

***Hyperion™***  
***IN:SCRIBE™***  
***Guide***

## HYPERION IN:SCRIBE GUIDE

This manual is a non-technical user's guide that describes the IN:SCRIBE text editing system. IN:SCRIBE can be used to write memos, reports and letters. Programmers may use IN:SCRIBE to create both programs and data files.

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This equipment generates and uses radio frequency energy and if not installed and used properly -- that is, in strict accordance with the manufacturer's instructions -- may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Relocate the computer with respect to the receiver.
- Move the computer away from the receiver.
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet, prepared by the Federal Communications Commission, helpful:

"How to Identify and Resolve Radio-TV  
Interference Problems"

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 004-000-00345-4.

#### FCC REQUIREMENTS

- 1) The Federal Communications Commission (FCC) has established rules which permit the Hyperion to be directly connected to the telephone network. A jack is provided by the telephone company; jacks for this type of customer-provided equipment will not be provided on party lines or coin lines.

- 2) If the Hyperion is malfunctioning, it may also be causing harm to the telephone network. The Hyperion should be disconnected until the source of the problem can be determined and until repair has been made. If this is not done, the telephone company may temporarily disconnect service.
- 3) The telephone company may make changes in its technical operations and procedures. If such changes affect the compatibility or use of the Hyperion, the telephone company is required to give adequate notice of the changes.

#### Company Notification

- 4) Before installing the Hyperion to the telephone network, the telephone company must be provided with the following:
  - a) Your telephone number
  - b) The FCC registration number
  - c) The ringer equivalence number
  - d) The USOC jack required

Items b, c, and d are indicated on the equipment label.

The telephone company should also be notified when the Hyperion is permanently disconnected from the line.

#### Service Requirements

- 5) In the event of equipment malfunction, all repairs will be performed by Dynalogic Info-Tech Corporation, or an authorized agent of Dynalogic Info-Tech Corporation.

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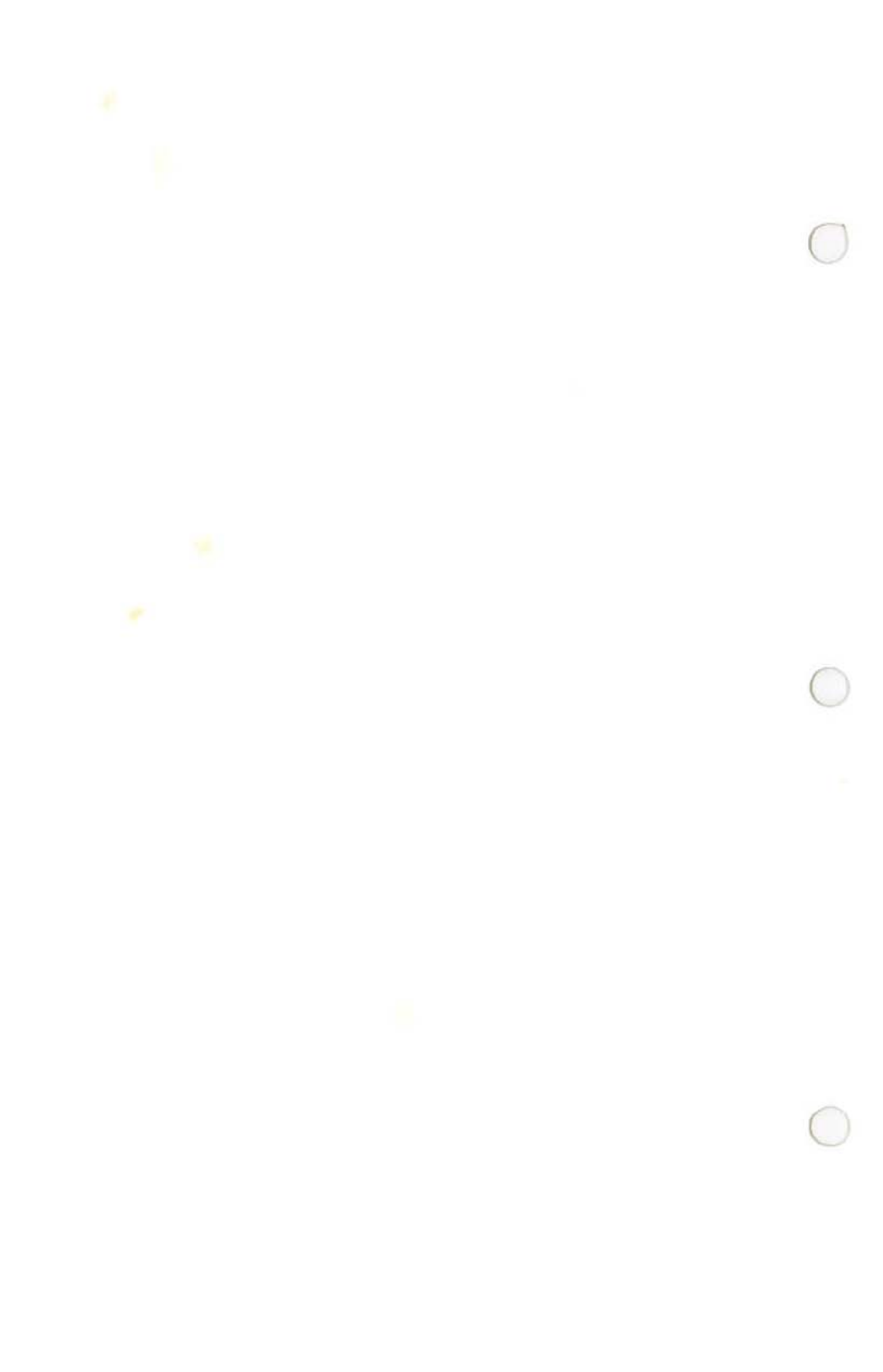
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## INTRODUCTION

Much of the work you will be doing on the Hyperion will involve the entering and storing of information. You need to create files to store programs, memos, letters, reports, data.

The IN:SCRIBE executive text editor has been provided to allow you to accomplish those tasks in an easy to understand straightforward manner. This user guide describes how to use the IN:SCRIBE system in detail. This Hyperion IN:SCRIBE Guide is divided into three parts:

- Part I - Tutorial**, guides you through a few exercises that will allow you to quickly become adept at using many of the Hyperion's IN:SCRIBE capabilities.
- Part II - Basic Concepts**, describes some of the key ideas upon which IN:SCRIBE is based. You should understand these concepts if you are to use IN:SCRIBE effectively.
- Part III - IN:SCRIBE Command Reference**, describes each IN:SCRIBE command detail. Examples are given for some of the more complex commands. The commands are listed alphabetically in Section 10.

The Hyperion IN:SCRIBE Guide is one of eight available Hyperion manuals:

- 1) The Hyperion Setup Guide, which was the first book you read about the Hyperion, describes first-time setup procedures. The setup guide also contains a quick reference to all the Hyperion commands.
- 2) This Hyperion User Guide is second in the series. It describes how to use the Disk Operation System (DOS), and the single-line text editing system EDLIN.
- 3) A Hyperion Programmer Guide. This is a BASIC and Assembler manual and explains these sophisticated programming languages which you may wish to use when you become more familiar with your Hyperion.
- 4) Then there is a user guide written for each of the other software systems sold with the Hyperion: **IN:TOUCH**, the communications system; **MULTIPLAN (TM)**, the worksheet system; **1-2-3**, a data base management system; and **Aladin** a performance-oriented information processing system.



## Part I

### TUTORIAL

#### 1. INTRODUCTION

The first part of this guide is an IN:SCRIBE tutorial. Its objective is to guide you step-by-step through the IN:SCRIBE procedures needed to do basic word processing tasks: creation of files, inserting text, basic editing, and saving files.

#### Assumptions

It is assumed that you are already familiar with the Disk Operating System (DOS) as described in the Hyperion User Guide, since this DOS is the necessary operating system from which IN:SCRIBE is first accessed, and to which IN:SCRIBE relinquishes control after an editing session.

#### Organization of this Tutorial

This tutorial is divided into 9 sections:

- Section 2 describes how IN:SCRIBE is accessed from DOS.
- Section 3 shows how to enter text into a file.
- Section 4 shows how to move the cursor about the IN:SCRIBE display screen.
- Section 5 describes how to correct text that has already been entered.
- Section 6 describes the more advanced editing concepts: adjusting and justifying.
- Section 7 describes the setting of left and right margins.
- Section 8 describes how to name and save a new document (file).
- Section 9 summarizes the concepts presented in this tutorial.

After this tutorial has been completed, you should read Part II of this guide. Part II describes the basic IN:SCRIBE concepts in detail. When actually using IN:SCRIBE, refer to Part III for a detailed description of all IN:SCRIBE commands and how they are to be used.

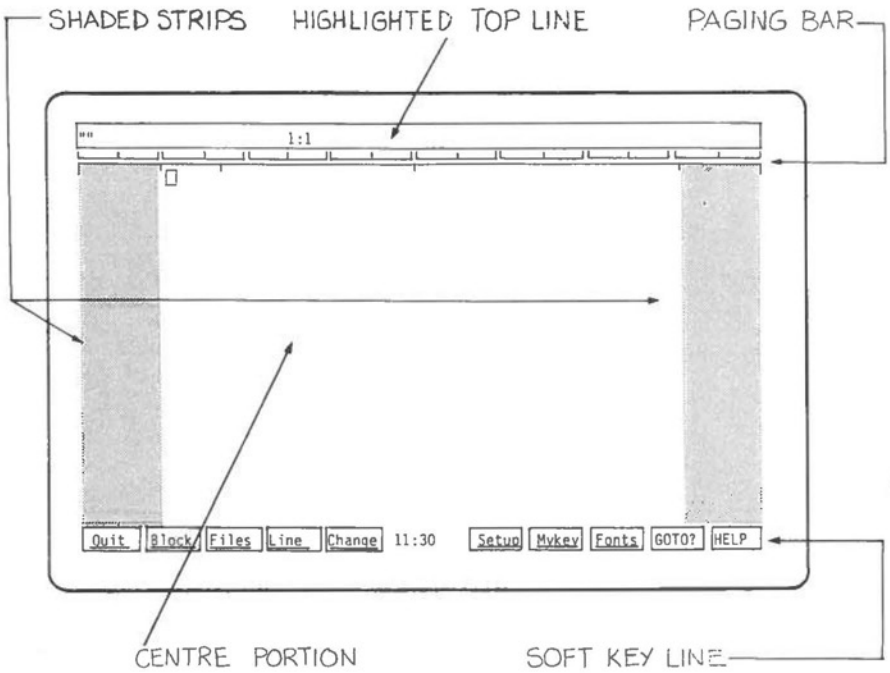


Fig. I-1 - The IN:SCRIBE screen format.

## 2. ACCESS IN:SCRIBE FROM DOS

IN:SCRIBE is a special program that is accessed from the Disk Operating System (DOS) by entering the command EDIT. One of the soft keys (F7) can be used to type in this command.

### STEP

- 1) Make sure that you are in the DOS system. The DOS soft key line should be displayed.
- 2) Insert the Master IN:SCRIBE diskette into drive A.
- 3) Press the soft key **F7** in DOS.  
The word EDIT appears on the screen at the cursor position.
- 4) Press the **Rtn** key.

After a second or so, the screen will clear, and the IN:SCRIBE screen will appear, as shown in Fig. I-1.

Note that the soft key command labels have changed from those displayed in the DOS system. The IN:SCRIBE soft key commands are described in detail in Part III.

A blinking rectangular cursor waits, for input or instructions, in the upper left of the screen.

### STEP

- 5) Remove the Master IN:SCRIBE Diskette from drive A and insert a previously formatted diskette.

...continued



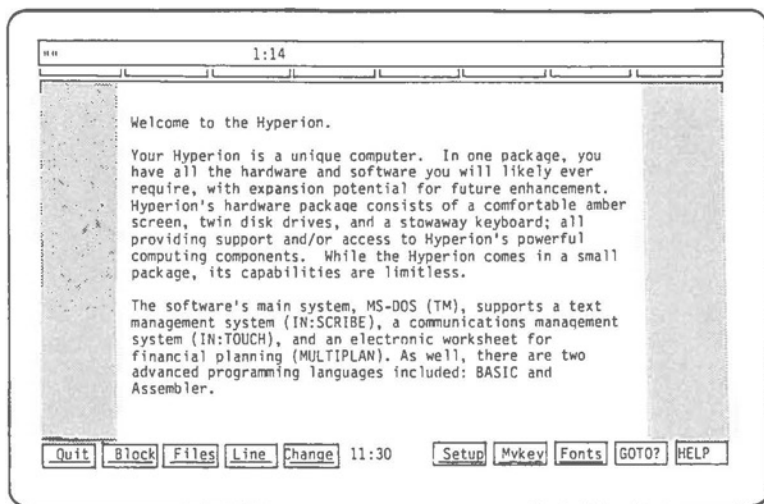


Fig. I-2 - Text, as it looks entered onto the Hyperion screen.

### 3. ENTER TEXT

#### STEP

- 6) Press the **Rtn** key once. This creates a blank line at the top of your document.
- 7) Using the alphanumeric portion of the keyboard, alphanumeric enter the text shown in Fig. 1-2 at left. Do not press the **Rtn** key when you come to the end of a line. Press the **Rtn** key only when you reach the end of a paragraph.
- 8) Do not attempt to correct any of your typing mistakes at this time.

...continued

You will notice that when you reach the right margin, the cursor automatically returns to the left margin of the next line. This "carriage return" function is automatic.

The **Tab** and **Shift** keys operate as on a regular typewriter.

Text is shown on the IN:SCRIBE screen in the exact form in which it will be stored and eventually printed. This enables you to see what your final document will look like.

The number in the highlighted bar at the top of the screen should have changed from 1:1 to approximately 1:14. The number after the colon shows that the cursor is on the 14th line of your document.

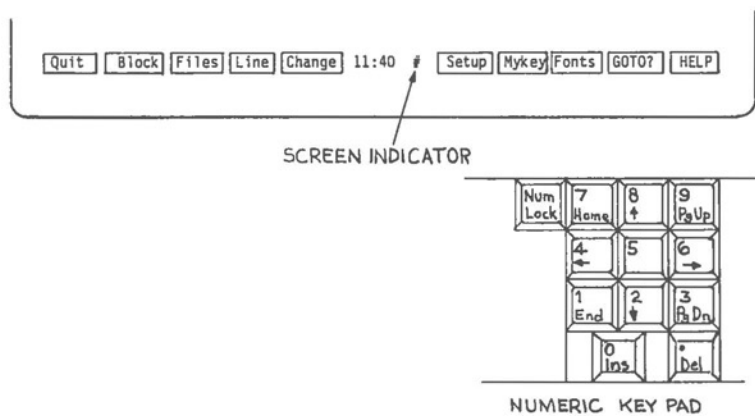


Fig. I-3 - The cursor-numbers keypad, the Num Lock key, and the screen indicator.

#### 4. MOVE THE CURSOR

The cursor (the flashing rectangle) not only shows where text will be entered. The cursor also identifies the position where the next edit (IN:SCRIBE) command is to take effect. Many cursor movement keys are provided, so that you can quickly move through a file.

Cursor movement is controlled by the cursor-number keypad on the right of your Hyperion keyboard. The number keys 2, 4, 6 and 8 have arrows on them, as well as numbers. Refer to Fig. I-3 at left.

##### STEP

- 9) Press the **Num Lock** key several times, and look at the center of the soft key line while you are doing so.

You notice that, for every second time you push the **Num Lock** key, a small octothorpe (#) appears in the middle of the soft key line.

When this octothorpe is not displayed, it means that you can use the cursor-number keypad to move the cursor about the screen.

##### STEP

- 10) Press the **Num Lock** key until the octothorpe disappears.

...continued

The labels on the keys are self-descriptive. An arrow pointing up moves the cursor up, an arrow pointing right moves the cursor to the right, etc.

**Character-By-Character****STEP**

- 11) Strike, in turn, each of the cursor control keys. Notice how the cursor moves in the direction of the arrow.
- 12) Hold each key down for a longer period. Note how the cursor, after pausing for a second, moves rapidly in the direction indicated.

**Word-By-Word**

The **Ctrl** key can be used together with the cursor keypad keys, to enhance the cursor movement.

**STEP**

- 13) Hold down the **Ctrl** key on the left of your keyboard while pressing the **left arrow** key several times. Notice how the cursor jumps back word-by-word.
- 14) Hold down the **Ctrl** key and press the **right arrow** key several times. Note how the cursor moves to the right word-by-word.

...continued

In this manual, we use the convention "**Key 1 + Key 2**" as a shorthand for "Hold down Key 1 while pressing Key 2". For example, you have just used **Ctrl + left arrow**, and **Ctrl + right arrow**.

**Paragraph-By-Paragraph****STEP**

- 15) Press **Ctrl + up arrow**. Notice how the cursor moves up to the beginning of the previous paragraph. Press **Ctrl + up arrow** several times.
- 16) Press **Ctrl + down arrow**. Notice how the cursor moves down to the beginning of the next paragraph. Press **Ctrl + down arrow** several times.

