# HYPERION

# TEXT EDITOR

# GUIDE

This manual is a non-technical user's guide that describes the Hyperion Text Editor. Hyperion Text Editor can be used to write memos, reports and letters. Programmers may use Hyperion Text Editor to create both programs and data files.

Hyperion Text Editor can be run on IBM personal computers, as well as Hyperions.

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This edition, dated 1 July, 1984, is applicable to the Hyperion Text Editor and to subsequent releases unless otherwise noted in revisions to this edition.

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# INTRODUCTION

## To This Guide

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 Hyperion 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 Hyperion Text Editor system in detail. This ***Hyperion Text Editor Guide*** is divided into four parts:

**Part I** - **Tutorial**, guides you through a few exercises that will allow you to quickly become adept at using many of the Hyperion Text Editor capabilities.

**Part II** - **Basic Concepts**, describes some of the key ideas upon which the Hyperion Text Editor is based. You should understand these concepts if you are to use Hyperion Text Editor effectively.

**Part III** - **The Hyperion Text Editor Command Reference**, describes each Hyperion Text Editor command in detail. Examples are given for some of the more complex commands. The commands are listed alphabetically in Section 10.

**Part IV** - **Advanced Procedures**, gives examples of Hyperion Text Editor features that simplify common word processing tasks.

At the end of this guide there are two things to help you find and reference information quickly: an alphabetic index, and a quick reference. The quick reference is printed on heavy stock and is meant to be removed and used with quick references from other Hyperion user guides.

## To Other Hyperion Manuals

The ***Hyperion Text Editor Guide*** is one of many 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) The ***Hyperion DOS Guide*** is second in the series. It describes how to use the Disk Operating System (DOS), and the single-line text editing system EDLIN.

3) A ***Hyperion BASIC Guide***. This manual explains this programming language, which you may wish to use when you become more familiar with the Hyperion and its abilities.

4) A ***Hyperion Technical Reference Guide*** to describe the programming of each device within the Hyperion computer. This guide is meant for those wishing to develop application software.

5) The ***Hyperion Ex User Guide*** to describe the unpacking, installation and operation of the Hyperion expansion chassis and hard disk drive option.

6) Then there is a user guide written for each of the other software systems sold with the Hyperion: **IN:TOUCH**, the communications system; **MULTIPLAN**, the worksheet system; **1-2-3**, a data base management system; and several terminal emulation packages.

## Conventions

The Hyperion Text Editor functions equally well on the Hyperion, Hyperion PC, and IBM PC.

The keyboards of the Hyperion and the Hyperion PC are functionally the same. There are, however, some minor differences in the key caps or labels. Those keys which have different labels are included in the table below. This manual references the Hyperion keys throughout; if you have a Hyperion PC, use the table below to identify the equivalent key on your keyboard.

**HYPERION, HYPERION PC AND IBM PC KEY CAP COMPARISON**

| Hyperion Keyboard | Hyperion PC Keyboard | IBM PC Keyboard |
|---|---|---|
| Brk | Break | Break |
| Tab | \|← →\| | \|← →\| |
| Shift | ⇧ | ⇧ |
| Rub Out | ← | ← |
| Rtn | ↵ | ↵ |
| Print* | PrtSc* | PrtSc* |

As well as these cosmetic differences, the Hyperion PC has a "Scroll Lock" key in the upper right corner of the keyboard which the Hyperion does not. This Scroll Lock key performs the same function as the "Break" key on the Hyperion PC or "Brk" key on the Hyperion. The "−" key has been moved into the position formerly held by the "," key, which has been removed to accommodate the new "Scroll Lock" key on the Hyperion PC.

# Part I

# TUTORIAL

## 1. INTRODUCTION

The first part of this guide is a Hyperion Text Editor tutorial. Its objective is to guide you step-by-step through the Hyperion Text Editor 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 DOS Guide***, since this DOS is the necessary operating system from which the Hyperion Text Editor is first accessed, and to which the Hyperion Text Editor relinquishes control after an editing session.

### Organization of this Tutorial

This tutorial is divided into 10 sections:

- ***Section 2*** describes how the Hyperion Text Editor is accessed from DOS.
- ***Section 3*** introduces the soft key lines and shows how to access them.
- ***Section 4*** shows how to enter text into a file.
- ***Section 5*** shows how to move the cursor about the Hyperion Text Editor display screen.
- ***Section 6*** describes how to correct text that has already been entered.

...continued

### *Organization of this Tutorial (cont)*

- ***Section 7*** describes the more advanced editing concepts: adjusting and justifying.
- ***Section 8*** describes the setting of left and right margins.
- ***Section 9*** describes how to name and save a new document (file).
- ***Section 10*** 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 Hyperion Text Editor concepts in detail. When actually using the Hyperion Text Editor, refer to Part III for a detailed description of all Hyperion Text Editor commands and how they are to be used. Part IV describes some useful Hyperion Text Editor command sequences.

## IF YOUR SCREEN DISPLAY SHOULD SUDDENLY BLANK OUT

If your screen display should suddenly blank out, do not be alarmed. The Hyperion screen is designed to automatically blank out after 3 minutes of inactivity. Pressing any key will then reactivate the display.

This feature has been made part of the Hyperion in order to lengthen its lifespan by preventing the screen from gradually burning out.

## 2. ACCESS THE HYPERION TEXT EDITOR FROM DOS

Hyperion Text Editor is a special program that is accessed from the Disk Operating System (DOS) by entering the command EDIT.

**STEP**

1) Make sure that you are in the DOS system. (The ***Hyperion DOS Guide*** describes DOS.)

2) Replace the diskette in drive A with ***a copy of*** the master Hyperion Text Editor diskette.

3) Enter the word **EDIT** from the keyboard.

   (Earlier versions of DOS already have EDIT as a soft key, later versions allow you to assign EDIT to a soft key. In such cases, pressing the EDIT soft key has the same effect as entering EDIT from the keyboard.)

   The word "EDIT" appears on the screen at the cursor position.

4) Press the **Rtn** key.

...continued

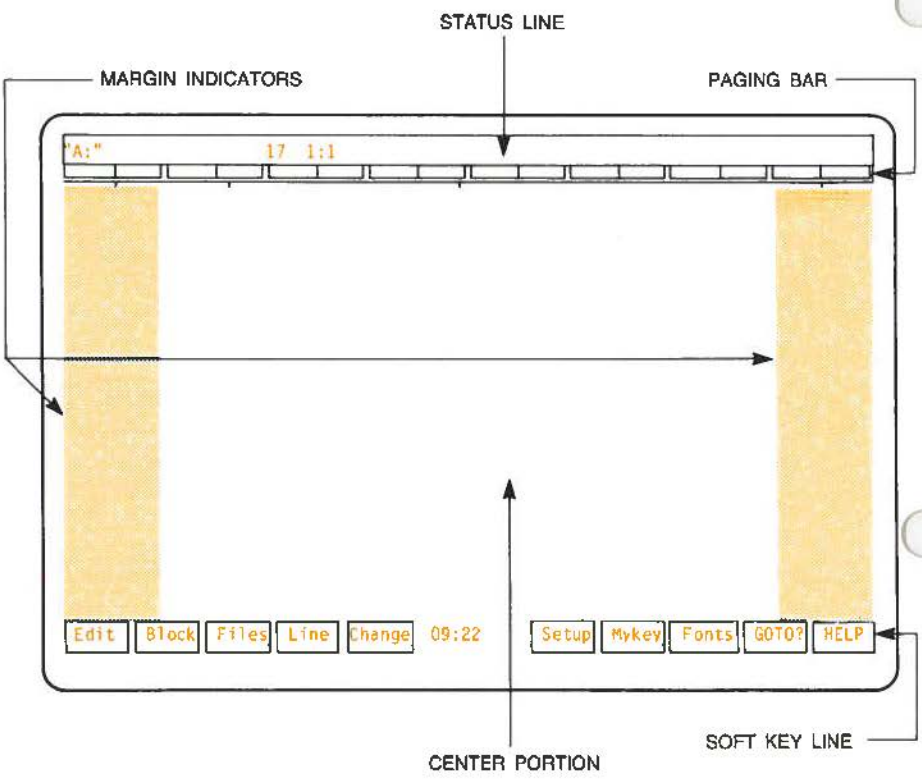



**Fig. I-1** - The Hyperion Text Editor screen format.

After several seconds the screen will clear, and the Hyperion Text Editor screen will appear, as shown in Fig. I-1.

Fig. I-1 also points out certain characteristics of the Hyperion Text Editor screen display. These are referred to in the following pages.

Note that the soft key command labels across the bottom of the screen have changed from those displayed in the DOS system. The labels now display Hyperion Text Editor commands. The Hyperion Text Editor soft key commands are described in detail in Part III.

