not confuse the OS command with the commands for simplex (one-sided) and duplex (two-sided) printing. The OS command only affects the way the pages are formatted. PC (Printer Control) commands, which are explained in the *Customization Guide*, control one- and two-sided printing.

FORMAT **COPY4** DY *m,n*

*m* is the foreground color.

*n* (optional) is the background color. The default is white.

MENU **Format Type Style Color...**

PURPOSE DY (Dye) allows you to print in color on *printers that support this feature*. (Check your printer documentation to determine which colors, if any, are supported.) The values for the colors are:

|   |          |    |         |
|---|----------|----|---------|
| 1 | black    | 9  | neutral |
| 2 | blue     | 10 | olive   |
| 3 | brown    | 11 | orange  |
| 4 | charcoal | 12 | red     |
| 5 | green    | 13 | violet  |
| 6 | cyan     | 14 | white   |
| 7 | magenta  | 15 | yellow  |
| 8 | maroon   |    |         |

ACTION **Printing in Color**

To use the DY command:

1. Move the cursor to where you want to start printing in color.
2. Enter the DY command. For example, to print in green on a white background:

Type: **[F5]**dy 5,14**[↵]**

Result: The DY command is embedded in the text as a triangle. From this point forward, the text will be printed in green on a white background.

NOTE **Screen Display.** The DY command has no effect on the screen display.

**FORMAT**     **CaXV4** EF *n*  
*n* is the number of the desired effect(s).

**MENU**     **Format** **Type Style** **Special...**

**PURPOSE**     EF (Effect) allows you to turn on one or more special printing effects for *printers that support them*. (Check your printer documentation to determine which effects, if any, are supported.) The values for the special effects you can activate with XyWrite are:

|       |                    |
|-------|--------------------|
| 1     | Reverse            |
| 2     | Outline            |
| 4     | Shadow             |
| 8     | Inverse            |
| 16    | User Set           |
| 256   | Script Up          |
| 512   | Script Down        |
| 1024  | Double Underline   |
| 2048  | Overscore          |
| 4096  | Floating Underline |
| 8192  | Outline/Shadow     |
| 16384 | Shading            |

The EF command turns off any special effect whose value is not included in the command. For example, if you previously turned on double underline, and then issue an EF command that turns on overscore, double underlining is turned off.

If you want to turn on two or more special effects, combine their values (e.g., 1 + 2 for Reverse and Outline) when you issue the command.

## ACTION     Turning on a Special Effect

To use the EF command to turn on a special effect:

1. Move the cursor to where you want to start the special effect.
2. Enter the EF command. For example, to print text in outline/shadow:

Type: **[F5]**ef 8192**[↵]**

Result: EF command is embedded in the text as a triangle. From this point forward, the text will be printed in outline/shadow format. All other special effects are turned off.

To use the EF command to turn on multiple special effects:


1. Move the cursor to where you want to start the special effects.

2. Calculate the total value of the effects you want to turn on. For example, to turn on reverse plus outline, the total value is 3.
3. Enter the EF command using the value calculated in step 2.

Type: ef 3

Result: The EF command is embedded in the text as a triangle. From this point forward, the text will be printed in reverse plus outline. All other special effects are turned off.

---

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|---|--------|---|-----------|---|------------|---|----------------------------|---|-----------------------------|---|---------|---|--------------|---|----------|
| FORMAT  | <b>Ctrl+V LQ n</b><br><i>n</i> is a number (0-9) that represents the desired print quality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| MENU    | <b>File   Print...</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| PURPOSE | Dot matrix printers offer a range of print qualities. LQ (Letter Quality) allows you to select the print quality you want for the current document. (Check your printer documentation to determine which qualities are supported.) The values for the print qualities you can activate with XyWrite are:<br><table><tr><td>1</td><td>Draft</td></tr><tr><td>2</td><td>Letter</td></tr><tr><td>3</td><td>Letter II</td></tr><tr><td>4</td><td>Letter III</td></tr><tr><td>5</td><td>Near-letter quality Gothic</td></tr><tr><td>6</td><td>Near-letter quality Courier</td></tr><tr><td>7</td><td>Utility</td></tr><tr><td>8</td><td>Not assigned</td></tr><tr><td>9</td><td>Draft II</td></tr></table> | 1 | Draft | 2 | Letter | 3 | Letter II | 4 | Letter III | 5 | Near-letter quality Gothic | 6 | Near-letter quality Courier | 7 | Utility | 8 | Not assigned | 9 | Draft II |
| 1       | Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 2       | Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 3       | Letter II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 4       | Letter III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 5       | Near-letter quality Gothic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 6       | Near-letter quality Courier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 7       | Utility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 8       | Not assigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| 9       | Draft II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| ACTION  | <b>Printing in Draft Quality</b><br>If you are working on very rough draft material and don't care about the quality of the output, you can save some time by printing in draft quality.<br><ol style="list-style-type: none"><li>1. Move the cursor to the beginning of the file.</li><li>2. Enter the LQ command. For example, to turn on draft quality printing:<br/><div>Type: <b>[F5]lq 1</b> </div></li></ol><br>Result: The LQ command is embedded in the text as a triangle. From this point forward, the text will be printed in draft.                                                                   |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |
| NOTE    | <b>Typeface vs Printer Mode.</b> On some dot matrix printers, print quality is associated with typeface, not printer mode. On such printers, the LQ command has no effect.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |       |   |        |   |           |   |            |   |                            |   |                             |   |         |   |              |   |          |

## FORMAT

**C:XY4 OR *n***

*n* is a number (0-3) of the orientation you are selecting.

## MENU

Not a menu option.

## PURPOSE

OR (Orientation) establishes the printing orientation of a document. Before using the OR command, check your printer documentation to determine which orientations are supported. The values for the orientations you can activate with XyWrite are:

- 0 Portrait (the default)
- 1 Landscape
- 2 Reverse portrait
- 3 Reverse landscape

You can change orientation within a document, but you cannot change orientation within a page. Therefore, the OR command must always be issued at the top of the page you want it to affect.

## ACTION

**Printing in Landscape**

In landscape printing, characters are printed across the 11-inch dimension of the page. To turn it on:

1. Move the cursor to the beginning of the file or to the top of the page you want to print in landscape.
2. Enter the OR command. For example, to turn on landscape:

Type: **F5** or **1** 

3. Enter the formatting commands that are appropriate for landscape orientation. The formatting commands you need to modify are: RM (Right Margin), PW (Page Width), PL (Page Length), FD (Form Depth), and UF (Use Typeface).

**Result:** From this point forward, the text will be printed in landscape orientation.

---

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT  | <b>XyWrite</b> <b>PI</b> <i>string</i><br><i>string</i> is a printer control code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| MENU    | Not a menu option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PURPOSE | <b>PI</b> allows you to send control strings directly to the printer. Unlike the PC and PB commands, which reference strings that are defined in the PC table of the printer file, the PI command contains the actual control codes. XyWrite does not respond to these control codes; it simply passes the codes to the printer when you use the PRINT command.                                                                                                                                                                                                                                                                                                                |
| ACTION  | <b>Inserting a Printer Control String</b><br>Let's assume you are using a Hewlett-Packard LaserJet Series II printer. Like many laser printers, the LaserJet II has its own commands for drawing rules and boxes. To insert a rule, say between two tables: <ol style="list-style-type: none"><li>1. Move the cursor to the point in your document where you want to insert the rule.</li><li>2. Enter the PI command along with the printer-specific control code for drawing a rule. For a LaserJet Series II:<br/><br/>Type: <b>[F5]pi ▶ *c1425.00a3b0P[Enter]</b><br/><br/>Result: When you print your document, the code to draw a rule is sent to the printer.</li></ol> |
| NOTE    | <b>Line Endings.</b> Do not use PI to change typeface or type size. Since XyWrite does not process the information in these strings for formatting purposes, it will continue to determine line and page breaks based on the typeface and size established with XyWrite format commands.                                                                                                                                                                                                                                                                                                                                                                                       |

## INTRO

A style is a set of embedded format commands (such as left margin, right margin, tabs and offset) defined together under one name. This allows you to standardize your own formats and facilitates switching between them.

You might define one style for letters (and name it LETTER), another for memos (MEMO), still another for reports (REPORT), and so forth. Once you define styles by name (using SS), you can recall them (using US) by name. You can also define a set of ordered styles and use them by simply saying next style (NS) or previous style (PS).

| CONTENTS | <u>Page</u> | <u>Section</u> | <u>Command</u> |
|----------|-------------|----------------|----------------|
|          | 4-164       | Save Style     | SS             |
|          | 4-167       | Use Style      | US, NS, PS     |

## FORMAT

**Caution** **SS** *name,nm=n,nm=n,nm=n, . . .;string*

*name* is a name you specify for the style you are defining.

*nm* is the 2-letter name of the command (see below).

= (equal sign) separates the name from the value.

*n* is the value of the command.

, (comma) separates the formatting commands.

; (semicolon) separates the formatting command from *string*.

*string* is the text or formatting commands you want inserted when you issue a Use Style command.

## MENU

**Format Styles**

## PURPOSE

SS (Save Style) saves the current default settings under a name you specify. Once you define a style with SS, you use the US (Use Style) command at any point in text where you want the style to take effect.

The SS command in fact does *more* than save the settings you specify in the command. It also saves all of the other current settings implicit at that point in the document, including all of those listed below.

When you invoke a style with the US command, you will be recalling *all* of the format settings saved by the SS command.

Normally, you embed the SS command at the beginning of a document and refer to it with the US command throughout the document. Thus, you can standardize on styles you use regularly — one style for letters, another for reports, and another for outlines.

In addition to giving you the ability to establish standard styles, the SS command also lets you save text that you want inserted at the point that you issue the US command. The most common application of this feature is to create an outline by inserting formatting commands (indents, etc.) and text (counters, punctuation, etc.).

You can specify for *nm* any default format setting. For example:

|    |                   |    |                    |
|----|-------------------|----|--------------------|
| AL | Automatic leading | MD | Any character mode |
| BT | Bottom margin     | NJ | No justification   |
| EE | Element end       | OF | Offset             |
| EL | Extra leading     | OP | Orphan             |
| ET | Element top       | OR | Orientation        |
| FC | Flush center      | PL | Page length        |
| FD | Form depth        | PW | Page width         |
| FL | Flush left        | RM | Right margin       |
| FR | Flush right       | RT | Relative tabs      |
| HY | Hyphenation       | SY | Symbol set         |
| IP | Indent paragraph  | SZ | Size               |
| JU | Justification     | TP | Top margin         |
| LL | Line leading      | TS | Tab settings       |
| LM | Left margin       | UF | Use typeface       |
| LS | Line spacing      | WD | Widow              |

## ACTION

### Saving a Style

To set up a style definition:

1. Go to the top of your document:

Press: **Ctrl** **Home**

2. Type: **F5**ss letter,lm=.8,rm=6.5,md=nm,ip=.5,0 

Result: This defines a style named LETTER with a left margin of .8 inch, a right margin of 6.5 inches, normal character mode, and an indent of .5 inch at the first line of each paragraph. To use this style, you must invoke it with the Use Style command.

## ACTION

### Saving Styles with Text

When you are saving a style with text, the procedure is slightly different because you need to open a command window. As an illustration, let's set up the style definitions for a three-level outline:

1. Go to the top of your document:

Press: **Ctrl** **Home**

2. Define counters for each of the three outline levels. For example:

Type: **F5** dc 1=I A 1 **↵**

Type: **F5** dc 2=A 1 **↵**

Type: **F5** dc 3=1 **↵**

Refer to "Numbered Lists" for more information about the DC (Define Counter) command.

3. Issue the SS command.

Type: **F5** ss **↵**

A command window opens.

4. Type the name of the style followed by the formatting commands that you want to apply to the first outline level. At the end of the formatting commands, type a semicolon. For example:

Type: level1,ts=0.8r,1,ip=0,1;

5. Type the text of this outline level. For example:

3«C1»3

6. Press: **Shift** **F1** to close the command window.

7. Repeat steps 3 through 6 for outline levels 2 and 3.

**Result:** When you invoke one of the outline styles with the US command, XyWrite applies the saved formatting commands and inserts the saved text.

**NOTE #1** **Style Within Same Document.** The Save Style command must be in the document that uses it. While it is an embedded format command, it cannot be set up as a default. If you use the same style repeatedly, you can save it on a text macro so you can quickly insert it into your documents.

**NOTE #2** **Placing the SS Command.** The SS command does not need to be at the very beginning of the file, so long as it is placed before the first Use Style (US) command that invokes it.

**NOTE #3** **Name Uniqueness.** Each style in a file must have a unique name.

---

|        |                           |                |
|--------|---------------------------|----------------|
| FORMAT | <b>⌘-Y</b> US <i>name</i> | Use Style      |
|        | <b>⌘-Y</b> NS             | Next Style     |
|        | <b>⌘-Y</b> PS             | Previous Style |

*name* is the name of the style you want to use — it must have been defined previously with the SS command.

MENU **Format Styles**

**PURPOSE** The US (Use Style) command invokes the style called for by *name*. The *name* must be previously defined (somewhere in the same document) with the Save Style (SS) command.

Once you have defined several styles, you can change styles without calling them by name. Knowing their sequence in the document, you can invoke either the Next Style (NS) or the Previous Style (PS). This is especially useful for outlines with many levels.

**ACTION** **Using a Style by Name**  
To call a style by name:

1. Move the cursor to the point in text you want to start a new style.
2. Enter the US command along with the name of the style you want. For example:

Type: **⌘-Y**us letter↵

Result: The style named LETTER takes effect at that point in the document. For US to work, LETTER must be defined earlier in the document with the SS command.

---

**ACTION****Using Next Style and Previous Style**

Before starting, assume we have set up a series of styles called HEAD, SUBHEAD, and TEXT (in that order) with three SS commands.

Next assume that we have given a US HEAD command to format our first heading. To use the next style, which is SUBHEAD:

Type: [F5]ns[↵]

Result: At the place we embed this command, the SUBHEAD style becomes the new format of the document. To use the TEXT style:

Type: [F5]ns[↵]

Result: Now the style is changed to the TEXT style. After typing text, when you come to a point where you want to use the SUBHEAD style again:

Type: [F5]ps[↵]

**NOTE #1**

**Inserting Other Format Commands.** When you give new format commands that you want to affect large parts of the document (such as IP or TS), be aware that they are superseded by the next US, NS or PS command that follows. We recommend you include these in the SS command — in fact, the more format commands you include, the more predictable your results will be.

**NOTE #2**

**Relative Values.** You can use relative values with the US command. For example, US +1 activates the style defined immediately before the current style; US -1 activates the style defined immediately after the current style. You may find this option useful if you have defined many styles for an outline and want to quickly move from one outline level to another.

## INTRO

In order to add emphasis to text, you can use the MD (Mode) commands to modify it with underlining, bold, italic, reverse, superscript, subscript, and various combinations. You can also change the typeface with the UF (Use Typeface) command—for Times, Helvetica, Courier, etc.—and change type size with the SZ (Size) command.

How these modes, faces, and sizes are actually displayed and printed depends on the capabilities of your hardware.

| CONTENTS | <u>Page</u> | <u>Section</u> | <u>Command</u> |
|----------|-------------|----------------|----------------|
|          | 4-170       | Mode Commands  |                |
|          | 4-174       | Type Size      | SZ             |
|          | 4-175       | Symbol Set     | SY             |
|          | 4-176       | Typeface       | UF             |
|          | 4-177       | Language       | LA             |

FORMAT **CXY4** MD *nn*

*nn* is a two-letter mode command.

MENU **Format** **Type Style**

**PURPOSE** Display modes allow you to highlight text in the type styles listed below. You can use the MD command to establish absolute styles, or you can create relative styles by adding or subtracting styles. For example, the command MD BO changes text to bold, overriding the type style that was previously in effect. In contrast, the command MD +BO adds bold to the current type style, creating, for example, bold underline or bold italic; the command MD -BO subtracts bold from the current type style. Type styles that can be combined with other styles are referred to as *additive*; as shown in the table below, not all XyWrite type styles are additive.

| Mode Command | Character Mode           | Additive? |
|--------------|--------------------------|-----------|
| —            | Prevailing (Default)     |           |
| MD NM        | Normal                   |           |
| MD BO        | Bold                     | Yes       |
| MD UL        | Underline                | Yes       |
| MD IT        | Italic                   | Yes       |
| MD BU        | Bold Underline           |           |
| MD BI        | Bold Italic              |           |
| MD SU        | Superscript              | Yes       |
| MD SD        | Subscript                | Yes       |
| MD RV        | Reverse                  | Yes       |
| MD BR        | Bold Reverse             |           |
| MD FN        | Footnote                 |           |
| MD FL        | Flashing                 |           |
| MD FU        | Flashing Underline       |           |
| MD FR        | Flashing Reverse         |           |
| MD SO        | Standout (Flashing Bold) |           |

When using MD UL, you can control how tabs and spaces are underlined. (See Note #5.)

The procedure for new text is different than that for existing text. These three procedures follow.

- Changing the Mode of Selected Text (Option 1)
- Changing the Mode from the Cursor Forward (Option 2)
- Selecting a Mode for New Text (Option 3)

**ACTION**  
(Option 1)**Changing the Mode of Selected Text**

There are two ways to change the character mode of selected text. We will use bold as an example.

**Relative Command.** You select the block of text (Steps 1-4) and then add bold to existing styles in the block.

1. Move the cursor where you want the bold to start.
2. Press: **[F3]**
3. Move the cursor where you want the bold to end.
4. Press: **[F3]**
5. Type: **[F5]md +bo** **[↵]** (to add bold)
6. Press: **[Esc]** (to release the selected text)

**Result:** XyWrite adds bold to the type styles within the selected block. If you switch to expanded view, you will see the embedded command «MD+BO» at the beginning of the selected block and the command «MD-BO» at the end of the selected block. Other type style commands may be embedded within the selected block. You can also use a keyboard shortcut to add bold to existing type styles (see Note #1).

**Absolute Command.** You select the block of text and then apply bold to it, overriding any other type styles in effect within the block.

1. Move the cursor where you want the bold to start.
2. Press: **[F3]**
3. Move the cursor where you want the bold to end.
4. Press: **[F3]**
5. Type: **[F5]md bo** **[↵]**
6. Press: **[Esc]** (to release the selected text)

**Result:** XyWrite replaces the existing type styles with bold. If you switch to expanded view, the command «MDBO» appears at the beginning of the selected block. At the end of the selected block, XyWrite inserts the MD command for the type style that was in effect before you performed this procedure. There are no embedded MD commands within the block. You can also use a keyboard shortcut to change existing type styles (see Note #2).

**ACTION**  
(Option 2)**Changing the Mode of Existing Text**

To change the mode of existing text, use either the absolute or relative command, depending on what you want to achieve. Let's use underline as an example.

1. Move the cursor to where you want underline to start.
2. Type: **[F5]md +ul** or **[F5]md ul**
3. Move the cursor to where you want underline to stop.
4. Type: **[F5]md nm** (or press **[Ctrl]N**)

Result: Text between the MD +UL (or MD UL) command and the MD NM command is now underlined. If you used the relative command, the underline is added to the other styles in effect; otherwise, underlining overrides the other styles.

**ACTION**  
(Option 3)**Entering Text in a New Mode**

To enter text in a new mode, use the absolute command. Let's use italic as an example.

1. Move the cursor to where you want to type in italic text.
2. Type: **[F5]md it** (to start italic)
3. Begin typing the italic text.
4. When done typing, reset the mode to normal.

Press: **[Ctrl]N**

**NOTE #1**

**Keyboard Shortcuts for Additive Modes.** The additive modes are assigned to the following keys:

|             |                                      |
|-------------|--------------------------------------|
| Bold        | <b>[Ctrl]B</b>                       |
| Italic      | <b>[Ctrl]I</b>                       |
| Underline   | <b>[Ctrl]U</b>                       |
| Superscript | <b>[Ctrl][+]</b> (on numeric keypad) |
| Subscript   | <b>[Ctrl][-]</b> (on numeric keypad) |

The keyboard shortcuts listed above are actually toggles. If the current text is already bold, pressing **[Ctrl]B** turns off bold.

**NOTE #2**      **Keyboard Shortcuts for Absolute Modes.** The absolute modes are assigned to the following keys:

|                |               |
|----------------|---------------|
| Normal         | <b>Ctrl</b> 1 |
| Bold           | <b>Ctrl</b> 2 |
| Underline      | <b>Ctrl</b> 3 |
| Italic         | <b>Ctrl</b> 4 |
| Bold Underline | <b>Ctrl</b> 5 |
| Bold Italic    | <b>Ctrl</b> 6 |
| Superscript    | <b>Ctrl</b> 7 |
| Subscript      | <b>Ctrl</b> 8 |
| Reverse        | <b>Ctrl</b> 9 |

These control keys also change the current typing mode, which means that any text you enter will be in the selected mode. For example, all text you type after pressing **Ctrl** 2 will be in bold mode, no matter what the mode of the surrounding text (see Note #3).

**NOTE #3**      **Typing Mode.** When you first start XyWrite, it is in the prevailing or adaptive mode. In it, you can move the cursor about and enter text in whatever mode exists at the new cursor location. For example, if you place the cursor within a passage of bold text and begin typing there, the new text will automatically be entered in bold. If you press one of the **Ctrl** # keys described in Note #2, you are no longer in adaptive mode; instead, text is entered in the mode you selected, no matter what mode exists at the cursor location. You return to the adaptive mode by pressing **Esc**.