**The Home, End, and Other Keys**

Several other keys are also available for you to use.

**STEP**

- 17) Press the **Home** key. The cursor moves to the beginning of the line.
- 18) Press the **End** key. The cursor moves to the end of the line.
- 19) Hold down the **Ctrl** key and press the **Home** key. This puts the cursor back "home" in the upper left corner of the display screen.
- 20) Hold down the **Ctrl** key, and press **End**. This moves the cursor to the end of the text on the currently displayed screen.

...continued

**HELP for the Cursor Movement Keys**

The labels on the cursor keypad describe their usual action. Pressing the **F10** (HELP) soft key displays a HELP screen to describe the results of pressing the cursor keypad keys in combination with the **Ctrl** key.

**STEP**

21) Press **F10** (HELP).

The screen changes to display the cursor movement functions available using the **Ctrl** key.

22) Press any key (except **Brk**, **Ctrl**, **Alt**, or **Shift**) to return to your original display.

...continued

## 5. CORRECT YOUR TEXT

Using the numeric keypad keys, you can now correct the mistakes that you have perhaps included in your IN:SCRIBE file.

### Delete Text

Press the **Del** key to delete the character at the cursor position.

Pressing **Ctrl + Del** will delete the complete line containing the cursor.

### Insert Text

Pressing an alphanumeric key will normally replace the letter at the cursor position. This is an easy way of correcting typographical errors.

To insert text, you must first press the **Ins** key to push the other letters aside and give yourself a new character space, then you must enter the required character into that space.

Press the **Ins** key to insert one extra space to the right of the cursor.

If long strings of text need to be inserted, you can press **Ctrl + Ins**. The word "Inserting" appears in the highlighted bar at the top of the screen.

#### STEP

- |   |
|---|
| <p>23) Press <b>Ctrl + Ins</b>. Note the word "Inserting" at the top of the screen.</p> <p>24) Enter the words "<b>new text</b>". Notice how the existing text is pushed to the right as you enter the letters.</p> |
|---|

...continued



STEP

- 25) Press **Ctrl + Ins** again. The word "Inserting" disappears from the top of the screen.
- 26) Press the **Del** key eight times. This deletes the word "new text" from the text.
- 27) Using the cursor-number keypad, and the **Ctrl**, **Ins** and **Del** keys, go back and correct any mistakes you made when you originally entered the text.

...continued

## 6. ADJUST AND JUSTIFY YOUR TEXT

### Adjust Text

After using the cursor keypad to make your corrections you will probably have certain lines that are too short. IN:SCRIBE can adjust your text, paragraph by paragraph.

Adjusted text is text that shows as many words as possible on each line, without going beyond the margins.

The command to adjust text is on the soft key line called CHANGE.

#### STEP

- 28) Press the soft key F5 (Change) to access the CHANGE soft key line labels.
- 29) Press **Ctrl + up arrow** or **Ctrl + down arrow** to move the cursor to the beginning of the second paragraph. We are assuming that the first paragraph "Welcome to the Hyperion." does not need adjusting.
- 30) Press F8 (ADJUST). The screen blanks out for an instant. When the text reappears, it has been readjusted.
- 31) Press F8 again. The text in the last paragraph has now been adjusted.

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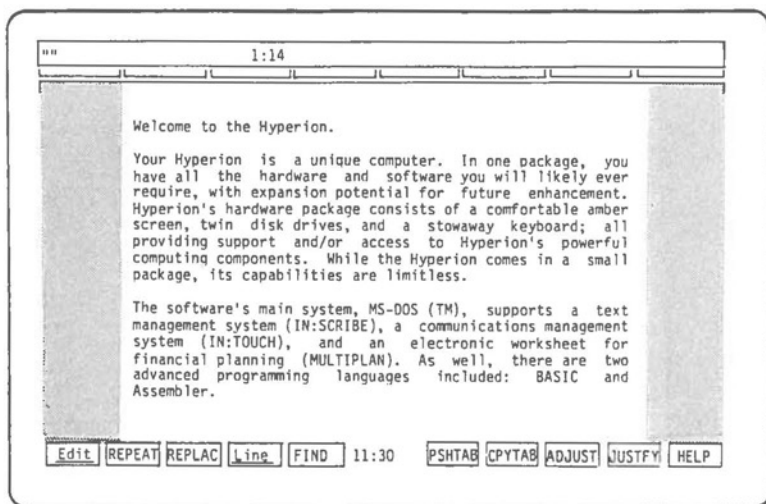


Fig. I-4 - The text, after it has been right justified.

### Right Justify Text

It is also possible to right adjust each line of a paragraph so that a straight (justified) right margin is produced. Spaces are automatically inserted between words to produce this effect.

#### STEP

- 32) Press **Ctrl + Home** to move the cursor back up to the top left of your text.
- 33) Press **F9 (JUSTFY)**. You will notice that no change has taken effect. The paragraph was too short to be right justified. The cursor moves to the beginning of the next paragraph.
- 34) Press **F9** again. When the text reappears, the paragraph has a straight, justified, right margin.
- 35) Press **F9**. The whole text should now be right justified, as shown in Fig. I-4.

You may be surprised to find that your first paragraph seems to have disappeared. It is still in the file, however. IN:SCRIBE has simply moved it up "above" the screen.

#### STEP

- 36) Press the **Pg Up** key. This will bring the first paragraph back into view.

...continued

Most of the files you will create will be much longer than the 24 lines available on the Hyperion screen. You can, perhaps, consider the screen as a "window" through which you look at your file.

The Pg Up and Pg Dn and Ctrl + Pg Up and Ctrl + Pg Dn keys move this "window" up and down through the file so that you can look at and edit the parts you are interested in.

## STEP

37) Press F1 (Edit). This will return the main EDIT soft key line.

...continued

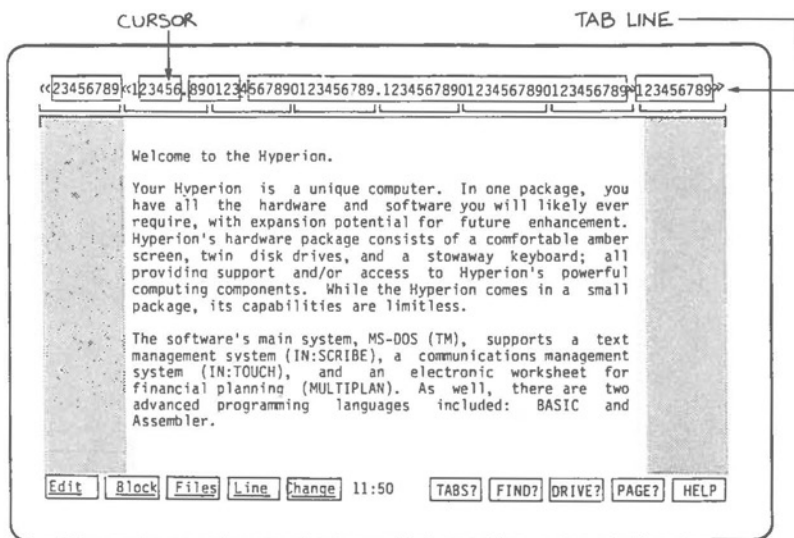


Fig. I-5 - The tab line at the top of the IN:SCRIBE screen.

## 7. SET A NEW LEFT AND RIGHT MARGIN

### STEP

- 38) Look at your current soft key label line. Key F6 is labelled **Setup**.
- 39) Press F6. The soft key labels change to those shown in Fig. I-5. Key F6 is now labelled **TABS?**
- 40) Press F6 again.

A numbered "tab line" will now be displayed on the top line of the screen, and the cursor will be moved temporarily to that line.

Currently, there will be a left margin at column 10, a right margin at column 70, and tab stops at column 17 and 40. A double left bracket identifies the left margin, a double right bracket the right margin, and periods identify the tab stops.

### STEP

- 41) Using the left and right arrows on the cursor control keypad, move the cursor to column 17, and press any left bracket key on your keyboard. A double left bracket appears on the tab line in column 17.
- 42) Move the cursor to column 60 and press any right bracket key. A double right bracket appears on the tab line at column 70. Note that you now have three sets of right brackets. Only the innermost set will affect the text margin setting.
- 43) Then press the **Rtn** key. The tab line disappears.

...continued

You have set a new left margin at column 17 and a new right margin at column 60.

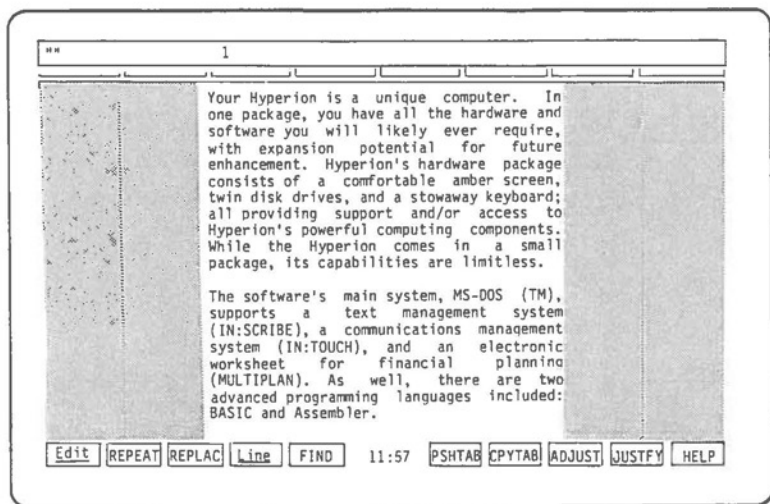


Fig. I-6 - Text, after it has been adjusted and right justified to the new margins.

The shaded areas to the left and right of the screen leave that part of the screen clear which will contain your text.

### Adjust Your Text to the New Margins

#### STEP

- 44) Press **F5** (Change) to access the **CHANGE** soft key label line.
- 45) Press **Ctrl + Home** to return the cursor to the top of the file.
- 46) Press **F8** (ADJUST) to adjust the first
- 47) Press **F8** again to adjust the second paragraph.
- 48) Press **F8** again to adjust the third paragraph.
- 49) Press **Ctrl + Pg Up** to return the cursor to the beginning of the file.
- 50) Right justify each paragraph (as described in Steps 31 to 34). Your text should now look like it is shown in Fig. I-6.

...continued



## 8. NAME AND SAVE YOUR DOCUMENT

You will want to save the documents you enter into the Hyperion, for later reference and use. Pressing the appropriate soft keys enables you to do this.

### Save Your Document

#### STEP

- 51) Press the **F1** (Edit) soft key. This displays the main EDIT soft key label line.
- 52) Press **F1** again. This time the label was **Quit**. This displays a soft key line used to finish (Quit) an edit session.
- 53) Press **F10**, the **HELP** key, to display information about the three options this soft key line offers you.

The **HELP** information for these soft keys warns you that the **MOSAV!** key throws away all your text. The **SAVDOC** key, though, saves the text into a permanent file. The **DIR/P** key is used to look at the names of the files already saved on the diskette.

#### STEP

- 53) Press **Rtn** to clear the **HELP** display.
- 54) Press the **F3** (**SAVDOC**) soft key.

...continued

**Name Your Document**

You must now give your document a name. IN:SCRIBE is prompting you to enter the filename. The flashing cursor waits in the top highlighted line of the screen.

**STEP**

- |  |
|--|
| 56) Type the characters <b>A:FIRST.TRY</b>                       |
| 57) Press the <b>Rub Out</b> key to backspace over any mistakes. |
| 58) Press <b>Rtn.</b>  |

...continued

Your document will be saved in its exact present form into a file called "FIRST.TRY" on the diskette in drive A of the Hyperion.

The familiar system prompt C: will be redisplayed, to indicate that the Hyperion is waiting for a command. As well, the soft key labels being displayed are now the same as they were before you pressed the EDIT soft key command to access IN:SCRIBE. You have successfully completed a Hyperion edit session, and are now back in DOS.

## 9. SUMMARY OF CONCEPTS

In this tutorial you have learned how to:

- access the IN:SCRIBE text editor,
- enter text into the system, and correct mistakes,
- move the cursor about the screen,
- set new margins,
- adjust the text to these new margins, and
- save the new document into a diskette file.

You have also gained more experience in using soft key lines to enter commands, and have been introduced to the following features:

- **AUTOMATIC CARRIAGE RETURNS.** When you are entering text, IN:SCRIBE automatically wraps the text around to the next line for you.
- **CURSOR CONTROL KEYPAD** and **Ctrl KEY** to move the cursor about the screen.
- **PRESSING THE Rtn KEY** to enter a blank line.
- **INSERTING AND DELETING** text.
- **THE TABS LINE** used to set left and right margins (and tabs).
- **ADJUSTING TEXT** to fit within newly defined margins.
- **JUSTIFYING TEXT** to create a straight right margin.
- Viewing the Hyperion display screen as a **WINDOW** through which you look at a file. By pressing the **Ctrl, Pg Up** and **Pg Dn** keys, you can move this window up and down the file.
- **FILE NAMING.** When you save your document, you give it a name up to 8 characters in length, followed by a period and an optional name extension of up to 3 characters.

These are only a few of the editing commands available in IN:SCRIBE. Remember, there are 9 soft key lines, each having from two to seven commands. All are described in Part III of this guide.

#### LAST STEP

59) Read Part II of this guide, then proceed to use IN:SCRIBE to create files for your programs, memos, letters, reports, and stored data.



## Part II

### BASIC CONCEPTS

#### 1. INTRODUCTION

The IN:SCRIBE system is a customized use of the Hyperion equipment for a word processing application. As such, a user should become familiar with certain basic concepts, described in this part of the IN:SCRIBE guide.

#### What You See Is What You Get

The document you create and edit is displayed on the screen in exactly the same form in which it is stored and printed. Each edit command you enter changes the screen. With IN:SCRIBE, unlike most text processors, you see what you are creating as you create it.

#### Organization of this Part

Part II is organized to describe the following basic IN:SCRIBE concepts:

- \* The procedure to access IN:SCRIBE from the disk operating system (DOS), and to exit from IN:SCRIBE back into DOS, described in Section 2.
- \* The IN:SCRIBE display screen, and the IN:SCRIBE status indicators that are displayed on this screen, are described in Section 3 and 4.
- \* How to enter IN:SCRIBE commands is described in Section 5.
- \* How to move the cursor about the screen is described in Section 6.
- \* The use of special keyboard keys is described in Section 7.
- \* The soft key lines and how they are used is described in Section 8.

**Organization of this Part (cont)**

- \* Basic terms used when describing text entry are described in Section 9.
- \* Printing is described in Section 10.
- \* Finally, error messages and some basic error clearing procedures are described in Section 11.

**2. ACCESSING IN:SCRIBE (TM) FROM DOS**

The Disk Operating System (DOS) is Hyperion's main operating system. To access IN:SCRIBE:

**STEP**

- 1) Make sure you are in DOS; that the main DOS soft key line is displayed, and that the Master IN:SCRIBE Diskette, or copy, is in drive A.
- 2) Press the soft key **F7 (EDIT)**.  
  
This enters the command word **EDIT** onto the screen. You are still in DOS. The system waits for you to enter parameters to this command.
- 3) Press **Rtn.**

OR

enter the parameters, edit the command line if necessary, and then press **Rtn.**

You can enter four parameters:

- a) the drivespec (A:, B: or C:) of the drive containing the file that you intend to edit;
- b) the filespec of that file;
- c) the drivespec of the drive to contain the file in which the edited text is to be stored;
- d) the filespec of that file.

You may enter any, or none, of these parameters. If any parameter is missing, however, the system makes certain assumptions. For example, if the drivespec is missing, the system assumes that the corresponding file is on the currently accessed drive (usually drive C). If the second filespec is stored in the first file.

When accessing IN:SCRIBE, you will usually only enter one filespec, since you are usually more interested in saving disk space than in keeping a copy of the original unmodified file.

### To and From DOS

Entering the above EDIT command line loads the IN:SCRIBE software from the master diskette (or copy) into the Hyperion's internal memory. Once this is done, the screen shown in Fig. II-1 appears. The first IN:SCRIBE soft key line, the EDIT soft key line, is displayed at the bottom of the screen. You are then prompted to begin entering edit commands.

### LAST STEP

- 4) If you have a single-drive Hyperion, remove the Master IN:SCRIBE Diskette, or copy, from drive A, and insert the working diskette containing the file(s) you intend to edit;

OR

If you have a two-drive Hyperion, you can insert the working diskette either into drive A, as above, or into drive B.

After you finish editing the file, entering the appropriate IN:SCRIBE command (SAVDOC) stores your edited information in a file, and returns you to DOS. Using DOS file management commands, you can then display or print the file.