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

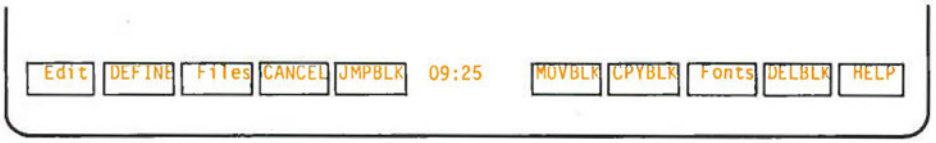



**Fig. 1-2** - The BLOCK soft key line labels.

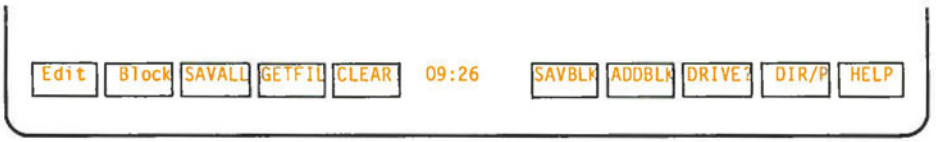



**Fig. I-3** - The FILES soft key line labels.

## 3. MOVE TO DIFFERENT SOFT KEY LINES

Across the bottom of the screen are ten highlighted words, called soft key labels. Each word, or soft key label, represents a Hyperion Text Editor command.

Pressing a soft key (F1 to F10) at the top of the keyboard activates the corresponding Hyperion Text Editor soft key label command displayed on the screen.

The line of soft key labels presently displayed is the main Hyperion Text Editor soft key line, called the EDIT soft key line.

**STEP** (cont)

5) Press **F2** (Block).

   The soft key labels change to those shown in Fig. I-2. This is the BLOCK soft key line.

6) Press **F1** (Edit).

   The soft key labels are now the same as the ones you started out with. You are back to the EDIT soft key line.

7) Press **F3** (Files).

   The soft key labels change to those shown in Fig. I-3. This is the FILES soft key line.

...continued

The Hyperion Text Editor has 11 different soft key lines. Pressing F1 from all of them except the EDIT soft key line, returns you to the EDIT soft key line.

Note that all the soft key labels you have used up to this point have been in upper/lower case letters. Such labels enable you to jump to other soft key lines. These labels carry the names of the soft key lines they jump to.

The other soft key labels, that are in upper case letters only, are Hyperion Text Editor commands.

## Using the HELP key

**STEP** (cont)

8) Press **F10** (HELP).

   The screen blanks out and a series of explanations are displayed, one explanation for each of the soft key labels in the FILES soft key line. This is called the HELP screen.

9) Press any key.

   The HELP screen disappears, and the original Hyperion Text Editor screen is redisplayed.

10) Press **F1** (Edit).

    You are now back in the EDIT soft key line.

...continued

Pressing **F10** (HELP) from any soft key line, displays a HELP screen for that particular soft key line.

**STEP** (cont)

11) Hold down the **Ctrl** key, and press **F10** (HELP).

This time a list of all Hyperion Text Editor soft key lines appears.

12) Press any key.

The soft key lines display disappears, and the original Hyperion Text Editor screen is redisplayed.

...continued

To display a list of all soft key lines in the Hyperion Text Editor, press **Ctrl+F10**.

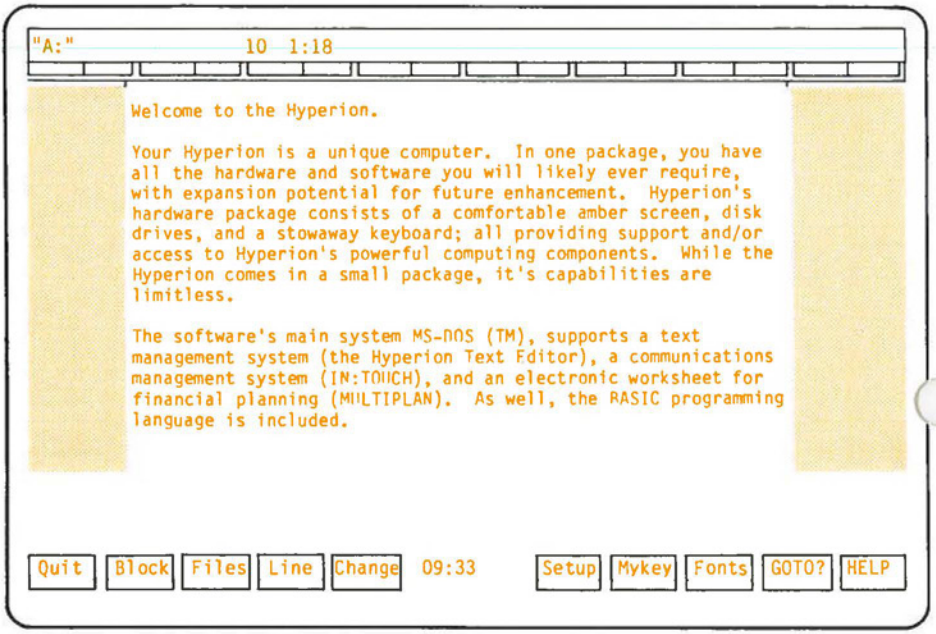



**Fig. I-4** - Text, as it looks entered onto the Hyperion screen.

## 4. ENTER TEXT

**STEP** (cont)

13) Press the **Rtn** key once. This creates a blank line at the top of your document.

14) Using the alphanumeric portion of the keyboard, enter the text shown in Fig. 1-4 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.

15) 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 Hyperion Text Editor 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 numbers in the highlighted bar at the top of the screen reflect the column that the cursor is in, as well as the page and line number (of the page) where the cursor is located.

## Column Number Indicator

As you move the cursor across the width of your document, you will see the column indicator change from 1 when the cursor is in the leftmost column to 80 when it is at the far right. Once you reach 80, pressing either another key or the space bar will cause the column notation to once again read 1.

## Page and Line Number Indicator

The number in the highlighted bar at the top of the screen should have changed from 1:1 to approximately 1:18. The number after the colon shows that the cursor is on the 18th line of your document. The line number will continue to increase until 66 is reached. After this, a double bar (PAGEBAR) will appear across the page, indicating a page break. The next line that the cursor advances to will become line 1, and the page number will increase by 1.

## 5. MOVE THE CURSOR

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

Cursor movement is controlled by the ***cursor-numeric 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-5.

**STEP** (cont)

16) 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-numeric keypad to move the cursor about the screen.

**STEP**

17) Press the **Num Lock** key until the octothorpe disappears.

...continued

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

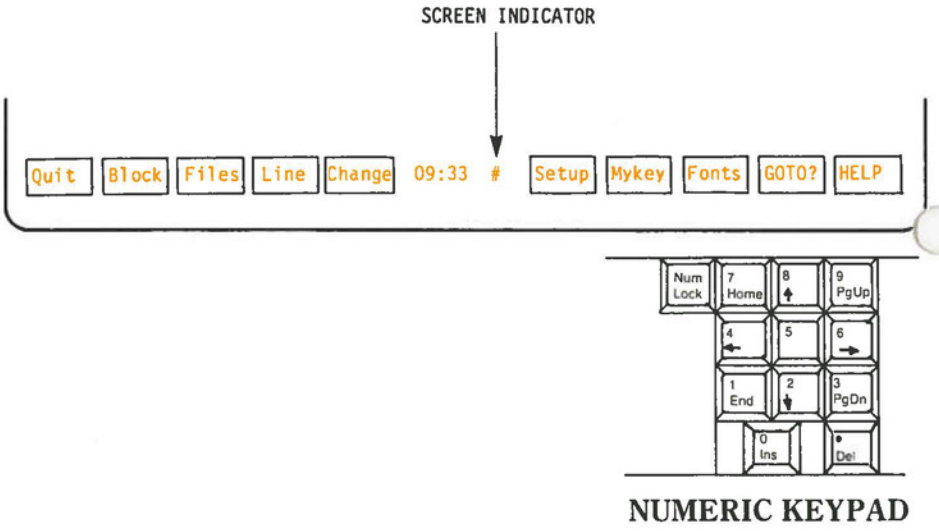



**Fig. I-5** - The cursor-numeric keypad, the **Num Lock** key and the screen indicator.

## Character-By-Character

**STEP** (cont)

18) Strike, in turn, each of the cursor control keys. (those with arrows). Notice how the cursor moves in the direction of the arrow.

19) 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**

20) 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.

21) 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**

22) Press **Ctrl + up arrow**. Notice how the cursor moves up to the beginning of the previous paragraph. Press **Ctrl + up arrow** (**Ctrl + P** for the Hyperion PC) several times.

23) Press **Ctrl + down arrow**. Notice how the cursor moves down to the beginning of the next paragraph. Press **Ctrl + down arrow** several times. (**Ctrl + N** for the Hyperion PC).

## The Home, End, and Other Keys

Several other keys are also available for you to use.

**STEP**

24) Press the **Home** key. The cursor moves to the beginning of the line.

25) Press the **End** key. The cursor moves to the end of the line.

26) 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.

27) 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 from the EDIT soft key line displays a HELP screen to describe the results of pressing the cursor keypad keys in combination with the **Ctrl** key.

**STEP** (cont)

28) Press **F10** (HELP).

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

29) Press any character key (or **Rtn**) to return to your original display.

...continued

## 6. CORRECT YOUR TEXT

Using the keypad, you can now correct any mistakes that you may have included in your Hyperion Text Editor file.

### Delete Text

**STEP** (cont)

30) Move the cursor to a character that you want to delete.

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

Note that the characters to the right of the cursor are all shifted one character to the left, to fill the hole left by the character that was deleted.

32) Now press **Ctrl + Del** to delete the complete line containing the cursor. (**Ctrl + D** for the Hyperion PC).