**NOTE #4**      **Screen Display.** In graphic view, type styles are displayed as they would be printed. In formatted and draft views, some of the type styles may be displayed differently, depending on your hardware setup. For example, underline does not appear on color monitors; it appears instead as blue text.

**NOTE #5**      **Controlling Underlining.** The UL default setting lets you specify how tabs and spaces in the underline mode (MD UL) print out. The choices are as follows:

- Underline everything
- Underline everything but tabs
- Underline everything but tabs and spaces
- Underline only letters and numbers

You change the UL setting in the default file. Refer to "Default Settings" in the *Customization Guide* for more information.

FORMAT **COPY** SZ *p*

*p* is the size of the type.

MENU **Format** | **Type Size...**

## PURPOSE

The **SZ** (Size) command allows you to change the size in which your text is printed. The exact effect of the **SZ** command depends on the type of printer you are using. Most laser printers support a wide range of type sizes, but some have scalable fonts while others do not. A *scalable* font is one that can be reduced or enlarged to any size. If your printer has them, you can define any type size you want (practically speaking, you probably don't want to use anything smaller than 6 point or larger than 72); if your printer does not have scalable fonts, you can only use the type sizes supported by the printer and defined in your printer file. (See Note #1.)

The **SZ** command has no effect on daisy-wheel printers, since they only support one type size at a time.

## ACTION

### Changing the Type Size

To set the text to be printed in a particular type size:

1. Move the cursor to the start of the text where you want the new type size to begin.
2. Enter the **SZ** command you want. For example, if you want 14 point:

Type: **[F5]SZ 14pt** 

Result: The **SZ** command is embedded in the text as a triangle. From this point forward, the text will be printed in 14 point type.

### NOTE #1

**Undefined Type Size.** Because it has the greatest impact on what your page looks like, type size is the most important type style command. If you specify a size that is not available in the current typeface, XyWrite looks for a typeface in which the requested size is available. If XyWrite cannot match the requested size in any typeface, it substitutes a smaller type size.

### NOTE #2

**Default Type Size.** The default type size is 12 point. You can change the type size for all files by changing the **DF SZ** command in the default file.

### NOTE #3

**Automatic Leading.** If you are going to use the **SZ** command to change the size of text, it is a good idea to turn automatic leading on (**AL 1**), so that the vertical spacing of your text is properly adjusted.

### ALSO SEE

**Related Commands.** The **UF** (Use Font) and **MD** (Mode) commands affect other aspects of the way type looks on the page.

FORMAT **CxYy** SY *s,p,w*

*s* is the name of the symbol set

*p* is the pitch (characters per inch) for monospaced fonts; for proportional fonts, *p* is 0.

*w* is a number from -7 to +7 that specifies the weight (-3 is light, 0 is normal, 3 is bold, 7 is ultra black).

MENU **Format** **Typeface...**

## PURPOSE

Hewlett Packard LaserJet printers offer typefaces in a variety of symbol sets. SY (Symbol) allows you to specify the symbol set, pitch, and weight you want. The different symbol sets offer different special characters; for example, one symbol set includes many foreign characters while another one includes more line drawing characters. Refer to your Hewlett Packard documentation for more information about available symbol sets.

## ACTION

### Selecting a Symbol Set

To use the SY command:




1. Move the cursor to where you want the new symbol set to take effect.
2. Enter the SY command.

Type: **[F5]**sy 8u,0,0**[↵]**

Result: The SY command is embedded in the text as a triangle. From this point forward, the text will be printed with the 8U symbol set.

## NOTE #1

**Default Symbol Set.** XyWrite uses the symbol set 23Z,0,0 as the default. You can change the symbol set for all files by changing the DF SY command in the default file.

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT   |  <b>UF typeface</b><br><i>typeface</i> is the name of the typeface you want to use (see Note #1).                                                                                                                                                                                                                                                                                                                                                                  |
| MENU     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PURPOSE  | The <b>UF</b> (Use Face) command allows you to change the typeface in which your text is printed. The typefaces you can select from depend on the type of printer you are using. Most laser printers offer a large variety of typefaces, while dot matrix printers offer a small selection. If you aren't sure what typefaces are available, display the Typeface menu.                                                                                                                                                                             |
| ACTION   | <b>Selecting a Typeface</b><br>To set the text to be printed in a particular typeface: <ol style="list-style-type: none"><li>1. Move the cursor to the start of the text where you want the new typeface to begin.</li><li>2. Enter the UF command you want. For example, if you want Times:<br/><br/>Type: <br/><br/>Result: The UF command is embedded in the text as a triangle. From this point forward, the text will be printed in the Times font.</li></ol> |
| NOTE     | <b>Typeface Synonyms.</b> To allow you to print documents on different printers without changing the formatting, XyWrite has set up a table of typeface synonyms. This table matches the requested typeface with one that is similar to it for the current printer. For example, one printer may offer Times while another offers TmesRmn. This synonym table is stored in the XyWrite printer files.                                                                                                                                               |
| ALSO SEE | <b>Related Commands.</b> If you want to change the style of a typeface (say from normal to bold), you use the MD (Mode) command. If you want to change the type size of a typeface, you use the SZ (Size) command.                                                                                                                                                                                                                                                                                                                                  |

**FORMAT**     **Ctrl+V LA** *codepage*  
*codepage* is either 437 or 850.

**MENU**        Not a menu option.

**PURPOSE**    The LA (Language) command allows you to work with files that were created in code page 437 (the United States code page) or 850 (the multilingual code page). *Code pages* are language-specific character sets that are supported by versions 3.30 and higher of MS-DOS and PC-DOS. A code page has 256 characters, and the first 128 characters are the same in every code page.

By default, XyWrite uses code page 437 (the United States code page) for the first 256 characters of its character set (see Note #1). If you display a file that was created in code page 850 (the multilingual code page), some of the characters between 128 and 256 will display incorrectly. The LA command lets you correct the display by mapping the 850 character set to characters 128-256 for the current file.

**ACTION**        **Changing the Code Page**  
 To change the code page for the current file to 850:

1. Move the cursor to the top of the file.
2. Type: **[F5]la 850[Enter]**

**NOTE #1**        **XyWrite Character Set.** XyWrite's character set comprises over 900 characters, which includes characters from all the standard code pages, plus the Bitstream international character set (see Appendix E of the *Customization Guide*).

**NOTE #2**        **Character Sets and Views.** Expanded view always uses the characters in code page 437. Formatted and draft views display only the 256 characters supported by the code page established by default or by the embedded LA command. Graphic view uses the characters from the Bitstream outline fonts that are delivered with XyWrite.

**NOTE #3**        **Non-Displayable Characters.** In all views, some characters are not displayed, either because they are not part of the current code page or because they are not part of the Bitstream Speedo fonts delivered with XyWrite. If XyWrite cannot display a character, it displays its code number in square brackets.

*\* on 850 depending on CP/LA settings*

- NOTE #4**      **Signature Files.** Signature, another word processing program produced by the XYQUEST division of The Technology Group, used code page 850 as its default character set. If you want to use files created in Signature without converting them permanently, embed the LA 850 command at the top of each file.
- NOTE #5**      **Default Setting.** The default value for LA is 437 unless you change it in the default file. Refer to “Default Settings” in the *Customization Guide* for more information.

## INTRO

To ensure readability of your printed page when you are mixing fonts of different sizes, you must take into account the vertical spacing you are using. Vertical spacing of type is measured from the baseline of one line to the baseline of the next. This measurement is commonly referred to as *lead* or *leading*. Printers allow leading to be adjusted in very small increments as illustrated below.

| CONTENTS | <u>Page</u> | <u>Section</u>    | <u>Command</u> |
|----------|-------------|-------------------|----------------|
|          | 4-180       | Automatic Leading | AL             |
|          | 4-181       | Extra Leading     | EL             |
|          | 4-182       | Line Leading      | LL             |
|          | 4-183       | Line Spacing      | LS             |

The amount of space between lines is known as leading. There is no set rule to follow. Too much leading can sometimes be as bad as not enough. Some typefaces require more leading than others. Sometimes the width of a

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## FORMAT

C:XY4 AL 1

C:XY4 AL 0

## MENU

Format Line Spacing...

## PURPOSE

The AL command turns automatic leading off and on. When you turn automatic leading *on*, XyWrite uses the leading value associated with the current typeface and type size. If a line contains more than one typeface or type size, XyWrite looks at the leading value for each one; it applies the largest value to the line.

When automatic leading is *off*, XyWrite uses the value supplied by the LS command and applies it to all lines, regardless of the size of the type being used.

If you are using a laser printer and mixing type sizes within a document, you probably want to use automatic leading. That way, you don't have to worry about adjusting your line spacing to accommodate larger and smaller type sizes.

## ACTION

### Cancelling Automatic Leading

Automatic leading is on by default. To turn it off:

1. Move the cursor to the top of your document.
2. Type: **[F5]al 0** **[↵]**

Result: All text that follows the AL command automatically uses the leading values specified by the LS (Line Spacing) command.

## NOTE #1

**Default Setting.** You can turn automatic leading off for all files by setting AL=0 in the default file. The initial default is 1 (on).


FORMAT 

*n* is the amount of space to insert after the current line

MENU 

PURPOSE EL inserts the specified amount of vertical space only once, at the end of the current line. You must issue this command again for each line that needs extra lead.

ACTION **Inserting Extra Lead in a File**  
To insert extra lead in a file:

1. Move the cursor to the line after which you want extra leading.
2. Type: 

Result: When you print the file, an extra .5 inch will appear once, after the line where you inserted the EL command.

FORMAT **Ctrl+Y** LL *p,l*


*p* is the amount of extra space between paragraphs.  
*l* is the amount of extra space between lines of text.

MENU **Format | Line Spacing...**

PURPOSE LL allows you to automatically insert extra space between paragraphs. It also allows you to modify the leading values for a document without changing and reloading the printer file. Note that the values you specify are *added* to whatever leading value is in effect.

ACTION **Inserting Extra Vertical Space**  
To automatically insert 12 extra points between paragraphs and an extra 2 points between lines of text:

1. Move the cursor to the point where you want the extra vertical spacing to begin (normally between paragraphs).
2. Enter the LL command with values for extra spaces between paragraphs and between lines:

Type: **[F5]ll 12pt,2pt** 

Result: When you PRINT the document, the spacing between paragraphs will be increased by 12 points and the spacing between lines will be increased by 2 points. This spacing remains in effect for the rest of the file or until you issue a different LL command.

FORMAT **C:\XY4** LS *n*

*n* is the amount of space advanced by the printer.

MENU **Format | Line Spacing...**

**PURPOSE** LS (Line Spacing) sets the amount of vertical space advanced by a printer at the end of every line. Unlike Automatic Leading, LS does not take different type sizes into account. It is therefore recommended for use when you are applying the same type size to the entire document.

The LS command enables you to write a document single-spaced, but then very easily print it out double-spaced, triple-spaced, etc. A few examples of the LS command are:

- LS .25li is quarter-line spacing
- LS .5li is half-line spacing
- LS 1li is single spacing (the default)
- LS 1.5li line-and-a-half spacing
- LS 2li is double spacing

**ACTION** **Setting the Inter-Line Spacing**

To set the amount of space output by the printer at the end of every line:

1. Move the cursor to the top of your document (or to the point where you want to change the inter-line spacing).
2. Enter the LS command along with the inter-line spacing value you want:

Type: **[F5]ls 2li** 

Result: This embedded command tells the printer to double-space this document. Go ahead and use PRINT to print the document.

**NOTE** **Automatic Leading.** When Automatic Leading is in effect (AL 1), XyWrite ignores LS commands and uses the leading information associated with the current typefaces and point sizes.

---

## NOTES

**INTRO** Once you've learned the basics, it's time to go on to the extended capabilities of XyWrite. We include step-by-step procedures for each of the following topics. Commands are listed following each procedure.

| <b>CONTENTS</b> | <b><u>Page</u></b> | <b><u>Section</u></b>                |
|-----------------|--------------------|--------------------------------------|
|                 | 5-3                | <b>Columns</b>                       |
|                 | 5-17               | <b>Document Assembly</b>             |
|                 | 5-25               | <b>Fill-In Forms</b>                 |
|                 | 5-33               | <b>Mail Merge</b>                    |
|                 | 5-55               | <b>Redlining</b>                     |
|                 | 5-65               | <b>Sorting Text</b>                  |
|                 | 5-77               | <b>Table of Contents &amp; Index</b> |
|                 | 5-97               | <b>User Programming</b>              |

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## NOTES

## INTRO

The columns feature of XyWrite provides two basically different kinds of column features: tables and newspaper-style columns. In both cases, text within a column *word-wraps within its own column*. These two methods are designed for different purposes.

**Tables.** Think of a table as a spreadsheet for text. You can create up to 12 columns on-screen with as many text entries in a column as you want. You can *add or delete text in any "cell" without disturbing any of the other cells*. This works great for handling blocks of text, such as in lists, calendars, appointment books, and even screenplays (each stage character gets his/her own column).

**Newspaper-Style Columns.** In this case, *the text wraps from the bottom of one column to the top of the next* — a pattern referred to as "snaking." You create your file as a single column and print it in up to 12 columns. This is useful for printing long lists, reports or newsletters.

| CONTENTS | <u>Page</u> | <u>Section</u>  | <u>Command</u> |
|----------|-------------|-----------------|----------------|
|          | 5-4         | Tables          |                |
|          | 5-6         | Creating Tables | CT, CO, EC     |
|          | 5-9         | Editing Tables  |                |
|          | 5-11        | Snaking Columns | SN             |
|          | 5-14        | Break Column    | BC             |
|          | 5-15        | Snake Height    | SH             |

# Tables

---

## PURPOSE

Suppose we want to set up a schedule of events in which we have the days stretched across the top and activities listed down the page. See the accompanying illustration.

Notice this table is made up of a number of text blocks, or “cells.” This is very much like a spreadsheet for text. You can enter as much or as little text in each cell as you want without disturbing the other cells. The text within a cell is considered an “entry.”

**Making a Text Table.** The way to make such a table is described in the next few pages. To summarize:

- **Create the Column Structure.** Use the CT (Create Table) command to define the column widths. You can also define a format style for each column.
- **Enter the Text.** Then you enter the text into the table cells. Certain keys allow you to add rows of cells to the table and to move about, from cell to cell.

## NOTE

**Planning Your Table.** Before you start, plan the number of columns that you need. If you know how many rows will be in the table, then add them, also, before starting the text entry (using **Shift** **↓**).

It’s a good idea to have at least one row per page. In other words, you should use **Shift** **↓** to create a new row of cells at least once per page, even if a row continues for several pages.

TABLE

| ROW<br>OF TEXT | Time     | Monday                           | Tuesday                          | Wednesday                    | Thursday                           | Friday                                     |
|----------------|----------|----------------------------------|----------------------------------|------------------------------|------------------------------------|--------------------------------------------|
|                | 9:00 AM  | Bus #1 from Atlanta              | Breakfast                        | Breakfast                    | Breakfast                          | Breakfast                                  |
|                | 10:00 AM | Bus #2 from Charlotte            | Paint the barn and mow the grass | Hike to top of Mt. Monadnock | Swimming                           | Clean up the camp                          |
|                | 11:00 AM | Assemble campers for orientation |                                  |                              | Chop firewood                      |                                            |
|                | 12:00 PM | Lunch                            | Lunch                            | Lunch on top                 | Lunch                              | Lunch                                      |
|                | 2:00 PM  | Swimming                         | Swimming                         | Find lost hikers             | Pottery workshop<br>Make ash trays | Swimming                                   |
|                | 4:00 PM  | Counselors Practice CPR          | Tennis                           | Swimming                     | Tennis                             | Load campers on the buses and move 'em out |

Diagram illustrating the structure of the table:

- ROW OF TEXT**: Points to the first column (Time).
- COLUMN OF TEXT**: Points to the header row (Monday through Friday).
- CELL**: Points to a specific entry in the table (e.g., Hike to top of Mt. Monadnock).

**FORMAT** **⌘+Y** CT *offset,width1,width2, . . .* (Option 1)

**⌘+Y** CT *offset,width1 /style1,width2 /style2, . . .* (Option 2)

*offset* shifts the horizontal position of the table from the left margin.

*width1* is the width of the first column,

*width2* is the width of the second column,

and so on up to 12 columns.

*/style1* is the format style for the first column,

*/style2* is the format style for the second column,

and so on up to 12 columns.

**MENU** **Insert** **Tables...**

**PURPOSE** The CT (Create Table) command sets up the basic structure for the table. You define the column widths and, optionally, the styles for the columns.

The maximum number of columns you can specify is twelve. Notice that, for the value *offset*, the left-most position (no offset) is 0. The amount of space between columns of text is 0.1 inch by default. You can increase this space with format commands — see “Creating a Table with Styles,” one of two methods described next to set up tables.

**ACTION** **Creating a Table**  
(Option 1) To insert a table into a document:

1. Establish gutters (white space between columns) with the GU command. The first value of GU is applied to inside columns and the second value is applied to outside columns. The default value is .2,0. To create an outside gutter of .1 inch while maintaining the inside gutters of .2:

Type: **⌘+G**u 2,.1 **↵**

2. Enter CT along with an offset for positioning the table horizontally, plus the starting position of each column. All numbers are measured along the ruler. For example:

Type: **⌘+C**t 0,3,2,2 **↵**

**Result:** This sets up a three-column table; the first column runs from 0 to 2.9 inches, the second from 3 to 4.9 inches, and the last from 5 to 6.9 inches. Between the columns are gutters 0.1 inch wide. (Notice that this command embeds *four* triangles into the text—CT, CO2, CO3 and EC. See Note #3.) To add rows of cells to the table, press **Shift** **+** (on the numeric keypad).

**NOTE #1** **Typing in Text.** You do not need to set up the number of lines of text in each cell row beforehand. Simply enter text when you're ready; XyWrite automatically pushes down the lower boundary of the whole row to fit it.

**NOTE #2** **Default Format.** The default format (line spacing, justification, etc.) for each cell is the format in effect at the point the CT command was issued. For example, if you establish a type size of 10 point for your document, and then issue a CT command, the text in each cell is 10 point. If you have an indent of 1 inch, it is applied to each cell. (The exception to this rule is the cell width, which is determined by the values in the CT command.)

To establish a different format for the table, refer to the procedures "Setting the Format for Single Cells" and "Creating a Table with Styles."

**NOTE #3** **Borders.** You can use the BO (Border) command to draw lines around the cells in a table. If you plan to do this, it's a good idea to define a small gutter and a vertical offset for the table. These commands create white space between the border and the text of the table. Use the GU command to specify a gutter, and the EE and ET commands to specify a vertical offset. The value of the GU (Gutter) command should accommodate the width of the border plus any white space you want between the border and the text. See Chapter 4 for more information about the BO, GU, EE, and ET commands.

## **ACTION** (Option 1)

### **Setting the Format for Single Cells**

As in the previous procedure, the CT command establishes the overall column widths. In addition, if you wish, you can set up an entire text format within an individual cell as you would with any document—using the TS (Tab Set), IP (Indent Paragraph) or other format commands within the cell boundaries. Because each cell is independent, other cells are unaffected.

Once you have created a table, to change the format within a single cell:

1. Move the cursor to the cell you want to change. To get there, use **Alt** **←** or **Alt** **→** to move left or right.

2. Position the cursor within the cell at the point where you want to change the format. Enter the format command you want. For instance, in the previous example, the text width of the first cell was 2.9 inches. To make the text narrower, you can change the right margin within the cell:

Type: `[F5]rm 2.5[↵]`

Result: This changes the format within a single cell. To modify an entire column, follow the next procedure.

## ACTION (Option 2)

### Creating a Table with Styles

To create a table with styles:

1. Use SS to define the style you want within a column. When using columns, RM 1 means set the right margin 1 inch from the left edge of the cell. For example, create a style called BODY:

Type: `[F5]ss body,ip=.2,rm=1[↵]`

2. Create the table, assigning the style to the column(s) you want:

Type: `[F5]ct 0,2,1,1/body[↵]`

Result: The style BODY is assigned to the third column of text.

## NOTE #4

**Inserting Tables Within Other Page Elements.** XyWrite does not allow nesting of one table within another, nor does it allow a column table inside a running header, running footer, or footnote.

## NOTE #5

**The CO and EC Commands.** Entering the CT command automatically enters other commands that define the boundaries of the columns. In the example, when you entered the CT command, you also embedded the commands CO2, CO3 and EC. If you look at the command markers going from left to right, row by row:

CT starts the table.

CO2 separates the first and second cells of each row, CO3 separates the second and third cells of each row, and so on.

CO1 separates the last cell in a row from the first cell in the next row.

EC indicates the end of the very last cell.

CO1 is present only if there is more than one row of cells.