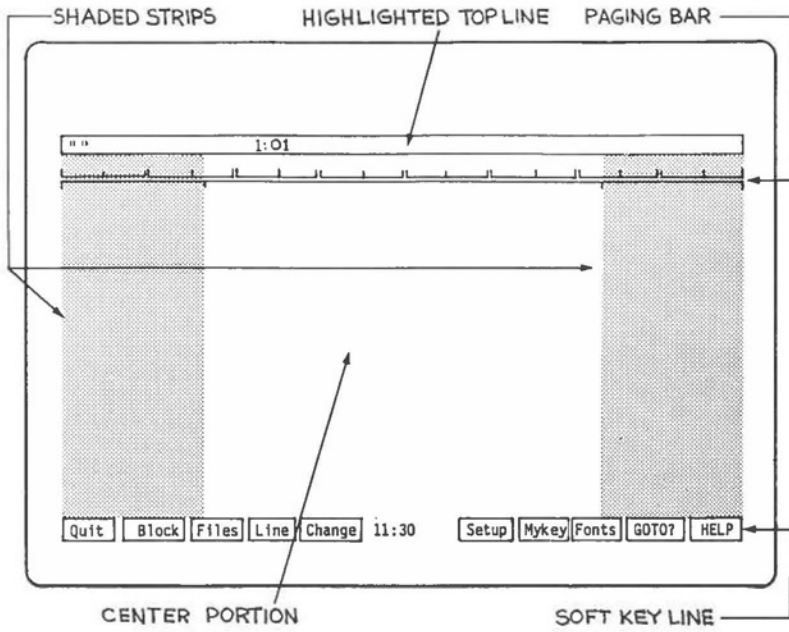


Fig. II-1 - The display screen, as it appears when you first access IN:SCRIBE (TM).

### 3. THE IN:SCRIBE DISPLAY SCREEN

The display screen in IN:SCRIBE provides all of the information needed when editing text:

- \* The **highlighted line** at the top of the screen displays:
  - the name of the file being edited, if one is already known to the editor.
  - the actual page and line number of the cursor location in the document that you are currently accessing.
  - several IN:SCRIBE status indicators, as described in Section 4 below.

Note that during some IN:SCRIBE commands, this line is used to display specific questions and your response to these questions.

- \* The **center portion** of the screen displays the portion of the file you are working with. A complete screenful of the file is always displayed, in the form in which it will later be stored and printed.
- \* The center portion of the screen also is bounded on the right and left by a **shaded vertical strip**. These indicate the left and right margins of the text.
- \* From time to time a line of double bars appears across the screen. It has tick marks every five columns across the top, and tickmarks at every tab stop across the bottom. This double bar is a "**paging**" bar. It provides a firm visual indication of where one page will end and the next will begin when you print the file being edited.
- \* The line of highlighted boxes across the bottom of the screen is, as in DOS, the soft key line. In IN:SCRIBE, this **soft key** line contains text editing commands. Pressing the appropriate soft key F1 to F10 immediately executes the command shown in the highlighted box. You do not need to press Rtn.

#### 4. THE IN:SCRIBE STATUS INDICATORS

The top line of the IN:SCRIBE screen is used to inform the user that various modes of operation are in force. The status indicators displayed there, and the editing modes they identify, are:

- \* **"Inserting"** (autoinsert mode)  
Every new character that is entered on a line will push all subsequent characters on that line to the right. This mode is turned on (or off) by using the **Ctrl + Ins** keys or by pressing **Rtn**.
- \* **"Defining Block"** (defining block mode)  
You have started defining a block, but have not finished defining it. (See the description of the **DEFINE** command on Page III-12.)
- \* **"Block Defined"** (moving/copying mode)  
A block has been completely defined and the cursor is free to move to another location. (See the descriptions of the **CPYBLK** and **MOVBLK** commands in Part III.)
- \* **"Learn n"** (learning mode)  
You have started assigning keystrokes to a Mykey but have not yet finished the process. (See the description of the **LEARN** command on Page III-62.)
- \* **"Mykey n"** (execute mode)  
You have pressed a Mykey, and the system is executing the keystrokes you have previously assigned that Mykey. "n" is the Mykey number (between 1 and 8).
- \* **"Searching"** (search mode)  
IN:SCRIBE is looking for the character string that was previously assigned by the **FIND?** command. (See the descriptions of the **FIND**, **FIND?** and **REPLACE** commands in Part III.)

...continued

- \* **"No Wrap"** (autowrap is turned off)

No right or left margins, or tab stops, are currently set (right and left margins = 0), and automatic wraparound of words that touch the right margin is therefore turned off. Use the TABS? function on the SETUP soft key line to correct this situation by reassigning right and left margins and tab stops, if it is not what you want.

## 5. ENTERING IN:SCRIBE COMMANDS

### Soft Key Commands

IN:SCRIBE commands are entered by pressing the appropriate soft key F1 to F10. This executes the command displayed in the corresponding soft key label across the bottom of the IN:SCRIBE screen. Part III describes each of these IN:SCRIBE commands in detail.

### Cursor Movement

The actual entry of text, however, is controlled by moving the flashing block cursor across (and up and down) the screen, and by pressing the alphanumeric keys on the Hyperion keyboard. The corresponding letters and numbers appear at the cursor position on the screen.

### Special Keys

Text entry, and cursor movement, are controlled by special keys and key combinations. Sections 6 and 7 describe these special keys and related functions.

### Summary

In all, the organization of soft keys and special keys are designed to make it easy to create and edit files. You will appreciate this the more you use this Hyperion editor.

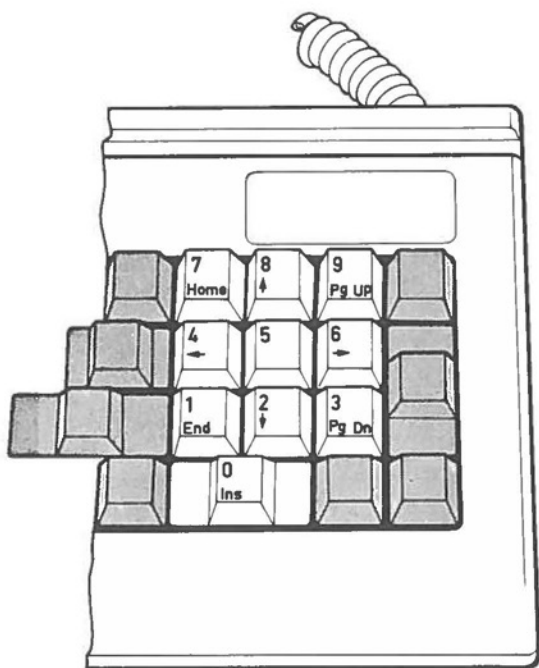


Fig. II-2 - The cursor-number keypad is used to move the cursor about the screen.

## 6. MOVING THE CURSOR ABOUT THE SCREEN

The flashing rectangle on the screen is called the cursor. It is the point of reference. Many edit commands use the cursor position to begin their action. Also, when entering text, the characters appear on the screen at the cursor position.

You therefore need to be able to move this cursor about on the screen so that you can tell the system where you want the edit commands to take effect.

The cursor-number keypad keys are used to move the cursor about the screen. The cursor-number keypad keys may also be used to enter numbers.

### Using the Cursor-Number Keypad

To put the keypad into numeric mode, you may press the **Num Lock** key. An octothorpe (#) then appears in the centre of the soft key label line on the bottom of the screen. To access cursor control functions, you may press the **Num Lock** key again. The octothorpe disappears and subsequent use of the keypad will move the cursor.

Alternatively, you may leave the keypad in cursor control mode, and use the **Shift** key to access the numbers. For instance, when the octothorpe is not on the screen, pressing **Shift** while pressing the **up arrow** key will type an 8 on the screen.

The cursor-number keypad cursor movement functions are described in Table II-A below.

Table II-A  
CURSOR-NUMBER KEYPAD INDIVIDUAL KEY FUNCTIONS

KEY	FUNCTION (when # is absent)
->	Move the cursor to the next character on the current line. If the cursor is at the right margin, move it to the first character from the left margin on the next line. ( <u>Next Character</u> )

...continued

Table II-A (cont)  
 CURSOR-NUMBER KEYPAD INDIVIDUAL KEY FUNCTIONS

KEY	FUNCTION (when # is absent)
<-	Move the cursor to the previous character on the current line. If the cursor is at the left margin, move it to the first blank character to the right of the last word on the previous line. ( <u>Previous Character</u> )
↑	Move the cursor up one line through the document. ( <u>Previous Line</u> )
↓	Move the cursor down one line through the document. ( <u>Next Line</u> )
Home	Move the cursor to the left margin of the current line. ( <u>Front of Line</u> )
End	Move the cursor to the first blank character to the right of the last word in the current line. ( <u>End of Line</u> )
Pg Up	Move the cursor to the first line after the previous paging bar. ( <u>Previous Page</u> )
Pg Dn	Move the cursor to the first line after the next paging bar. ( <u>Next Page</u> )
Del	Delete the character at the current cursor position, pulling all subsequent characters on this line to the left. ( <u>Delete Character</u> )
Ins	Insert a space at the current cursor position pushing all subsequent characters on this line to the right. ( <u>Insert Space</u> )

Table II-B  
 CURSOR-NUMBER KEYPAD COMBINATION KEY FUNCTIONS

KEY	FUNCTION (when # is absent)
Ctrl + ->	Move the cursor to the next start of word. ( <u>Next Word</u> )
Ctrl + <-	Move the cursor to the previous start of word, which may of course be the start of the current word. ( <u>Previous Word</u> )
Ctrl + ^	Move the cursor to the previous start of paragraph. ( <u>Previous Paragraph</u> )
Ctrl + v	Move the cursor to the next start of paragraph. ( <u>Next Paragraph</u> )
Ctrl + Home	Move the cursor to the left margin of the top-most currently displayed line of the document. ( <u>Upper Left</u> )
Ctrl + End	Move the cursor to the first blank character to the right of the last word in the last currently displayed line of the document. ( <u>Lower Right</u> )
Ctrl + Pg Up	Move the cursor to the top of the document. ( <u>Top</u> )
Ctrl + Pg Dn	Move the cursor to the left margin of the line immediately following the last word in the document. Stops at marked lines. ( <u>Bottom</u> )
Ctrl + Del	Line delete. Deletes line at cursor position, pulling all subsequent text up one line. ( <u>Line Delete</u> )
Ctrl + Ins	Enter/Exit insert mode. ( <u>Insert Mode</u> )



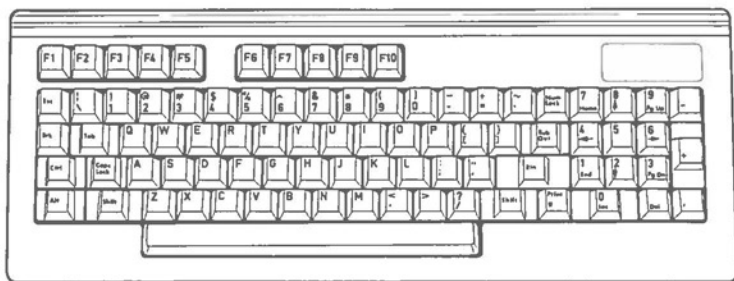


Fig. II-3 - The Hyperion keyboard, showing the special keys.

## 7. SPECIAL KEYS USED WITHIN IN:SCRIBE

The Hyperion keyboard is your means of entering text and then entering the IN:SCRIBE commands to manipulate this text. The special keys (shown in Fig. II-3) are used to enter commands, and enhance and/or alter the functions of other keys.

These special keys are gathered in three groups: to the left of, to the right of, and above the alphanumeric section of the keyboard.

**Table II-C**  
**SPECIAL KEYS - Above the Alphanumeric Keyboard**

KEY	FUNCTION
F1 to F10	The soft keys. These keys perform many functions, depending on the soft key line displayed at the bottom of the screen. Those corresponding to highlighted boxes with upper case labels enter commands. Keys corresponding to lower case labels are used to move you to different soft key lines, which have different sets of commands.

**Table II-D**  
**SPECIAL KEYS - On the Left Side**

KEY	FUNCTION
Esc	Cancels some operations. It is also used in IN:SCRIBE to allow input of unusual characters. Use this key with caution.
Brk	Cancels many operations. It is used in IN:SCRIBE to quickly stop an operation in progress such as GETFIL, or REPLACE. Use this key with extreme caution!

...continued

Table II-D (cont)  
SPECIAL KEYS - On the Left Side

KEY	FUNCTION
<b>Ctrl</b>	This key is used in conjunction with other keys to provide new meanings and enhancement to the other keys. In IN:SCRIBE, for instance, <b>Ctrl + Rtn</b> is an "upwards return". <b>Ctrl</b> is a "supershift" key.
<b>Alt</b>	<b>Alt(ernate)</b> is used in conjunction with other keys to provide new meaning to those keys. After the <b>Esc</b> key has been pressed, the ASCII code for any character may be typed in on the numeric keypad while the <b>Alt</b> key is being held down. The appropriate character is then generated as soon as the <b>Alt</b> key is let up. <b>Alt</b> is another "supershift" key.
<b>Tab</b>	<b>Tab</b> is used to move the cursor to the next tab stop along a line. Note that there is no backtab key. A backtab is entered by holding down the <b>Shift</b> key and pressing the <b>Tab</b> key.
<b>Caps Lock</b>	<b>Cap(itals) Lock</b> is used to switch the alphabetic keys (only) on the keyboard between upper and lower case. It is analogous to the shift lock key found on most typewriters, but has been renamed because only alphabetic characters are affected. The punctuation and numeric keys are not affected. When upper case lock is in effect, an upwards arrow appears next to the time on the bottom line of the screen.
<b>Shift</b>	This key enters the shifted value for any other key. When the keyboard is in normal (lower case) mode, holding the <b>Shift</b> key while pressing an alphabetic character enters the upper case value for that character. When the <b>Caps Lock</b> key has been used to force upper case operation, holding the <b>Shift</b> key while pressing an alphabetic character enters the lower case value. The <b>Shift</b> key has the same effect when used in conjunction with the keys in the numeric keypad.

Table II-E  
SPECIAL KEYS - On the Right Side

KEY	FUNCTION
<b>Num Lock</b>	This key is used with the cursor-number keypad for the control of cursor movement.
<b>Rub Out</b>	This key backspaces and erases the character directly to the left of the cursor. If the cursor is at the left margin, striking this key has no effect.
<b>Rtn</b>	<p>When text is being entered, pressing <b>Rtn</b> ends the entry on the current line and moves the cursor to the beginning of the next line. This "carriage return" is done automatically when the text being entered reaches the right margin. During editing, <b>Rtn</b> is also used to insert a line in the middle of text.</p> <p>For some IN:SCRIBE commands, <b>Rtn</b> signals the end of input on the command line (the top line of the screen) and tells the computer to respond to the command.</p>
<b>Print</b> *	This key enters an asterisk when used in IN:SCRIBE. To print the contents of a file, use the DOS commands TYPE or (preferably) COPY.

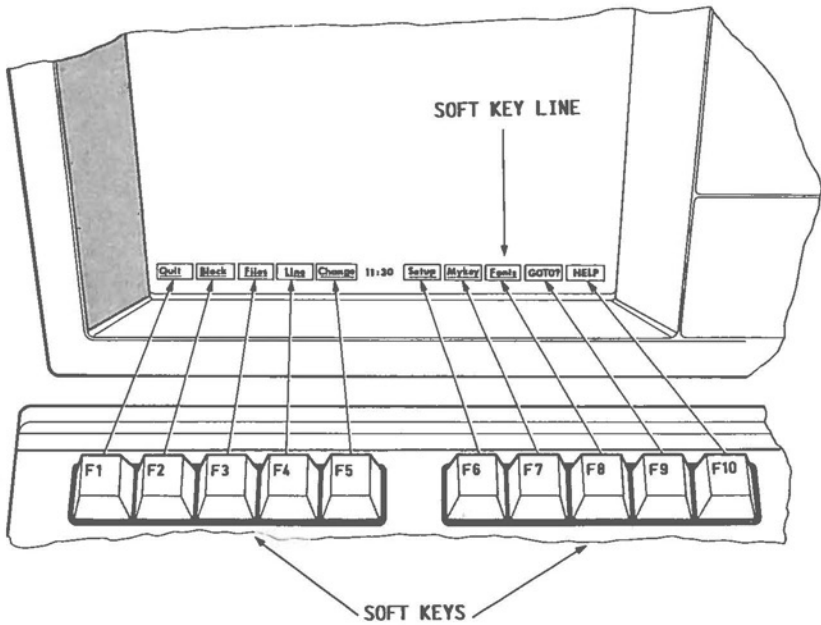


Fig. II-4 - The IN:SCRIBE soft key line display.

## 8. THE SOFT KEY LINES

The soft keys are located across the top of your keyboard. They were designed to be used with the soft key line displayed on the bottom of your screen to enable swift and accurate editing.

The soft keys represent the command or feature displayed on the soft key label line. Pressing F3, for instance, will have different results depending on which soft key line is currently being displayed.

The soft key label line is displayed on the bottom line of the screen. The upper case labels are commands, and the lower case underlined labels move you to other soft key lines.