...continued

### Undo an Unwanted Action

The previous deletion of a line has undoubtedly deleted text that you wanted to keep. Since mistakes of this sort are quite common, the Hyperion Text Editor has a command that "undoes" the most recently entered command. This feature is called "UNDO".

You are currently accessing the EDIT soft key line.

**STEP** (cont)

33) Press **F4** (Line).

The LINE soft key line is displayed. The 9th soft key label is UNDO.

34) Press **F9** (UNDO).

The Hyperion Text Editor screen blanks out for a split second, and then is redisplayed. Notice that the line you deleted (accidentally on purpose) is now reinserted in the text.

35) Press **F1** (Edit) to return to the EDIT soft key line.

...continued

## 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 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**

36) Press **Ctrl + Ins**. Note the word "Inserting" at the top of the screen. (**Ctrl + S** for the Hyperion PC)

37) Enter the words **new text**. Notice how the existing text is pushed to the right as you enter the letters.

38) Press **Ctrl + Ins** again. The word "Inserting" disappears from the top of the screen.

39) Move the cursor back to the letter "n" of "new".

40) Press the **Del** key eight times. This deletes the word "new text" from the text.

41) Using the cursor-numeric keypad, and the **Ctrl**, **Ins** and **Del** keys, go back and correct any mistakes you made when you originally entered the text.

...continued

Do not worry if the lines of text are split unevenly down the page, i.e. some lines containing only a few words whereas others stretch across the screen. Section 7 which follows will show you how to adjust your text.

# 7. 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. The Hyperion Text Editor 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** (cont)

42) Press the soft key **F5** (Change) to access the CHANGE soft key line labels.

43) 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. (**Ctrl + P** or **Ctrl + N** for the Hyperion PC).

44) Press **F8** (ADJUST). The screen blanks out for an instant. When the text reappears, the paragraph has been readjusted and the cursor is at the start of the next paragraph.

45) Press **F8** again. The text in the last paragraph has now been adjusted.

A beep indicated that you have reached the end of your document.

...continued

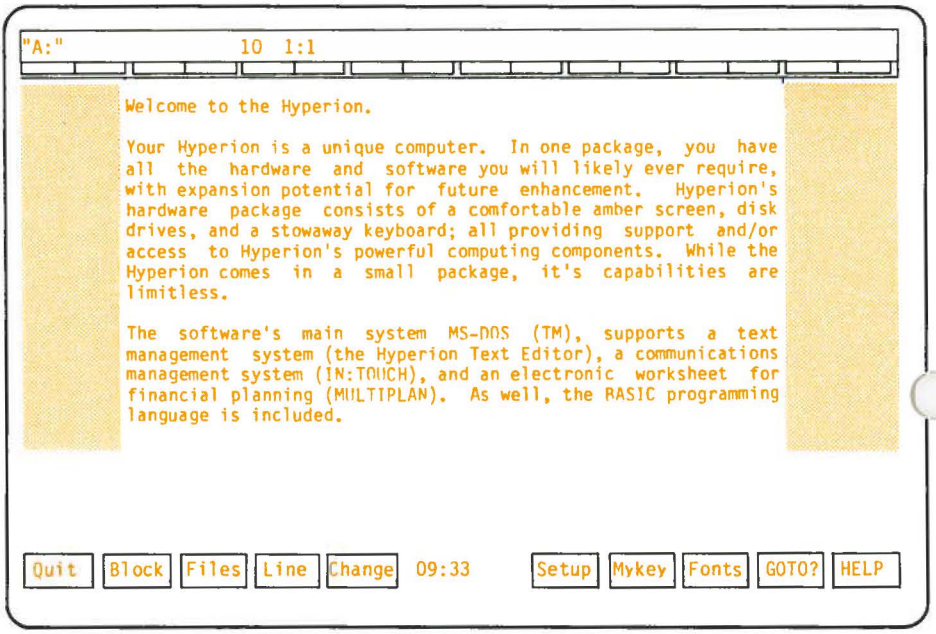



**Fig. I-6** - The text, after it has been right justified.

## 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** (cont)

46) Press **Ctrl + up arrow** to move the cursor back up to the first paragraph of your text. (**Ctrl + P** for the Hyperion PC).

47) 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.

48) Press **F9** again. When the text reappears, the paragraph has a straight, justified, right margin.

49) Press **F9**. The whole text should now be right justified.

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

**STEP**

50) Press the **Pg Up** key. This will bring the first paragraph back into view. The text should now appear as shown in Fig. I-6.

...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** (cont)

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

...continued

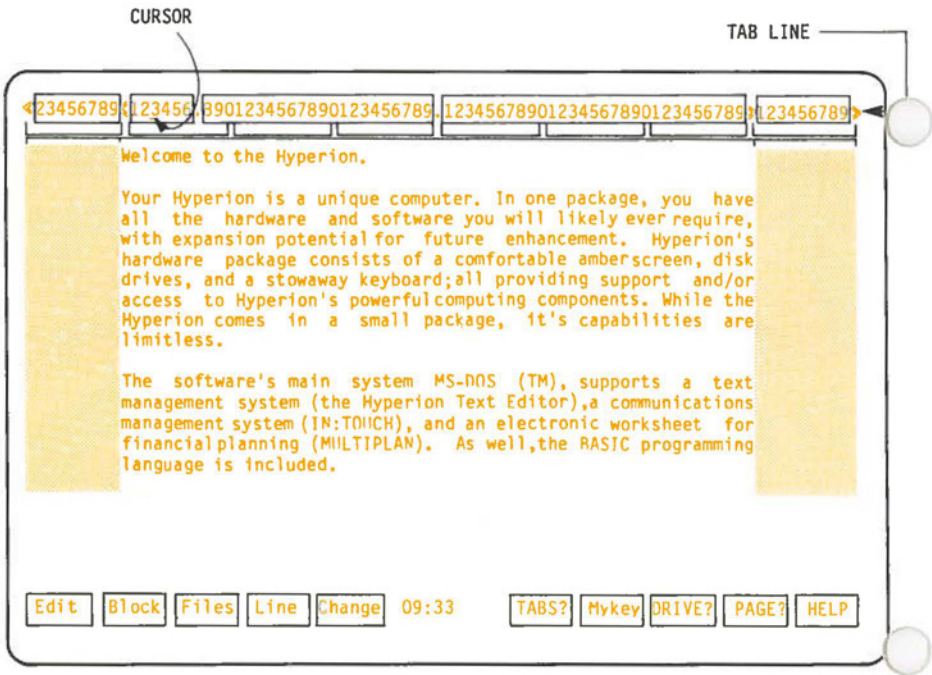



**Fig. I-7** - The tab line at the top of the Hyperion Text Editor screen.

## 8. SET A NEW LEFT AND RIGHT MARGIN

**STEP** (cont)

52) Look at your current soft key label line. Key **F6** is labelled **Setup**.

53) Press **F6**. The soft key labels change to those shown in Fig. I-7. Key **F6** is now labelled **TABS?**

54) 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 columns 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**

55) 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.

56) Move the cursor to column 60 and press any right bracket key. A double right bracket appears on the tab line at column 60. Note that you now have three sets of right brackets. Only the innermost set will affect the text margin setting.

...continued

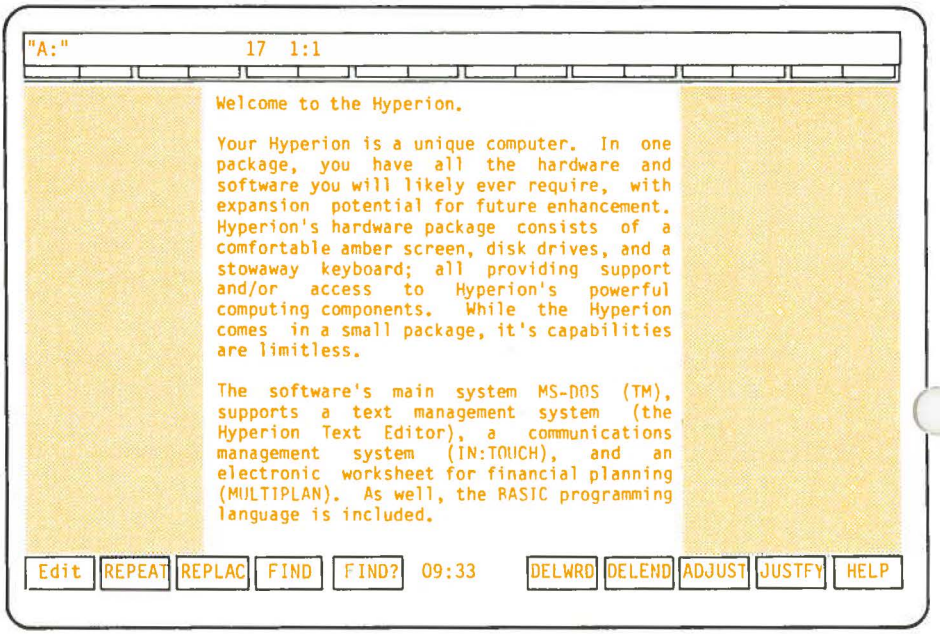



**Fig. I-8** - Text, after it has been adjusted and right justified to the new margins.

**STEP** (cont)

57) Then press the **Rtn** key. The tab line disappears.