---

|        |                                           |                                     |
|--------|-------------------------------------------|-------------------------------------|
| FORMAT | <b>Alt</b> <b>←</b>                       | Move Cursor One Column to the Left  |
|        | <b>Alt</b> <b>→</b>                       | Move Cursor One Column to the Right |
|        | <b>Shift</b> <b>↓</b> (on numeric keypad) | Delete a Row of Cells               |
|        | <b>Shift</b> <b>↑</b> (on numeric keypad) | Insert a New Row of Cells           |
| MENU   | <b>Insert</b> <b>Table</b> (see Note #1)  |                                     |

**PURPOSE** You use these keystrokes to move around and edit within tables. Refer to the illustration at the beginning of this section. Think of the table as a grid of cells. The table is very similar to a spreadsheet, except the cells have variable lengths.

The text in any cell can run as long as you want—the cell will automatically grow in length to accommodate the text. (The length of the longest cell in a row determines the length of the entire row.)



**ACTION** **Adding a Row of Cells to a Table**  
To add a new row of cells to an existing table:

1. Move the cursor to the row of cells *above* where you want to insert the new row.
2. Press: **Shift** **↓** (on the numeric keypad)

Result: A new row of empty text cells is inserted below the current row. The cursor moves to the first position of the empty cell below. Without moving the cursor, you can begin typing text into that cell.

**NOTE** **Changing the Width of a Column.** To change the width of a column in an existing table, move the cursor to the embedded CT command and press **Ctrl** **F8** for expanded view. Change the appropriate column width number. When you return to formatted or graphic view, the column width is changed and the row depth altered to fit the text in the row.

---

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACTION  | <b>Moving/Copying Text from One Cell to Another</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|         | To move or copy text from one cell to another:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|         | <ol style="list-style-type: none"><li>1. Move to the beginning of the cell you want to move or copy.</li><li>2. Press: <b>[F3]</b></li><li>3. Move to the end of the cell.</li><li>4. Press: <b>[F3]</b></li><li>5. Move to the target cell.</li><li>6. Press <b>[Ctrl]C</b> to copy or <b>[Ctrl]M</b> to move the text.</li></ol>                                                                                                                                                                                                                                                                                                                                                                     |
| NOTE #1 | <b>Editing Tables via the Menus.</b> The Table menu ( <b>[F10]</b> , I, T) offers several editing options that are not available through the keyboard. These options allow you to: <ul style="list-style-type: none"><li>• Delete tables, rows, and columns</li><li>• Select tables, rows, and columns</li><li>• Clear rows and columns</li><li>• Move rows and columns</li></ul>                                                                                                                                                                                                                                                                                                                      |
| NOTE #2 | <b>Selecting Text Within Cells.</b> You can use <b>[F3]</b> (select a block of text) to select text within a cell, but selecting by sentence and paragraph is restricted. You cannot select text across cells using the keyboard (see Note #1).                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| NOTE #3 | <b>Simple Columns with Hanging Indent.</b> If you have a one-line header or number to the left of a paragraph (such as the style of this note), it may be easier to use the IP (Indent Paragraph) command rather than the CT command. For example: <ol style="list-style-type: none"><li>1. Move to where you want to begin.</li><li>2. Type: <b>[F5]ip 0,1.6</b> </li><li>3. Type: <b>[F5]ts 1.6</b> </li></ol> <p>Result: You can start each paragraph with a heading followed by a tab—the paragraphs hang at 1.6 inches.</p> |
| NOTE #4 | <b>Line Spacing.</b> XyWrite displays actual line spacing in column tables, even when you are in formatted view.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| NOTE #5 | <b>Draft View.</b> Column tables are not formatted in draft or expanded view.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## FORMAT

**XYW** SN *c1,c2,c3,...c12*

*c1* is the starting position of 1st column of text,  
*c2* is the starting position of 2nd column of text,  
 and so on, up to *c12*.  
 , (comma) separates the values.

## MENU

**Format** Columns...

## PURPOSE

The SN (Snaking) command sets up single-column text to print in multiple columns (up to 12) on a single page. The unique property here is that the text wraps from the bottom of each column to the top of the next. (See the illustration that follows.)

For example, suppose you have a telephone list of 300 people that would take six pages to print out as one long, narrow list. You can use the SN command to print this list as 6 columns on one page.

Or maybe you want to print a newsletter with two or more columns side-by-side. The SN command lets you do that, too.

When you specify more than one column, XyWrite displays the multiple columns as they will print. You can move from column to column by pressing **Alt** **→** or **Alt** **←**. If you turn off page breaks (**Alt** **F8**), you will see only one long column on the screen.

## ACTION

**Snaking Columns**

To print text with snaking columns, move to the top of the text.

1. Set up the columns using the snaking command SN. To create columns of text starting at positions 0, 3, and 5 inches:

Type: **F5** sn 0,3,5 **↵**

2. Set the space between columns with the GU command. For example:

Type: **F5** gu .3 **↵**

3. (Optional) Switch to graphic view to see how the columns look. (Remember, you can move quickly between columns by pressing **Alt** **→** and **Alt** **←**.)

4. Print the text.

Type: **F5** print **↵**

**Result:** The document has three columns, with a .3-inch gutter between columns.

- 
- NOTE #1**      **Spacing Between Columns.** If the spacing between columns is too tight, you can either (1) make the gutters wider (and the text narrower) by increasing the Gutter (GU) command, or (2) make the columns wider by changing the starting positions of your columns within the SN command. Refer to Chapter 4 for more information about the GU command.
- NOTE #2**      **Column Breaks.** When you want to break a column, use the BC (Break Column) command. This causes the text which follows to start at the top of the next column. If you are in the last column on a page, the new column starts on the next page.
- NOTE #3**      **Controlling Column Length.** XyWrite uses the BT (Bottom Margin) values for controlling the text length within the columns. Each column is treated as a separate page. Widow and orphan settings are also observed when determining the text length.
- NOTE #4**      **Footnotes.** You can add footnotes to your text. They print out at the foot of the column they are referenced within. Be sure to define an FM command that specifies the same width for footnotes as you have defined for the columns; otherwise, the footnotes will use the full text width established by default (6.5 inches).
- NOTE #5**      **Borders.** You can use the BO (Border) command to draw lines around snaked columns. If you do, you may want to specify a gutter value for the outside edges of the columns. Refer to Chapter 4 for more information about the GU (Gutter) and BO (Border) commands.
- NOTE #6**      **Page Break View.** XyWrite displays the current page number, column number and page depth in the header. For example, 5/003-2 in the header refers to page 5, column 3, line depth 2 inches.
- NOTE #7**      **Column Width.** The width of each column is determined by the values in the SN command. The width of the last column is determined by the starting position of the column and the right offset (established by the OF command).

## SNAKING COLUMNS OF TEXT – PRINTOUT

Example: SN 1,3,5

1

3

5

All advertising agencies and public relations firms must often commission outside creative persons to assist in special projects. The Copyright Act of 1976 substantially changed the rules concerning who owns the copyright in such commissioned works. The present article will set forth some basic definitions and important guidelines in approaching typical commission situations.

First of all, one should be aware that in the employer-employee situation, it is well-established that the copyright in any work performed by the employee, within the scope of his employment, belongs to the employer.

In the commissioned situation, however, different rules apply. The enactment of the new

Copyright Act, it should be noted, brought significant changes in this area. In order for the ad agency, as the commissioning party, to retain the full bundle of rights encompassed by copyright it must first be determined that the work that will be performed by the commissioned party fits into one of the following categories:

- 1) a contribution to a collective work
- 2) a part of a motion picture or other audio-visual work
- 3) a translation
- 4) a supplementary work
- 5) a compilation
- 6) an instructional text
- 7) a test
- 8) answer materials for a test
- 9) an atlas

These categories are set out

in Section 101 of the Copyright Act of 1976.

A "collective work" is defined by the Copyright Act as a work, such as a periodical issue, anthology, or encyclopedia, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole. A "compilation" is defined as a work formed by the collection and assembling of pre-existing materials or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes an original work of authorship. A "supplementary work" is a work prepared for publication as a secondary adjunct to a work by another author for the purpose of introducing, con-

FORMAT

**CMY4** BC

MENU

Format | Column Break... | Insert Column Break

## PURPOSE

The BC (Break Column) command causes the text that follows to advance to the top of the next column. If you issue this command on the last column on a page, the new column starts on the next page.


If you don't use the BC command, XyWrite creates column breaks for you, after the number of text lines established by the BT (Bottom Margin) or SH (Snake Height) command.

## ACTION

### Inserting a Column Break

To create a column break within snaked text:

1. Move the cursor to the line before where you want the column to break.
2. Enter the BC command.

Type: **[F5]bc** 

Result: The next column starts on the line following the BC command.

FORMAT **Ctrl+Y SH *n***

*n* is the depth of the columns for snaked text.

MENU **Format | Column Break... | Set Column Depth**

**PURPOSE** The SH (Snake Height) command sets the depth for snaked columns when you want the columns to be shorter than the standard text length.

In general, XyWrite uses the text length defined by the TP (Top Margin) and BT (Bottom Margin) commands when determining column breaks. Sometimes, there may not be enough text on the last page of columnar material to fill all the columns. With the SH command, you can create shorter columns that are more evenly balanced.

## **ACTION** **Setting the Column Height**

To set the column height within a snaked column:

1. Move the cursor to the spot within the snaked column where you would like to change the column height.
2. To set a height of 4 inches:

Type: **F5** sh 4 

Result: The snaked columns now have a height of 4 inches.

---

## NOTES

# Document Assembly

---

**INTRO**      XyWrite gives you the ability to build customized documents using standard paragraphs (boilerplate) from other documents. This section first describes the procedure for assembling documents, and then describes each of the commands in detail.

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|                 | 5-23               | Document Build                         | DOCBLD                |
|                 | 5-24               | Put Paragraph                          | PP                    |

# Document Assembly Procedure

---

## PURPOSE

The Document Assembly feature lets you build a customized document from other documents, or selected sections of other documents. You can organize the pieces in any order, and you can include as many or as few pieces as you want.

You might use this feature if you are responsible for preparing contracts; you can build a library of standard paragraphs, and create customized contracts by pulling in just those paragraphs that apply.

The basic procedure for Document Assembly has three parts:

- Part I. Create the source files. These files contain the standard paragraphs from which you want to select for your assembled documents.
- Part II. Create the template file. The template file contains custom text and formatting commands, as well as the PP (Put Paragraph) commands to insert the paragraphs you want from the source files.
- Part III. Assemble the source files and template file to create the final, customized document. You can assemble the file and send it directly to the printer with the PRINT command or you can create a new file that you can edit with the DOCBLD command.

Optionally, you can combine some Mail Merge features with Document Assembly to create multiple versions of your assembled documents. For example, you might want to assemble the same lease for two different apartments or two different tenants. To do this, you use the PF (Put Field) and FI (Field Identification) commands.

**ACTION Performing Basic Document Assembly**

This procedure has three separate parts to it, which we list here as one sequence.

**PART I**

1. **Create the source file.** To begin, open a file and give it a name (we'll use SOURCE).

Type: **[F5]new source[↵]**

2. Write the text you want to select from when you build your custom documents. You will be able to use this text repeatedly, rearranging and omitting sections according to your needs.
3. Use LB (Label) commands to identify the separate sections. (A *section* is anything between two labels, or between a label and the end of file.) The labels can be a combination of up to 20 letters and numbers; numbers used alone have a special meaning (see Note #1).
  - a. Move the cursor to the beginning of the section you want to label.
  - b. Type the label. For example:

Type: **[F5]lb rent[↵]**

- c. Move the cursor to the beginning of the next section you want to label and repeat step b, using a unique label name.
  - d. Repeat step c until all sections are labeled.
4. **Store the source file.** You have now completed the source file, so store it.
  5. **Create additional source files (optional).** If you have a lot of material, you may want to organize it into several source files. XyWrite's Document Assembly feature lets you copy text from as many different source files as you need.

**NOTE #1**

**Numbered Sections.** You can also use the PG (Page Break) command to separate the sections in a source file. If you use this option rather than labels, you refer to the sections by page number when you create the template file. Thus, you cannot use numbers as label names unless they are combined with letters (e.g., 1st is an acceptable label name but 1 is not).

## PART II

6. **Create the template file.** Decide on a name for your template file. We'll use the name LEASE, since we are going to build a customized lease from text stored in SOURCE.

7. **Type in the appropriate formatting commands.** Let's say you want the lease to be in 9 point Times:

Type: [F5]uf times[↵]

Type: [F5]sz 9pt[↵]

8. **Type in the custom text (optional).** Custom text is text that is associated only with this file. There is no need to store it in a source file because it won't appear in any other document.

9. **Type in the PP (Put Paragraph) commands.** Use the PP command to place sections from the source files wherever you want them to be inserted into your assembled document. For example, to insert the section labeled RENT from the file SOURCE:

Type: [F5]pp source,rent[↵]

10. **Store the template file.** You have now completed the template file, so store it.

Type: [F5]store[↵]

## NOTE #2

**File Location.** The template and source files must be in the same directory.

## PART III

11. **Assemble the final document.** To assemble the document and send it directly to the printer, use the PRINT command. For example:

Type: **[F5]print lease**

where LEASE is the name of the template file. If you want to review the assembled version before printing, use the PRINTS command.

Type: **[F5]prints lease**

If you want to be able to edit the assembled file before printing, you can create a new file with the DOCBLD command. For example:

Type: **[F5]docbld lease,lease.asm**

where LEASE is the name of the template file and LEASE.ASM is the file created by DOCBLD. You can display LEASE.ASM and edit it before sending it to the printer.

## ACTION

**Personalizing Assembled Documents**

Let's say you want to create personalized leases. First you need to create the data file that contains the variable information you need to personalize the leases.

1. Create a data file for the tenants' information.

Type: **[F5]new tenants**

2. Type in the data. Type a tab between each field. For example:

Type: Ross, Betsy Unit No. 1776←

Type: Columbus, Chris Unit No. 1492←

3. Store the data file.

4. Call (or create) the template file.

5. At the beginning of the file, enter the FI (Field Identification) command to assign field names to the fields in the data file (see Note #3). For example:

Type: **[F5]fi name,unit**

6. Enter the PF (Put Field) commands (see Note #3) to place the fields wherever you want the data to be inserted. For example:

Type: **[F5]pf name**

7. Store the template file.

- 
8. Print the personalized, final documents (see Note #4). In our example, the data file is named TENANTS and the template file is named LEASE.

Type: **[F5]print tenants+lease** 

(You can review the assembled file before printing by issuing the PRINTS + command.)

**NOTE #3**      **Variable Fields in Source Files.** You can insert PF (Put Field) commands into either the template file or source files to place information from the data file. Always put the FI (Field Identification) command in the template file, regardless of which file contains the PF commands.

**NOTE #4**      **Creating Permanent Files.** If you are using a data file as part of the document assembly procedure, the DOCLD command lets you create a file that merges the template file with the designated sections of the source files and the *first record* of the data file. You can review this version for accuracy before you print all the records with the PRINT + command. The format of the DOCLD command with a data file is:

Type: **[F5]docld tenants+lease** 

**ALSO SEE**      **Related Information.** Refer to "Mail Merge" in Chapter 5 for more information on data files and the PF, FI, and PRINT + commands.

## FORMAT

**COPY4** DOCBLD *d:filename,d:targetfile***COPY4** DOCBLD *d:datafile+d:filename,targetfile*

*filename* is the name of the template file that defines the document you want to assemble.

*targetfile* is the name of the assembled file.

*datafile* is the name of the data file that contains the variable fields.

## MENU

**Advanced Assemble Doc**

## PURPOSE

DOCBLD creates a new file based on the instructions in the template file. The instructions determine which paragraphs get copied from the source files, and in what order.

You create the source files, data files, and template files as described earlier in the section "Document Assembly Procedures." The DOCBLD command takes these files and assembles a new one. There are two ways you can assemble a file with DOCBLD:

- Assembling a file without variable data

**COPY4** DOCBLD *d:filename,d:targetfile*

- Assembling a file with variable data

**COPY4** DOCBLD *d:datafile+d:filename,d:targetfile*

## ACTION

**Assembling a File Without Variable Data**

When you are ready to assemble your new document, enter the DOCBLD command using the format given above. For example, if the template filename is CONTRACT and you want the target file to be named CONTRACT.REG:

Type: **[F5]**docbld contract,contract.reg**[↵]**

## ACTION

**Assembling a File With Variable Data**

If the document you want to assemble includes variable data from a data file, you can use the DOCBLD + command to create a permanent version of the *first* record from the data file. You can use this version as a review copy before you process the entire data file with the PRINT + command. For example, if the data filename is REG, the template filename is CONTRACT, and you want the target file to be named CONTRACT.REG:

Type: **[F5]**docbld reg+contract,contract.reg**[↵]**

## FORMAT

**C:XY4** PP *filename,label*

*filename* is the name of the file that contains the source text  
*label* (optional) is the name or number of the text block. If omitted,  
XyWrite places the entire file into the assembled document.

## MENU

**Advanced** | **Assemble Doc**

## PURPOSE

The PP (Put Paragraph) command identifies the block of text you want to copy into your assembled file. You enter the PP command into the template file, specifying the name of the file that contains the text and either a number or a name:

**C:XY4** pp source,conditions

Copies the text labeled "conditions" from the file SOURCE into the assembled file (see Note #1).

**C:XY4** pp source,1

Copies the text on page 1 of the file SOURCE into the assembled file.

## ACTION

**Inserting Paragraphs into the Template File**

To insert a paragraph into the template file, move the cursor to the point in the file where you want to place a paragraph, and enter the PP command.

Type: **[F5]**pp rights,termination**[↵]**

Result: This command is embedded in the template file as  
▲PP:rights,termination. On assembly, text labeled "termination" is copied from the source file RIGHTS into the final document (see Note #1).

## NOTE #1

**Labeled Sections.** All the text between the specified label and the next label is copied into the final document. If the specified label is the last label in the source file, then all the text between the specified label and the end of the source file is copied into the final document.

## INTRO

XyWrite provides you with the ability to fill in preprinted forms—or create your own forms to fill in. Typical forms are questionnaires, surveys, tax forms, credit applications, and invoices—any sheet that needs to be filled in with information.

This section begins with a general procedure for filling in preprinted forms and then describes the commands.

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# Fill-in Forms Procedure

---

## PURPOSE

The best place to start is by looking at the illustration on the next page. A typical scenario is this:

**Filling in a Preprinted Form.** You might start with a preprinted form like the one shown. You wish to feed this into your printer and fill in the blanks using XyWrite. This procedure is easy:

- **Create the Form File.** You create a form file to match your preprinted form.
- **Fill in the Form File.** To fill in the preprinted form, you type into the blanks of the form file you created. You then print onto your preprinted form.

## ACTION

### Creating the Form File

To create a form file, do the following:

1. **Print the Grid (optional).** Print the file GRID onto an extra copy of your preprinted form (see Note #2). Do this as follows:

Insert an extra copy of your preprinted form into your printer. *Note the position of the form as you insert it*, so that later you can insert other pages the same way.

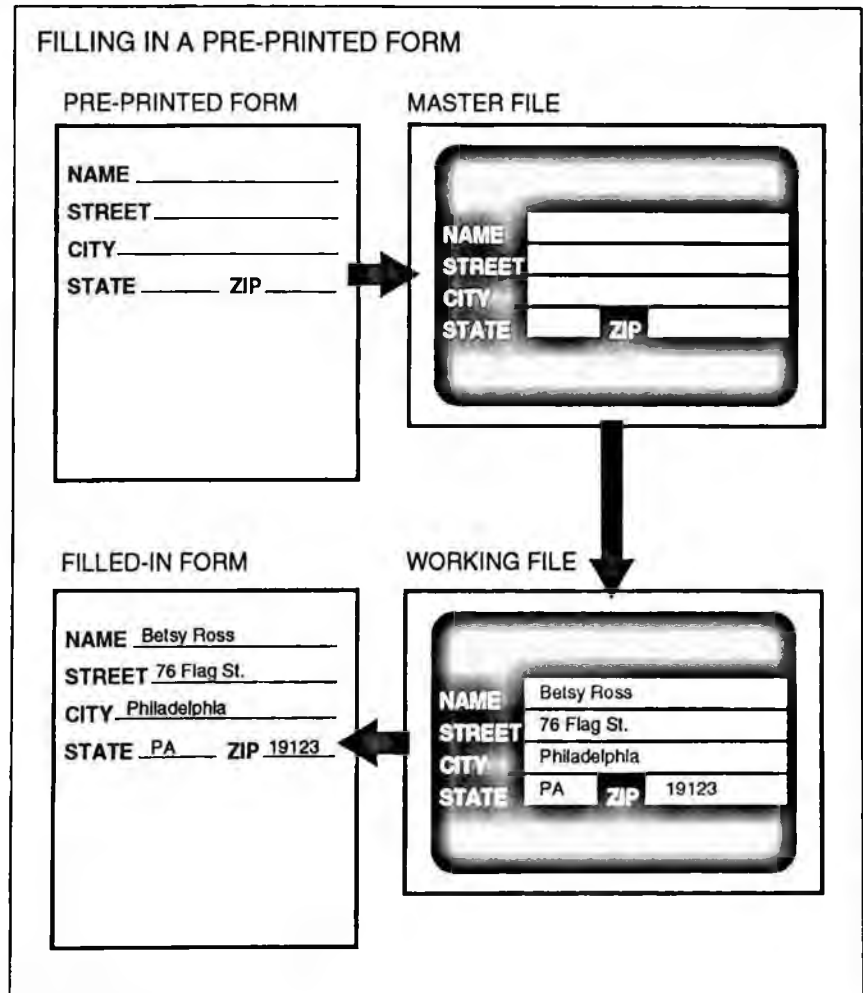
Type: `[F5]print grid[Enter]`

**Result:** A grid pattern of numbers overwrites the preprinted form, giving you coordinates for step 3. (If the preprinted form has non-standard vertical spacing, you can add line spacing commands directly into GRID to make the pages coincide.)