- \* Pressing a key with a lower case underlined label will change the soft key line display you are in to the one on the label. A new soft key label line appears, with new commands for you to use.
- \* Pressing a key with an upper case label initiates an IN:SCRIBE command. Some of these commands have a global effect, that is, they affect the whole file. Others only affect a smaller portion of text, i.e., a block, paragraph, or a line. Some commands are used in combination with others.

Fig. II-4 shows the soft key line as it appears on the screen. There are nine soft key lines you can call up in IN:SCRIBE. The EDIT line is the master soft key line: all other IN:SCRIBE soft key lines may be reached from it. The other lines have some limited access to each other, as well.

Each line has a HELP key, F10. Pressing F10 generates a screenful of information about the soft key line that you are currently working with. By making extensive use of this HELP feature the first few times you use IN:SCRIBE, you will quickly learn all of the editor's capabilities.

## 9. ENTERING TEXT

### Overstrike

When you type any characters from your keyboard into the IN:SCRIBE screen, they appear at the cursor position. Normally, any new characters you type will replace existing characters. This is referred to as character overstrike.

The easiest way to correct a misspelled word is to overstrike the incorrect characters in the word. For example, if the word "mastake" was typed, it could be corrected by moving the cursor to the first "a", and typing an "i".

### Autowrap and No Wrap

In this normal typing mode, IN:SCRIBE automatically performs carriage returns, if a right margin shading strip of at least one space wide is shown on the screen. This feature is known as autowrap.

If the right margin is removed, though, the right of the screen itself becomes the right "margin". Normal autowrapping of words that reach the right edge of the screen is turned off in this case, and the words No Wrap appear at the top of the screen as a warning.

### Insertion, Deletion and Automatic Insertion

Often, the **Ins** and **Del** keys at the bottom of the number keypad, are used to correct typing errors: For example, if the word "mstake" was typed, it could be corrected by moving the cursor to the "s", pressing the **Ins** key, and typing an "i". If "misstake" was typed, it would be corrected by moving the cursor to the first (or second) "s", and pressing the **Del** Key.

A second typing method is available to IN:SCRIBE users, that allows entry of new characters without overstriking existing characters. This method is referred to as autoinsert.

Pressing **Ctrl + Ins** turns autoinsert typing on and off. When auto-insert is in effect, the message **Inserting** appears on the top line of the screen. Any characters entered from the keyboard simply push all other text on the line along and they are entered.

Note that autoinsert mode is automatically turned off if any cursor movement key is used to move the cursor away from the current line.

### **Deleting a Word, Part of a Line, or a Whole Line**

Pressing the soft key command **DELWRD** deletes the word at the cursor position.

Pressing the soft key command **DELEND** deletes all text on a line to the right of the cursor position.

Pressing **Ctrl + Del** deletes the line in which the cursor is positioned.

### **Entering Special Characters**

It is possible to type characters into the IN:SCRIBE screen that do not even appear on the Hyperion keyboard.

The Hyperion Programmer Guide contains a table of all possible characters, with corresponding numeric codes.

These characters can be entered by first pressing the **Esc** key, and then holding down the **Alt** key while typing the numeric code on the Hyperion's numeric keypad.

Most of these characters cannot be printed and are therefore of limited value.



## 10. PRINTING

One of the most important functions of the Hyperion is its connection to and manipulation of a printer. After having created or edited a file, you are usually interested in printing it out.

There are two ways to print out a file: directly, from the screen; and indirectly, by copying a file to the printer.

### Printing from the Display Screen

To use a printer as a typewriter, first access the DOS system, then press **Ctrl + Print**. Anything that is subsequently displayed on the screen will then be printed on the printer. Pressing **Ctrl + Print** a second time cancels the printing process.

To print a file in this way, you would first press **Ctrl + Print**, then press **F3 (TYPE/P)** from the Files soft key line and enter, as parameter, the file you wish to print. Erasing **/P** from the command cancels the screen advance prompt statement normally displayed at the bottom of each screen.

Note that, when using **Ctrl + Print**, everything that is displayed on the screen will be printed out.

### Printing a Whole File

A more convenient way of printing a file involves the following steps.

#### STEP

- 1) Make sure you are in the DOS system and have accessed the DOS soft key line.
- 2) Press **F4 (MODE)**. The main Mode screen display should appear.
- 3) Press the spacebar three times, to move the cursor to the LPT1 item. Press **Rtn**.

The LPT1 screen should appear.

...continued

## STEP (cont)

- 4) By pressing the appropriate cursor movement (arrow) keys, and the spacebar, move the block cursor to highlight "External" on the 4th line of the screen.
- 5) Type in the filename (do not enter the extension) of the printer interface filter file, and press Rtn.

The printer interface file contains information that translates Hyperion commands into commands that the printer can understand. This interface file is different for each printer.

To be able to create such an interface file, you would have to have a fairly good knowledge of programming, or you can contact your Hyperion dealer and ask to have this file supplied.

You may assign any name to such a file. The filename extension, however, must be "prn".

## STEP

- 6) Press Rtn. This redisplay the main MODE display screen. The "Update" item is highlighted.
- 7) Press Rtn for yes. The Update screen appears.
- 8) Press the spacebar once to move the highlighted cursor to "SaveA".
- 9) Press Rtn. This save the new mode settings to the user diskette which should be in drive A. The cursor returns to the item labelled Dos.
- 10) Press Rtn. The system returns to the DOS system and DOS soft key line display.

...continued

Then, whenever you wish to print a file:

STEP

- 11) Press the **COPY** soft key command (F6 on the FILES soft key line in DOS).
- 12) Enter the drivespec and filespec of the file.
- 13) Press the spacebar once to insert a blank space.
- 14) Enter "**prn**".
- 15) Adjust the paper in your printer.
- 16) Press **Rtn** on the Hyperion.

The file will be printed out on the printer.

## 11. ERROR MESSAGES

The following error messages can be displayed:

- \* **RAN OUT OF ROOM** on the bottom left of the screen.

This indicates that, while doing some editing function, you have run out of computer space needed to process the function.

Press the **Rtn** key. This saves the file, deleting only the last line. Press **Rtn** again. This returns you to DOS. You can avoid this message by using **SAVALL** more frequently.

- \* **OUT OF BUFFER SPACE** on the bottom left of the screen.

This indicates that the memory space needed for editing the file has become too small.

Press the **Rtn** key. This saves the file, deleting only the last line. Press **Rtn** again. This returns you to DOS. Such a message indicates that your file is getting too large for IN:SCRIBE to handle. You should split your file into two or more files, using the **SAVBLK** command.

- \* **FILE IS TOO LARGE** displayed when trying to edit a file. The file contents are not displayed.

Your file is too large for IN:SCRIBE.

Press **Rtn** to return to DOS. Then split your file into two by using **EDLIN**, as described in the Hyperion User Guide.

**Error Messages (cont)**

- \* **Printer Problem. Retry or Disable for 30 seconds [RD]?**

Indicates that the current printer interface file and/or MODE settings in DOS, are not compatible with the printer that is attached to your Hyperion.

Enter D or R and press Rtn. Wait 30 seconds until the DOS prompt reappears on the screen, then either change your printer interface file, or the MODE settings, or both.

Part III

Section 1

EDIT SOFT KEY LINE - MOVE TO OTHER SOFT KEY LINES

The EDIT soft key line:

Quit	Block	Files	Line	Change	Setup	Mykey	Fonts	GOTO?	HELP
------	-------	-------	------	--------	-------	-------	-------	-------	------

The QUIT soft key line:

Edit	SAVDOC	NOSAV!						DIR/P	HELP
------	--------	--------	--	--	--	--	--	-------	------

The BLOCK soft key line:

Edit	DEFINE	Files	CANCEL	JMPBLK	MOVBLK	CPYBLK	Fonts	DELBLK	HELP
------	--------	-------	--------	--------	--------	--------	-------	--------	------

The FILES soft key line:

Edit	Block	SAVALL	GETFIL	CLEAR!	SAVBLK	ADDBLK	DRIVE?	DIR/P	HELP
------	-------	--------	--------	--------	--------	--------	--------	-------	------

The LINE soft key line:

Edit	PAGTOP	NOTTOP	MARK	Change	PSHTAB	CPYTAB	SPLIT	UNDO	HELP
------	--------	--------	------	--------	--------	--------	-------	------	------

The CHANGE soft key line:

Edit	REPEAT	REPLAC	FIND	FIND?	DELWRD	DELEND	ADJUST	JUSTFY	HELP
------	--------	--------	------	-------	--------	--------	--------	--------	------

The SETUP soft key line:

Edit	Block	Files	Line	Change	TABS?	Mykey	DRIVE?	PAGE?	HELP
------	-------	-------	------	--------	-------	-------	--------	-------	------

The MYKEY soft key line:

Edit	REPEAT	LABEL	LEARN	Others	MYKEY1	MYKEY2	MYKEY3	MYKEY4	HELP
------	--------	-------	-------	--------	--------	--------	--------	--------	------

The FONTS soft key line:

Edit	UNDBLK	BOLBLK	CLRBK	Change	SUB	SUPER	UNDER	BOLD	HELP
------	--------	--------	-------	--------	-----	-------	-------	------	------

Fig. III-1 - The EDIT soft key line enables you to move to the other IN:SCRIBE soft key lines.

## 1. EDIT SOFT KEY LINE - MOVE TO OTHER SOFT KEY LINES

The EDIT soft key line is the main IN:SCRIBE (TM) soft key line. From it you can move to any of the other soft key lines. The selections are:

### SELECTIONS

- F1) Accesses the **QUIT** soft key line described in Section 2.
- F2) Accesses the **BLOCK** soft key line described in Section 3.
- F3) Accesses the **FILES** soft key line described in Section 4.
- F4) Accesses the **LINE** soft key line described in Section 5.
- F5) Accesses the **CHANGE** soft key line described in Section 6.
- F6) Accesses the **SETUP** soft key line described in Section 7.
- F7) Accesses the **MYKEY** soft key line described in Section 8.
- F8) Accesses the **FONTS** soft key line described in Section 9.
- F9) **GOTO?** allows an immediate jump to any line on any page in your document as described on Page III-2.
- F10) **HELP** displays a screenful of information about editor functions available using the Ctrl key in conjunction with other keys.

Pressing **Ctrl + F10 (HELP)** at any time displays the soft key map (similar to that shown in Fig. III-1 at left) for the IN:SCRIBE text editor.



**GOTO? - Jump to a Specific Line.**

**DESCRIPTION**

GOTO? is used to put the cursor at the front of a specific line on any page in a document, even if that page is currently not on the display screen.

**USER INTERACTION**

**STEP**

- 1) Press **F9** (GOTO?) on the EDIT soft key line.

The system asks:

**GOTO which page?**

on the highlighted line at the top of the screen.

- 2) Press **Rtn**, if the number that is displayed is the one you want;

OR

Enter a new number, and then press **Rtn**.

The system asks:

**GOTO which line on page x?**

- 3) Press **Rtn**, if the line number that is displayed is the one you want;

OR

Enter a new number, and then press **Rtn**.

GOTO? Command (cont)

The cursor will immediately be positioned at the requested page and line.

At any time, if you wish to cancel the GOTO?, press the Esc key twice. Your cursor will remain in its current position.

**SEE ALSO**

The PAGE? key on the SETUP soft key line is used to define the number of lines per page, and therefore the number of lines between page bars.



Part III

Section 2

QUIT SOFT KEY LINE - QUIT EDITING AND RETURN TO DOS

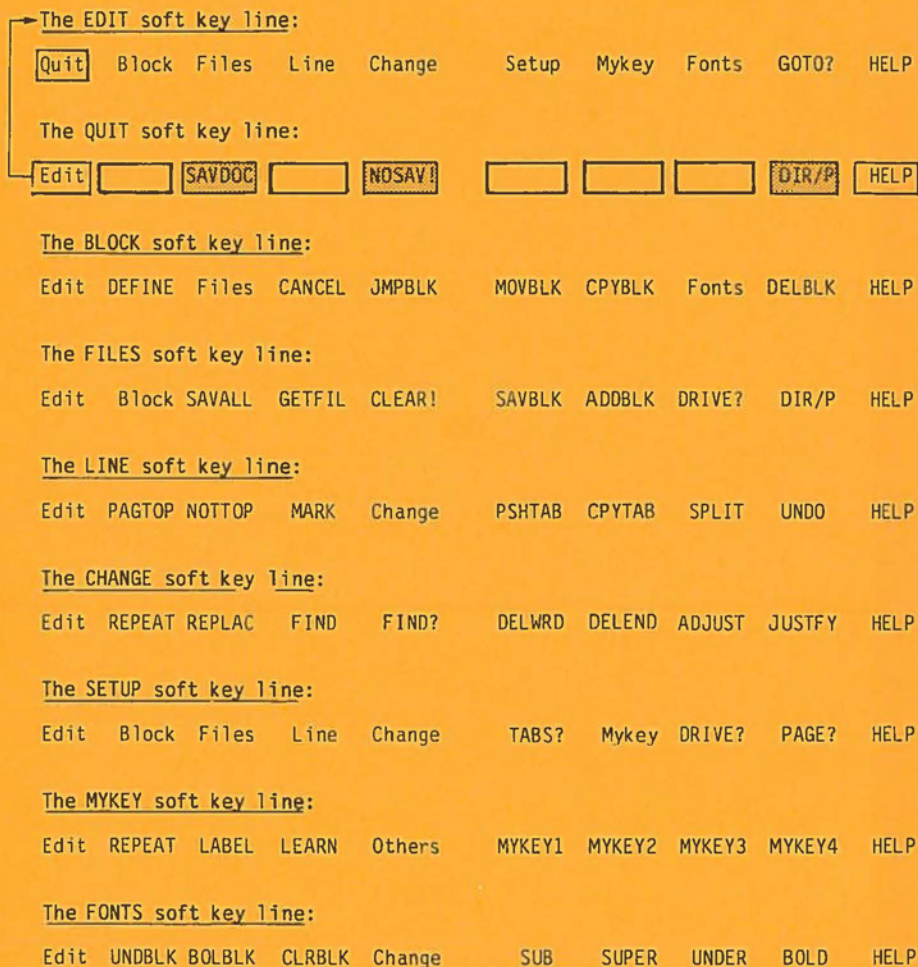


Fig. III-2 - The QUIT soft key line.

## 2. QUIT SOFT KEY LINE - QUIT EDITING AND RETURN TO DOS

The QUIT soft key line has three edit commands:

- \* Pressing F3 (SAVDOC) names and saves the file that is currently displayed on the scrddd
- \* Pressing F5 (NOSAV!) erases all work done since the last save operation.
- \* Pressing F9 (DIR/P) displays the names of selected files on a diskette in either drive A or B of the Hyperion. It is similar to the DIR command available in DOS.

If you decide not to quit, you may continue editing by pressing the Edit (F1) soft key.

## **SAVDOC - Save the Document, and Return to DOS**

### **DESCRIPTION**

SAVDOC saves your document into a diskette file, after asking you to enter or edit a filespec for the document.

### **WARNINGS**

Once you have given a filename, SAVDOC will use the text on the screen to replace any diskette file which has the specified name. The original version of the file will be automatically copied into a file with the same name, but the extension **.BAK**.

Be sure to SAVDOC your document into permanent storage: a diskette in either drive A or drive B. Drive C is erased when you perform a system restart, or when you turn off the Hyperion.

### **USER INTERACTION**

#### **STEP**

- 1) Press the **SAVDOC** key (F3) on the QUIT soft key line. The question:

**Save to what file?**

appears on the top highlighted line, together with the drivespec and filespec, if previously specified.

- 2) Edit (or enter) the destination drivespec (A: or B:) and filespec, and press **Rtn**.

OR

Press the **Esc** key twice to cancel the Quit-SAVDOC request.

**SAVDOC Command (cont)**

If you press **Esc** twice, you will be left in the editor exactly where you left off. Press the **Edit** key (**F1**) to move to the **EDIT** soft key line.

If you press **Rtn**, the document you have edited will be saved into the specified file. If the file already exists, it will first be automatically copied into a file with the same filename, but with the filename extension **.BAK**, then the file you are saving will be saved into the specified file. This provides protection against destroying existing files. If the **.BAK** file already exists as well, you will be asked for permission to overwrite it (replace its contents).

**ERROR MESSAGES**

The following error message may appear:

- \* **RAN OUT OF ROOM** at the bottom left of the screen.

Press **Rtn** anyway. The system stores your original file under the filename extension of **.BAK** and transfers your edited file back onto the destination diskette. Pressing **Rtn** a second time returns you to the **DOS** system. The last line of your file is deleted.

**SEE ALSO**

The **FILES** soft key line (Section 5.11) allows you to save your document (**SAVALL**) and remain in the editor. The **DIR/P** key on this same **QUIT** soft key line allows you to look up filenames on a diskette.