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

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**

58) Press **F5** (Change) to access the CHANGE soft key label line.

59) Press **Ctrl + Home** to return the cursor to the top of the file.

60) Press **F8** (ADJUST) to adjust the first paragraph.

...continued

This puts your cursor at the "beginning" of the next paragraph.

Since you have shrunk your margins, however, much of your text is located inside the left and right margin shaded areas. The cursor does not recognize any text that extends into the margins and is therefore positioned partway through the first line. If you want the ***whole*** paragraph to be adjusted, therefore, you must move the cursor above the paragraph.

**STEP** (cont)

61) Press the **up arrow** once to move the cursor up one line.

Pressing **ADJUST** at this point will then adjust all text to the right of the cursor. Consequently, you will have lost one line.

**STEP**

62) To (pre)compensate for this lost line, press **Rtn** to insert a blank line.

63) Press **F8** (ADJUST) to adjust the second paragraph.

64) Repeat steps 61 to 63 to adjust the third paragraph.

65) Press **Ctrl + Pg Up** to return the cursor to the beginning of the file.

66) Right justify each paragraph (as described in steps 47 to 50). Your text should now look like it is shown in Fig. I-8.

...continued

## 9. 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** (cont)

67) Press the **F1** (Edit) soft key. This displays the main EDIT soft key label line.

68) Press **F1** again. This time the label was **Quit**. This displays a soft key line used to finish (Quit) an edit session.

69) Press **F10**, the HELP key, to display information about the five options this soft key line offers you.

The **HELP** information for these soft keys tells you that there are several options available for exiting from the Hyperion Text Editor.

A permanently-resident EDIT.DEF file contains certain format definitions such as margin widths and tabs. Exiting from the Hyperion Text Editor using the **NO DEF** key will save your file without changing the EDIT.DEF to reflect format changes.

Using the **SAVDOC** key will save the file, and will also update the EDIT.DEF file.

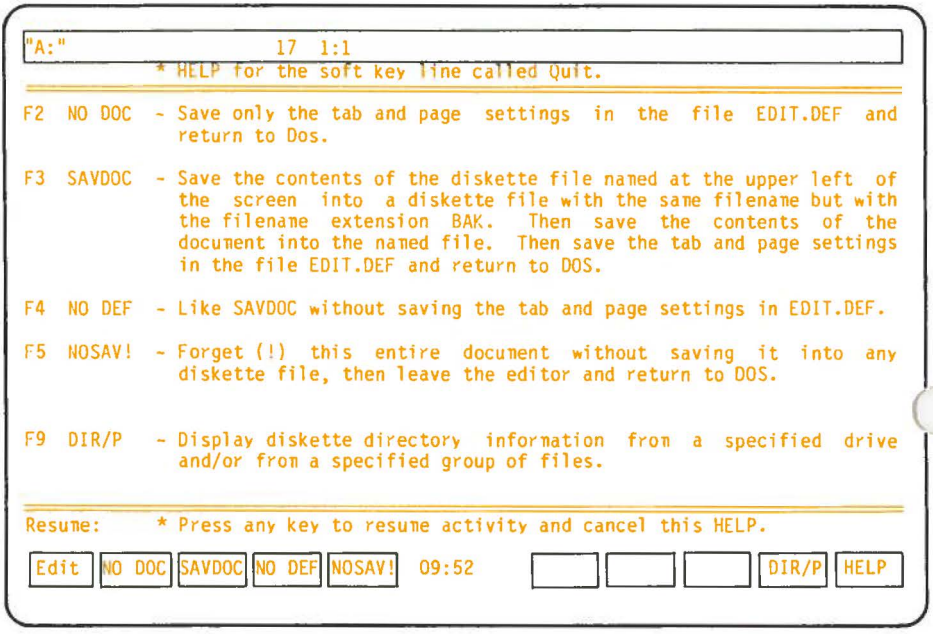



**Fig. I-9** - The QUIT soft key line HELP screen.

Using **NODOC** will update the EDIT.DEF file, without saving the document.

The **NOSAV!** key will not save the document nor update the EDIT.DEF file.

An additional selection on the soft key line, **DIR/P**, will display the names of all files currently saved on the drive shown in the highlighted line at the top of the screen.

**STEP** (cont)

70) Press **Rtn** to clear the HELP display.

71) Press the **F3** (SAVDOC) soft key.The system displays:

Save to what disk file? A:

## Name Your Document

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

**STEP**

72) Type the characters **FIRST.TRY**

73) Press the **Rub Out** key to backspace over any mistakes.

74) Press **Rtn**.

...continued

After a few seconds, 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 will be redisplayed, to indicate that the Hyperion has returned to DOS and 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 the Hyperion Text Editor. You have successfully completed an editing session, and are now back in DOS.

## 10. SUMMARY OF CONCEPTS

In this tutorial you have learned how to:

- access the Hyperion Text Editor 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, Hyperion Text Editor automatically wraps the text around 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 below the cursor position, and **Ctrl + Rtn** to insert a blank line above the cursor position.

- **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.

...continued

### *Summary of Concepts (cont)*

- **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 the Hyperion Text Editor. Remember, there are 11 soft key lines, each having from two to seven commands. All are described in Part III of this guide.

## LAST STEP

75) Read Part II of this guide, then proceed to use the Hyperion Text Editor to create files for your programs, memos, letters, reports, and stored data.

# Part II

# BASIC CONCEPTS

## 1. INTRODUCTION

The Hyperion Text Editor 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 Hyperion Text Editor guide.

### What You See Is What You Get

The document you create and edit is displayed on the screen in the same form in which it is stored and printed. Each edit command you enter changes the screen. With the Hyperion Text Editor 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 Hyperion Text Editor concepts:

* The procedures to access the Hyperion Text Editor from the disk operating system (DOS), and to exit from the Hyperion Text Editor back into DOS, are described in ***Section 2***.

* The Hyperion Text Editor display screen, and the Hyperion Text Editor status indicators that are displayed on this screen, are described in ***Sections 3 and 4***.

* How to enter Hyperion Text Editor commands is described in ***Section 5***.

## *Organization of this Part (cont)*

* 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 are described in ***Section 8***.

* Basic terms used when describing text entry are described in ***Section 9***.

* How to "undo" a previous command is described in ***Section 10***.

* Printing is described in ***Section 11***.

* Finally, error messages and some basic error clearing procedures are described in ***Section 12***.

## 2. ACCESSING THE HYPERION TEXT EDITOR FROM DOS

The Disk Operating System (DOS) is Hyperion's main operating system. To access the Hyperion Text Editor:

**STEP**

1) Make sure you are in DOS; that the main DOS soft key line is displayed, and that the master Hyperion Text Editor diskette, or a copy, is in drive A. If you are using DOS 2.11, the EDIT command files must be in the current directory, or on the defined path. Any files created will be stored on the current directory.

2) Enter the word **EDIT**, or press the **EDIT** soft key, if one is available.

   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. mand.

3) Press **Rtn**.

   *OR*

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

...continued

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 A). If the second filespec is missing, the system assumes the file is to be stored in the first file.

When accessing the Hyperion Text Editor 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 Hyperion Text Editor 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 Hyperion Text Editor 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 Hyperion Text Editor diskette, or copy, from drive A, and insert the working diskette containing the file(s) you intend to edit;

*OR*

If you have a multiple-drive Hyperion, you can insert the working diskette either into drive A, (as above), into drive B, or use an expansion hard disk unit.

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

## 3. THE HYPERION TEXT EDITOR DISPLAY SCREEN

The Hyperion Text Editor display screen 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 ***column, page and line number*** of the cursor location in the document that you are currently accessing.
  - several Hyperion Text Editor ***status indicators***, as described in Section 4.

  Note that during some Hyperion Text Editor 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 the Hyperion Text Editor, 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, or displays another soft key line.

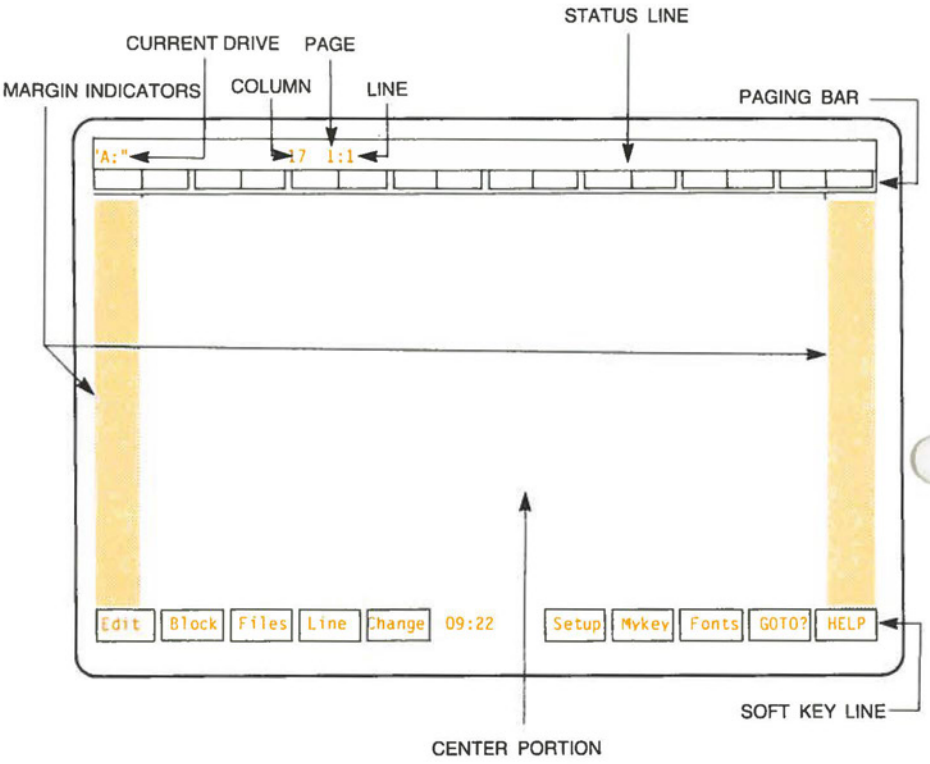



**Fig. II-1** - The display screen as it appears when you first access the Hyperion Text Editor .

## 4. THE HYPERION TEXT EDITOR STATUS INDICATORS

The top line of the Hyperion Text Editor 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 (**Ctrl + S** for the Hyperion PC).