2. **Start a New File.** Open a new file. Let's call it MASTER.FRM:

Type: `[F5]new master.frm[Enter]`

While it is not required, we recommend that you use the extension .FRM on all master forms.



3. **Duplicate the Preprinted Form.** Now duplicate the preprinted form by typing it into your computer as follows. Using the page you printed in Step 1 as a guide, enter the text and fill-in areas at the lines and columns indicated:

- Enter the fixed text in reverse mode. For example, to enter the word NAME:

Type: `[F5]md rv[Enter]`

Type: Name

- Enter the blank fill-in areas in normal mode. For example:

Press: `[Ctrl]N`

Press: `[Space Bar]` as many times as you need to establish the length of the fill-in area. Do *not* use `[Tab]` (it will not work properly with NEF or CAF).

Repeat the previous two tasks until you have entered all the text and fill-in areas. When you have finished the form file, store it:

Type: `[F5]store[Enter]`

Result: You are now done creating a blank fill-in form. This is your master template.

## ACTION

### Filling in the Form

To fill in a preprinted form using the form file you produced earlier (in "Creating the Form File"):

1. **Create the Working Form.** Make a working copy of the form file. Let's call this copy WORKFORM.

Type: `[F5]net workform, master.frm[Enter]`

Result: You have created a new form with spaces waiting for you to fill in. Notice that the cursor moves only in the fill-in areas.

2. **Fill in the Blanks.** Fill in the blanks of this working copy by typing into them. For instance, after NAME:

Type: Betsy Ross

Result: This form file looks like:

```

NAME Betsy Ross <
ADDRESS <
STATE ZIP <

```

Notice the words "NAME," "ADDRESS," "STATE," and "ZIP" are fixed text; you cannot alter them. You move the cursor from one field to the next with the `[Enter]` key.

3. **Print the Forms.** Finally, insert the preprinted form into your printer. Be sure to position the paper the same as you positioned the page you printed the grid onto (in "Creating the Form File"). Print the information from the working form:

Type: **[F5]print** 

The fixed text will not print; only the information entered in the blanks (during Step 2) is printed.


- NOTE #1** **Edit a Form File.** If you should ever need to call up a working form file to change only the text in the fill-in areas, use the CAF command. For example, if the form is named WORKFORM:

Type: **[F5]caf workform** 

To edit a master form file, use the CALL command.

- NOTE #2** **Using the File GRID.** To locate the fill-in areas of your preprinted form, we provide a file called GRID (stored in the \DOCS directory). You print the following grid onto an extra copy of your preprinted form:

```
Line 1 78901234567890123456789012345678
012345678901234567890123456789012345678
Line 3 78901234567890123456789012345678
012345678901234567890123456789012345678
```

- NOTE #3** **Carriage Return.** If you enter the carriage return  in normal mode, the length of the blank area will be flexible, adjusting to the length of the text being entered—even if it is several lines. If you enter the carriage return in reverse mode, it *fixes* the length of the blank area.

- NOTE #4** **Printing Fixed Text.** In the earlier procedure, the fixed text did not print. You can cause the fixed text to be printed by using **[Ctrl]B** (bold) or **[Ctrl]U** (underline) or **[Ctrl]I** (italic) for fixed text instead of reverse. When you print the form file, the fixed text will print out in the character mode you chose—either bold, underline, or italic.

- NOTE #5** **Printer File Requirement.** All XyWrite printer files come prepared for printing on preprinted forms—they are set up to *not* print any text displayed in the reverse mode. (Each character displayed in reverse mode is printed as a space.)

- NOTE #6** **Inserting the Date and Time.** XyWrite's automatic date (TODAY and DA) and time (NOW, SEC, and TM) commands do not work in forms. If your form includes a date or time field, you must type in the required information.

---

|         |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMAT  | <b>Copy</b> NEF <i>d:workform, d:masterform</i><br><i>d:</i> is the letter of the drive you want to use.<br><i>workform</i> is the name you specify for the new form.<br><i>masterform</i> is the master form file that you want to copy from.                                                                                                                                                                     |
| MENU    | <b>Advanced Forms...</b>                                                                                                                                                                                                                                                                                                                                                                                           |
| PURPOSE | <p>NEF (New Form) creates a working copy of the master form file. This copy is a new, blank form, ready for you to fill in.</p> <p>NEF functions the same as NEW, except NEF prevents you from altering any text which is not in normal mode. Text that is in reverse, underline, italic, or bold is <i>fixed</i> text.</p>                                                                                        |
| ACTION  | <p><b>Starting a New Fill-In Form from a Master</b><br/>To start a new fill-in form (say, INVOICE1) from a master (called MASTER.FRM):</p> <p>Type: <b>[F5]</b>nef invoice1,master.frm<b>[Enter]</b></p> <p>Result: This creates a new file called INVOICE1 and copies the contents of MASTER.FRM into it. XyWrite will not create a new file if one with the same name already exists on the specified drive.</p> |
| NOTE    | <p><b>Unprotected Mode.</b> By default, normal mode is the unprotected form mode, which means you can edit text that appears in it. If you want to make a different mode unprotected, change the MF (Mode for Forms) default setting. For more information, refer to "Default Settings" in the <i>Customization Guide</i>.</p>                                                                                     |

## FORMAT

**CAF** *d:workform*

*d:* is the letter of the drive you want to use.  
*workform* is the name of a form.

## MENU

**Advanced Forms...**

## PURPOSE

CAF (Call Form) calls a working form file from the disk to the display for changing or adding to the information in the fill-in areas.

Any fixed text (reverse, underline, italic, or bold) cannot be altered. (To modify fixed text, use the CALL command instead.)

## ACTION

**Calling a Working Form**

Call the form file you want to fill in. For example, if its name is TAXFORM:

Type: **Ⓢ**caf taxform**↵**

Result: This file is ready for you to revise in the fill-in areas. (Notice the cursor is confined to the fill-in areas.)

## NOTE

**Any File is a Working Form.** Technically, *any* file can be called up as a working form with CAF. When it is, the cursor moves only in areas that are displayed in normal mode — not into areas that are reverse, underline, italic, or bold. This points out that what confines the cursor is the *manner* in which you call the file (CALL or CAF), rather than anything special about the file itself.

---

## NOTES

## INTRO

This section fully describes the Mail Merge feature of XyWrite. We begin this section with an overview and a complete example of the basic Mail Merge procedure. You can model your own Mail Merge application after the examples presented, and may have to read little else in this section. Following these procedures are descriptions of the basic Mail Merge commands.

The last topics in this section are some special instructions you can incorporate into the Mail Merge operation. These instructions can establish conditions you want to be met before the merge takes place, or they can define mathematical evaluations you want XyWrite to perform.

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# Mail Merge Procedure

---

## PURPOSE

**What Is Mail Merge?** Mail Merge enables you to create multiple versions of a document more easily than you could create them manually, one-by-one. You could, for instance, create a dozen individual letters from a general form letter (main file) and a dozen addresses (data file). To print the dozen letters, you issue a single command (PRINT +), which merges the addresses and form letter as it prints them.

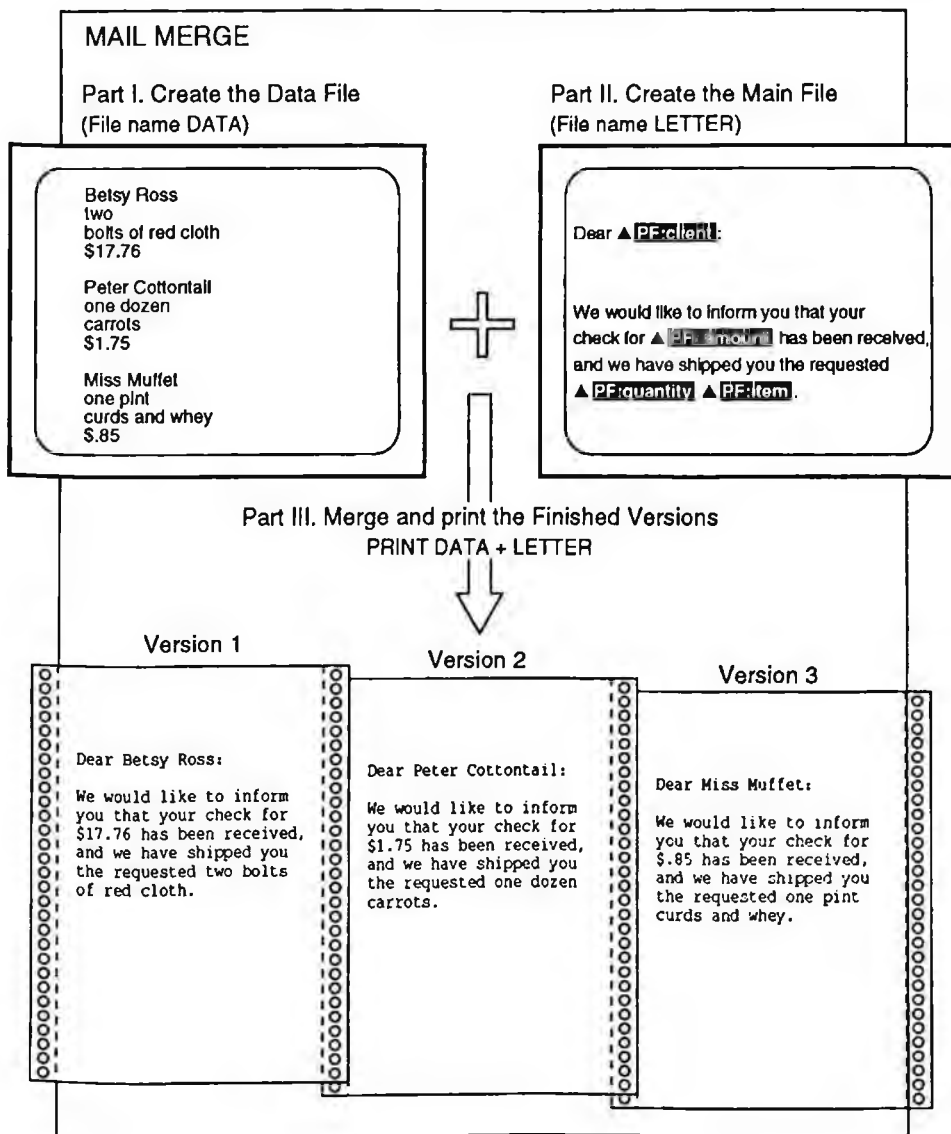
**Why Use Mail Merge?** Mail Merge removes the tedium of typing many versions of a document. It is useful when creating many nearly identical documents which are personalized at critical points such as name, address and salutation. These can include letters, contracts, notices, and statements.

Mail Merge requires you to learn only two new commands: Put Field (PF) and Field Identification (FI). The following instructions should allow you to use Mail Merge when you want.

The basic procedure for Mail Merge has three parts, as illustrated in the accompanying figure.

- **Part I. Create the Data File.** It contains a series of records. The records are made up of fields, which are inserted at the markers in the main file. The field information individualizes each version of the main file.
- **Part II. Create the Main File.** This is the form letter — it contains the text which is common to all finished versions, along with markers that indicate where record data should be inserted.
- **Part III. Merge and Print the Finished Versions.** This is where you combine and print the file created in the two previous steps. You use the simple command:

**[F5]print datafile+mainfile** 



## ACTION Creating Mail Merge Documents

This procedure has three separate parts to it, which we list here as one sequence.

### PART I

1. **Create the Data File.** Decide on a name for your data file. We'll use the name DATA, since it will contain our clients' data. (This data will be inserted later into the main file.)

Type: **[F5]new data[↵]**

2. **Type in the Data.** Our example starts with the client name, which is followed by the quantity, item, and amount. Here is one record:

Betsy Ross            two       bolts of red cloth \$17.76←

When entering the data, use these rules:

- Type a tab between *fields* of data; if the field is empty, type the tab anyway.
  - End the last field in a *record* with a carriage return—this puts each record on its own line. (When printing with mail merge, each record results in another version of the letter.)
3. **Store the Data File.** You have now completed the data file, so let's store it.

Type: **[F5]store[↵]**

#### DATA FILE

|                    |         |          |
|--------------------|---------|----------|
| Betsy Ross         | field 1 |          |
| two                | field 2 | record 1 |
| bolts of red cloth | field 3 |          |
| \$17.76            | field 4 |          |

|                  |         |          |
|------------------|---------|----------|
| Peter Cottontail | field 1 |          |
| one dozen        | field 2 | record 2 |
| carrots          | field 3 |          |
| \$1.75           | field 4 |          |

|                |         |          |
|----------------|---------|----------|
| Miss Muffet    | field 1 |          |
| one pint       | field 2 | record 3 |
| curds and whey | field 3 |          |
| \$.85          | field 4 |          |

## PART II

4. **Create the Main File.** To begin, open a file and give it a name (we'll use the name LETTER):

Type: **F5** new letter **↵**

Write the text you want, as in the illustration below.

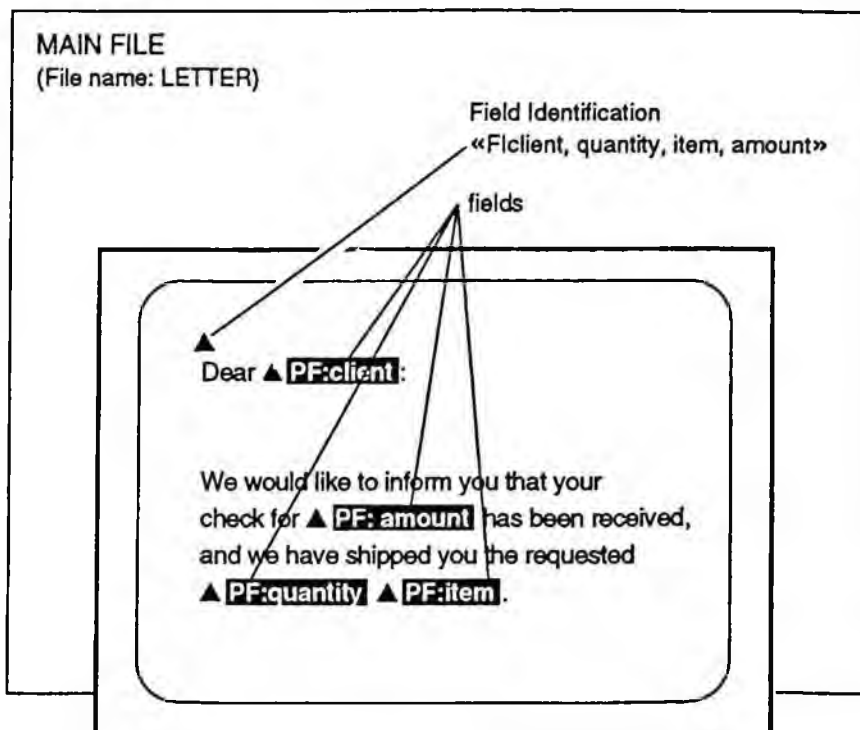
Use PF (Put Field) to place fields wherever you want data to be inserted. To insert the field "client" for instance:

Type: **F5** pf client **↵**

You may use a field in more than one place within the letter.

5. **Add the Field Identification.** This command links the field *names* (created in the previous step) to the order of fields in the data file.

Move the cursor to the top of your letter, anywhere ahead of the first field.



Enter the FI command and the field names in the order that they appear in the data file (rather than their order in the letter).

Type: **[F5]**fi client,quantity,item,amount**[↵]**

Result: This FI command is embedded in the letter as a triangle.

6. **Store the Main File.** You have now completed the main file, so let's store it.

Type: **[F5]**store**[↵]**

## PART III

7. **Preview the Finished Versions.** If you wish, you may display the finished versions of the letter on the screen, before printing them on paper (see Note #3). Use the command:

Type: **[F5]**prints data+letter**[↵]**

where DATA and LETTER are the names of the data file and main file created in Parts I and II, respectively.

8. **Print the Finished Versions.** If the displayed versions look fine, then print them with the command:

Type: **[F5]**print data+letter**[↵]**

A different version of LETTER is printed for each record it finds in the data file. The following is the first of the three finished versions.

### FINISHED VERSION

Dear Betsy Ross:

We would like to inform you  
that your check for \$17.76 has  
been received, and we have  
shipped you the requested two  
bolts of red cloth.

- NOTE #1**     **Importing Data.** The data file could just as well originate from some other mail list manager or data base program, such as dBase III or R-Base, as long as it's an ASCII file. If it's not already in the format of a tab between fields, you can either: (1) modify the Mail Merge separators to accept the data, or (2) do a search-and-replace on the data file to make it conform to the Mail Merge format.
- NOTE #2**     **Changing the Separators.** If you have a special application, you can change the characters which separate fields and records. You would use FX (Field Separator) and RS (Record Separator) in your default file. These are described later in this section.
- NOTE #3**     **Graphic View.** You cannot review the merged files in graphic view.

**FORMAT**     **Ctrl Y FI** *field1,field2,field3,...*  
*field1* is the name you specify (with the PF command) for the first field in each record,  
*field2* is the name you specify (with the PF command) for the second field in each record, and so on.

**MENU**     **Advanced Mail Merge Create ID**





**PURPOSE**     FI (Field Identification) assigns descriptive names to fields for use in the main file. It links the order of fields in each record in the data file to the names used in PF commands in the main file. FI is required if you use field names, but not if you use field numbers.

**ACTION**     **Entering the Field Identification**  
 Insert the FI command into the main file as follows:

1. Position the cursor at the beginning of the main file, ahead of any Put Field command.
2. Enter FI along with all fields used in the main file but ordered as they appear in the data file. Using the example given in the earlier Mail Merge procedure:

Type: **[F5]**fi client,quantity,item,amount**[↵]**

Result: This command is embedded in the text, displayed as a triangle. The above statement would be the proper Field Identification statement for the following record:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |                    |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------|---------|
| Betsy Ross                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | two | bolts of red cloth | \$17.76 |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <br/>             client           </div> <div style="text-align: center;"> <br/>             quantity           </div> <div style="text-align: center;"> <br/>             item           </div> <div style="text-align: center;"> <br/>             amount           </div> </div> |     |                    |         |

Notice that the field names are listed in the order that the fields appear in the record in the data file, rather than the order they appear in the main file. These four names are the names which you have used in the main file—names which identify the fields.

**NOTE #1**     **Skip a Field.** You do not need to name all fields in a record. You can skip a field by leaving its position blank but keeping the commas. If, in the previous example, your letter used the first and third fields but not the second and fourth, you could specify:

**[F5]**fi client,,item**[↵]**

**NOTE #2**     **Field Numbers.** The FI command is not required in a main file if you refer to the fields by number rather than by name. Refer to the Put Field command for further details.

FORMAT     **PF** *field*  
*field* is a name or number

MENU       **Advanced Mail Merge Insert Field**

PURPOSE    The PF (Put Field) command places a field from the data file within the text of the main file. Refer to the illustrations earlier in this section for examples. You enter the PF command into the main file, specifying either a number or a name:

**C:XY4** pf client       Includes a field named "client" in the main file.

**C:XY4** pf 1            Includes a field in the main file. This field receives its data from the first field in each record. Thus, the number refers to the position of the field in each record.

ACTION      **Inserting Fields into the Main File**  
 To insert a field into the main file:

1. As you type the main file, when you reach the point in the text where you want to place a field, enter the PF command. Select a general name which identifies the field, such as "client," "item" or "quantity"; for example:

Type: **[F5]** pf client **[↵]**

Result: This command is embedded in the letter as **▲PF:client**. On printout, the effect of the PF command is as follows (using the example given in the previous Mail Merge Procedure). The field named "client" is replaced in successive documents by: Betsy Ross, Peter Cottontail, and Miss Muffet.

2. When using a field name, be sure to include that name in an FI (Field Identification) command at the beginning of the main file.

- NOTE #1 **Field Name.** Field *names* can make the main file far easier to read than field *numbers*. You can use field names that describe what the field is. See the illustration below for an example. When a field name is used, the FI command must also be used to link those names to the fields in the data records.
- NOTE #2 **Field Number.** Use the field number when it is easier to refer to a field by its numbered place in the record (than to assign it a name). However, field numbers generally make a document harder for others to read than a name would. The illustration below makes a comparison between field names and field numbers.

FIELD NAMES

▲

Dear ▲ PF:client:

We would like to inform you that your  
check for ▲ PF:amount has been received,  
and we have shipped you the requested  
▲ PF:quantity ▲ PF:item.

FIELD NUMBERS

Dear ▲ PF:1:

We would like to inform you that your  
check for ▲ PF:4 has been received,  
and we have shipped you the requested  
▲ PF:2 ▲ PF:3.

---

The fields obtain their numbers from the order in which they appear in the data file. Thus, a record to fit the previous illustration (Field Numbers) would have its fields listed in the following order:

client  
quantity  
item  
amount

Using field numbers is a shortcut, since no FI (Field Identification) command is needed. The FI command is needed only when using field names.