**NOSAV! - Return to DOS without Saving the Document**

**DESCRIPTION**

NOSAV! erases all work done since the last save operation, and returns the user to DOS. It first prompts for permission to discard your work.

**WARNING**

Any changes made in your document since the last save operation will not be saved: i.e., the file will remain as it was when it was first brought to the screen, or when it was last saved using the SAVALL key on the FILES soft key line.

**USER INTERACTION**

**STEP**

- 1) Press the **NOSAV!** soft key (F5) on the QUIT soft key line. The statement:

**Press Del to discard and quit.**

appears in the top highlighted line.

- 2) Press **Del** to discard the work since the last file save, and to return to DOS;

OR

Press any other key to continue editing.

If you decide not to discard your document, you may then press the **Edit** key (F1) to move to the EDIT soft key line.

**SEE ALSO**

The FILES soft key line (Section 4) allows you to discard your document (**CLEAR!**) and remain in the editor. You may then begin editing a new file, or use the **GETFIL** key to access another existing file.

**DIR/P - Look up Filenames on a Diskette****DESCRIPTION**

**DIR/P** allows you to view directory information from a diskette mounted in either Hyperion drive. Only selected groups of filespecs need be displayed if desired.

**USER INTERACTION****STEP**

- 1) Press the DIR/P soft key (F9) on the QUIT soft key line. The DIR/P command is displayed on the top highlighted line of the screen, together with the current drivespec (A: or B:).
- 2) Edit (or enter a new) drivespec, and filespec if needed. You may use DOS wildcard characters (\* and ?) to define a group of files to be looked up.
- 3) Press **Rtn.**

The screen will clear temporarily, and IN:SCRIBE will list all files that match the drivespec/filespec combination you entered.

**EXAMPLES**

The drivespec and filespec **A:\* .TXT** will list all files on the diskette in drive A that have the filename extension **.TXT**.

The drivespec and filespec **B:LETTER??.\*** will list all files on the diskette in drive B that have filenames formed by the characters "L-E-T-T-E-R" and two more characters, and that have any filename extension.

**SEE ALSO**

The explanation of the **DIR** command in Hyperion User Guide provides more information about wildcarding and directories.



Part III

Section 3

BLOCK SOFT KEY LINE - MANIPULATE BLOCKS OF TEXT

The EDIT soft key line:

Quit **Block** Files Line Change Setup Mykey Fonts GOT0? HELP

The QUIT soft key line:

Edit SAVDOC NOSAV! DIR/P HELP

The BLOCK soft key line:

Edit
DEFINE
Files
CANCEL
JMPBLK
MOVBLK
CPYBLK
Fonts
DELBLK
HELP

The FILES soft key line:

Edit **Block** SAVALL GETFIL CLEAR! SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK Change PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line:

Edit REPEAT REPLAC FIND FIND? DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit **Block** Files Line Change TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN Others MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change SUB SUPER UNDER BOLD HELP

Fig. III-3 - The BLOCK soft key line.

### 3. BLOCK SOFT KEY LINE - MANIPULATE BLOCKS OF TEXT

The BLOCK line has six edit commands:

- \* Pressing **F2** (DEFINE) enables you to highlight portions of text as a "block".
- \* Pressing **F4** (CANCEL) removes the highlighting from a block of text on the screen.
- \* Pressing **F5** (JMPBLK) moves the cursor to the beginning of a defined block.
- \* Pressing **F6** (MOVBLK) moves a block of text to a new location in the document.
- \* Pressing **F7** (CPYBLK) copies a previously highlighted block to another location in the document.
- \* Pressing **F9** (DELBLK) deletes the block of text presently highlighted, from the file.

Other block manipulation commands are available on the FILES soft key line (SAVBLK, ADDBLK), and on the FONTS soft key line (UNDBLK, BOLBLK, CLRBLK). For that reason, it is possible to directly access those two soft key lines from the BLOCK soft key line:

- \* Pressing **F3** (Files) displays the FILES soft key line (Section 4).
- \* Pressing **F8** (Fonts) displays the FONTS soft key line (Section 9).

## DEFINE - Highlight a Block of Text

### DESCRIPTION

DEFINE enables you to highlight portions of text as a "block", which may then be treated as a single entity.

### WARNING

Only one block may exist at a time. Some actions, like DELBLK, are irreversible. A distinction is made between moving and copying a block of text.

### USER INTERACTION

#### STEP

- 1) Press **DEFINE** soft key (F2) on the **BLOCK** soft key line. This turns on the block definition mode. The statement:

#### **Defining Block**

is displayed in the highlighted line at the top of the screen.

- 2) Move the cursor forward. As the cursor moves, the text between it and its initial position is highlighted,
- 3) Press **DEFINE** again. This turns off the block definition mode. The statement:

#### **Block Defined**

now appears on the prompt line, and will stay there as long as a defined block exists in the document.

### SPECIAL NOTE

Pressing any other block-oriented key changes the status from **Defining Block** to **Block Defined**. In other words, as soon as you do something to a block, IN:SCRIBE assumes you have finished defining the complete block.

**CANCEL - Unhighlight a Block of Text****DESCRIPTION**

The CANCEL key "turns off" the definition of a block, as soon as it is pressed. No further block operations may be performed until a new block is defined. Note that the cursor may be anywhere in the document, not necessarily near the defined block, when the CANCEL key is pressed. The **Block Defined** message is cancelled along with the definition of the block.

**JMPBLK - Go to a Block of Text****DESCRIPTION**

The JMPBLK key moves the cursor to the beginning of a defined block, as soon as it is pressed. This is used to return to a defined block, when you have moved somewhere else in the document. Of course, the block reappears on the screen.



## MOVBLK - Move a Block of Text

### DESCRIPTION

The MOVBLK key moves a defined block to a new location in the document, as soon as the MOVBLK key is pressed. The block remains defined, at its new location. You must **CANCEL** the block if its definition as a block is no longer useful.

### WARNING

This operation does **not** copy the block to the new location, but "picks it up" and moves it to the new location. It is simultaneously removed from its original location.

Using MOVBLK may realign the page tops for all subsequent pages in your document. Check them, using the Pg Up and Pd Dn keys.

### USER INTERACTION

#### STEP

- 1) Define your block first, using the **DEFINE** soft key and cursor movement keys.
- 2) Press **DEFINE** a second time to indicate that the block has been defined.
- 3) Move the cursor to the location where the block is to be moved. Note that the block will be placed after the cursor position.
- 4) Press the **MOVBLK** soft key (F6) on the **BLOCK** soft key line.

The document is automatically adjusted to fill in where the block was, and to make room where it will be. This affects the appearance of the document at the original location, and at the new location.

### SEE ALSO

The **CHANGE** soft key line (Section 6) offers two ways of readjusting paragraphs that are left in an untidy state by a block operation: **ADJUST** and **JUSTFY**.

**CPYBLK - Copy a Block of Text****DESCRIPTION**

The **CPYBLK** key makes a new copy of a defined block at the current cursor position. The block remains defined, at its original location. You must **CANCEL** the block if its definition as a block is no longer useful.

**WARNING**

Using **CPYBLK** may realign the page tops for all subsequent pages in your document. Check them, using the **Pg Up** and **Pg Dn** keys.

**USER INTERACTION****STEP**

- 1) Define your block using the **DEFINE** soft key and cursor movement keys.
- 2) Press **DEFINE** a second time to indicate that the block has been defined.
- 3) Move the cursor to the position where the block is to be copied to. Note that the block of text will appear after the cursor position.
- 4) Press the **CPYBLK** soft key (F7). The block of text is copied to the new location.

The document is automatically adjusted to make room for the insertion. This affects the appearance of the document at the new location.

**SEE ALSO**

The **CHANGE** soft key line (Section 6) offers two ways of readjusting paragraphs that are left in an untidy state by a block operation: **ADJUST** and **JUSTFY**.

## **DELBLK - Delete a Block of Text**

### **DESCRIPTION**

DELBLK deletes a defined block, as soon as the DELBLK key is pressed.

### **WARNING**

This is a single keystroke action, and is **irreversible**. IN:SCRIBE does not prompt you for permission to delete the block. It assumes you have gone to the trouble of defining this block specifically so that you can delete it from the document.

### **USER INTERACTION**

#### **STEP**

- 1) Define your block using the **DEFINE** soft key and cursor movement keys.
- 2) Press the **DELBLK** soft key (F9) on the **BLOCK** soft key line.

DELBLK will delete the designated block of text, from anywhere in the document. The cursor does not have to be positioned near the block for this command to be effective.

The **Defining Block** or **Block Defined** status indicator disappears when the defined block is deleted from the document.

### **SEE ALSO**

The **LINE** soft key line (Section 5) offers a **DELLIN** key to delete single lines from the document. This action is reversible using the **UNDO** key, and may therefore be preferable to the DELBLK function.

Part III

Section 4

FILES SOFT KEY LINE - ACCESS DISKETTE FILES

→ The EDIT soft key line:

Quit Block Files Line Change Setup Mykey Fonts GOTOT? HELP

The QUIT soft key line:

Edit SAVDOC NOSAV! DIR/P HELP

→ The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK MOVBLK CPYBLK Fonts DELBLK HELP

The FILES soft key line:

Edit Block SAVALL GETFIL CLEAR SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK Change PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line:

Edit REPEAT REPLAC FIND FIND? DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit Block Files Line Change TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN Others MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change SUB SUPER UNDER BOLD HELP

Fig. III-4 - The FILES soft key line.

#### 4. FILES SOFT KEY LINE - ACCESS DISKETTE FILES

The FILES soft key line has seven edit commands:

- \* Pressing **F3** (SAVALL) names and saves a file but does not return you to DOS, as the Quit-SAVDOC key does.
- \* Pressing **F4** (GETFIL) inserts the contents of another file into the current file at the cursor position.
- \* Pressing **F5** (CLEAR!) discards your current document and allows you to start with a clean slate. It does not return you to DOS.
- \* Pressing **F6** (SAVBLK) saves the currently highlighted block of text into a diskette file.
- \* Pressing **F7** (ADDBLK) appends the currently highlighted block of text onto the end of an existing file.
- \* Pressing **F8** (DRIVE?) sets the drive used by IN:SCRIBE for all file reading and saving.
- \* Pressing **F9** (DIR/P) displays the names of selected files on a diskette in drive A or B of the Hyperion. It is similar to the DIR command available in DOS.

Because two block manipulation commands are provided on this soft key line, it is possible to directly access the BLOCK soft key line from the FILES soft key line:

- \* Pressing **F2** (Block) displays the BLOCK soft key line (Section 3).

## SAVALL - Save the File and Continue to Edit

### DESCRIPTION

SAVALL operates differently than the SAVDOC key on the QUIT soft key line. It saves the document in its present form into a diskette file, after asking you to enter or edit a filespec for the document. It then allows you to continue editing the document, whereas SAVDOC returns to DOS after saving the file.

### WARNING

SAVALL does not make an automatic backup copy of files, as SAVDOC does. SAVALL simply asks for permission to overwrite (replace) the file with the current document contents.

### USER INTERACTION

#### STEP

- 1) Press the SAVALL soft key (F3) on the FILES soft key line. The question:

**Save to what disk file?**

appears on the highlighted top line of the screen, together with the drivespec (A: or B:) and filespec if previously specified.

- 2) Edit (or enter a new) drivespec and filespec, and press Rtn.

OR

Press the Esc key twice to cancel the SAVALL request.

**SAVALL Command (cont)**

If you press **Esc** twice, the document will not be saved into a diskette file. You can continue editing.

If you press **Rtn**, the document will be saved in its current form into the specified file. If the file already exists, you will be asked for permission to overwrite it (replace its contents).

**SEE ALSO**

The **SAVDOC** key on the **QUIT** soft key line (Section 2) allows you to save your document and immediately return to DOS. The **DIR/P** key on this same **FILES** soft key line allows you to look up filenames on a diskette.



### GETFIL - Read a Diskette File into the Document

#### DESCRIPTION

GETFIL reads a diskette file into your document at the current cursor position. Any text in your document that was already in front of the cursor will be above the new file's text. Any text in your document that was beyond the cursor will be below the new file's text.

#### USER INTERACTION

##### STEP

- 1) Move the cursor to the place in your document where you want to insert the new diskette file's contents.
- 2) Press the GETFIL soft key (F4) on the FILES soft key line. The question:

**Get from what disk file?**

appears in the top highlighted line of the screen, together with the current drivespec (A: or B:).

- 3) Edit the drivespec, if necessary, and enter the filespec, and press Rtn.

OR

Press the Esc key twice to cancel the GETFIL request.

If you press Esc twice, the document will have no new file's text read into it. You can continue editing.

**GETFILE Command (cont)**

If you press **Rtn**, the contents of the named file will be read into your document.

If your document is currently empty, the first screenful of the text read in will be displayed after all of the GET file has been read from your diskette. If you GET a file into a non-empty document though, the new text will be inserted at the cursor position. As the text is inserted, it is displayed on the screen. This is to allow you to stop the GETFIL operation at any point.

After a GETFIL, the cursor is positioned at the bottom of the inserted file.

Press **Ctrl + Brk** to stop the input of text into your document, if the entire contents of the named diskette file are not needed.

**SEE ALSO**

The **DIR/P** key on this same FILES soft key line allows you to look up filenames on a diskette.

The **CHANGE** soft key line (Section 6) offers two ways of readjusting paragraphs that are left in an untidy state by a major insertion: **ADJUST** and **JUSTIFY**.

**CLEAR! - Discard the Current Document but Continue Editing**

**DESCRIPTION**

CLEAR! discards the current document, after asking for permission. You remain within IN:SCRIBE, and can start editing a new document.

CLEAR! can be used after a SAVALL to discard the current document in order to be able to call up a new document to edit without exiting from the IN:SCRIBE mode.

**WARNING**

CLEAR! is the most destructive key in IN:SCRIBE. It completely discards your document. Any work done since the last SAVALL operation is lost. But any work previously saved to permanent (diskette) storage is safe.

**USER INTERACTION**

**STEP**

- 1) Press the **CLEAR!** soft key (F5) on the FILES soft key line.

As soon as you press the **CLEAR!** key, IN:SCRIBE warns you with a beep and the prompt:

**Press DEL to clear work from last SAVE.**

appears on the top of the screen.

...continued

CLEAR! Command (cont)

STEP (cont)

2) Press the **Del** key to discard your document;

OR

Press **any other key** to continue editing the document.

SEE ALSO

The **NOSAV!** key on the QUIT soft key line (Section 2) discards your document and returns you to DOS.

## SAVBLK - Save Highlighted Block into a Diskette File

### DESCRIPTION

SAVBLK saves a defined block of text into a diskette file. The block remains defined until it is deleted (**DELBLK** soft key) or cancelled (**CANCEL** soft key). (Both soft keys are located on the **BLOCK** soft key line.)

### WARNING

SAVBLK replaces the contents of the named file if it already exists. It asks for permission first, however. Be sure to save the block into permanent storage on a diskette, by specifying drive A or drive B in front of the filespec.

### USER INTERACTION

#### STEP

- 1) Define a block of text using the **DEFINE** command and the cursor movement keys.
- 2) Press the **DEFINE** key a second time to stop defining the block.
- 3) Press the **SAVBLK** soft key (F6) on the **FILES** soft key line. The system asks:

**Save to what disk file?**

in the top highlighted line on the screen.

...continued

SAVBLK Command (cont)

## STEP (cont)

4) Enter the drivespec and filespec of the file to which the block is to be saved, and press **Rtn**;

OR

Press the **Esc** key twice to cancel the SAVBLK request.

If you press **Esc** twice, the block will not be saved into any diskette file. It will remain defined, however.

If you press **Rtn**, a copy of the block will be saved into the named file. If the named file already exists, you will be asked for permission to overwrite it (replace its contents). This protects you from accidentally writing on top of important files. The block will remain defined in the document you are currently editing.

**SEE ALSO**

The **ADDBLK** key on this same FILES soft key line allows you to add a defined block of text to the end of a named diskette file.

The **DIR/P** key on this same FILES soft key line allows you to look up filenames on a diskette.

## **ADDBLK - Add Highlighted Block to Another File**

### **DESCRIPTION**

ADDBLK adds a defined block of text to the end of any diskette file. The block remains defined until it is deleted or cancelled using the **DELBLK** or **CANCEL** keys on the **BLOCK** soft key line.

### **WARNING**

ADDBLK does not ask for permission before writing into a file you have named. It leaves the original contents of the file intact, and expands the file by adding the current defined block to the end of the named file.

### **USER INTERACTION**

#### **STEP**

- 1) Define a block of text using the **DEFINE** command and the cursor movement keys.
- 2) Press **DEFINE** a second time to stop the block definition.
- 3) Press the **ADDBLK** soft key (F7) on the **FILES** soft key line. The system asks you:  

**Add to end of what file?**

on the top highlighted line of the screen.

...continued

ADDBLK Command (cont)

## STEP (cont)

4) Enter the drivespec and filespec of the destination file, and press Rtn,

OR

Press the Esc key twice to cancel the ADDBLK request.