* **"Defining Block"** (defining block mode)

  You have started defining a block, but have not finished defining it. (See the description of the DEFINE command in Part III.)

* **"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"** (learning mode)

  You have started assigning keystrokes to a Mykey but have not yet finished the process. (See the description of the LEARN command in Part III.)

* **"Mykey X"** (execute mode)

  You have pressed a Mykey, and the system is executing the keystrokes you have previously assigned that Mykey. X is the number of the mykey.

* **"Searching"** (search mode)

  Hyperion Text Editor 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.

## Font Status Indicators

The Hyperion Text Editor supports seven different type styles: subscript, superscript, large, italic, bold, underline, and normal. Any letter that has a type style other than normal appears intensified on the screen. Positioning the cursor on that character then displays a status indicator on the top highlighted line of the screen. See Part III, Section 9 for a further discussion of this feature.

* **"s"** (subscript)

  Indicates that the character at the cursor position is subscripted.

* **"S"** (superscript)

  Indicates that the character at the cursor position is superscripted.

* **"L"** (large)

  Indicates that the character at the cursor position is larger, i.e. occupies two normal character positions.

* **"i"** (italic)

  Indicates that the character at the cursor position is italicized.

* **"b"** (bold)

  Indicates that the character at the cursor position is boldfaced (intensified).

* **"u"** (underline)

  Indicates that the character at the cursor position is underlined.

# 5. ENTERING HYPERION TEXT EDITOR COMMANDS

## Soft Key Commands

Hyperion Text Editor 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 Hyperion Text Editor screen. Part III describes each of these Hyperion Text Editor commands in detail.

## Cursor Movement

The actual entry of text, however, is controlled by moving the flashing 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.

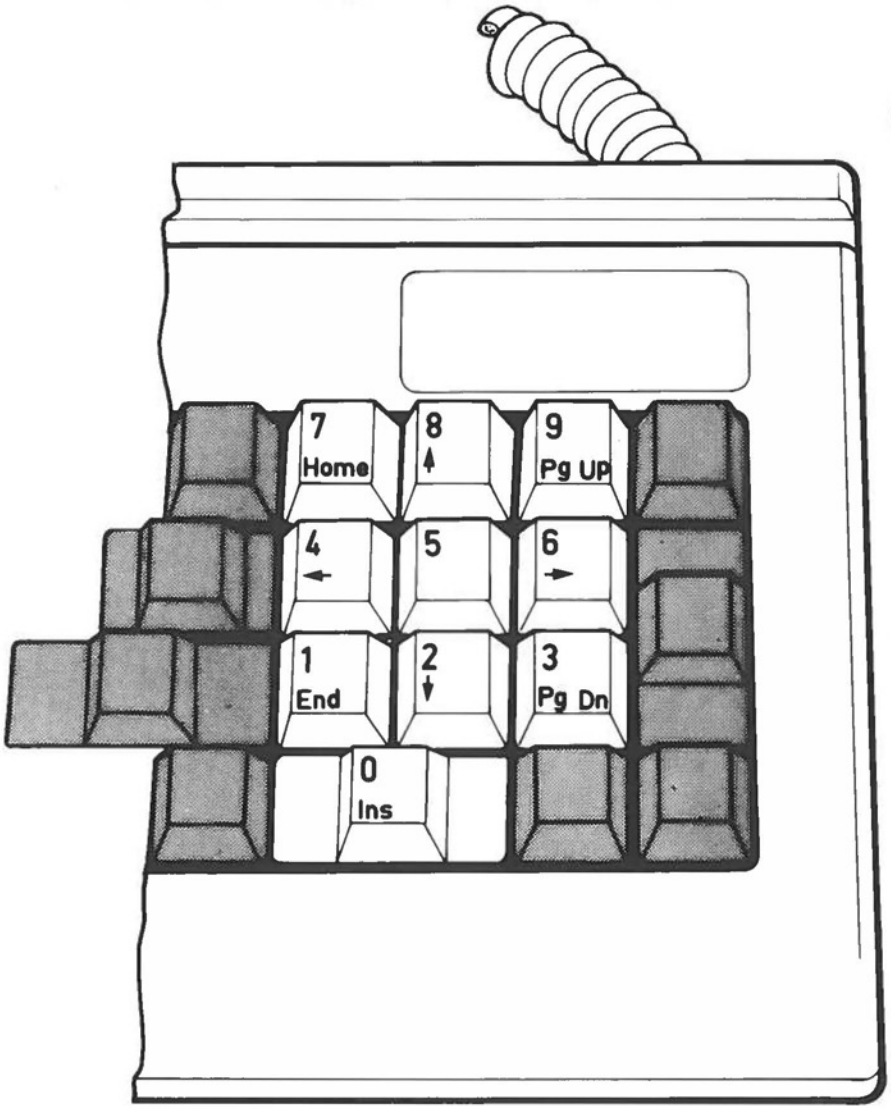



**Fig. II-2** - The cursor-number keypad is used to move the cursor about the screen.

# 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-numeric 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-Numeric Keypad

To put the keypad into numeric mode, you may press the **Num Lock** key. An octothorpe (#) then appears in the center 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.

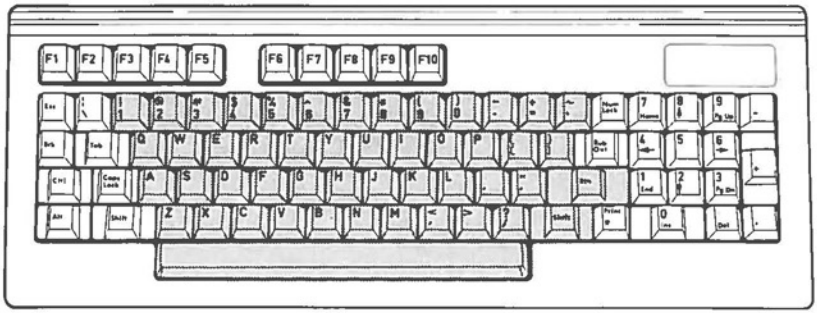
The cursor-numeric keypad functions are described in Table II-A.

## Table II-A
## CURSOR-NUMBER KEYPAD INDIVIDUAL KEY FUNCTIONS

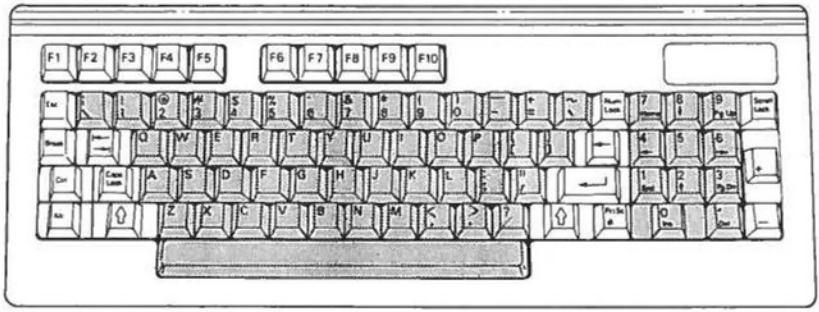
| KEY | FUNCTION (when # is absent) |
|---|---|
| → | Move the cursor to the next character on the current line. If the cursor is at the right margin, move it to the first character from the left margin on the next line. (***Next Character***) |
| ← | Move the cursor to the previous character on the 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. (***Previous Character***) |
| ↑ | Move the cursor up one line through the document. (***Previous Line***) |
| ↓ | Move the cursor down one line through the document. (***Next Line***) |
| **Home** | Move the cursor to the left margin of the current line. (***Front of Line***) |
| **End** | Move the cursor to the first blank character to the right of the last word in the current line. (***End of Line***) |
| **Pg Up** | Move the cursor up 24 lines, i.e., to the previous screen display. (***Previous Top of Page***) |
| **Pg Dn** | Move the cursor down 24 lines, i.e., to the next screen display. (***Next Top of Page***) |
| **Del** | Delete the character at the current cursor position, pulling all subsequent characters on this line to the left. (***Delete Character***) |
| **Ins** | Insert a space at the current cursor position pushing all subsequent characters on this line to the right. (***Insert Space***) |