The previous example using field numbers is given simply to illustrate the equivalence of field numbers and field names. A more practical example of field numbers would be one where you were using only a few fields from a record of enormous length. It might be easy to refer to an item in the record as field number 45. (The alternative would be to give field 45 a name with the Field Identification command; however, the FI command would require 44 commas ahead of the specified field name.)

## FORMAT

**Ctrl+V** PRINT *datafile+mainfile*„P  
**Ctrl+V** PRINTS *datafile+mainfile*  
**Ctrl+V** PRINTF *datafile+mainfile,targetfile*

*datafile* is the data file (containing the records).

*mainfile* is the main file (form letter).

„P (optional) causes the printer to stop after each page; resume with **Ctrl+P**.

## MENU

**Advanced Mail Merge**

## PURPOSE

PRINT + merges record data into a main file and outputs the results to a printer. The records are listed in a data file; one document is printed for each record. See the previous Mail Merge Procedure for illustrations. These three commands operate like the normal PRINT, PRINTS and PRINTF commands you are probably already familiar with, except that PRINTS + requires that both the main file and data file be stored.

If the data file is currently displayed, you can omit the *datafile* name and type:

PRINT +*mainfile* or PRINTF +*mainfile*

Similarly, if the main file is currently displayed, you can omit the *mainfile* name and type:

PRINT *datafile*+ or PRINTF *datafile*+

You can use a selected block as the data file with PRINT and PRINTF (but not with PRINTS).

## ACTION

### Printing Mail Merge Documents

When you are ready to print the Mail Merge versions, enter PRINT using the format given above. For example, with a data file named DATA and a main file named LETTER:

Type: **Ctrl+V**print data+letter**Ctrl+P**

**Result:** This statement merges the records from DATA into the LETTER as it prints. Once printing begins, you are free to continue editing other files while printing continues in the background.

FORMAT **CSV4 RR**

MENU Not a menu option.

## PURPOSE

The RR (Repeat Record) command allows you to create a main file that behaves somewhat differently from a normal mail merge file. Instead of generating a separate document for each record, a main file created with the RR command strings the information for each record together in one continuous file. This is ideal for generating mailing labels.

## ACTION

### Creating a File with Repeat Records

To use Repeat Records in a main file that will generate mailing labels:

1. Open a new file.

Type: **[F5]new labels**

2. Enter the RR command.

Type: **[F5]rr**

Result: The Repeat Record window opens in the top of the screen.

3. Enter the NB (Non-Breakable Block) command to ensure that a mailing address isn't broken across two different labels.

Type: **[F5]nb**

4. Enter the PF commands that you want to extract from your data file.  
For instance:

Type: **[F5]pf 1**

Type: **[F5]pf 2**

Type: **[F5]pf 3**

5. Enter the BB (Breakable Block) command.

Type: **[F5]bb**

6. Press **[Shift] [F1]** to close the command window and store the file.

## NOTE #1

**Depth of Label.** It's a good idea to add enough carriage returns inside the RR command window to fill up the depth of the mailing label. To vertically center the mailing address on the label, you may want to enter one or two carriage returns before the PF commands and the balance after the PF commands.

## NOTE #2

**Multi-Column Labels.** If you are printing multi-column labels, add the SN (Snake) command to establish the number of columns and the starting point of each.

---

|        |                                              |                                     |
|--------|----------------------------------------------|-------------------------------------|
| FORMAT | FX= <i>separator</i><br>RS= <i>separator</i> | Field Separator<br>Record Separator |
|--------|----------------------------------------------|-------------------------------------|

*separator* is the new string of characters

|      |                             |
|------|-----------------------------|
| MENU | Advanced Mail Merge Options |
|------|-----------------------------|

**PURPOSE** FX and RS redefine the characters that separate fields and records in a data file. You enter these definitions into the default file or from the command line with the DEFAULT command. All characters between the equals sign and the carriage return become the new separator.

The Mail Merge separator commands may be useful when you import a data file from another program to be used as a data file for Mail Merge. If the data file you import uses different field separators, simply redefine FX in your default file. This way you can change Mail Merge to accommodate the data file rather than vice versa.

FX (Field Separator) redefines the separator between *fields* in the data file. The default is a tab (see Note #2).

RS (Record Separator) redefines the separator between *records* in the data file. The default is a hard return, represented on screen as ↵; each record is on its own line.

## ACTION Changing the Mail Merge Separators

You can enter both separators using this same procedure.

1. Call the default file. For example:

Type: [F5]call settings.dfl↵

2. Search for the separator you want to change. For example:

Type: [F5]se /FX=/

3. Move the cursor after the equal sign and replace the existing separator with the new separator character(s).

4. Type: [F5]store↵

5. Type: [F5]load settings.dfl↵

Result: Step 4 loads the new separator into memory in order for it to take effect.

**NOTE #1**      **Default File.** You enter FX and RS into the default file. Each of these must appear on its own line in the default file. After you change a value, you must reload the file using the LOAD command (Step 4 above).

If you use different Mail Merge separators for different data files, you might create a "default file" that contains nothing but the field and record separators. Keep it with its data file, and load it only when needed (using LOAD). You might call it *datafile.DFL*.

**NOTE #2**      **Default Command.** If you want to change the FX or RS separator temporarily, you specify it with the DEFAULT command. Refer to "Defaults" in the *Customization Guide* for more information.

**NOTE #3**      **Displaying Tab Characters.** By default tab characters are only displayed in expanded view, where they appear as `T`. You can display tabs in draft and formatted views by changing the ST (Show Tabs) default setting to 2. When ST is set to 2, tabs appear in draft and formatted views as `→`. (Refer to "Default Settings" in the *Customization Guide* for more information.)

**NOTE #4**      **Carriage Return/Line Feed.** It is important to remember that XyWrite's hard return (`↵`) actually represents two characters: a carriage return and a line feed (in that order). To use a carriage return or line feed as part of the separator definition, you must enter them as follows:

- Carriage Return: `Ctrl Alt 13`  
The code appears as a `P`.
- Line Feed: `Ctrl Alt 10`  
The code appears as a `Q`.

# Mail Merge Options

---

## INTRO

XyWrite allows you to embed some optional commands in the main document file. These commands represent instructions that direct XyWrite to perform certain tasks before or during the merge. There are two categories of these instructions:

- **Conditional instructions.** You use these instructions when you want a field to match the condition you specify.
- **Mathematical instructions.** You use these instructions when you want to perform a calculation and insert the result in the merged file.

## FORMAT

**C:XY4 IF (condition)****C:XY4 EI***(condition)* is the condition you want to check

## MENU

**Advanced Mail Merge Options**

## PURPOSE

A conditional instruction is an *IF statement* that compares the contents of a field with a variable. You insert the IF statement in the main file. When you merge the main file and data file, XyWrite checks each record in the data file against the condition in the IF statement. If the condition is met, XyWrite prints the text that is between the IF statement and the EI (End If) command; if the condition is not met, XyWrite ignores the text between the IF statement and the EI command.

You can use IF statements to test for the following conditions:

- Field equals the variable (==)
- Field does not equal the variable (<>)
- Field is greater than the variable (>)
- Field is greater than or equal to the variable (>=)
- Field is less than the variable (<)
- Field is less than or equal to the variable (<=)

The *condition* part of the command has the following format:

*(fieldop"variable")*

where *field* is a field number (f1, f2, etc.) or field name in brackets (e.g., f{name} or f{address}); *op* is the symbol for the type of condition you are testing for (==, <, >, etc.); and "*variable*" is what you are comparing the field against. For example:

(f9=="01824") or (f{zip}=="01824")

tells XyWrite to see if field 9 (or the field labeled ZIP) equals 01824. You might use this condition like this:

<IF(f{zip}=="01824")>>Chelmsford, MA<<EI>>

This sequence tells XyWrite to insert the text "Chelmsford, MA" in the letter when the zip code field equals 01824.

You can design the IF statement to test for two or more conditions by using an AND (represented by &) or OR (represented by !) connector. For example:

«IF(f10>="1989")&(f7=="Chelmsford")»Special offer for new residents of Chelmsford«EI»

This sequence tells XyWrite to insert the text "Special offer for new residents of Chelmsford" when field 10 is greater than or equal to 1989 *and* field 7 equals Chelmsford.

## ACTION

### Inserting IF Statements into the Main File

Let's create a letter that contains an extra paragraph for addresses in the 01824 zip code.

1. Create the main file (refer to the sample file below). Be sure to include the PF (Put Field) commands where you want data to be inserted, and the FI command to link the field names to the order of fields in the data file.
2. Move the cursor to the point where you want the conditional text to be inserted.
3. Enter the IF statement. For example:

Type: [F5]if (f[zip]=="01824") [↵]


▲

Dear ▲PF:title ▲PF:lname :

I am pleased to announce the opening of a new Zippy Pizza Shop at 17 Main Street in Chelmsford. To celebrate this opening, we are offering a spectacular deal: \$5.00 off "The Works," our large, super-deluxe pizza.

Sincerely,

4. Type the text you want to include if the conditions of the IF statement are met, as shown in the illustration below.
5. Enter the EI (End IF) command.

Type: `[F5]ei` 

Result: In expanded mode, your file should look like this:

```
«FItitle, fname, lname, address, city, state, zip»
```

```
Dear «PFtitle» «PFlname»:
```

```
I am pleased to announce the opening of a new Zippy Pizza
Shop at 17 Main Street in Chelmsford. To celebrate this
opening, we are offering a spectacular deal: $5.00 off
"The Works," our large, super-deluxe pizza.
```

```
«IF(f[zip]=="01824")»You can also take advantage of our
free delivery. From our door to yours in 45 minutes, or
you get your pizza for 1/2 price! «EI»
```

```
Sincerely,
```

7. Repeat steps 2 through 5 for each conditional instruction you want to include.
8. Store the file.

Result: When you merge the data and main files, XyWrite checks the records to see if the zip code field contains the zip code 01824. If it does, it prints the text you entered in step 5.

---

**NOTE #2**      **Empty Fields.** To test to see if a field is empty, you use the @SIZ operator to determine the number of characters in the field. You can then test for the condition "if the field equals 0" (contains no characters). For example, if you want to insert the text "bonus gift" when field 3 is blank:

«IF(@siz(f3)==0)»bonus gift«ei»

**NOTE #3**      **Customizing Data Files.** You can use the SORTD command to rearrange the records in a data file, or to extract specific records and fields and store them in a new data file. The SORTD command is described later in this chapter, in the section entitled "Sorting Text."

FORMAT **CAY4** EV *expression,decimal*

*expression* is the expression you want to evaluate

*decimal* is the number of decimal places you want to appear in the output.

MENU Not a menu option.


PURPOSE The EV (Evaluate) command is a mathematical instruction that you insert in the main file. When you merge the data file and the main file, XyWrite performs the specified calculation and inserts the result in the merged file at the location of the EV command.

For example, if your data file contains prices and quantities, you can use the mathematical instructions in the main file to calculate the total cost of a customer's order, and insert it in the customer's confirmation letter.

The *expression* part of the EV command has the following format:

**@num(field)op@num(field)**

where *field* is a field number (f1, f2, etc.) or field name in brackets (e.g., f[qty], f[tax]) and *op* is the symbol for the type of calculation you are performing (\*, +, -, or /). Fields must be enclosed in parentheses, and must be preceded by the string @num. The @num string converts the contents of the field into a mathematical value (otherwise, XyWrite treats the numbers as ASCII characters). For example:

**[F5]ev @num(f[price])+@num(f[s&h]),2** 

This command adds the value in the Price field to the value in the S&H field, and inserts the result, two decimal places long, in the merged file. If the Price field contains 90 and the S&H field contains 12, the result would be 102.00.

You can use the EV command to add, subtract, multiply, or divide the values in the fields you specify, and then insert the result of the calculation into your merged file.

```
Jones, John Patrick@nuts0100$2.95←
Joyce, Walter@bolts020$4.95←
```

## ACTION

### Calculating the Cost of an Order

Let's assume your data file looks like the one shown above. Fields 3 and 4 contain the quantity ordered and the unit price. To calculate the total cost of an order and insert it in the merged files:

1. Call the main file.
2. Move the cursor to the point where you want the result to appear.
3. Enter the EV command.

Type: `[F5]ev @num(f3)*@num(f4),2[↵]`

```
This letter confirms your order for «PF3» «PF2» at
«PF4»/unit. The total cost of your order is
$«EV@num(F3)*@num(F4)».
```

4. Store the main file.
5. Merge the main file with the data file. For example:

`[F5]print orderlist+confirm[↵]`

Result: XyWrite merges the data in the file ORDERLIST with the text in CONFIRM. It inserts the results of the calculation where you embedded the EV command.

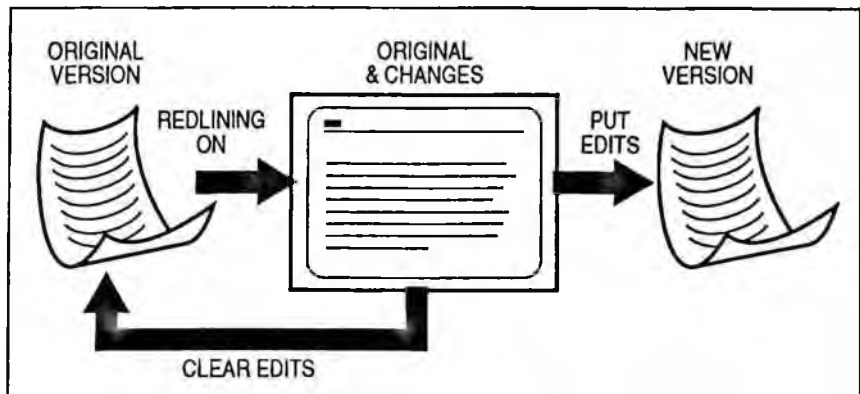
## INTRO

There may be times that you want to keep track of the changes you are making to a document. For example, if you are editing someone else's work, you may want the author to review your changes before finalizing them. Or you might be preparing a contract that you want to return for review with all changes marked.

XyWrite's Redlining lets you do this. It helps you keep a record of all additions and deletions. When you are ready to finalize the changes, you can use **Put Edit** to incorporate them. Conversely, you can use **Clear Edit** to remove them and restore the document to its original condition. With both commands, there is a **Verify** option that lets you selectively review and incorporate (or discard) the changes.

Also described in this section are two commands that let you store notes in your file.

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FORMAT     **CxW4** RED ON  
              **CxW4** RED OFF

MENU       **Proof** Redlining...

**PURPOSE**     The **RED** command lets you turn redlining on and off within a window. When you turn redlining on and then edit a document, you have a record of all of the changes you make.

With redlining ON, XyWrite automatically displays all the changes you make in a different mode: in formatted view on a monochrome monitor, additions are displayed in *bold* and deletions in *reverse*; in graphic view, additions have a double underline and deletions have a line drawn through them. This lets you see at a glance where changes have been made. These visual differences stay with the file until you use the Clear Edit or Put Edit command to clear them.

In addition to displaying the changes in a different mode, XyWrite inserts a tag that identifies who made the change and when. The tags are not printed, and are only displayed when redlining is on.

## **ACTION**       **Keeping Track of Edits in a File**

To keep a record of the changes you make to a file:

1. Turn redlining on.

Type: **[F5]**red on **[↵]**

Result: Redlining is now active in the current window. The letter "R" appears in reverse mode at the top right corner of the screen. Turning redlining on also automatically puts you in insert mode.

2. Call the file you want to edit. We'll use CHAPTER.DOC.

Type: **[F5]**call chapter.doc **[↵]**

3. Make whatever additions and deletions you wish to the text. (See Note #1.)

Result: Text that you add appears in bold or with a double underline, depending on which view is active. Text that you delete appears in reverse or strike-through mode.

4. When you are finished editing CHAPTER.DOC, store it.

Type: **[F5]store[↵]**

Result: The edited file is stored to disk. You can call it back to the screen at any time to review or incorporate the edits you made, or to make more edits.

5. Repeat Steps 2 through 4 for each file you want to edit using redlining.
6. When you are finished with the editing session, turn redlining off.

Type: **[F5]red off[↵]**

Result: The letter "R" disappears from the top right corner of the screen. You can resume normal editing.

7. If you later want to remove the editing tracks, see "Put Edits" or "Clear Edits."

## NOTE #1

**Prevailing Mode.** When redlining is on, prevailing mode is deactivated. This means that text is inserted in normal mode, no matter what the mode of surrounding text. In addition, the MD commands are not allowed while redlining is on. You cannot press **[Ctrl]B** to insert bold text, nor can you issue the MD BO command from the command line.

## NOTE #2

**Correcting Mistakes.** If you make a mistake when you are deleting original text, you can undo it with a second deletion. For example, if you are deleting by character with the Delete key and you go one character too far, you can back up by simply using the Backspace key.

Similarly, if you delete a word with **[Ctrl] [Del]** but then change your mind, just move the cursor to that word again and press **[Ctrl] [Del]**. The word changes from delete mode to its original mode.

When you delete new text (i.e., text that appears in insert mode), no record is made of the changes. For example, if you add the sentence "It was a very dark and stormy night," you can delete the word "very." In this case, the word disappears; it is not displayed in delete mode since you had just inserted it.

## NOTE #3

**Hidden Notes.** If you want to put a note in your document, but don't want to disturb the flow of text on the screen or in your printed copy, you can use the NT (Note) or IV (Invisible) command. These commands are described later in this section.

**NOTE #4**      **Window Status.** When you turn redlining on and off, you are changing the status of the active window, not of the displayed document. You must turn redlining on and off in each window you want to use.

**NOTE #5**      **Changing Views.** You cannot switch between views while redlining is on, and you cannot use redlining in expanded view.

**NOTE #6**      **Assigning a Toggle Key.** If you use redlining frequently, you can assign a redlining on/off toggle to a key in your keyboard file. (See "Keyboard File" in the *Customization Guide*.) The function call for this toggle is RO (Redline On/Off).

**NOTE #7**      **Delete Character Modes.** When you insert text with redlining on, XyWrite enters it in Insert mode; when you switch to expanded view, you will see the command «MDIN». When you delete text with redlining on, XyWrite preserves the text's original mode by converting it to one of several Delete modes, as described below. Because this mode information is saved, you can restore text to its original form with the Clear Edit command.

| Standard Modes | Delete Modes | Description    |
|----------------|--------------|----------------|
| MD NM          | MD DN        | Normal         |
| MD BO          | MD DB        | Bold           |
| MD UL          | MD DU        | Underline      |
| MD IT          | MD DI        | Italic         |
| MD BU          | MD DL        | Bold Underline |
| MD BI          | MD DO        | Bold Italic    |
| MD BR          | MD DV        | Bold Reverse   |
| MD SU          | MD DS        | Superscript    |
| MD SD          | MD DD        | Subscript      |
| MD RV          | MD DR        | Reverse        |

**NOTE #8**      **Changing Display Modes.** You can change the way the various character modes appear on the screen by modifying the default file. For example, if you have a color monitor, you might want new "normal" text to appear in bright white characters on a blue background. Call up SETTINGS.DFL and enter the following definition:

MD IN=31

- NOTE #9**      **Printing a Document.** You can use the PRINT command to print a copy of your document with the redlining markers in place. Standard XyWrite printer files define INSERT and DELETE print attributes that enable you to identify text you inserted or deleted with redlining on.
- When your document is printed, the inserted text prints in normal mode with the additional effect defined by the INSERT attribute. The standard INSERT attribute prints inserted text in square brackets. (Because these brackets are inserted, the alignment of justified text is thrown off.)
- The delete modes (DN, DB, DU, etc.) assume the print characteristics of the standard modes with the additional effect defined by the DELETE attribute. The DELETE attribute is typically defined to strike over deleted text with a backslash (\), so delete bold mode (MD DB) would print text in bold with a backslash through each character.
- NOTE #10**      **Editing Commands.** If you open a command marker for editing, Redlining is temporarily turned off. As soon as you close the marker, Redlining is turned back on.
- NOTE #11**      **Tagline Toggle.** Each time you make an edit with redlining on, XyWrite inserts a tag that identifies who made the change and when. In a heavily edited document, these tags may become distracting. The LT function call lets you turn the display of these tags on and off. The information is still stored with the file. Refer to "Keyboard Files" in the *Customization Guide* for more information about using function calls.

FORMAT

**CMY4** PE  
**CMY4** PEV

MENU

**Proof** Redlining...

## PURPOSE

The **PE** (Put Edit) and **PEV** (Put Edit Verify) commands incorporate the changes made with redlining on. The Put Edit commands search for the redlined character modes and make the indicated changes. They convert inserted text (MD IN) to normal mode (MD NM) and erase text that is marked for deletion.

You can use either command on a selected block of text or on an entire file. The conversion begins at the cursor position and continues to the end of the file (or selected block).

You have two choices for incorporating the changes:

- Putting in all the edits at once (Option 1)
- Putting in the edits selectively (Option 2)

ACTION  
(Option 1)**Putting in All the Edits**

Suppose you have reviewed the edits made to a file and know that you want to incorporate *all* of them into your original document.

1. Move the cursor to the beginning of the file.

Press: **Ctrl** **Home**

2. Enter the Put Edit command.

Type: **F5** **pe** **↵**

Result: All edits are incorporated. Text that was in a delete mode is erased; text that was in an insert mode is converted to normal display mode.