If you press Esc twice, the block will not be added to the end of any diskette file. It will remain defined, however.

If you press Rtn, the block will be added to the end of the named file. The block will remain defined in your document.

## SEE ALSO

The SAVBLK key on this same FILES soft key line is used to save a defined block into a named diskette file. The DIR/P key on this same FILES soft key line allows you to look up filenames on a diskette.



## DRIVE? - Set Drive Used by IN:SCRIBE

### DESCRIPTION

DRIVE? is used to change the current drive to be use for all file read and write operations (GETFIL, SAVALL, SAVBLK, ADDBLK), and for file lookups (DIR/P).

### USER INTERACTION

#### STEP

- 1) Press the DRIVE? soft key (F8) on the FILES soft key line. The system prompts:

**DIR, SAVE, and GET on what drive?**

on the top highlighted line of the screen.

- 2) Enter A, B, or C; and a colon (:), or Rtn;

OR

Press the Esc key twice if you are no longer interested in specifying the read/write drive.

### SPECIAL NOTE

The drive set using this DRIVE? command becomes the proposed drive for any file operation. It is always possible when specifying the parameter (filespec) of a file operation, to override the proposed drive, by preceding the filespec by a drivespec (d:).

**DIR/P - Look up Filenames on a Diskette****DESCRIPTION**

DIR/P allows you to view directory information from a diskette mounted in either Hyperion drive. Only selected groups of filespecs need be displayed if desired.

**USER INTERACTION****STEP**

- 1) Press the DIR/P soft key (F9) on the FILES soft key line. The system displays the DIR/P command on the top highlighted line of the screen, together with the current drivespec (A: or B:).
- 2) Edit the drivespec, if necessary, and enter any wildcard characters (\* and ?) to define a group of files to be looked up.
- 3) Press Rtn.

The screen will clear temporarily, and IN:SCRIBE will list all files that match the drivespec/filespec combination you entered.

**EXAMPLES**

The drivespec and filespec A:\*.TXT will list all files on the diskette in drive A that have the filename extension .TXT.

The drivespec and filespec B:LETTER??.\* will list all files on the diskette in drive B that have filenames formed by the characters "L-E-T-T-E-R" and two more characters, and that have any filename extension.

**SEE ALSO**

The explanation of the DIR command in the DOS section of this manual provides more information about wildcarding and directories.



Part III

Section 5

LINE SOFT KEY LINE - MODIFY EXISTING LINES

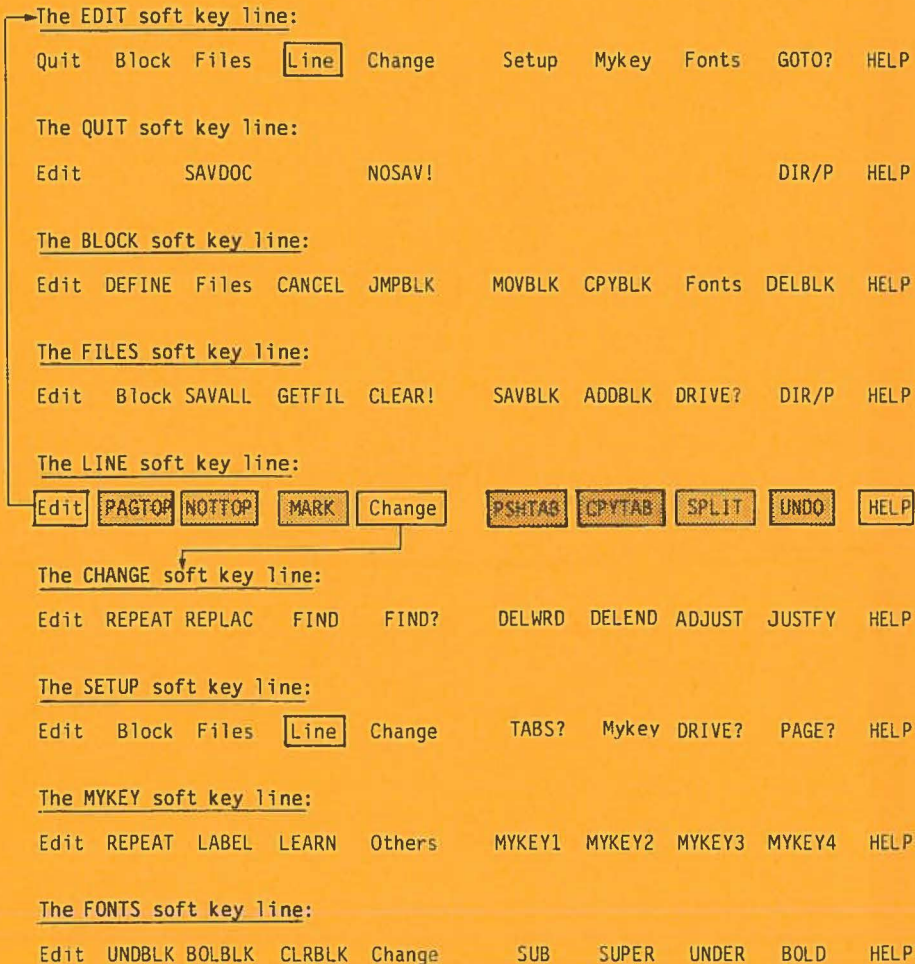


Fig. III-5 - The LINE soft key line.

## 5. LINE SOFT KEY LINE - MODIFY EXISTING LINES

The LINE soft key line has seven edit commands:

- \* Pressing F2 (PAGTOP) creates a "top-of-page" mark at the line containing the cursor.
- \* Pressing F3 (NOTTOP) cancels a "top-of-page" mark at the line containing the cursor.
- \* Pressing F4 (MARK) marks the line containing the cursor so that you can quickly jump back to it using the **Ctrl + Pg Up** or **Ctrl + Pg Dn** functions.
- \* Pressing F6 (PSHTAB) inserts spaces between the cursor position and the next tab stop.
- \* Pressing F7 (CPYTAB) duplicates part of a previous line (delimited by cursor position and nearest tab setting) into the following line.
- \* Pressing F8 (SPLIT) splits all characters to the right of the cursor onto a new line created beneath the line containing the cursor.
- \* Pressing F9 (UNDO) reverses the action of previous edit commands. For instance, it can "bring back" a line you have just deleted using the **Ctrl + Del** keys.

The most used IN:SCRIBE functions are on the LINE and CHANGE soft key lines. For this reason, it is possible to quickly move between these two soft key lines.

- \* Pressing F5 (Change) displays the CHANGE soft key line (Section 6).

## **PAGTOP - Force a Line to be the First Line of a Printed Page**

### **DESCRIPTION**

PAGTOP forces a "top-of-page" in the document, just above the line containing the cursor. This feature allows you to control where page breaks will occur when you print your document.

The other advantage of a forced page top is that you can insert or delete lines at will on previous pages, and be assured that the forced page will be unaffected.

A paging bar (double bars with tick marks) occurs naturally wherever a printed pageful of text ends. Normally, there are 66 lines per printed page, but you can modify this using the PAGE? key on the SETUP soft key line.

A forced page is identified by the special symbol (¶) at the left side of the paging bar.

### **WARNING**

Forcing a new page at any point in your document may realign the page tops for all subsequent pages in the document. Check them, using the Pg Dn key to move directly to each page top.

### **USER INTERACTION**

#### **STEP**

- 1) Move the cursor to the line above which you wish to put a page break. This will become the first line of the new page.
- 2) Press the **PAGTOP** soft key (F2) on the **LINE** soft key line. A new page top bar appears above the cursor line.

**PAGTOP Command (cont)**

If you need to push the current line down from the top of page you have just set, use the upwards return (Ctrl + Rtn) function once to insert a new line above the current line. Then press Rtn as many times as necessary to push the first line of text down from the page top.

**SEE ALSO**

The NOTTOP key on this same LINE soft key line is used to remove a forced top of page.

The PAGE? key on the SETUP soft key line (Section 7) is used to tell IN:SCRIBE the number of lines per page. If your text exceeds that number of lines, the system will automatically insert a page break.



## **NOTTOP - Erase Top-of-Page Mark**

### **DESCRIPTION**

NOTTOP removes a forced page top that was created using the PAGTOP function.

### **WARNING**

Using NOTTOP may realign the page tops for all subsequent pages in the document. Check them using the Pg Dn key to move directly to each page top.

### **USER INTERACTION**

#### **STEP**

- 1) Move the cursor to line 1 of a forced page (immediately beneath a paging bar with the special symbol (¶) at its left side).
- 2) Press the NOTTOP key.

### **SEE ALSO**

The PAGTOP key on this same LINE soft key line is used to force a topof page at any given line in your document.

The PAGE? key on the SETUP soft key line (Section 7) is used to tell IN:SCRIBE the number of lines per printed page your printer will produce.

**MARK - Mark a Line for Quick Return****DESCRIPTION**

MARK is used to mark a line where the cursor is located, for quick return. You may need to get back to a particular portion of your document. A marked line "intercepts" any **Ctrl + Pg Up** or **Ctrl + Pg Dn** (Top & Bottom of Document) command.

The last line that you have modified also behaves as though it were MARKed.

**WARNING**

Only one line can be marked. When you mark a new line, the old mark is erased.

No visual indication exists for marked lines.

**PSHTAB - Push Text to Next Tab Stop****DEFINITION**

PSHTAB inserts spaces between the cursor and the next tab stop, pushing all text on the line to the right.

**USER INTERACTION****STEP**

- 1) Move the cursor to the beginning of the text that is to be pushed to the next tab stop.
- 2) Press the **PSHTAB** soft key (F6) on the **LINE** soft key line.

Pressing PSHTAB moves the text to the next tab stop by inserting spaces until the character which was at the cursor position is at the tab stop. The cursor is also moved to the tab stop.

### CPYTAB - Insert Text from Previous Line

#### DEFINITION

CPYTAB copies the text from the preceding to the current line, between the cursor position and the next tab stop.

#### WARNING

CPYTAB will replace any text on the current line between the cursor and the next tab.

#### USER INTERACTION

##### STEP

- 1) Move the cursor below the first character of the text to be copied.
- 2) Press the **CPYTAB** soft key (F7) on the **LINE** soft key line.

The system copies the preceding line until a tab stop is reached. Pressing CPYTAB a second time continues the copying process. If there are no tab stops, CPYTAB creates a duplicate of the entire preceding line.

**SPLIT - Split a Line at the Cursor Position****DESCRIPTION**

SPLIT splits an existing line of text into two lines: the text to the left of the cursor stays in the current line; the text to the right of the cursor is made into a new line immediately beneath. The cursor remains in the original line. This splitting allows you to insert text, such as a new sentence without having to use autoinsert (**Ctrl + Ins**).

**USER INTERACTION****STEP**

- 1) Move cursor to character before which the split is to occur.
- 2) Press **SPLIT (F8)** on the **LINE** soft key line.

All text to the right of the cursor position, including the cursor-highlighted character; is moved to the next line.

**SEE ALSO**

**Ctrl + Ins** turns on (or off) "Auto-Insert Mode". This allows you to type new text. As you enter new text using autoinsert, the existing text is automatically pushed to the right. When it reaches the right margin, an automatic **SPLIT** is then performed to allow you to continue inserting.

**UNDO - Re-build the Last Line Changed**

**DESCRIPTION**

UNDO reverses the action of the last change or changes made to a line. If you delete a line you can get it back by pressing UNDO. If you change a word, you can change it back.

**WARNING**

UNDO can only remember the last few changes to a single line. If you delete a line, then add a word to another line, you will not be able to retrieve the deleted line.

Part III

Section 6

CHANGE SOFT KEY LINE - MODIFY EXISTING TEXT

The EDIT soft key line:

Quit Block Files Line **Change** Setup Mykey Fonts GOTO? HELP

The QUIT soft key line:

Edit SAVDOC NOSAV! DIR/P HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK MOVBLK CPYBLK Fonts DELBLK HELP

The FILES soft key line:

Edit Block SAVALL GETFIL CLEAR! SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK Change PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line:

Edit **REPEAT** **REPLAC** **FIND** **FIND?** **DELWRD** **DELEND** **ADJUST** **JUSTFY** **HELP**

The SETUP soft key line:

Edit Block Files Line **Change** TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN Others MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK **Change** SUB SUPER UNDER BOLD HELP

Fig. III-6 - The CHANGE soft key line.

**6. CHANGE SOFT KEY LINE - MODIFY EXISTING TEXT**

The CHANGE soft key line has seven edit commands:

- \* Pressing **F2** (REPEAT) followed by **REPLACE**, **ADJUST** or **JUSTIFY** repeats the same change throughout a whole file.
- \* Pressing **F3** (REPLAC) replaces one string of text with another.
- \* Pressing **F4** (FIND) locates a specific string of text established by **FIND?**, and positions the cursor at the beginning of the string.
- \* Pressing **F5** (FIND?) enables you to enter the text to be searched for, and the text that is to replace it.
- \* Pressing **F6** (DELWRD) deletes all characters from the cursor position to the beginning of the next word.
- \* Pressing **F7** (DELEND) erases all characters to the right of the cursor position, on the line that contains the cursor.
- \* Pressing **F8** (ADJUST) condenses text to fill page between left and right margins.
- \* Pressing **F9** (JUSTFY) condenses text to fill page between left and right margins, and inserts spaces to right justify the text.



**REPEAT - Repeat a REPLAC, ADJUST or JUSTIFY**

**DEFINITION**

REPEAT causes the repetition of a **REPLAC**, **ADJUST** or **JUSTIFY** operation. REPEAT must be immediately followed by the other soft key command.

**USER INTERACTION**

**STEP**

- 1) Press the **REPEAT** soft key (F2) on the **CHANGE** soft key line.
- 2) Press **REPLAC**, **ADJUST** or **JUSTIFY**, and press **Rtn.**

OR

Press **Esc** to exit from the **REPLAC** mode.

Pressing **REPEAT** is the first step of a two-step operation. **REPEAT** can only be used in conjunction with the **REPLAC**, **ADJUST** or **JUSTIFY** key.

Following **REPEAT** with **REPLAC** tells IN:SCRIBE to continue the **REPLAC** operation until there are no more designated strings to be replaced. This "global replace" is applied to every occurrence of the specified string, between the cursor position and the end of the file.

When followed by an **ADJUST** all text after the cursor, to the end of the file, is adjusted to fit between the existing left and right margins.

When followed by a **JUSTIFY** all text after the cursor, to the end of the file, is right justified against the right margin.

To stop a **REPEATING** function, you may press **Ctrl** + **Brk.** The cursor is moved to the end of the last text string that was replaced, or paragraph being adjusted/justified.

**REPLAC - Replace String of Text****DEFINITION**

REPLAC replaces one specific string of text with another. The string of text to be found, and its replacement, are set using the **FIND?** key.

**USER INTERACTION****STEP**

- 1) Use the **FIND?** soft key to specify the text that is to be replaced and the replacement text.
- 2) Press the **REPLAC** soft key (F3) on the **CHANGE** soft key line.
- 3) The first occurrence of the text is found and replaced.

REPLAC may be used in conjunction with **FIND**. After **FINDing** a specified string of text, press **REPLAC** to replace that first string with another. Just pressing **REPLAC** at any point, though, causes an automatic **FIND** and **REPLACE**.

**SEE ALSO**

The string of text to be found, and its replacement, are set using the **FIND?** key on the **SETUP** soft key line (Section 7).

The **REPEAT** key adjacent to the **REPLAC** key may be used to request that all occurrences of the specified string be replaced throughout the file.

## **FIND - Find a Specified String of Text**

### **DEFINITION**

FIND locates a specified string of text, and positions the cursor at the beginning of the string. The string of text to be found is set using the FIND? key on the SETUP soft key line (Section 7).

### **USER INTERACTION**

#### **STEP**

- 1) Use the FIND? command to enter a specific character string.
- 2) Press the FIND soft key (F4) on the CHANGE soft key line.

Pressing FIND tells IN:SCRIBE to search your document for the specified string. When the string is found, the cursor is positioned at the beginning of the string, and the system waits for the next command.

## **FIND? - Set Strings of Text**

### **DEFINITION**

FIND? sets the string of text to be located by the FIND key, and sets its replacement for use by the REPLAC key.

The find string may contain many words. These will be located by the FIND or REPLAC even if the words are on separate lines, or if they have more than one space between them.

FIND? Command (cont)

## USER INTERACTION

## STEP

- 1) Press the **FIND?** soft key (F5) on the **CHANGE** soft key line. The system displays the question:

**FIND what text?**

on the top highlighted line.

- 2) Enter and/or edit the string of text that you want both the **FIND** and **REPLAC** keys to locate. Press **Rtn.**

OR

Press the **Esc** key twice if you are no longer interested in setting strings.

The system then displays the comment:

**REPLACement text?**

- 3) Enter and/or edit the string of text that you want to replace the **FIND** string with, using the **REPLAC** key. Press **Rtn.**

OR

Press the **Esc** key twice.