## Table II-B
## CURSOR-NUMBER KEYPAD COMBINATION KEY FUNCTIONS

| KEY | FUNCTION (when # is absent) |
|---|---|
| **Ctrl + →** | Move the cursor to the start of the next word. (***Next Word***) |
| **Ctrl + ←** | Move the cursor to the previous start of word, which may of course be the start of the current word. (***Previous Word***) |
| **Ctrl + ↑** or **Ctrl + P** (PC) | Move the cursor to the previous start of paragraph. (***Previous Paragraph***) |
| **Ctrl + ↓** or **Ctrl + N** (PC) | Move the cursor to the next start of paragraph. (***Next Paragraph***) |
| **Ctrl + Home** | Move the cursor to the left margin of the top-most currently displayed line of the document. (***Upper Left***) |
| **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. (***Lower Right***) |
| **Ctrl + Pg Up** | Move the cursor to the top of the document. Stops at marked lines. (***Top***) |
| **Ctrl + Pg Dn** | Move the cursor to the left margin of the last line in the document. Stops at marked lines. (***Bottom***) |
| **Ctrl + Del** or **Ctrl + D** (PC) | Line delete. Deletes line at cursor position, pulling all subsequent text up one line. (***Line Delete***) |
| **Ctrl + Ins** or **Ctrl + S** (PC) | Enter/Exit insert mode. (***Insert Mode***) |



a) Hyperion keyboard,



b) Hyperion PC keyboard,

**Fig. II-3** - Keyboards for various machines the Hyperion Text Editor works on.

## 7. SPECIAL KEYS USED WITHIN THE HYPERION TEXT EDITOR

The Hyperion keyboard is your means of entering text and then entering the Hyperion Text Editor 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 (usually when pressed ***twice***). It is also used in the Hyperion Text Editor to allow input of unusual characters. Use this key with caution. |
| **Brk**<br>**Break** (PC) | Cancels many operations. It is used in the Hyperion Text Editor 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 |
|---|---|
| **Ctrl** | This key is used in conjunction with other keys to provide new meanings and enhancement to the other keys. In the Hyperion Text Editor, for instance, **Ctrl + Rtn** (**Ctrl + N** for the PC) is an "upwards return" because it inserts a blank line above the line containing the cursor. **Ctrl** is a "supershift" key. |
| **Alt** | Alt(ernate) is used in conjunction with other keys to provide new meaning to those keys. It can be used to generate special characters (accents, symbols, graphic characters, Greek letters, etc.). To generate a special character, hold the **Alt** key down while entering a 3-digit ASCII code for the character. The corresponding character appears at the cursor position as soon as the **Alt** key is let up. |
| **Tab**<br>⇆ (PC) | Tab 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 **Shift** key and pressing the **Tab** (⇆ for the PC) key. |
| **Caps Lock** | Cap(itals) Lock 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 display on the bottom line of the screen. |
| **Shift**<br>⇑ (PC) | This key enters the shifted value for any other key. When the keyboard is in normal (lower case) mode, holding the **Shift** key while pressing an alphabetic character enters the upper case value for that character. When the **Caps Lock** key has been used to force upper case operation, holding the **Shift** (⇑ for the PC) key while pressing an alphabetic character enters the lower case value. The **Shift** (⇑ for the PC) 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 |
|---|---|
| **Num Lock** | This key is used with the cursor-number keypad to toggle the cursor movement mode on or off. |
| **Rub Out**<br>← (PC) | 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. |
| **Rtn**<br>↵ (PC) | When text is being entered, pressing **Rtn** (↵ for the Hyperion PC) 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, **Rtn** (↵ for the Hyperion PC) is also used to insert a line in the middle of text.<br><br>For some Hyperion Text Editor commands, **Rtn** (↵ for the Hyperion PC) signals the end of input on the command line (the top line of the screen) and tells the computer to respond to the command. |
| **Print**<br>*<br>**PrtSc** (PC)<br>* | This key enters an asterisk when used in the Hyperion Text Editor. If you press **Shift** + **Print** without a printer available, the system will "hang" for about 30 seconds, and then come back. |

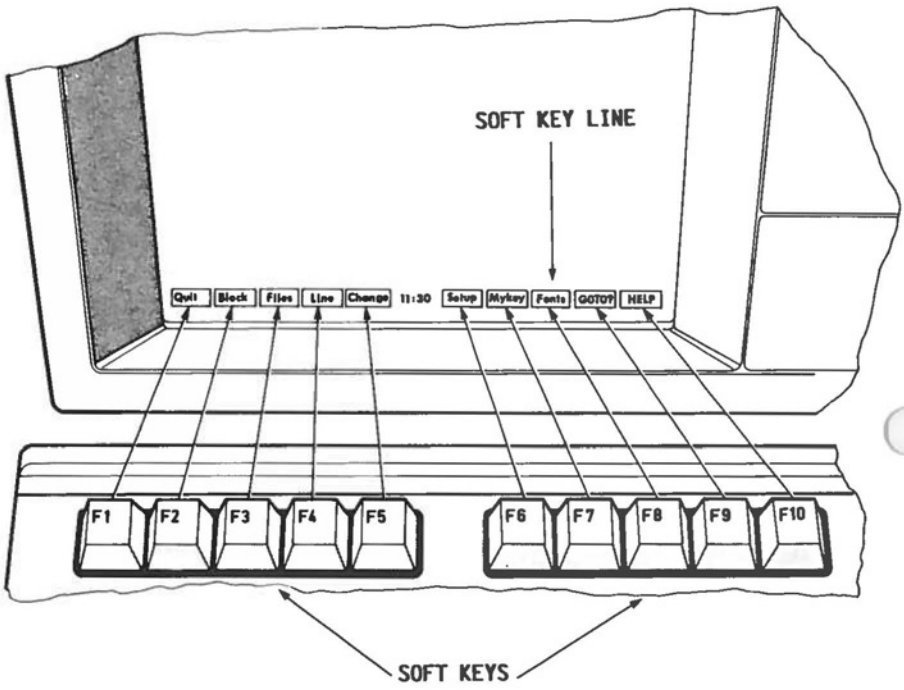



**Fig. II-4** - The Hyperion Text Editor soft key line display.

## 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 for 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 labels move you to other soft key lines.

* Pressing a key with a lower case 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 Hyperion Text Editor 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 EDIT soft key line as it appears on the screen. There are 11 soft key lines you can call up in the Hyperion Text Editor. ***The EDIT line*** is the master soft key line: all other Hyperion Text Editor 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 the Hyperion Text Editor you will quickly learn all of the editor's capabilities.

# 9. ENTERING TEXT

## Overstrike

When you type any characters from your keyboard onto the 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 type, 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, the Hyperion Text Editor 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. When this message appears, the automatic carriage return is disabled.

## 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 method is available to Hyperion Text Editor users, that allows entry of new characters without overstriking existing characters. This method is referred to as autoinsert.

Pressing **Ctrl + Ins** (**Ctrl + S** for the Hyperion PC) turns autoinsert typing on and off. When autoinsert 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 next word after 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. (**Ctrl + D** for the Hyperion PC).

## Entering Special Characters

It is possible to type characters into the Hyperion Text Editor screen that do not even appear on the Hyperion keyboard.

The ***Hyperion BASIC 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. The character appears when **Alt** is released.

## 10. UNDOING

A useful feature of the Hyperion Text Editor is its ability to "undo" the most recently entered command. This is especially useful when deleting a sequence of lines and then accidentally deleting one you wanted to keep.

To use UNDO:

| STEP | |
|---|---|
| 1) | Access the LINE soft key line. |
| 2) | Press **F9** (UNDO).<br>The screen blanks out for a split second. When it reappears, the effect of the most recently entered command is cancelled. |

The UNDO command cannot undo block commands, such as a block delete, or block move or copy.

# 11. 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.

## Print Out a Whole Display Screen

To print out the contents of a display, press **Shift + Print**. ***Everything*** that is currently displayed on the screen will be printed out.

## Use the Printer as a Typewriter

To ***use a printer as a typewriter***, first access the DOS system, then press **Ctrl + Print** (**Ctrl + PrtSc** for the Hyperion PC). 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**, (**Ctrl + PrtSc** for the Hyperion PC) the 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.

## 11.1 Printing a Whole File

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

**STEP**

1) Ensure that a prompt (i.e., **C:**) appears on your screen.

2) Change the prompt to indicate the physical device where the Hyperion Text Editor resides.

   If Hyperion Text Editor is in the "A" drive of the Hyperion, change the C: to A: by typing **A:** immediately after the prompt, and then pressing **Rtn**.

3) Enter the words:

   **COPY d:filename.ext PRN**

   *OR (if using DOS 2.11)*

   **PRINT d:filename.ext**

   where **d** is the drive containing the file; **filename** is the name of the file; and **ext** is the filename extension.

4) Press **Rtn**.

Refer to Part IV, Advanced Procedures, for alternate ways of printing out Hyperion Text Editor files.

## The .LPT file

In order to interpret the special type styles (boldfacing, underlining, subscripting, etc.) available in the Hyperion Text Editor an interpretation of each type style is contained in print files on the Hyperion Text Editor diskette. These files are descriptively named to indicate which printer each is designed for. If in doubt, the first line in each file identifies the particular printer or printers which can use this file.