ACTION  
(Option 2)**Putting in the Edits Selectively**

To search a file for redlining modes and have XyWrite stop at each one to verify that you want it incorporated into your original text:

1. Move the cursor to the point in text where you want to begin putting in the edits.
2. Enter the Put Edit, Verify command.

Type: **F5** **pev** **↵**

The cursor moves to the first change in the file. This could be added text (displayed in bold or with a double underline) or deleted text (displayed in reverse or strike-through mode).

- 
3. Verify whether or not XyWrite should incorporate the change. Type Y, N, S, O, or U (or press **[Esc]**):
- Y Yes, incorporate this change and continue to the next change.
  - N No, do not incorporate this change but continue to the next change. The redlined edit remains in the file so you can review it again later.
  - S Stop. Do not incorporate the change. Abandon the process and stop at the current point.
  - O One More. Incorporate this change and then abandon the process. Return to the starting point.
  - U Undo this change and continue to the next change. The redlined edit is removed from the file.
  - Esc Cancel. Do not incorporate the change. Abandon the process and return to the starting point.
4. Repeat Step 3 until you have reviewed all the changes.

**TIP**

**Renaming Your File.** After you have revised your file, you may want to store the file with a new filename. This can help you to keep track of the various versions that are generated with each new generation of edits.

## FORMAT

**C:XY4** CE  
**C:XY4** CEV

## MENU

**Proof** **Redlining...**

## PURPOSE

The CE (Clear Edit) and CEV (Clear Edit Verify) commands remove the changes made to a document during redlining. Like the Put Edit commands, the Clear Edit commands search for the redlining character modes, but, instead of making the indicated changes, they restore the text to its original state.

You can use either command on a selected block of text or on an entire file. The conversion begins at the cursor position and continues to the end of the file (or selected block).

You have two choices for clearing the edits:

- Clearing all the edits at once (Option 1)
- Clearing the edits selectively (Option 2)

### ACTION

(Option 1)

#### Clearing All the Edits

Suppose you have reviewed the edits made to a file and know that you want to discard *all* of them and restore your document to its original condition.

1. Move the cursor to the beginning of the file.

Press: **Ctrl** **Home**

2. Enter the Clear Edit command.

Type: **F5** **ce** **↵**

Result: All the redlined changes in the file are removed. Text that was in a delete mode is restored to its original mode, and text that was in an insert mode is deleted.

### ACTION

(Option 2)

#### Clearing the Edits Selectively

To search a file for redlining modes and have XyWrite stop at each one to verify that you want to remove the change:

1. Move the cursor to the point in text where you want to begin the cleanup.
2. Enter the Clear Edit, Verify command.

Type: **F5** **cev** **↵**

Result: The cursor moves to the first change in the file. This could be added text (displayed in bold mode) or deleted text (displayed in reverse mode).

- 
3. Verify whether or not XyWrite should remove the change. Type Y, N, S, or O (or press Esc).
    - Y Yes, remove this change and continue to the next change.
    - N No, do not remove this change but continue to the next change.
    - S Stop. Do not remove the change. Abandon the process and stop at the current point.
    - O One more. Remove this change and then abandon the process.
    - Esc Cancel. Do not remove the change. Abandon the process and return to the starting point.
  4. Repeat Step 3 until you have reviewed all the changes.

## NOTE #1

**Recovering from a Mistake.** Remember these commands are removing previous edits. Care should be taken to ensure that you don't inadvertently lose any of your work. If you do, don't forget that you can *ABORT* the file and recall it to begin again.

FORMAT  (Option 1)  
(Option 2)

MENU 

**PURPOSE** The NT (Note) and IV (Invisible) commands allow you to enter notes in text. The notes can be of any length, and you can have as many in a file as you like. The text of the notes is not visible except in expanded view, and it does not print.

The only difference between the two commands is that the NT command appears in the text as a command marker, while the IV command is completely invisible except in expanded view.

**ACTION** **Inserting a Note**  
To enter a note:

1. Move the cursor to where you want to insert the note.

2. Type: 

Result: A command window opens in the middle of the screen.

3. Type the text of the note.

4. Press: 

The command window closes and an embedded command triangle appears on the screen. (If you used the IV command, no triangle would appear, but the note would still be stored with the file, visible on the status line and in expanded view.)

**NOTE #1** **Shortcut.** If the note text is only one line, you can type it all on the command line as follows:

Type: 

## INTRO

XyWrite's **SORT** command lets you rearrange a *list* of items, while the **SORTD** command lets you rearrange a *data file*. The principal difference between the two is that **SORT** treats each line in the file as a single record. **SORTD** recognizes each field within a record, and allows you to extensively customize how you want the list sorted.

You might use **SORT** to alphabetize your phone list, a materials list, or your personal spelling dictionary. **SORTD** is useful for rearranging mailing lists, personnel records, or other files that contain several fields of data for each entry.

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**FORMAT**      **CMY4** SORT *filename,targetfile* (Option 1)  
**CMY4** SORT (Option 2)

*filename* is the file you want to sort.  
*targetfile* is the file where sorted text is stored.

**MENU**      **Advanced** | **Sort...**

**PURPOSE**      The SORT command allows you to rearrange the entries in a file, in a selected block, or in a selected column into alphabetical order. (An *entry* can be a single character or a group of words. Each entry ends with a hard return.)

**ACTION**      **Sorting a File**  
 (Option 1)      To sort the entries in a file into alphabetical order:

1. Call the file to the screen and check that each entry ends with a hard return.
2. Store the file and enter the SORT command.

Type: **[F5]**sort list,list.srt[↵]

Result: A new file called LIST.SRT contains entries from LIST rearranged into alphabetical order. The file LIST remains unchanged.

**ACTION**      **Sorting a Selected Block**  
 (Option 2a)      To sort the entries in a selected block:

1. Call the file to the screen and select the section you want to sort into alphabetical order.
2. Enter the SORT command.

Type: **[F5]**sort[↵]

Result: The selected block disappears from the screen for an instant. When it reappears, the entries in the selected block are in alphabetical order.

**ACTION**      **Sorting Based on a Selected Column**  
 (Option 2b)      Suppose you have a tabular list that you want to rearrange based on the information in the second or third column.

1. Call the file to the screen and select the column you want SORT to use.
  - a. Move the cursor to the beginning of the column of text.
  - b. Press: **[Alt]** **[F3]**
  - c. Move the cursor to the end of the column of text.
  - d. Press: **[F3]**

2. Enter the SORT command.

Type: **[F5]sort** 

Result: The selected block disappears from the screen for an instant. When it reappears, the lines in the listing are rearranged according to the alphabetical order of the column you selected.

#### NOTE #1

**Default Sort Key.** The SORT command arranges the entries in a file or defined block into alphabetical order. By default, it uses the first 80 characters of each entry, sorts numbers in decimal order, and preserves duplicate entries. You can change one or more of these defaults by changing the SK setting in the default file (see the *Customization Guide* for information about default settings).

The SK setting has the following form:

**sk=*n1*,*n2***

where *n1* is one, or a combination of, the following numbers (the default is 1):

- 0 Sorts numbers by first digit (01, 10, 2, 3)
- 1 Sorts numbers in decimal order (01, 2, 3, 10)
- 2 Sorts entries in reverse order (Z to A, 9 to 0)
- 4 Deletes duplicate entries.

*n2* defines the number of characters that XyWrite uses when sorting a list. The default size is 80. If you have a very large file, you can reduce the amount of memory required to sort it by defining a smaller number of characters. Conversely, if your entries are very similar, you can refine the sort by defining a larger number of characters.

# Sort Data File Procedure

---

**PURPOSE** XyWrite allows you to select and rearrange the entries in a data file into alphabetical or numerical order. You can organize a mailing list once by last name, another time by state, and a third time by zip code. Because XyWrite does not alter your original file, you can sort the same list in several different ways for different applications.

The procedure for sorting a data file has three parts:

- **Part I. Create the Data File** — The data file contains the entries you want sorted. It might be a mailing list, personnel records, a parts lists, sales information, etc. Each entry in the data file is called a *record* and each record is divided into *fields*.
- **Part II. Determine the Sorting Rules** — XyWrite gives you lots of control over how your data file is sorted. You can choose specific fields, start at any point within a field, sort in reverse order, even determine how numbers are sorted. You can also limit the sort to the records that meet certain criteria, and output only those fields that are of interest to you.
- **Part III. Sort the File** — This is where you apply the sorting rules you established in Part II to the data file you created in Part I. You can sort either the entire file or just a defined portion of it.

## **ACTION**      **Sorting a Data File**

This procedure is composed of three parts. It begins with the creation of a simple data file, then explains the options for sorting, and ends with the execution of the SORTD command.

### **PART I**      **Create the Data File**

A data file is a text file that is made up of *fields* and *records*. For example, the data file might be a customer mailing list, with one *record* for each customer, and eight *fields* in each record (title, first name, last name, company, street address, city, state, and zip code).

To create a mailing list:

1. Type: [F5]new mail[↵]
2. Enter the record for the first customer. Use a tab to separate fields. Type a hard return at the end of the record.
3. Enter the records for the rest of your customers (see Notes #1 and #3).
4. Store the data file.

**NOTE #1**      **Data File Restrictions.** Data file records can contain up to 3500 characters. You can increase or decrease that number by changing the RZ default setting. The overall size of the data file that XyWrite can sort is based on the sort criteria that you establish.

- NOTE #2**      **Field and Record Separators.** The default field separator is a tab and the default record separator is a hard return. You can use the FX and the RS commands to change these default settings. (See "Mail Merge" for information on FX and RS.)
- NOTE #3**      **Number of Fields.** Each record must have the same number of fields. When there is no entry for a field, you still must type in the field separator to hold its place. For example, if your customer has no company affiliation, the record would look like this in expanded view:
- Mr.CBenCFranklinCC12 Poor Richard LaneC FlyakiteCPAC55555<
- PART II**      **Determine the Sorting Rules**  
There are three default settings that determine the sorting rules for data files: SO (Sort), XR (Extract Records), and XF (Extract Fields). These settings, which are described in detail at the end of this section, are entered in the default file.
- For this example, let's assume we want to sort the data file by zip code. In the data file created in the previous step, the zip code field is field 8.
1. Call the default file to the screen (see Note #4).  
Type: `[F5]call settings.dfl`
  2. Enter the SO setting.  
Type: `df so=f8<`
  3. Store and load the default file.
- PART III**      **Sort the Data File**  
To sort the entries in the data file into the order you specified in Part II, enter the SORTD command. For example:
- Type: `[F5]sortd mail,mail.srt`
- Result: A new file called MAIL.SRT contains records from MAIL rearranged according to zip code. That means that all records with the same zip code are grouped together, starting with the lowest zip code in the file. The original file MAIL is not changed.
- NOTE #4**      **Multiple Sort Files.** If you use different sorting rules for different data files, you may prefer to create a series of default files that contain nothing but the XR, XF, and SO settings. You can then load the appropriate file with the LOAD command when you need it.
- If you do this, it is a good idea to include all three settings in each file, even if one or more have no arguments. That's because once XR, XF, or SO values are established, they remain in memory until they are overridden (or until you quit XyWrite). If you don't redefine the sorting rules, you may end up using values that you don't intend to.

**FORMAT**      **SO=field1,field2...**  
*field1,field2...* define what fields to use and how to use them.

**MENU**          **Advanced Sort...**

**PURPOSE**      The SO (Sort) setting establishes the field or section of the field you want XyWrite to sort on, as well as the order of the sort. The SO setting can be specified with the DF command in the default file or with the DEFAULT command from the command line. There are five parameters you can set with SO:

- F#**      Field number (F1, F2, ...).
- W#**      Word within field (W1 is the first word; W2 is the second word, etc.) A negative number means count from the back of the field. (The default value is the entire field.)
- L#**      Length of field, or number of characters to use in the sort. (The default value is 20.)
- N**        Sort numbers in numerical order, e.g., 1, 2, 5, 10, 20, 100. (The default is to sort numbers by first digit, e.g., 1, 10, 100, 2, 20, 5.)
- R**        Reverse the sorting order.

For tie-breaking, you can use more than one field for the sort.

## **ACTION**      **Establishing the SO (Sort) Setting**

Suppose your data file is a mailing list that you want to organize by zip code (from highest zip code to lowest). You then want XyWrite to organize records with the same zip code alphabetically by name.

1. Call the default file.

    Type: **[F5]call settings.dfl****[↵]**

2. Enter (or modify) the SO setting to sort first by zip code (which we assume to be in field 8), then by last name (field 3), and then by first name (field 2). Put a hard return at the end. For example:

    Type: **df so=f8r,f3,f2<**

3. Store and load the default file.
4. Issue the SORTD command.

    Type: **[F5]sortd mail,zip****[↵]**

**Result:** XyWrite creates a new file called ZIP which contains all the records from MAIL arranged by zip code (field 8) in reverse order. If there is more than one record with the same zip code, XyWrite looks at last names (field 3), and organizes the entries with the same zip codes alphabetically by last name; finally, if there are records that have the same

last name and the same zip code, XyWrite looks at the first name (field 2) and organizes those records alphabetically by first name.

**NOTE**

**Dates.** If you add the letter D after a field number, XyWrite treats the contents of that field as a date. For example:

`df so=f3d`

**EXAMPLES**

`df so=f1w3l5nr`

Uses the third word of the first field, looks at only the first five characters of that word, sorts numbers as decimal values, and arranges the entries in reverse order.

`df so=f1w3l5nr,f3w-1`

Same as above for the first field. If that field is the same for more than one record, XyWrite looks at the last word in field 3.

`df so=f1w3l5nr,f3w-1,f6l3`

Same as above for fields 1 and 3. When more than one record is the same for these two fields, XyWrite looks at the first three characters in field 6.

`df so=f1w3l5nr,f3w-1,f6l3,f2r`

Same as above for fields 1, 3, and 6. When more than one entry is the same for these three fields, XyWrite looks at field 2, and sorts those entries in reverse order.

**FORMAT**      ***XR=fnop"variable"***

*fn* is the field number

*op* is the symbol for the condition you are testing for

*"variable"* is what you are comparing the field against; it must be enclosed in double quotation marks as shown.

**MENU**

**Advanced Sort...**

**PURPOSE**

The XR setting, which can be specified with the DF command in the default file or with the DEFAULT command from the command line, allows you to create a new data file that contains only those records that meet your criteria. It does this by comparing the information in a field with a variable you supply. When you run SORTD, it outputs only the records that match your conditions and puts them in a new file; your original file is untouched. For example, you can create a new data file that contains only those records for a specific zip code.

You can compare the contents of the field against the variable in the following ways:

- Field equals the variable (==)
- Field does not equal the variable (<>)
- Field is greater than the variable (>)
- Field is greater than or equal to the variable (>=)
- Field is less than the variable (<)
- Field is less than or equal to the variable (<=)

For example:

**DF XR=f1<>"Mr."**

extracts all records in which field 1 is not "Mr." You might use this setting if you wanted to extract all records in which the title field was "Miss," "Mrs." or "Ms."

You can further refine the record extraction by testing for two or more conditions. You string tests together with the AND (&) and OR (!) connectors. In this case, the tests must be enclosed in parentheses. For example:

**df xr=(f8=="01821")!(f8=="01824")**

extracts those records that have 01821 or 01824 in field 8.

## ACTION

**Extracting Records**

Suppose your data file looks like the one in the illustration below. To create a new data file that contains the records of all the people hired since 1985:

1. Call the default file.

Type: `[F5]call settings.dfl[↵]`

2. Enter the XR setting to extract all records in which field 3 is greater than or equal to 1985. Type a hard return at the end of the setting.

Type: `df xr=f3>="1985"↵`

3. Store and load the default file.

4. Run SORTD.

Type: `[F5]sortd pers,hired[↵]`

```
David DerickOAdministrationO1982OFull-TimeOHMO↵
Ron DoneODevelopmentO1984OFull-TimeOBC/BS↵
John HillOAdministrationO1982OFull-TimeOBC/BS↵
Meg KanikODevelopmentO1986OFull-TimeOBC/BS↵
Brian MassOManufacturingO1987OPart-TimeOHMO↵
Judith MintOMarketingO1984OFull-TimeOHMO↵
Chris RoseOTech SupportO1985OTemporaryOBC/BS↵
```

## NOTE #1

**Case-Sensitive.** XR is case-sensitive. If you ask it to extract records that contain "Mr." in field 1, it ignores those fields that contain "MR." and "mr." To override the case sensitivity, you can use the @UPR operator to convert the contents of the field to all uppercase, and then use uppercase when you define the variable. For example:

`df xr=@upr(f1)=="MR."`

## NOTE #2

**Dates.** You can use the @DAT operator to indicate that the contents of a field or a variable is a date. For example:

`df xr=@dat(f8)<@dat("10-31")`

---

EXAMPLES

`df xr=(f4=="Temporary")!(f4=="Part-Time")`

This setting outputs records of employees who are either temporary or part-time.

`df xr=f5=="BC/BS"`

This setting outputs the records of employees who have Blue Cross/Blue Shield.

`df xr=(f5=="HMO")&(f4=="Part-Time")`

This setting outputs the records of part-time employees who have HMO insurance.

FORMAT      **XF=f1,f2...**

*f1,f2* are the numbers of the fields you want to extract

MENU

**Advanced Sort...**

## PURPOSE

By default, the SORTD command rearranges the records you select in the order you define, but does not change the information within a record. The XF (Extract Field) setting allows you to select the fields you want to put into the sorted file. For example, you can create a data file that contains corporate names and addresses, but not the personal contact.

The XF setting can be specified with the DF command in the default file or with the DEFAULT command from the command line.

## ACTION

### Extracting Fields

To define the fields you want SORTD to extract from the data file and output to the sorted file:

1. Call the default file to the screen.
2. Enter the XF setting, with the numbers of the fields you want to output.

Type: **df xf=f4,f5,f6,f7,f8**

3. Store and load the default file.

Result: When you sort the data file, SORTD outputs field 4 through field 8 only.

**FORMAT**      **SORTD** *filename,targetfile*

*filename* is the file you want to sort.

*targetfile* is the file where sorted text is stored.

**MENU**     

**PURPOSE**     The SORTD command extracts the fields and records you defined with the XF and XR settings, arranges them in the order you defined with the SO setting, and stores them in a new data file. The original data file is unchanged.

**ACTION**     **Sorting a Data File**

To sort the entries in a data file, say MAIL, into the order you specify, enter the SORTD command:

Type:  sortd mail,mail.srt 

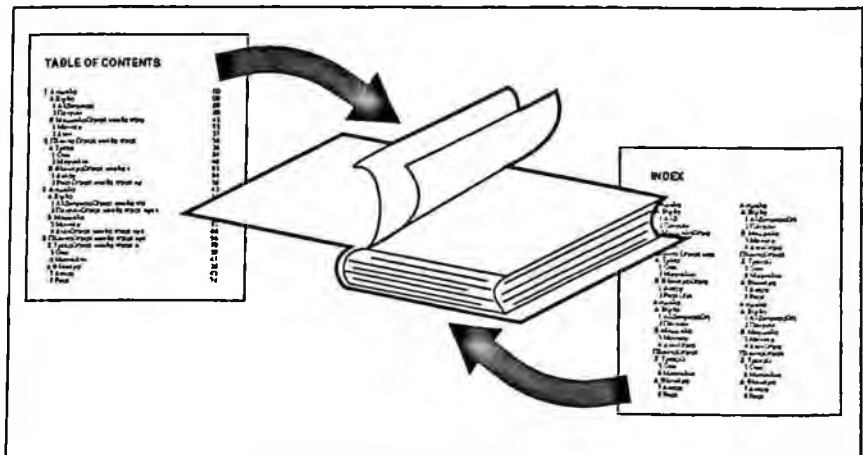
Result: A new file called MAIL.SRT contains records from MAIL rearranged according to the rules you establish with the SO, XR, and XF settings. The original file MAIL is not changed.