## SEE ALSO

The **FIND** and **REPLAC** keys use the **FIND** and **REPLACement** strings you have set.

## **DELWRD - Delete a Word**

### **DEFINITION**

DELWRD deletes the word to the right of the cursor.

### **USER INTERACTION**

#### **STEP**

- 1) Position the cursor at the beginning of the word which is to be removed.
- 2) Press the DELWRD soft key (F6) on the CHANGE soft key line.

All characters from the cursor position to the beginning of the next word are erased.

**DELEND - Delete Part of a Line****DEFINITION**

DELEND erases from the cursor to the end of the line in which the cursor is positioned.

**WARNING**

DELEND erases a portion of the line of text on which the cursor is positioned. You may recover it using the **UNDO** key, but only before having made any other changes to your document.

**USER INTERACTION****STEP**

- 1) Position the cursor at the beginning of the material to be erased.
- 2) Press the **DELEND** soft key (F7) on the **CHANGE** soft key line.

Pressing **DELEND** erases all text from the cursor position to the end of the line. The cursor remains at the position it occupied before the **DELEND** operation. This position is now the end of the line.

**SEE ALSO**

**Ctrl + Del** (Delete word) may often be more convenient to use than **DELEND** as it is always available, regardless of which soft key line is currently displayed.

## ADJUST - Format Text within Set Margins

### DEFINITION

ADJUST reformats text between the left and right margins. It puts as many words as possible on each line, without violating the margins.

### WARNING

ADJUST rolls all text between the cursor and the next blank line together (keeping spaces between words). Be sure there is a blank line at the end of the section of text you want to ADJUST.

### USER INTERACTION

#### STEP

- 1) Position the cursor at the beginning of the text you wish to adjust.
- 2) Press the **ADJUST** soft key (F8) on the **CHANGE** soft key line.

All the text to the beginning of the next blank line is adjusted to fit between the two page margins.

The cursor is positioned at the beginning of the next text.

- 3) Continue pressing **ADJUST** to adjust text through the document

**ADJUST Command (cont)**

ADJUST will be used most often after new margins have been set. ADJUST can be used most effectively by first indenting the beginning of each paragraph the necessary number of spaces, then returning to the top of the document and pressing ADJUST repeatedly. Each time you press ADJUST, a paragraph is adjusted and the cursor is moved to the beginning of the next paragraph.

**SEE ALSO**

The JUSTIFY key on this CHANGE soft key line performs the same function as ADJUST, but inserts spaces between words as needed to produce a straight (right-justified) right margin.

The ADJUST command is used together with the TAB? command, to set new margins and tab stops, and with the REPEAT command, to continue the adjusting to the end of the file.

Pressing the REPEAT soft key before pressing ADJUST instructs the system to keep on adjusting text until the end of the document.



## JUSTFY - Format and Justify Text

### DEFINITION

JUSTFY both formats text and justifies the right margin.

### WARNING

JUSTFY rolls all text between the cursor and the next blank line together (keeping spaces between words). Be sure there is a blank line at the end of the section of text you want to JUSTFY.

### USER INTERACTION

#### STEP

- 1) Position the cursor at the beginning of the text to be justified.
- 2) Press the JUSTFY soft key (F9) on the CHANGE soft key line. The text, down to the first blank line, is right justified;

OR

Press Esc to exit from JUSTFY.

A useful way to use JUSTFY is to first indent the beginning of each paragraph in the text, then return to the top of the document and press JUSTFY repeatedly. The system justified each paragraph and pauses so that you can check that the justification has taken place.

JUSTIFY Command (cont)

SEE ALSO

The **ADJUST** key on this **CHANGE** soft key line performs the same function as **JUSTIFY** but does not insert spaces between words to right justify the text.

The **JUSTIFY** command is used together with the **TAB?** command, to set new tab stops and margins, and with the **REPEAT** command, to automatically continue the operation to the end of the file.

Pressing **REPEAT** before pressing justify causes the system to continue justifying text until the end of the document.



Part III

Section 7

SETUP SOFT KEY LINE - MODIFY IN:SCRIBE SETTINGS

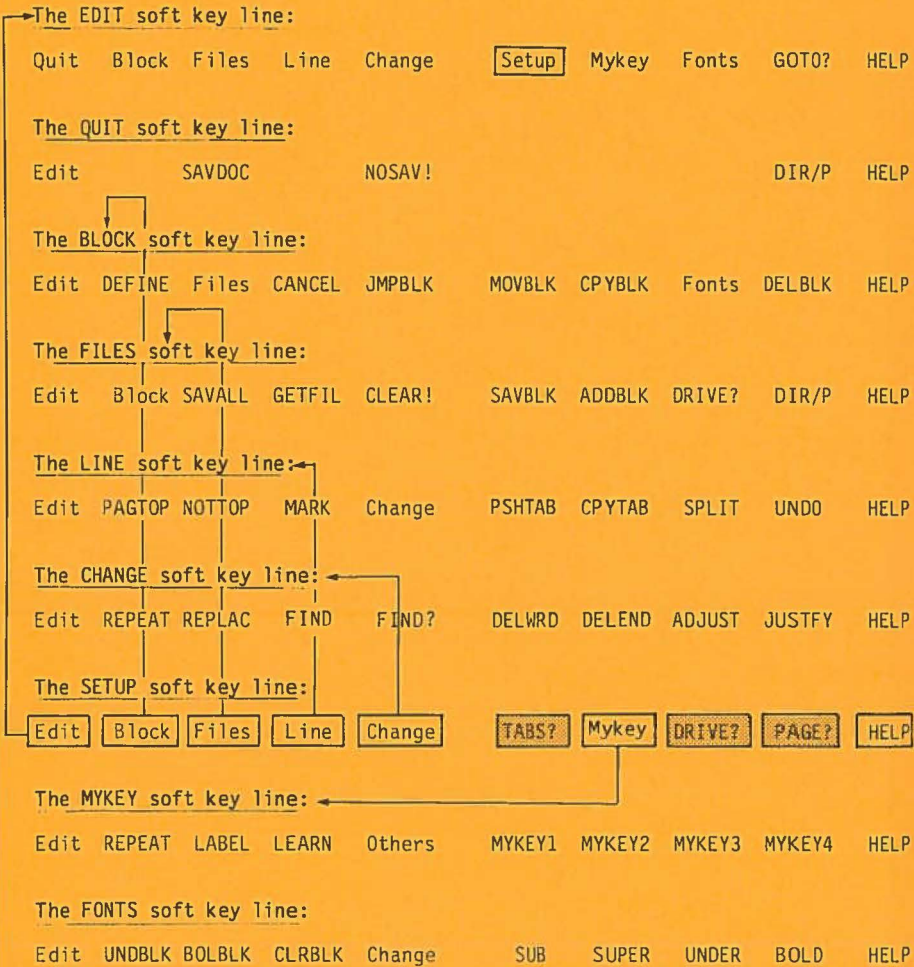


Fig. III-7 - The SETUP soft key line.

## 7. SETUP SOFT KEY LINE - MODIFY IN:SCRIBE SETTINGS

The SETUP soft key line has three edit commands:

- \* Pressing F6 (TABS?) sets tab stops and left and right margins.
- \* Pressing F8 (DRIVE?) sets the drive to be used in any file operation.
- \* Pressing F9 (PAGE?) sets the number of lines per page your printer produces, to define the number of lines between paging bars.

It is possible to access the following soft key lines from the SETUP line:

- \* Pressing F1 accesses the EDIT soft key line (Section 1).
- \* Pressing F2 accesses the BLOCK soft key line (Section 2).
- \* Pressing F3 accesses the FILES soft key line (Section 3).
- \* Pressing F4 accesses the LINE soft key line (Section 4).
- \* Pressing F5 accesses the CHANGE soft key line (Section 5).
- \* Pressing F7 accesses the MYKEY soft key line (Section 8).

## TABS? - Set Tab Stops and Margins

### DEFINITION

TABS? is used to put the cursor on a numbered tabs definition line, where margins and tab stops are defined.

### WARNING

Always keep a right margin of at least one character wide. When the right of the screen is used as the right margin, the **NO WRAP** status indicator is displayed as a warning. Normal operation of IN:SCRIBE is changed: when a word being typed reaches the edge of the screen, it is not moved to the next line as usual. This "80-column" editing mode has been provided for the convenience of programmers, and should not normally be used.

### USER INTERACTION

#### STEP

- 1) Press the TABS? soft key (F6) from the SETUP soft key line.

The numbered "tab line" appears in the top highlighted line of the screen, with the flashing cursor located in the same position as it was in the original text.

- 2) Move the cursor back and forth along the tab line entering tab stops and left and right margins where necessary.
- 3) Press the Rtn key. The screen blinks out for a moment and reappears with the new margins (and tab stops) set.

OR

Press the TABS? key a second time to cancel the tab and margin setting procedure.

**TABS? Command (cont)**

In both cases, the cursor is returned to the original position it had in the text.

You may move the cursor to the front of the tab-line by pressing the **Home** key, or to the end by pressing the **End** key. You may also move to left and right using the appropriate **arrow** keys on the cursor control keyboard.

You may also:

- \* Press the **Tab** key to set a tab stop at the cursor position. This leaves a period (.) as a marker.
- \* Press **any left bracket** key to set a left margin at the cursor position. This leaves a double left angle bracket as a marker.
- \* Press **any right bracket** key to set a right margin at the cursor position. This leaves a double right angle bracket as a marker.
- \* Press the **Del** key to remove a previously set tab stop or margin.

Note that when you define a new left or right margin, it will not remove any previously set left or right margin. This is a real convenience as you can later remove an "innermost" margin, and have another immediately take effect. The innermost margins are always the ones that are current.

When you are satisfied with your tab and margin settings, press **Rtn**. The shaded areas at the left and right of the screen will reflect the new margins, and "paging bars" will reflect all new tab stops. They show tab stops by tick marks along their lower edges.

When "No Wrap" is displayed at the top of the screen, it indicates that no margins or tab stops have been set. The system, during text input, will then not automatically wrap text onto the next line. To return to automatic wraparound, simply enter a margin or tab stop.



TABS? Command (cont)

SEE ALSO

The **Tab** and **Shift Tab** keys are used to move right and left, respectively, to a tab stop. The **PSHTAB** and **COPYTAB** keys on the **CHANGE** soft key line (Section 6) also work with current tab stop settings.

**DRIVE? - Set Drive Used by IN:SCRIBE****DESCRIPTION**

DRIVE? is used to tell IN:SCRIBE what drive to use for all file read and write operations (GETFIL, SAVALL, SAVBLK, ADDBLK), and for file lookups (DIR/P).

**USER INTERACTION****STEP**

- 1) Press the DRIVE? soft key (F8) on the SETUP soft key line. The system asks the following question on the top line of the screen:

**DIR, SAVE, and GET on what drive?**

- 2) Enter A, B, or C; and press Rtn;

OR

Press the Esc key twice if you are no longer interested in specifying the read/write drive.

**SPECIAL NOTE**

The drive set using this DRIVE? command becomes the proposed drive for any file operation. It is always possible, when specifying the parameter (filespec) of a file operation, to override the proposed drive, by preceding the filespec by a drivespec (d:).

**PAGE? - Set lines per page on your printer.**

**DESCRIPTION**

PAGE? is used to tell IN:SCRIBE how many lines per printed page your printer produces.

Most printers print 6 lines per inch on 11 inch paper, or 66 lines per page. This is the page length that IN:SCRIBE will assume until you tell it otherwise.

This value is not used by IN:SCRIBE in anyway except to decide where to display 'paging bars'. These bars are your visual indication of where page breaks will occur when you print your document.

Knowing where a page begins and ends, you will be able to ensure no paragraphs are cut in half, type page numbers and so on.

**USER INTERACTION**

**STEP**

- 1) Press the PAGE? soft key (F9) on the SETUP soft key line. The system displays the question:

**Printer: Lines per inch?**

on the top highlighted line of the screen.

- 2) Enter and/or edit the number of lines per inch that your printer produces. This value is normally 6 or 8. Press Rtn.

OR

Press the Esc key twice if you are no longer interested in setting the page length.

...continued

PAGE? Command (cont)

The system then displays the following question:

**PRINTER: Inches per page?**

STEP (cont)

3) Enter (or edit) the length of the page, in inches. and press Rtn,

OR

Press the Esc key twice.

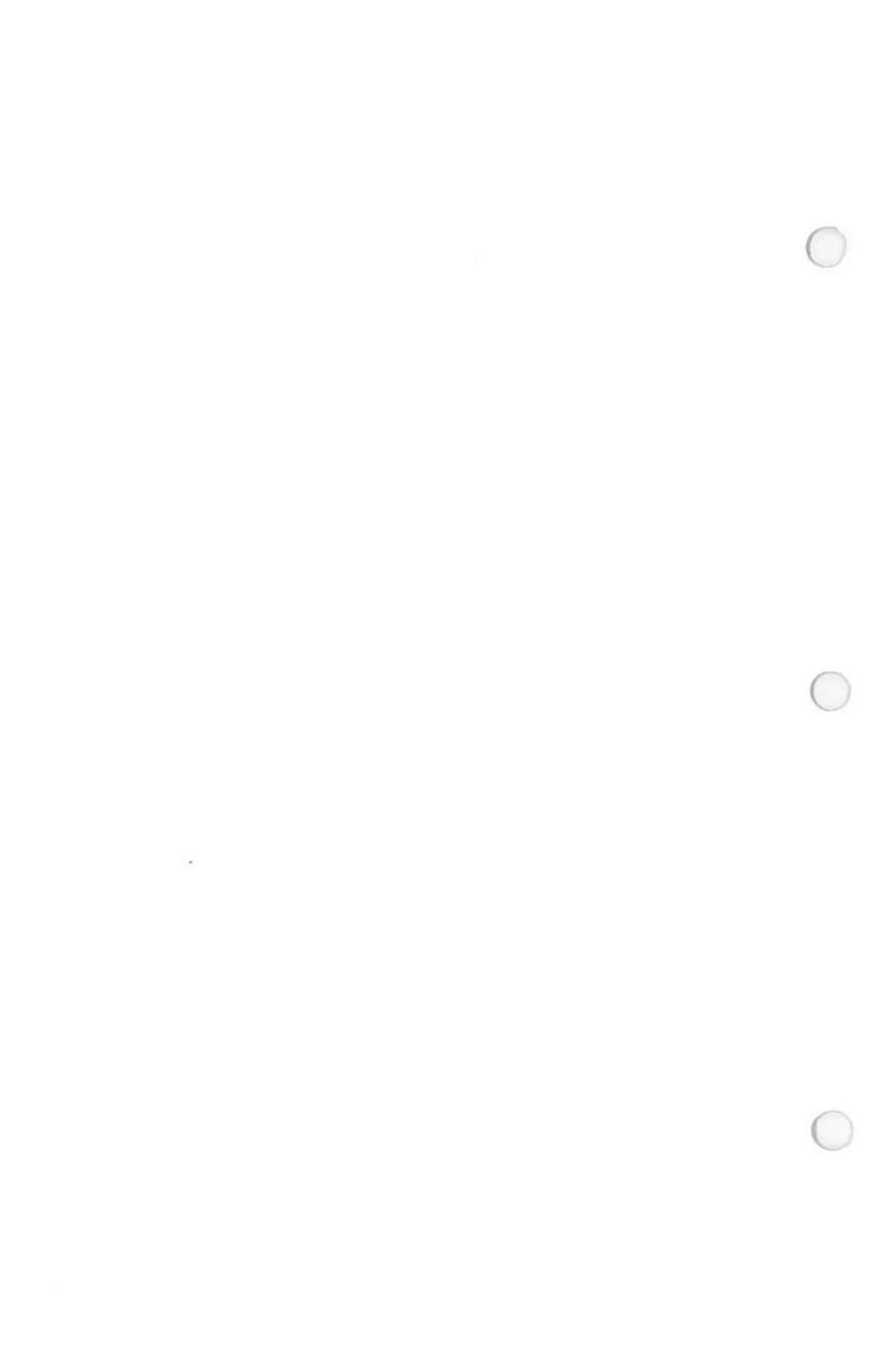
This measures a page of the paper your printer uses. Typical lengths are 11 inches, 14 inches and 8 1/2 inches. Enter and/or edit the correct number in decimal form (e.g. 8.5), and press Rtn.

The Hyperion then calculates the page size (inches x lines per inch).

**SEE ALSO**

The **PAGTOP** and **NOTTOP** keys on the **LINE** soft key line are used to force or "unforce" top of page marks. At all other times, IN:SCRIBE inserts top of page marks automatically every "n" lines, where n is the number of lines per inch times the number of inches per page (e.g., an 11-inch page times 6 lines per inch produces a top of page mark every 66 lines).

The **GOTO?** command enables you to search for a specific page.