To assign the correct print file:

**STEP**

1) Make sure your DOS diskette is in drive B, and a Hyperion Text Editor is in drive A.

2) Enter the command

```
EDIT B:CONFIG.SYS
```

3) Enter the following line at the bottom of the file:

```
DEVICE=LPFILTER.SYS/X
```

where **X** is the filename of the print file that applies to the printer you intend to use.

4) Exit from the Hyperion Text Editor, using **SAVDOC**.

## 12. ERROR MESSAGES

The following error messages may 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 the Hyperion Text Editor 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 Hyperion Text Editor (Maximum size - in bytes - is approximately 35,000 bytes = 35,000 characters, or 10-15 pages.)

  Press **Rtn** to return to DOS. Then split your file into two by using **EDLIN**, as described in the ***Hyperion DOS 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 until the DOS prompt reappears on the screen, then either change your printer interface file, or the MODE settings, or both.

The MODE command and settings are described in the ***Hyperion DOS Guide***.

Part III

## Section 1

## *EDIT* SOFT KEY LINE - MOVE TO OTHER SOFT KEY LINES

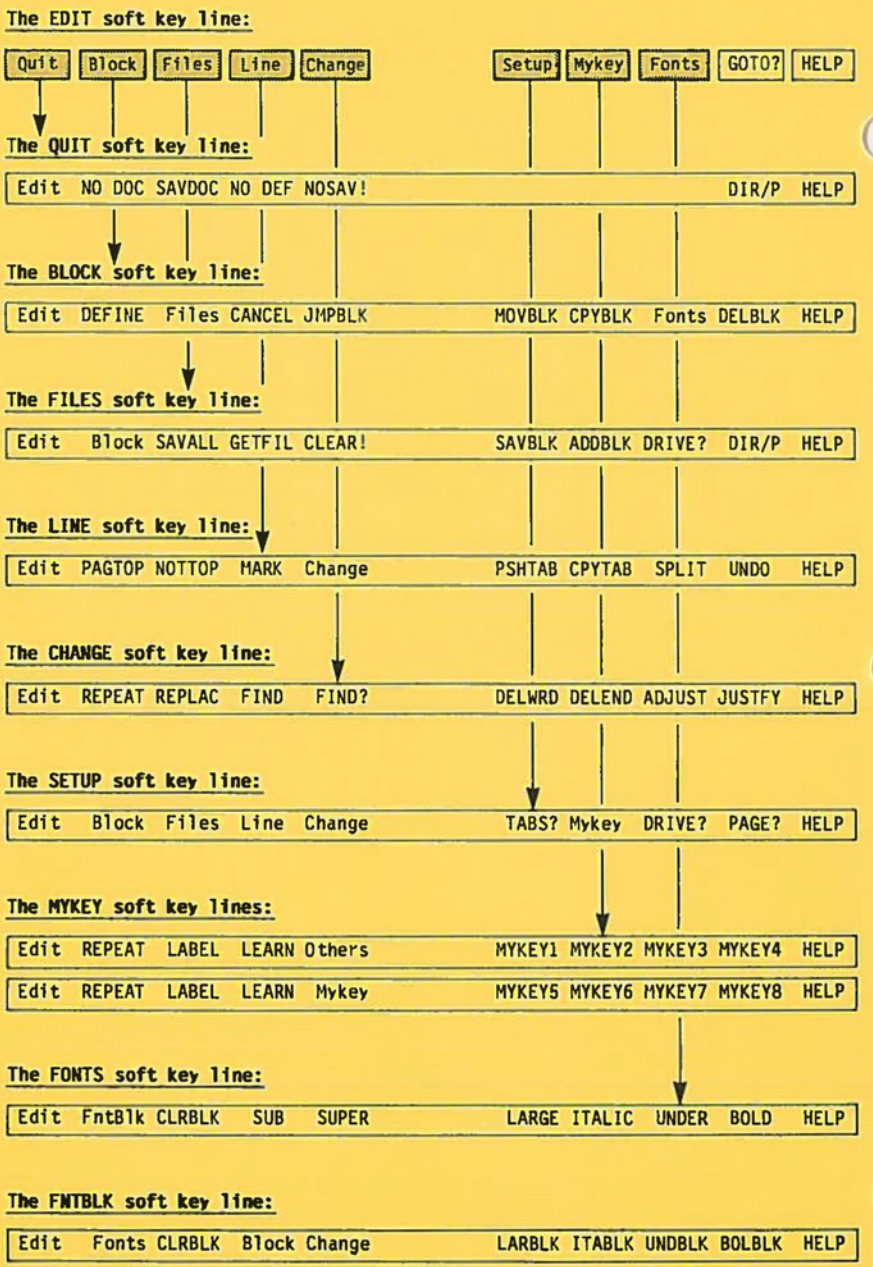



**Fig. III-1** - The EDIT soft key line enables you to move to the other Hyperion Text Editor soft key lines.

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

The EDIT soft key line is the main Hyperion Text Editor 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 label map (similar to that shown in Fig. III-1 at left) for the Hyperion 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?).

   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 what 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

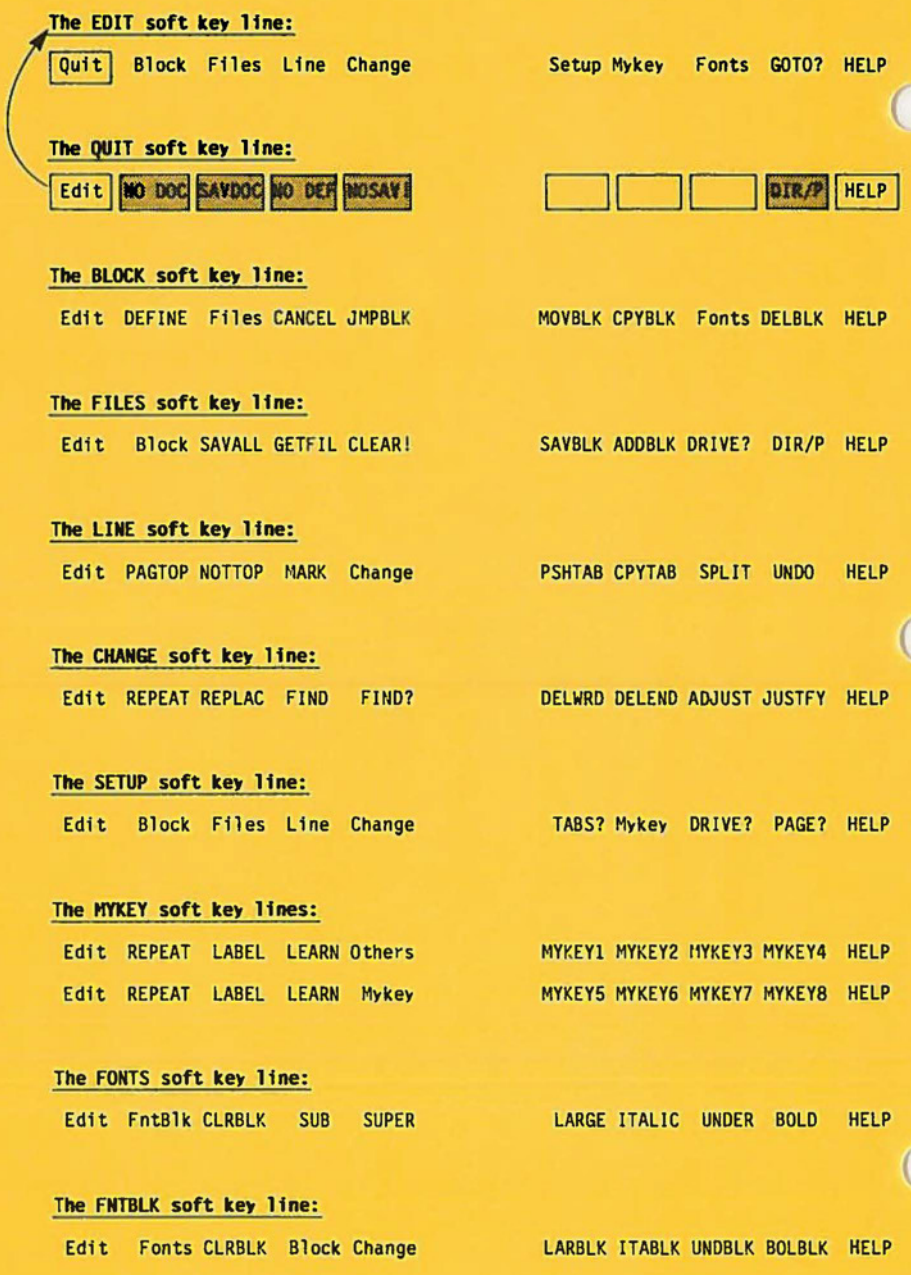



**Fig. III-2** - The QUIT soft key line.

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



The QUIT soft key line has five edit commands:

* Pressing **F2** (NO DOC) saves only the EDIT.DEF file you have created. It does not save the file currently displayed on the screen.

* Pressing **F3** (SAVDOC) names and saves the file that is currently displayed on the screen, as well as the EDIT.DEF file.

* Pressing **F4** (NO DEF) saves the file that is currently displayed on the screen. It does not save the EDIT.DEF file changes.