# Table of Contents and Index

## INTRO

With long documents such as detailed reports and books, at times you will want to include a table of contents or index. In this section we discuss how to generate them. This discussion begins with basic procedures and ends with a reference of all the commands.

| CONTENTS | Page | Description                                      | Command       |
|----------|------|--------------------------------------------------|---------------|
|          |      | <b>Table of Contents &amp; Index Procedure</b>   |               |
|          | 5-80 | Terminology                                      |               |
|          | 5-80 | Generating a Table of Contents or Index          |               |
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|          | 5-81 | Part II: Specify the Format                      |               |
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|          |      | <b>Commands</b>                                  |               |
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|          | 5-86 | Suppress Page Number                             | EX            |
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|          | 5-90 | Table of Contents Command                        | T1-T9         |
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|          | 5-94 | Table of Contents Extraction                     | TX1-TX9       |
|          | 5-96 | Index Extraction                                 | IX1-IX9       |



# Table of Contents & Index Procedure

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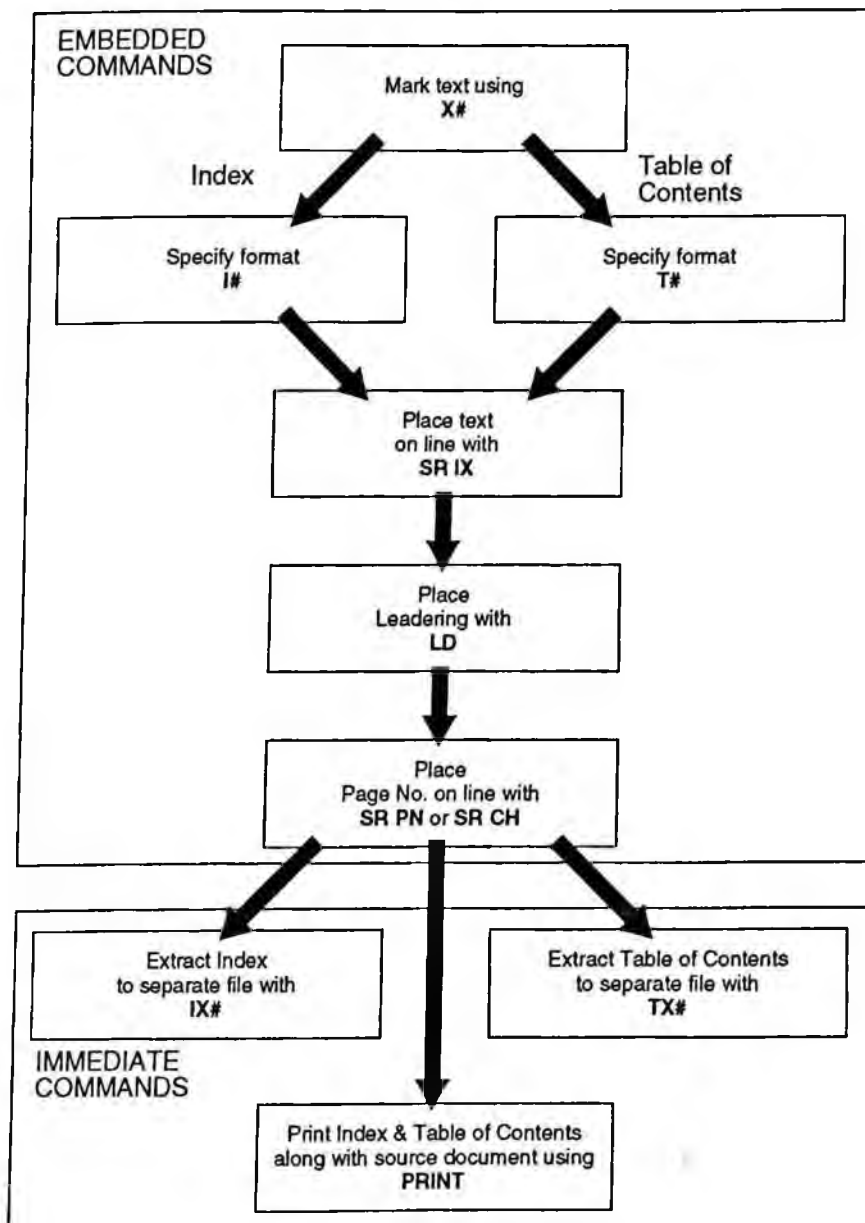
## PURPOSE

The following procedures will enable you to generate a table of contents or index in a step-by-step fashion. The procedure is in three parts and begins after a general overview and introduction of our terminology.

We use the term table of contents to mean any list that is sorted by *page number*. We use index to mean any list sorted *alphabetically*. XyWrite will produce a table of contents or index for you from the text that you mark in your document. There are three basic parts to generating an index or table of contents. Refer to the following illustration.

- **Part I. Mark the Text** — Mark the words or phrases you want included in the index or table of contents. Use one of the text markers (X1 through X9).
- **Part II. Specify the Format** — Specify the format you want using an index command (I1 through I9) or a table of contents command (T1 through T9).
- **Part III. Extract the Table of Contents or Index** — Extract the marked text and either save or print it:
  - a. Save the marked text to a separate file using IX (Index Extraction) or TX (Table of Contents Extraction). From this you can print just the index or table of contents.
  - b. Print the file with the index or table of contents included at the end of the printout. (Use PRINT.)

Let's examine each of these steps in more detail.



**Terminology.** We use several terms with meanings specific to this section:

- **Source File** — The main document. This is the document from which you are extracting a table of contents or index.
- **Target File** — The file to which you save the index (using IX) or table of contents (using TX).
- **Marker** — Any one of the text markers X1 through X9. You mark text in the source document for inclusion into a table of contents or index.
- **Marked Text** — The text which you mark for inclusion in a table of contents or index. You choose one of the markers (say, X3) and then mark each entry with it.
- **Extract** — To copy the marked text from a source file into a target file. The text is sorted either alphabetically (using IX) or by page number (using TX).

## ACTION

### Generating a Table of Contents or Index

This procedure is composed of three parts. For more details on any command, refer to its description in the latter part of this section.

## PART I

### Mark the Text

To mark words or phrases for entry into your table of contents or index:

1. Call your document to the display (the source document, that is). Let's call it CHAPTER.

Type: **[F5]**call chapter**[↵]**

2. You can mark text in three different ways:

- a. **Single Word.** For each word you want included in the table of contents or index:

Move the cursor to the point immediately following the word.

Type: **[F5]**x3**[↵]**

Press: **[Shift]** **[F1]**

**Result:** The X3 triangle is inserted in the text, marking the word that precedes it. There must be no space (or tab) between the X3 marker and the word.

(Note: Go to expanded view and make sure there are no mode commands — such as «MDNM» — between the text and the X3 marker. If there are, move the X3 marker next to the text.

- b. **Entire Line.** You can mark any *phrase ending with a carriage return* — such as a title on its own line. The whole phrase, from marker to carriage return (up to 200 characters including embedded commands), is picked up. The cursor must either be at the start of a line or have a space (or tab) ahead of it.

Put the cursor *before* the phrase ending with a carriage return.

Type: **[F5]x3** **[↵]**

Press: **[Shift] [F1]**

- c. **Any Phrase.** You can also enter a phrase that doesn't appear explicitly in the text (or is in the middle of a line). This is especially useful for alternate entries in an index, where "red wagon" appears in the text, but you also want to include "wagon, red." You must type in the "wagon, red" yourself, as follows:

Type: **[F5]x3 wagon, red** **[↵]**

3. Repeat step 2 until you mark all text you want included in the table of contents or index.

## PART II

### Specify the Format

At the end of the source document you must provide a format such as the one in the following illustration.

1. Move the cursor to the end of your source document.

Type: **[Ctrl] [End]**

We move the cursor to the *end* because only the marked text *above* this point will be included in the table of contents or index.

2. Make sure the cursor is at the beginning of the line. Enter a command T1 through T9 for a table of contents or I1 through I9 for an index. In our example, the text was marked with X3 and we want a table of contents, so we will use T3.

Type: **[F5]t3** **[↵]**

Result: A command window opens.

3. Enter the two commands SR IX (to place marked text) and SR PN (to place page numbers) in the order you will want them positioned on a line in the table of contents. Also include leadering (LD) between them, if you wish, and any margin (LM, RM) or other format command.

In our example we want the marked text placed at the left, a leader composed of periods, and the page number on the right. (Be sure to include a space between the LD command and the period.)

Press: [F5]sr ix[↵]

Type: [F5]ld .[↵]

Type: [F5]sr pn[↵]

Another SR command, SR CH, gives you the option to set the chapter number and page number together, such as 2-35. See the Set Record command later in this section.

4. Press: [Shift][F1]
5. Type: [↵]
6. Type: [F5]store[↵]

## PART III

### Extract the Table of Contents or Index

Let's review what we have done so far to make a table of contents or index. In Part I we used the X3 marker to mark the words and phrases that we wanted included. Then in Part II we provided a format for the table of contents, using the T3 command (for an index we would have used the I3 command).

Now that everything is set up, we have a choice of two ways to output the table of contents or index.

1. **Extract and Save to a Separate File**

If you wish to revise your table of contents or index before printing it, you may want to save it in a separate file.

Enter the appropriate command TX1 to TX9 (Extract Table of Contents) or IX1 to IX9 (Extract Index) — for our example we will use TX3, which extracts only the text marked by X3. To extract text from CHAPTER and save it to a file called CONTENTS:

Type: [F5]tx3 chapter,contents[↵]

Result: XyWrite extracts the marked text and page numbers according to the format we specified in Part II. It saves this text to the file named CONTENTS. If you were to omit a name for the target file, XyWrite would place the table of contents into a file called TABLE3 (corresponding to marker X3). To view the table of contents, type CALL CONTENTS.

## EXAMPLES OF SPECIFYING FORMATS (T# and I#)

These first two examples show how you might list a Table of Contents (using T3). Notice in the second figure that the spaces around the LD command creates spaces at either end of the leader.

| «T3«SRIX»«LD.»«SRPN»» |           |          |
|-----------------------|-----------|----------|
| Marked Text           | Leadering | Page No. |
| Penguin.....          |           | 5        |
| Baboon.....           |           | 18       |
| Zebra.....            |           | 25       |
| Aardvark.....         |           | 32       |
| Gorilla.....          |           | 47       |

| «T3«SRPN»«LD.»«SRIX»» |           |             |
|-----------------------|-----------|-------------|
| Page No.              | Leadering | Marked Text |
| 5 .....               |           | Penguin     |
| 18 .....              |           | Baboon      |
| 25 .....              |           | Zebra       |
| 32 .....              |           | Aardvark    |
| 47 .....              |           | Gorilla     |

Here is an example of the same marked text listed as an index (alphabetically, using I3).

| «I3«SRIX»«LD.»«SRPN»» |           |          |
|-----------------------|-----------|----------|
| Marked Text           | Leadering | Page No. |
| Aardvark .....        |           | 32       |
| Baboon .....          |           | 18       |
| Gorilla .....         |           | 47       |
| Penguin .....         |           | 5        |
| Zebra .....           |           | 25       |

## 2. Print the Source File and Table of Contents

To print the entire document including its table of contents, simply print the source document (here, named CHAPTER). (Unlike Option 1 above, this procedure does not save the table of contents or index to a file.)

Type: **[F5]print chapter****[↵]**

To *suppress* the table of contents or index while printing the source document, enter the NI (No Index) command at the top of your source document.

- NOTE #1** **Index Entry Without Page Number.** You can create an index entry that has no page number by using the EX (End X-Marker) command. This is a convenient way to refer your reader to another entry in the index, or to insert an index entry that is only a header under which you list subentries. For details on how to use the EX command, refer to "Suppress Page Numbers" later in this section.
- NOTE #2** **Subentries.** You can place one entry under another by using an IL (Index Label) command. For example, you can place "Dog" under "Animals." You can even have sub-subentries like "Collie" under "Dog." For details, refer to "Index Label" later in this section.
- NOTE #3** **Automatic Separators.** The IB (Index Break) command automatically places letters in your index to separate words starting with one letter of the alphabet from words starting with the next. The IB command also lets you control the format of these letter headings or insert other separators. Refer to "Index Break" later in this section for more information.
- NOTE #4** **Concise Sorting.** After sorting your index, XyWrite removes duplicate entries (with the same word or phrase and page numbering) and combines multiple page numbers on one line, separated by a comma and space. For example, if the entry "Computer" is indexed on pages 7, 16 and twice on 24, its listing will read:  
     Computer.....7, 16, 24  
 In addition, XyWrite combines three or more consecutive pages into a page range. For example, if an entry appears on pages 3, 4, and 5, XyWrite combines the references and outputs the page range "3-5". (This feature does not work with SR CH.)
- NOTE #5** **Automatic Index Creation.** You can use the CORRECT command to append an index marker to every occurrence of a word or a list of words. You can then format and extract the index. For more information on the CORRECT command, refer to Chapter 3.

FORMAT     **COPY X#**

# is any digit between 1 and 9.

MENU       **Insert Table of Contents Mark Entry , Insert Index Mark Entry**

**PURPOSE**     Use Text Marker commands X1 through X9 to mark text for a table of contents or index. There are nine markers to allow you to create up to nine sets of marked text. You can mark one set of text using X1, a second set with X2, and so on. You might use X1 for a table of contents, X2 for an index, and X3 for a List of Figures.

You have the option of sorting the marked text in *alphabetical* order as an index or in *page order* as a table of contents.

You can mark any amount of text as a single entry in a table of contents or index. You do this by typing in the text along with the X command. If you enter the X command with no text, it marks the single word to its immediate left or up to a hard return to its immediate right.

**ACTION**       **Marking Text**  
To mark text, follow the procedure given earlier in "Part I: Mark the Text."

**NOTE #1**       **Temporary Files.** When you PRINT, PRINTF, or PRINTS a file, separate temporary files are created to accumulate the text for building an index or table of contents. These temporary files are stored on the default drive (as defined by the DR setting in STARTUP.INT).

FORMAT

C:XY4 EX

MENU

Insert Index Mark Entry

## PURPOSE

The EX (End X-Marker) command allows you to create an index entry that has no page number. You can use such entries as titles under which you list other entries (see "Index Label") or as cross-references to other entries.

## ACTION

### Create Cross-Reference

When you want to refer your reader to a different entry in your index:

1. Enter a Text Marker command followed by the index entry and the cross-reference information:

Type: [F5]x2[↵]

Type: Folios, See Page Numbers

2. Enter the EX command to suppress the page number.

Type: [F5]ex[↵]

3. Close the window.

Type: [Shift][F1]

Result: When you print your index, the entry "Folios, See Page Numbers" will appear without a page number.

## NOTE #1

**Text Entry.** When you use the EX command, you must type in the text of the entry; the shortcuts for marking text that were described earlier do not apply to the EX command.

FORMAT

**C:\XY4 IL**

MENU

**Insert | Index | Mark Entry****PURPOSE**

The IL (Index Label) command allows you to have an index entry appear as a subentry under another entry. The text that appears within the IL command is not printed; it is used only for sorting.

Include the IL command as part of the X command when you are marking text.

**ACTION****Creating Subentries**

To create an index that contains the entry "Animals" with a subentry of "Cat" and a sub-subentry of "Siamese":

1. Move the cursor to the start of the document and enter the marker for the major entry.

Type: **[F5]x2[Enter]**

Result: A window opens in the middle of the screen.

2. Enter the text of the major entry.

Type: Animals

3. To suppress the page number for this entry, enter the EX (End X-Marker) command before you close the window.

Type: **[F5]ex[Enter]**

Press: **[Shift][F1]**

Result: An embedded triangle appears in the text. When you process the index, the entry "Animals" will appear without page numbers.

4. Move the cursor to the text of the first subentry and enter the marker for it.

Type: **[F5]x2[Enter]**

Result: A window opens in the middle of the screen.

5. Enter the Index Label command along with the text of the entry under which you want this subentry to appear:

Type: **[F5]il Animals[Enter]**

- 
6. Type a tab and then the text of the subentry:

Type: `[Tab]Cat`

7. Close the window by pressing `[Shift] [F1]`.

8. Move the cursor to the text of the next subentry or sub-subentry. Let's assume that this time we want to mark the sub-subentry "Siamese."

Type: `[F5]x2[Enter]`

Type: `[F5]il Animals[Tab]Cat[Enter]`

Type: `[Tab][Tab]Siamese`

Press: `[Shift] [F1]`

8. Repeat this procedure until all entries and subentries have been marked.

Result: When your index is processed, the following entries will appear:

Animals  
Cat, 7, 11, 15  
Siamese, 11

---

FORMAT **NI**

MENU Not a menu item.

**PURPOSE** The command NI (No Index) prevents the printing of an index or table of contents when you use PRINT or PRINTF. It has no effect on Index Extraction (IX) or Table of Contents Extraction (TX) to a separate file.

You use this command when you want to print your document *without* the table of contents or index also being printed. The NI command overrides any Table of Contents command (T1 - T9) or Index Command (I1 - I9).

**ACTION** Using the NI Command

To prevent a table of contents or index from printing when you use PRINT or PRINTF, enter the NI command at the top of your source document.

Type: **F5**ni

FORMAT **CMT#**

# is any digit between 1 and 9.

MENU **Insert Table of Contents Generate**

## PURPOSE

The Table of Contents commands T1 through T9 are an essential part of generating a table of contents. The T1 command produces the table of contents for text marked by X1, T2 for text marked X2, and so on up to T9.

Let's use T3 here as an example. When you enter a T3 command in your document, the table of contents is printed *along with* the document when you use PRINT (or PRINTF). You use the T3 command to do the following:

- To specify the format. You type in the format of your table of contents as part of the T3 command. For example, you can define your format as being marked text on left, leadering consisting of periods, and page number on the right. This would require using SR IX, LD, and SR PN, as follows:  

```
«T3«SRIX»«LD.»«SRPN»»
```
- To place the table of contents into your document. When you print your document (using PRINT or PRINTF):
  - a. The marked text is accumulated from the start of the document down to the location of T3 (and no further). Thus, the *position* of the T3 command in your document is important — normally you place it at the *end* of your document.
  - b. This accumulated text is kept in its page-order sequence (proper for a table of contents).
  - c. On printout, the table of contents is printed at the point that the T3 command is located in the document. (Unlike TX3, no separate file is created.)

## ACTION

### Formatting a Table of Contents

To format a table of contents using T1 through T9, follow the procedure given earlier in this section under "Part II: Specify the Format."

FORMAT **C:XY# I#**

# is any digit between 1 and 9.

MENU **Insert Index Generate**

**PURPOSE** The Index commands I1 through I9 are an essential part of generating an index. The I1 command produces the index for text marked by X1, I2 for text marked X2, and so on.

Let's use I3 here as an example. When you enter an I3 command in your document and print it using PRINT, the index is printed *along with* the document.

The Index commands I1 through I9 parallel the Table of Contents commands T1 through T9 except that the marked text is sorted alphabetically rather than by page number. You use the I3 command to do the following:

- To specify the format. You type in the format of your index as part of the I3 command. You do this the same as you do for the Table of Contents. For example, you might specify marked text on the left, followed by a comma, a space, and the page number:

«I3«SRIX», «SRPN»»

- To place the index into your document. When you print your document (using PRINT or PRINTF):
  - a. The marked text is accumulated from the start of the document down to the location of I3 (and no further). Thus, the *position* of the I3 command in your document is important — normally you place it at the *end* of your document.
  - b. This accumulated text is sorted *alphabetically* (proper for an index).
  - c. On printout, the index is printed at the point that the I3 command is located in the document. (Unlike IX3, no separate file is created.)

**ACTION** **Formatting an Index**

To format an index using I1 through I9, follow the procedure given earlier in this section under "Part II: Specify the Format."

## FORMAT

**C&XY4 SR IX**

Place Marked Text

**C&XY4 SR PN**

Place Page Number

**C&XY4 SR CH *n***

Place Chapter Number-Page Number

*n* is the separator between chapter and page values.

## MENU

**Insert Table of Contents Generate , Insert Index Generate**

## PURPOSE

The SR (Set Record) commands allow you to position the page number (using SR PN or SR CH) and the marked text (using SR IX) in a Table of Contents or index. When you use SR CH, XyWrite supplies *both* the chapter number and the page number, separated by the character you define.

You enter these commands as part of the commands T1 to T9 and I1 to I9.

## ACTION

**Using the SR CH Command**

We illustrate use of SR IX and SR PN in the procedure "Specify the Format" earlier in this section. Let's now take a look at the SR CH command, which produces page references in chapter number-page number format.

1. Be sure that you have used Counter 0 (C0) as the counter for chapter numbers. (See "Numbering" in Chapter 4 for more information on counters.)
2. Mark the words and phrases that you want included in your table of contents or index.
3. Move the cursor to the end of the document and enter the appropriate Index or Table of Contents command. We'll use I3 as an example:

Type: **[F5]i3**

4. Enter the command to place the marked text on the left, followed by a space and the command to put the page references in chapter-page format.

Type: **[F5]sr ix**

Type: **[Space Bar]**

Type: **[F5]sr ch-**

Type: **[Shift] [F1]**

*(Note the hyphen)*

Result: Your index entries will appear in the following format: "museums 3-5." You do not need to include an SR PN command because SR CH provides both page and chapter numbers.

## NOTE

**Concise Sorting.** If you use the SR PN command to place a page number, XyWrite combines three or more consecutive pages into a page range (for example, instead of listing pages 3, 4, 5, and 6, XyWrite uses the range 3-6). If you use the SR CH command to place chapter-page number, XyWrite does not combine consecutive pages into a range.

**FORMAT**     **Ctrl+Y** IB *n*  
*n* (optional) defines the separator.

**MENU**       **Insert Index Generate**

**PURPOSE**     The IB command inserts a separator between entries starting with one character and entries starting with the next. This separator can be one or more blank lines or a heading that you specify with the IB command.

The IB command also lets you control the format of the separator. You can specify the amount of space above and below a heading, its mode (bold, underline, etc.), and how it is placed on the line (e.g., flush left, centered, flush right). These formatting instructions affect only the separators, or headings, not the text of the index.

A special variation of the IB command automatically places uppercase letters into your index (see Note #1). To use this function, you simply define the separator to be a pound sign (#); XyWrite interprets the # to mean "insert uppercase letters as index separators." If there are no entries for a particular letter, XyWrite skips the heading for that letter. See the description below for details on how to use this variation of the command.