Part III

Section 8

MYKEY SOFT KEY LINE - STORING A SEQUENCE OF EDIT COMMANDS

→The EDIT soft key line:

Quit Block Files Line Change Setup **Mykey** Fonts GOTO? HELP

The QUIT soft key line:

Edit SAVDOC NOSAV! DIR/P HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK MOVBLK CPYBLK Fonts DELBLK HELP

The FILES soft key line:

Edit Block SAVALL GETFIL CLEAR! SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK Change PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line:

Edit REPEAT REPLAC FIND FIND? DELWRD DELEND ADJUST JUSTIFY HELP

The SETUP soft key line:

Edit Block Files Line Change TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

→ **Edit** **REPEAT** **LABEL** **LEARN** **Others** **MYKEY1** **MYKEY2** **MYKEY3** **MYKEY4** **HELP**

The FONTS soft key line:

Edit UNDBLK BOLBLK CLRBLK Change SUB SUPER UNDER BOLD HELP

Fig. III-8 - The MYKEY soft key line.

**8. MYKEY SOFT KEY LINE - STORING A SEQUENCE OF EDIT  
COMMANDS**

The MYKEY soft key line has seven edit commands:

- \* Pressing F2 (REPEAT) is used together with a MYKEY command to repeat the series of instructions stored under the MYKEY throughout the current file.
- \* Pressing F3 (LABEL) assigns a label of up to 6 characters to any MYKEY, to be displayed on the MYKEY soft key line at the bottom of the screen.
- \* Pressing F4 (LEARN) enables you to associate up to 200 keystrokes with each MYKEY. The 200 keystrokes can contain both text and edit commands.
- \* Pressing F6 to F9 (MYKEY1 to MYKEY4) initiates whatever edit instructions have been stored under the particular MYKEY.

It is possible to access the following soft key line and soft keys from the MYKEY line:

- \* Pressing F1 accesses the EDIT soft key line (Section 1).
- \* Pressing F5 (Other) accesses the other four MYKEYs: MYKEY5 to MYKEY8 on softkey labels F6 to F9.



## REPEAT - Repeat a MYKEY

### DEFINITION

REPEAT causes the repetition of the series of keystrokes stored in a MYKEY.

REPEAT must be immediately followed by a MYKEY (F6...F9).

### USER INTERACTION

#### STEP

- 1) Press the REPEAT soft key (F2) on the MYKEY soft key line.
- 2) Press a MYKEY,  
  
OR  
Press Rtn to exit from this procedure.

Pressing REPEAT is the first step of a two-step operation. REPEAT can only be used in conjunction with a MYKEY (F6...F9).

Following REPEAT with a MYKEY tells IN:SCRIBE to repeat the sequence of keystrokes stored in the MYKEY until the end of the document is reached.

To stop a REPEATING MYKEY, you may press Ctrl + Brk.

**LABEL - Label a Customized IN:SCRIBE Operation (MYKEY).****DEFINITION**

LABEL is used to give a soft key label to MYKEY1 through MYKEY8. These soft key labels (like all soft key labels used on the Hyperion) may be a maximum of 6 keystrokes.

**USER INTERACTION****STEP**

- 1) Press F3 (LABEL) to start the label definition.
- 2) Press the MYKEY to be labelled (F6...F9), or first press F5 (Other) to access MYKEY5 to MYKEY8.

You are prompted at the top of the screen with the statement:

**Enter new label for MYKEYn**

- 3) Type in up to 6 characters to form the label.
- 4) Press F3 or the specified MYKEY again.

**SEE ALSO**

The LEARN key on this same MYKEY soft key line is used to actually define what a MYKEY (F6...F9) will do. LABEL only labels the MYKEY as a memory aid.

## LEARN - Assign Edit Instructions to a MYKEY

### DEFINITION

LEARN is used to teach IN:SCRIBE a commonly performed sequence of up to 200 keystrokes. The keystrokes are taught into a soft key (F6...F9) on the MYKEY soft key line. The keystrokes can then be 'replayed' at any time by simply pressing the appropriate soft key.

### WARNING

A LEARNed series of IN:SCRIBE commands, when replayed, can produce surprising results. This powerful feature should be used only after practice with simple LEARNed sequences, and only after you are completely comfortable with IN:SCRIBE.

Only 200 keystrokes may be entered into a MYKEY. If you have not finished the LEARN before 200 keystrokes, the LEARN is automatically cancelled!

### USER DESCRIPTION

#### STEP

- 1) Press F4 (LEARN) to start the LEARNING process.
- 2) Press the MYKEY (F6...F9) into which the key sequence is to be stored. The message:

**Learn n**

appears in the top highlighted line of the screen.

...continued

LEARN Command (cont)

## STEP (cont)

- 3) Enter the desired keystrokes. Note that any commands you enter will be performed as well as being learned. This allows you to visually confirm that the keystrokes you are entering will have the desired effect.
- 4) Before you have entered 200 keystrokes, get back to the MYKEY soft key line and press F4 (LEARN), or the MYKEY being learned, a second time.

The MYKEY sequence can now be replayed by simply pressing the appropriate soft key. If this learned sequence is of real value, you should LABEL it for future reference.

Note that a LEARNed mykey sequence, and its LABEL, are automatically stored by IN:SCRIBE. They are available in subsequent edit sessions until you LEARN a new sequence into the same MYKEY.

## SEE ALSO

The LABEL and REPEAT keys on this same MYKEY soft key line provide enhanced capability to a LEARNed mykey.

### **MYKEY1 to MYKEY8 - Initiate a MYKEY Edit Command Sequence**

#### **DEFINITION**

MYKEYs are eight "blank" keys which can store and replay up to 200 keystrokes each.

#### **WARNING**

A LEARNed series of IN:SCRIBE commands, when replayed, can produce surprising results. This powerful feature should be used only after practice with simple LEARNed sequences, and only after you are completely comfortable with IN:SCRIBE.

#### **USER INTERACTION**

A MYKEY has a sequence of keystrokes stored in it. Pressing the MYKEY causes this sequence to be re-entered. The sequence stored in the MYKEY is subject to the same formats and constraints as any other sequence of keystrokes.

You may interrupt the execution of the LEARNed keystroke sequence by pressing **Ctrl + Brk**.

#### **SEE ALSO**

The **LEARN** key is used to store the sequence of keystrokes into a MYKEY. The **LABEL** key is used to assign a soft key label to a MYKEY. The **REPEAT** key is used to cause a MYKEY sequence to be re-executed until the end of the document. All of these keys are on this same MYKEY soft key line.

The learned contents of the mykeys are automatically stored in a file called **EDIT.DEF** on the currently accessed drive. The mykey assignments are retained as long as this file is loaded onto drive C.

Part III

Section 9

FONTS SOFT KEY LINE - SPECIFYING TYPE FONTS

←The EDIT soft key line:

Quit Block Files Line Change Setup Mykey **FONTS** GOTO? HELP

The QUIT soft key line:

Edit SAVDOC NOSAV! DIR/P HELP

The BLOCK soft key line:

Edit DEFINE Files CANCEL JMPBLK MOVBLK CPYBLK **FONTS** DELBLK HELP

The FILES soft key line:

Edit Block SAVALL GETFIL CLEAR! SAVBLK ADDBLK DRIVE? DIR/P HELP

The LINE soft key line:

Edit PAGTOP NOTTOP MARK Change PSHTAB CPYTAB SPLIT UNDO HELP

The CHANGE soft key line: ←

Edit REPEAT REPLAC FIND FIND? DELWRD DELEND ADJUST JUSTFY HELP

The SETUP soft key line:

Edit Block Files Line Change TABS? Mykey DRIVE? PAGE? HELP

The MYKEY soft key line:

Edit REPEAT LABEL LEARN Others MYKEY1 MYKEY2 MYKEY3 MYKEY4 HELP

The FONTS soft key line:

←**Edit** **UNDBLK** **BOLBLK** **CLRBLK** **Change** **SUB** **SUPER** **UNDER** **BOLD** **HELP**

Fig. III-9 - The FONTS soft key line.

## 9. FONTS SOFT KEY LINE - SPECIFYING TYPE FONTS

The FONTS soft key line has seven edit commands, used to set the type fonts of blocks or characters in a document:

- \* Pressing **F2** (UNDBLK) underlines the defined block of text.
- \* Pressing **F3** (BOLBLK) boldfaces the defined block of text.
- \* Pressing **F4** (CLRBLK) removes all special fonts from the block of text.
- \* Pressing **F6** (SUB) subscripts the character at the cursor.
- \* Pressing **F7** (SUPER) superscripts the character at the cursor.
- \* Pressing **F8** (UNDER) underlines the character at the cursor.
- \* Pressing **F9** (BOLD) boldfaces the character at the cursor.

Although there are three block-oriented commands on this soft key line, there is no explicit reference to the BLOCK soft key line. This is because pressing any of these three keys automatically redisplays the BLOCK soft key line.

It is possible to directly access the CHANGE soft key line however:

- \* Pressing **F5** displays the CHANGE soft key line (Section 6).



## UNDBLK - Underline a Block of Text

### DEFINITION

UNDBLK underlines all of the text in the currently defined block, and immediately displays the Block soft key line. The block remains defined until it is deleted (DELBLK) or undefined (CANCEL).

### WARNING

The entire block will be underlined with this command. Make sure that you are not underlining more text than you require.

Any text in the block that is already underlined will have the underlines removed by this UNDBLK operation.

### USER INTERACTION

#### STEP

- 1) Define a block of text using the **DEFINE** command and cursor movement keys.
- 2) Access the **FONTS** soft key line.
- 3) Press the **UNDBLK** soft key (F2).

The block of text is underlined (any existing underlines are removed) and the **BLOCK** soft key line is redisplayed.

- 4) Press the **CANCEL** soft key (F4) to cancel the block highlighting.

### SEE ALSO

The **UNDER** key is used to underline text on a character by character basis. The **CLRBLK** key is used to remove all special fonts (including underlines) from a block. Both of these keys are on this same **FONTS** soft key line.

**BOLBLK - Boldface a Block of Text****DEFINITION**

BOLBLK boldfaces all of the text in the currently defined block, and immediately displays the BLOCK soft key line. The block remains defined until it is deleted (DELBLK) or cancelled (CANCEL).

**WARNING**

BOLBLK boldfaces all text within the block. Be sure that you are not boldfacing more text than you require.

Any text in the block that is already boldfaced will have its boldfacing removed by this BOLBLK operation.

**USER INTERACTION****STEP**

- 1) Define a block of text using the **DEFINE** command and cursor movement keys.
- 2) Access the **FONTS** soft key line.
- 3) Press the **BOLBLK** soft key (F3).  
  
The block of text is boldfaced (or existing boldfaced text within the block is unbolded), and the **BLOCK** soft key line is redisplayed.
- 4) Press the **CANCEL** soft key to dehighlight the block of text.

**SEE ALSO**

The **BOLD** key is used to boldface text on a character by character basis. The **CLRBLK** key is used to remove all special fonts (including boldfacing) from a block. Both of these keys are on this same **FONTS** soft key line.

**CLRBLK - Remove Fonts (bold, underlines, etc.) From Block**

**DEFINITION**

CLRBLK removes any special fonts it finds in a defined block, and immediately displays the Block soft key line. The block remains defined until it is deleted (DELBLK) or undefined (CANCEL).

**WARNING**

All special fonts that are present in the block will be removed with this command. This is **not reversible** except by going back and redefining the special fonts.

**SPECIAL NOTE**

It is very easy to strip all special fonts from a complete file using the CLRBLK key.

**STEP**

- 1) Use **Ctrl + Pg Up** to position the cursor at the top of the document.
- 2) Press the **DEFINE** key on the Block soft key.
- 3) Use **Ctrl + Pg Dn** to move the cursor to the bottom of the document, defining the entire document as a block.
- 4) Press the **CLRBLK** key (F4) on the FONTS soft key line to remove all fonts from the document.
- 5) Press the **CANCEL** key on the BLOCKS soft key line to undefine the block.

**SUB - Subscript a Character****DEFINITION**

SUB immediately subscripts the character at the cursor.

**WARNING**

SUB is a repeating key that will continue to subscript characters while it is held down.

Any character that has already been subscripted will be unsubscripted by the SUB key.

**USER INTERACTION****STEP**

- 1) Move the cursor to the character to be subscripted.
- 2) Press the SUB soft key (F6) on the FONTS soft key line. The character is moved down beneath the existing text.

**SEE ALSO**

The CLRBLK key can also unsubscript a character.

## **SUPER - Superscript a Character**

### **DEFINITION**

SUPER immediately superscripts the character at the cursor.

### **WARNING**

SUPER is a repeating key that will continue to superscript characters while it is held down.

Any character that has already been superscripted will be unscripted by the SUPER key.

### **USER INTERACTION**

#### **STEP**

- 1) Move the cursor to the character which is to be superscripted.
- 2) Press the SUPER soft key (F7) on the FONTS soft key line. This moves the character up above the existing text line.

### **SEE ALSO**

The CLRBLK soft key can also unscript a character.

**UNDER - Underline a Character****DEFINITION**

UNDER immediately underlines the character at the cursor.

**WARNING**

UNDER is a repeating key that will continue to underline characters while it is held down.

Any character that has already been underlined will have the underlining removed by the UNDER key.

**USER INTERACTION****STEP**

- 1) Move the cursor to the beginning of the text that is to be underlined.
- 2) Press the **UNDER** soft key (F8) on the FONTS soft key as many times as necessary.

## **BOLD - Boldface a Character**

### **DEFINITION**

BOLD immediately boldfaces the character at the cursor.

### **WARNING**

BOLD is a repeating key that will continue to boldface characters while it is held down.

Any character that has already been boldfaced will have the boldfacing removed by the BOLD key.

### **USER INTERACTION**

#### **STEP**

- 1) Move the cursor to the beginning of the text to be bolded.
- 2) Press the BOLD soft key (F9) on the FONTS soft key line as many times as necessary.

## 10. ALPHABETIC SUMMARY OF EDIT COMMANDS

The edit commands available in IN:SCRIBE (TM) are:

IN:SCRIBE	COMMAND	PAGE
ADDBLK	Adds highlighted block of text to another diskette file.	III-26
ADJUST	Formats text.	III-46
BOLBLK	Boldfaces a block of text.	III-67
CANCEL	Undefines a block of text.	III-13
CLEAR!	Discards a document to allow work on a new document.	III-22
CLRBLK	Removes special type fonts from a defined block.	III-68
CPYBLK	Copies a defined block of text.	III-15
CPYTAB	Inserts text from previous line.	III-36
DEFINE	Highlights block of text.	III-12
DELBLK	Deletes block of text.	III-16
DELEND	Deletes part of a line of text.	III-45
DELWRD	Deletes a word of text.	III-44
DIR/P	Looks up filenames on a diskette.	III-9
DRIVE?	Sets the drive for file reading and saving.	III-28,55
FIND	Finds a string of text.	III-42
FIND?	Sets a string of text to be found, and its replacement.	III-42
GETFIL	Reads another diskette file into current document.	III-20
GOTO?	Jumps to a specific line within current document.	III-2
HELP	Displays an explanation of IN:SCRIBE keys.	III-1
JMPBLK	Moves cursor to beginning of a defined text block.	III-13
JUSTFY	Formats and right justifies text.	III-48
LABEL	Labels a MYKEY.	III-61
LEARN	Stores a sequence of keystrokes in a MYKEY.	III-62
MARK	Marks a line for quick return.	III-35
MOVBLK	Moves block of text.	III-14
MYKEY	Replays a sequence of keystrokes stored in a MYKEY.	III-64
NOSAV!	Exits to DOS without saving document.	III-8

...continued



Summary of Edit Commands (cont)

IN:SCRIBE	COMMAND	PAGE
NOTTOP	Removes forced top-of-page mark from file.	III-74
PAGE?	Sets printed lines per page.	III-56
PAGTOP	Inserts forced top-of-page mark into file.	III-32
PSHTAB	Pushes text to next tab stop.	III-35
REPEAT	Initiates a repeated REPLAC or MYKEY command.	III-40,60
REPLAC	Replaces a character string.	III-41
SAVALL	Saves document into a diskette file and allows continued editing.	III-18
SAVBLK	Saves defined block of text into a diskette file.	III-24
SAVDOC	Saves document into a diskette file and exits to DOS.	III-6
SPLIT	Splits a line of text into two.	III-37
SUB	Subscripts a character.	III-69
SUPER	Superscripts a character.	III-70
TABS?	Sets tab stops and margins.	III-52
UNDBLK	Underlines a block of text.	III-66
UNDER	Underlines a character.	III-71
UNDO	Undoes previous edit command.	III-38

The other edit commands available are via the keyboard keys:

Brk	Interrupts a command.	II-13
Ctrl + Rtn	Inserts a line above.	II-14
Ctrl + Ins	Turns on/off Auto-Insert.	II-11
Ctrl + Del	Deletes a line.	II-11
Del	Deletes a character.	II-10
Esc	Allows entry of ASCII code.	II-13
Ins	Inserts a space.	II-10
Rtn	Inserts a line below.	II-15
Rub Out	Deletes previous character.	II-15

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