## ACTION       Specifying Letters as Separators

If you want your index to contain capital letters as separators and to have them be bold, centered and separated from the entries above and below by one blank line:

1. Go to the top line of the text file.
2. Type: **F5**ib↵  
 Result: A window opens in the middle of the screen.
3. Enter the formatting commands.  
 Press: ↵  
 Type: **F5**fc↵  
 Type: **F5**md bo↵
4. Enter the pound sign (#) to activate the letter separators. Follow it with two carriage returns.  
 Type: #↵↵  
 Press: **Shift** **F1**

Result: When you process your index, it will contain bold, centered capital letters as headings. They will be separated from the index entries by one carriage return.

**FORMAT**      **CXY4** TX# *sourcefile,targetfile*

# is any digit between 1 and 9.  
*sourcefile* is the file containing marked items.  
*targetfile* is where the table of contents is saved.

**MENU**            **Insert** **Table of Contents** **Generate**

**PURPOSE**      Each Table of Contents Extraction command TX1 through TX9 allows you to extract a table of contents from your document and save it to a file separate from the original file. It extracts text from the *sourcefile* and saves it to a *targetfile*. When you use the command TX2, for instance, the source file accumulates text marked with marker X2 and formats the text as specified by the T2 command.

If you omit the *sourcefile*, XyWrite extracts a table of contents from the document currently displayed. If you omit the *targetfile*, XyWrite saves the table of contents to a file it names TABLE1 (for X1) or TABLE2 (for X2), and so on.

**ACTION**            **Extracting Tables of Contents**

To extract a table of contents from a source file, follow the procedure described earlier in this section under "Extract the Table of Contents or Index."

**NOTE #1**            **Table of Contents for a List of Filenames.** To create a single table of contents across several files, place a command T1 through T9 at the end of the last file, and use:

**CXY4** TX# @*parentfile,targetfile*

Refer to PRINT @ for more information.

**NOTE #2**            **NI Command.** The command NI (No Index) does *not* inhibit execution of this command.

**NOTE #3**            **Requirement.** Each TX command extracts text according to the format established by the corresponding Table of Contents command. For instance, if T1 is not present in your source document (or if it is at the top), TX1 will extract nothing.

## NOTE #4

**Unnumbered Text.** There may be times when you want to produce documents that contain no chapter or section numbers in the text, but do contain the numbers in the table of contents.

When you are preparing such documents, use the LV0 through LV14 commands *instead of* the C0 through C14 commands. The LV commands work like the C commands except that the LV commands do not output numbers when you print.

When you have completed your document and are ready to create the table of contents, use the TX command to save the table of contents to a separate file. TX converts the LV commands to C commands. You can then enter the appropriate DC commands to define the counter values so the printed table of contents will contain section numbers. For more information on the C and DC commands, refer to "Numbering" in Chapter 4.

**FORMAT**     **CAVI** IX# *sourcefile,targetfile*  
# is any digit between 1 and 9.  
*sourcefile* is the file containing marked items.  
*targetfile* is where the index is saved.

**MENU**       **Insert Index Generate**

**PURPOSE**    Each Index command IX1 through IX9 allows you to extract an index from your document and save it to a file separate from the original file. It extracts text from the *sourcefile* and saves it to a *targetfile*. When you use the command IX2, for instance, the source file accumulates text marked with marker X2 and formats it according to the I2 command. The target file is created especially to hold this index.

If you omit the *sourcefile*, XyWrite will extract an index from the document currently displayed. If you omit the *targetfile*, XyWrite will save the index to a file it names INDEX1 (for X1) or INDEX2 (for X2), and so on.

**ACTION**       **Extracting an Index**

To extract an index from a source file, follow the procedure described in "Extract the Table of Contents or Index" earlier in this section.

**NOTE #1**       **Index of a List of Filenames.** To create a single index across several files, place a command I1 through I9 at the end of the last file, and use:

**CAVI** IX# @*parentfile,targetfile*

Refer to PRINT @ for more information.

**NOTE #2**       **NI Command.** The command NI (No Index) does *not* inhibit execution of this command.

**NOTE #3**       **Requirement.** Each IX command extracts text according to the format established by the corresponding index command. For instance, if I1 is not present in your source document (or if it is at the top), IX1 will extract nothing.

**NOTE #4**       **Sort Key.** If you are creating a very large index, you may get the message "Out of memory." One way to avoid this situation is to reduce the number of characters XyWrite uses when it sorts the entries. On the other hand, if your index contains several sublevels, you may want to increase the number of characters used for sorting. To make either change, modify the SK (Sort Key) setting (see "Sorting a List" earlier in this chapter for details about the SK setting).



# User Programming

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## INTRO

XyWrite gives you the ability to write a variety of customized application programs. This section introduces some basic concepts and describes two methods of using XyWrite to write simple programs. The first method, Record Keystroke mode, is the simplest to use. The second method, Program mode, is also easy to use, and allows you to write programs that you can embellish as your programming expertise grows.

"User Programming" begins with a general discussion of programming, describes the procedure for using Record Keystroke mode and its related commands, and ends with a description of Program mode and its related commands.

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# Overview

---

## PURPOSE

**What is Programming?** Programming is a powerful technique that enables you to record any sequence of keystrokes for later execution. You can write your own programs to perform complicated operations, load them to macro keys, and then run them with as few as two keystrokes (for example, **F2** X).

Programming is powerful because it allows you to record and run automatically any keystrokes you can type manually from the keyboard within XyWrite.

The first step in programming is the planning step. Once you work out the various steps for the operation you want to perform, you record the sequence of keystrokes and then run the program. Running the program automatically executes the stored keystrokes one after another, as if you typed them from the keyboard.

There are two ways you can record keystrokes:

- **Record Keystroke Mode**—This mode saves keystrokes in memory as you type them. You can save the keystrokes and replay them later.
- **Program Mode**—In this mode, the keystrokes you type are not processed but are stored in a file so they can be processed later. This mode allows you to write more complex programs than Record Keystroke mode does.

# Record Keystroke Mode Procedure

---

**PURPOSE** Record Keystroke mode records keystrokes that you can save and play back again and again to perform some task. It is an easy way to learn how to use XyWrite's Programming Language.

There are three basic steps involved in Record Keystroke mode:

1. Record the keystrokes.
2. Save the recorded keystrokes to a macro key or to a program file.
3. Run the program.

This procedure takes a look at each of these steps. The individual commands are described in more detail at the end of the procedure.

**ACTION** **Recording the Keystrokes**  
Let's create a program that saves a file:

1. Turn Record Keystroke mode on.  
Press: **Ctrl**K  
XyWrite displays the message "Recording keystrokes" on the status line.
2. Type the exact keystrokes for the procedure you want. For example, to record the keystrokes needed to save a file:  
Press: **F5**  
Type: save  
Press: **F9**
3. Turn off Record Keystroke mode to indicate that the program is complete.  
Press: **Ctrl**K

**ACTION** **Saving the Recorded Keystrokes**  
Once you have completed your program in Record Keystroke mode, you can use the LDRK (Load Recorded Keystrokes) command to assign the program to a macro key or the SAVERK command to save the program to a file. Let's assign the program we just created to a macro key:

Type: **F5**ldr k s **↵**

Result: Your program is loaded to macro key S.

---

## ACTION

### Running the Program

When you want to re-execute the keystrokes you recorded and saved with the LDRK command, you press the macro key to which the program was assigned. For example:

Press: **F2**S

If you use the SAVERK command to store the recorded keystrokes in a file, you can execute the program by using the RUN command. SAVERK and RUN are described later in this section.

FORMAT Ctrl K

MENU

Advanced | Programming | Record...

## PURPOSE

Ctrl K turns Record Keystroke mode on and off. When it is on, you can enter text and execute commands as usual. In addition to processing the keystrokes as you enter them, XyWrite stores them in memory so you can later replay them (see Note #1).

Record Keystroke mode lets you reduce a procedure involving many commands to as few as two keystrokes. For example, if there is a series of Change commands that you execute to reformat draft documents to final format, you could record those commands once, save them on a macro key or in a program file, and reissue them over and over.

## ACTION

**Turning Record Keystroke Mode On and Off**

To turn Record Keystroke mode on:

Press: Ctrl K

Once this mode is on, all the keys you press, whether they perform a function or simply enter text, are recorded in XyWrite's memory.

To turn Record Keystroke mode off:

Press: Ctrl K

## NOTE #1

**Saving Your Programs.** After you press Ctrl K, XyWrite records all your keystrokes temporarily in an internal macro. You can execute the program in this internal macro by using the function call RX, which you can assign to a key.

However, XyWrite clears this macro each time you begin a Record Keystroke mode session. Therefore, you should save your program either to a regular macro key or in a program file. You do this with LDRK (Load Recorded Keystrokes) or SAVERK (Save Recorded Keystrokes). These commands are described on the following pages.

## FORMAT

**CMY4** LDRK #

# is the single letter (A-Z) or number (0-9) or two characters &A-&Z or &0-&9 where you want to save the program created in Record Keystroke mode.

## MENU

**Advanced Programming Save to Macro Key**

## PURPOSE

LDRK (Load Recorded Keystrokes) loads a program created in Record Keystroke mode to a macro key, and clears the temporary macro that contained it. It enables you to run the recorded keystrokes as a program by pressing a macro key.

## ACTION

### Loading Recorded Keystrokes on a Macro

To save the program you just created with Record Keystroke mode to a macro key:

Type: **[F5]**ldr k **[←]**

Result: Your program is copied to the macro key (in memory). You can now run the program by pressing **[F2]**X.

## NOTE #1

**Saving to Disk.** If you want to keep the program loaded on the macro for use after you QUIT XyWrite, use the STSGT command. Refer to Chapter 3 for more information on the STSGT command.

## NOTE #2

**Modifying the Program.** Once you have created a program and stored it on a macro, you cannot edit it. If you make a mistake when recording the keystrokes, you must start the procedure over again by re-recording the keystrokes and re-saving them to the macro. If you save the program to a file (with SAVERK) rather than loading it to a key, you can call the file and edit it.

## FORMAT

**CAVY4 SAVERK d:programfile**

*d:* is the letter (for example A:, B:, C:) you specify for the drive you want.  
*programfile* is the name of the new program file.

## MENU

**Advanced | Programming | Save to File**

## PURPOSE

**SAVERK** (Save Recorded Keystrokes) saves a program created in Record Keystroke mode to a program file so you can execute it as often as you want (see Note #1).

Once the keystrokes are recorded in a program file, you can display the file and edit it using the Program mode procedure described later in this section.

## ACTION

**Saving Recorded Keystrokes**

To save the program you just created in Record Keystroke mode to a file named SAVE.PGM:

Type: **[F5] saverk save.pgm [↵]**

Result: XyWrite creates a new file named SAVE.PGM. (The .PGM extension is not required, but is useful for distinguishing files that contain programs from other types of files.)

## NOTE #1

**Running the Program File.** You execute the stored program with the RUN command, which is described later in this section.

## ALSO SEE

**Related Command.** You can load the program file created with SAVERK to a macro key with the LDPM (Load Program) command.

**FORMAT** **C:XY4** RUN *d:programfile*

*d:* (optional) is the letter of the drive that contains *programfile*.  
*programfile* (optional) is the name of the program file you want to run.

**MENU** **Advanced Programming Run File**

**PURPOSE** RUN causes the specified program file to execute. This means the commands (and text) stored in the program file are executed automatically, as if typed from the keyboard.

**ACTION** **Running a Program File**  
To run a program file — for example, EXERCISE.PGM:

Type: **F5** run exercise.pgm **↵**

**Result:** This command runs the program file named EXERCISE.PGM — the keystrokes stored in that file are automatically processed.

To stop the program (if necessary):

Press: **Ctrl** **Break**

**NOTE** **Shortcuts.** XyWrite remembers the name of the last file run. Therefore, if you enter the RUN command without specifying the name of a program file, XyWrite reruns the most recently run file.

If you want to run a new program but aren't sure of its name, you can build a directory to locate the file and then execute the RUN command while pointing at the program name.

## PURPOSE

Program mode is similar to Record Keystroke mode in that it lets you store a series of keystrokes so you can replay them later. The principal difference between the two is that Program mode does not process the keys as you press them; it records them as keycodes in a program file that you run after program creation is complete.

The basic procedure for Program mode involves six steps.

1. **Plan the Program.** Analyze the steps you'd take if you manually performed the task. You can then prepare a list of instructions to tell your computer how to do the same task automatically. If the task is complex, you may find it helpful to draw a flowchart.
2. **Create or Call a Program File.** A program file is simply a XyWrite text file in which you store commands (and text) for later execution.
3. **Write the Program.** Press **[Scroll Lock]** to turn on Program mode and type the exact keystrokes for the procedure you want. Press **[Scroll Lock]** to turn Program mode off when the program is complete. (If you make a mistake while writing the program, see Note #1.)
4. **Store the Program.** When the program is as you want it, store it on disk. You cannot run your program until it is stored on disk.
5. **Test the Program.** Try out your program to see if you get the results you expected.
6. **Load the Program to a Key.** This step is optional, but it makes using your program easier.

## ACTION

### Creating and Running a Program File

Let's take a look at the simple example of changing a paragraph of text to bold.

1. **Plan the Program.** To change a paragraph to bold, you move the cursor to that paragraph, select it, change the display mode, and restore the selection. Because the position of the paragraph would vary from document to document, locating it must be performed outside of the program. All the other steps can be automated.
2. **Create the Program File.** Use the NEW command to create a new program file. For example, to create a program file named BOLD.PGM:

Type: **[F5]new bold.pgm[Enter]**

Result: XyWrite creates a new (empty) file with the name BOLD.PGM. (The .PGM extension is not required, but is useful for distinguishing files that contain programs from other types of files.)

## 3. Write the Program

- Type: **Scroll Lock** (to turn on Program mode)  
Press: **F4** (to select the paragraph)  
Press: **Ctrl B** (to change to bold mode)  
Press: **Esc** (to restore the selected text)  
Press: **Scroll Lock** (to turn off Program mode)

Result: Once Program mode is on, XyWrite enters the keycode for each subsequent keystroke in your program file. The file should look like this:

**DP BX (MD+BO)M2 ES**

The program code functions as follows:

**DP** selects the current paragraph.

**BX (MD+BO)** puts the selected text in bold mode.

**ES** restores the selected text and resets the current display mode to prevailing mode.

## 4. Store the Program

Type: **F5**store<sup>↵</sup>

## 5. Test the Program. Let's test the program by changing a paragraph in an existing file to bold. For example:

Type: **F5**call chapter.doc<sup>↵</sup>

Move the cursor to the paragraph you want to change to bold.

Type: **F5**run bold.pgm<sup>↵</sup>

Result: XyWrite changes the display mode of the current paragraph to bold. If it did not, review the procedures in Steps 2 through 4. (For more information about the Run command, refer to the earlier section on Record Keystroke mode.)

6. **Load the Program onto a Macro Key.** In the case of BOLD.PGM, the program will be much easier to access if it is loaded to a key.

Type: **[F5]ldpm bold.pgm,b[↵]**

Result: The program is saved to macro B. The status line says DONE. You can now run the program by pressing **[F2]B**.

**NOTE #1**      **Correcting Mistakes.** If you make a mistake while in Program mode, press **[Scroll Lock]** to turn it off. Then correct the mistake. The keyboard functions now work normally — you can use **[Backspace]** or move the cursor around. After correcting the mistake, press **[Scroll Lock]** again to continue recording keystrokes.

**NOTE #2**      **Improving Readability.** For commands executed from the command line, your program will be more readable if you use a carriage return **[↵]** as a replacement for **[F9]**. To do this, follow the command with **[Scroll Lock][↵][Scroll Lock]** rather than **[F9]**. The file STARTUP.INT is written this way; look at it to see how much easier it is to read such a program file.

# Turning Program Mode On/Off

Scroll Lock

FORMAT

Scroll Lock

MENU

Not a menu item.

PURPOSE

Scroll Lock toggles Program mode on and off. When Program mode is on, all the keys you press are recorded in the current file, but they are not processed. You can execute the recorded keys by storing the current file and running it.

ACTION

**Turning Program Mode On and Off**

To turn Program mode on:

Press: Scroll Lock

Result: An "S" appears in bold in the upper right corner of the screen, and the message "Program mode is on. Press Scroll Lock to exit" appears on the status line. Once program mode is on, all the keys you press, whether they perform a function or simply enter text, are recorded in the current file as keycodes.

To turn Program mode off:

Press: Scroll Lock

FORMAT **COPY** LDPM *d:programfile,#*

*d:* is the letter of the drive that contains *programfile*.

*programfile* is the existing program file you want to load.

*#* is the single letter (A-Z) or number (0-9) or two characters &A-&Z or &0-&9 where you want to save the program file.

MENU **Advanced | Programming | Save to Key**

PURPOSE LDPM (Load Program) loads a program file onto the specified macro key so you can run the program file with an **F2** key (rather than with the RUN command).

You can assign programs to two different kinds of macros:

- Macros A-Z and 0-9. You normally run this kind of program from the keyboard using **F2**# (which accesses the function calls @A-@Z or @0-@9).
- Macros &A-&Z and &0-&9. You run this kind of program from any key where you have assigned the corresponding function call &A-&Z or &0-&9 in your keyboard file, or with the FUNC command (such as FUNC &A).

To see how LDPM fits into the overall programming procedure, refer to the earlier section "Program Mode Procedure."

ACTION **Loading a Program onto a Macro Key**

To load a program onto a macro key:

1. **Load the program.** To load the program file EXERCISE.PGM onto macro X:

Type: **F5**ldpm exercise.pgm,x **↵**

Result: The program file is copied to the macro key (in memory). You can now run the program file EXERCISE.PGM by pressing **F2**X.

2. **Store the Macro Key.** (Optional) If you wish to keep this program file loaded on the macro key for use at future editing sessions (after you QUIT), use STSGT. Refer to STSGT in Chapter 3.

NOTE #1 **Removing a Program.** To delete a program that is stored on a macro key, use the REMOVE command as described in Chapter 3.

ALSO SEE **Related Command.** The LDRK (Load Recorded Keystrokes) command assigns a program written in Record Keystroke mode to a macro key.

**FORMAT**     **CALL P** *t comment*

*t* (optional) is length of the pause, in seconds. (The default is 1 second.)  
*comment* (optional) is any message you want displayed on the command line during the pause

**MENU**       Not a menu item.

**PURPOSE**    When entered in a program file, P (Pause) causes the program execution to pause for one second. For longer pauses, you can specify the amount of time you want. You may find the pause useful for slowing down the program sequence, or for viewing intermediate results before they flash by.

## **ACTION**       Pausing During Execution

For example, let's add a pause of three seconds to the beginning of the XyWrite startup file STARTUP.INT (which is a program file).

1. Use CALL to call the program file.  
     Type: **[F5]call startup.int [↵]**
2. After turning on Program mode, type the Pause command on the first line of STARTUP.INT.

Press: **[Scroll Lock]**

Type: **[F5]p 3**

Press: **[Scroll Lock]**

Press: **[↵]**

(The first time you press **[Scroll Lock]**, XyWrite turns on Program mode and displays an "S" at the top right of the screen. The second time you press **[Scroll Lock]**, XyWrite turns off Program mode and the "S" disappears.)

Result: The first line of STARTUP.INT now contains code that looks like this:

**BC p 3<**

The program code functions as follows:

**BC** (Blank Command Line) clears the command line.

**p 3** pauses the program for 3 seconds.

**<** executes the PAUSE command.

4. Run the program. To observe the pause:

Type: `[F5]run startup.int[↵]`

Result: Notice that the sequence pauses at the beginning.

**FORMAT**     **Ctrl-Y PFUNC ##**

## is a two-letter function call.

**MENU**        Not a menu item.

**PURPOSE**    When you have Program mode on and press a key, the function call associated with that key is entered into the program file. The PFUNC command lets you enter a XyWrite function call into your program file when that function call is not assigned to a key. PFUNC gives you a lot of flexibility in creating your program files, and eliminates the need to assign seldom-used function calls to a key.

## **ACTION**        **Using the PFUNC Command**

Let's suppose you are creating a program in which you want to clear the command line, but leave the cursor in the text area. The function call for this action is CH (Clear Header), which is not typically assigned to a key. To enter it in your program:

1. Make sure Program mode is off.
2. Type: **[F5] pfunc ch [Enter]**

**Result:** A bold CH appears in your program file. When you run the program, XyWrite will clear the command line without moving the cursor there.

**ALSO SEE**    **Related Command.** The FUNC command allows you to execute any of the two-letter function calls directly from the command line. Refer to "Keyboard File" in the *Customization Guide* for more information.

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The first part of the paper discusses the importance of understanding the cultural context of the research. It highlights the need for researchers to be sensitive to the values and beliefs of the communities they are studying. This is particularly important in the field of health care, where cultural differences can significantly impact patient outcomes and the effectiveness of interventions.

The second part of the paper focuses on the methodology used in the study. It describes the process of selecting participants, collecting data, and analyzing the results. The authors emphasize the importance of using a mixed-methods approach, which combines quantitative and qualitative data to provide a more comprehensive understanding of the research topic.

The third part of the paper presents the findings of the study. It discusses the results of the quantitative analysis, which showed a significant correlation between the variables being studied. The authors also present the results of the qualitative analysis, which provided insights into the experiences and perspectives of the participants.

The final part of the paper discusses the implications of the findings for practice and policy. It suggests that the results of the study can be used to inform the development of culturally sensitive health care interventions and policies. The authors also discuss the limitations of the study and suggest areas for future research.