* Pressing **F5** (NOSAV!) erases all work done since the last save operation, including any changes to the EDIT.DEF file.

These four commands all exit from the Hyperion Text Editor back into DOS.

* Pressing **F9** (DIR/P) displays the names of selected files on a diskette in either drive A, B or C of the Hyperion. To display files on a drive other than the one supplied, move the cursor back 2 spaces and replace the supplied letter with the desired drive letter. It is similar to the DIR command available in DOS.

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

The EDIT.DEF file contains the format for a Hyperion Text Editor session: the margins, tabs, FIND strings, page lengths, mykey definitions.

## *NO DOC* - Save the EDIT.DEF Only, and Return to DOS

### DESCRIPTION

NO DOC saves your format (EDIT.DEF file) changes into the EDIT.DEF file, after requesting that you press the **Del** key to delete the file and return to DOS.

### USER INTERACTION

**STEP**

1) Press the **NO DOC** key (F2). The prompt:

Press Del to discard and quit.

appears on the top highlighted line.

2) Press any key except **Del** to return to the edit mode,

*OR*

Press **Del** to delete the file, store the new format settings in the EDIT.DEF file, and return to DOS.

### WARNINGS

Any new margin and/or tab settings will be put into the EDIT.DEF file, and will affect editing of subsequent files.

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



### DESCRIPTION

SAVDOC saves your document as well as any changes to the format into diskette files, after asking you to enter or edit a filespec for the document. The document is saved into a document file, and the format is saved into the EDIT.DEF file. You are returned to DOS.

### USER INTERACTION

**STEP**

1) Press the **SAVDOC** key (F3). The question:

   **Save to what disk file?**

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

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

   *OR*

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

If you press **Esc** twice, you will cancel the command and remain in the editor exactly where you left off. Press the **Edit** key (**F1**) to return to the EDIT soft key line.

If you press **Rtn**, the document you have edited will be saved into the specified file. The EDIT.DEF file will reflect any changes made to margin or tab settings. If a document file with the same name already exists, the text will first be automatically copied into a file with the same filename, but with the filename

*SAVDOC Command (cont)*



extension **.BAK**, then the file you are saving will be saved into the specified file. This provides protection against destroying existing files.

## 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 with extension **.BAK**.

Be sure to SAVDOC your document into permanent storage: a diskette in drive A or B or a hard disk.

## 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 (Part III, Section 4) 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.

## *NO DEF* - Return to DOS after Saving the Document without EDIT.DEF Changes



### DESCRIPTION

NO DEF saves all work done since the last save operation, and returns the user to DOS. It will not save any format changes (tab and margin settings, mykey definitions, etc.) to the EDIT.DEF file. The original EDIT.DEF file will be left unchanged.

### USER INTERACTION

**STEP**

1) Press **NO DEF** soft key (F4). The statement:

   Save to what disk file ? b:filename.ext

   appears in the top highlighted line.

2) Press **Rtn** to save the named file, or enter a drivespec:filename.extension that you wish to save the file to,

   *OR*

   Press **Esc** twice to continue editing.

### WARNINGS

Any changes made in your document since the last save operation will be saved: i.e. the file be saved as it is on the screen, but the EDIT.DEF file will not reflect any format changes to the margin or tab settings, or mykey definitions.

## *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.

### USER INTERACTION

**STEP**

1) Press the **NOSAV!** soft key (F5). 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 the EDIT soft key line.

### WARNINGS

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. Format changes are also not saved, and the original EDIT.DEF file remains unchanged.

### 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 a new file, or use the **GETFIL** key to access an 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). The DIR/P command is displayed on the top highlighted line of the screen, together with the current drivespec.
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 the Hyperion Text Editor 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 DOS Guide*** provides more information about wildcarding and directories.

Part III

# Section 3

# *BLOCK* SOFT KEY LINE - DEFINE AND MANIPULATE BLOCKS OF TEXT

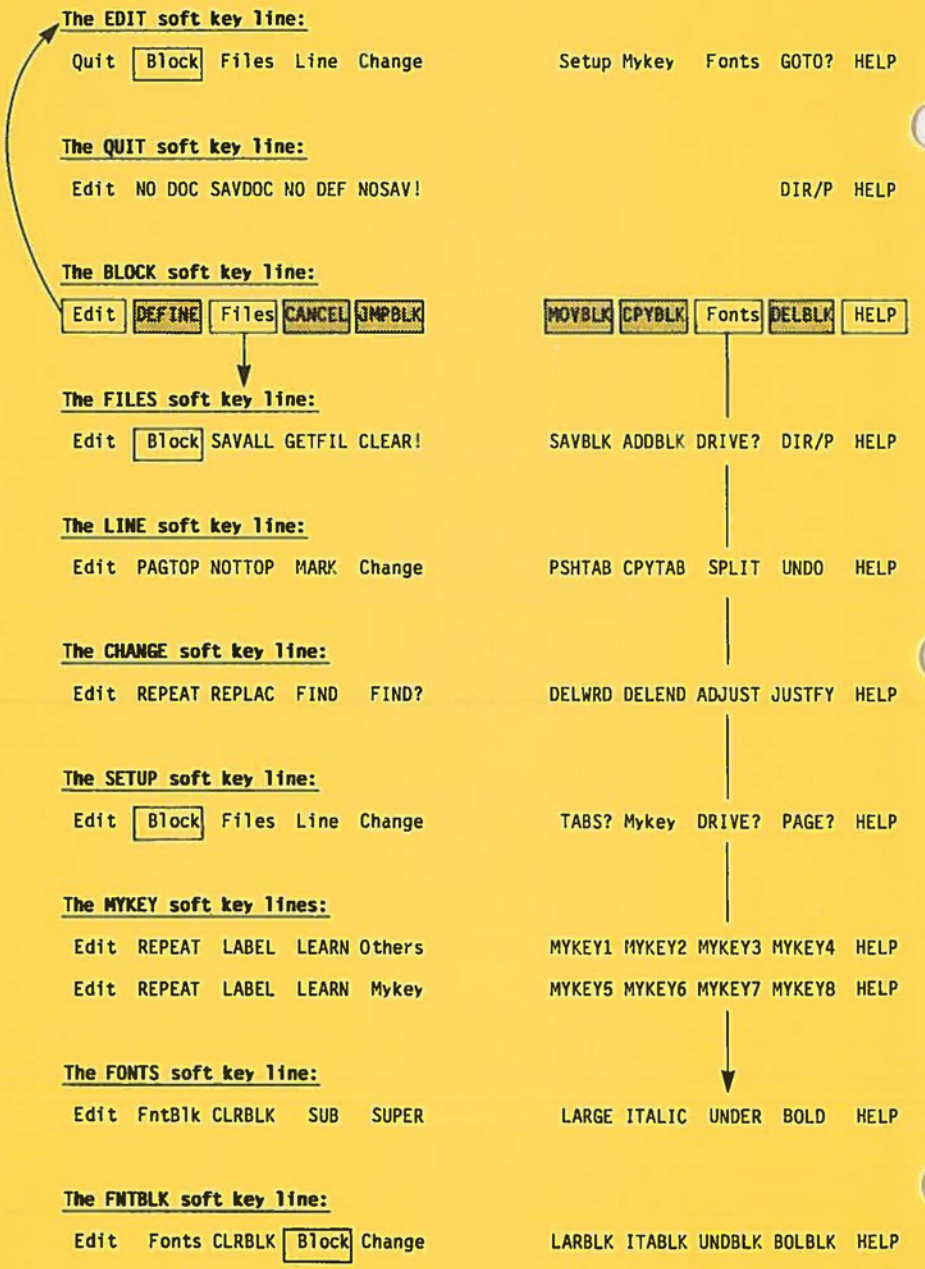



**Fig. III-3** - The BLOCK soft key line.

## 3. *BLOCK* SOFT KEY LINE - DEFINE AND 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: (**SAVBLK**, **ADDBLK**) on the FILES soft key line, (**CLRBLK**) on the FONTS soft key line, and (**CLRBLK**, **LARBLK**, **ITABLK**, **UNDBLK** and **BOLBLK**) on the FNTBLK soft key line. For that reason, it is possible to directly access the FILES and FONTS 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).

The BLOCK line commands will accept and manipulate a blank line at the beginning and the end of a block of text.

## *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.

### USER INTERACTION

**STEP**

1) Press the **DEFINE** soft key (F2). 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.

### WARNINGS

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.

*DEFINE Command (cont)*

## 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, the Hyperion Text Editor assumes you have finished defining the complete block.

## *CANCEL* - Unhighlight a Block of Text

## DESCRIPTION

Pressing the CANCEL (F4) key "turns off" the definition of a block. No further block operations can 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

Pressing the JMPBLK key moves the cursor to the beginning of a defined block. This is used to return to a defined block, when you have moved somewhere else in the document. Of course, the highlighted 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.

### 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 ***before*** the cursor position.

4) Press the **MOVBLK** soft key (F6).

The document is automatically adjusted to close up 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.

*MOVBLK Command (cont)*

## WARNINGS

The MOVBLK command may take some time to execute, depending on the size of text to be moved, and the distance across which it is moved. It is advisable to restrict your use of MOVBLK to blocks less than one page in length.

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 **Pg Dn** keys.

## SEE ALSO

The CHANGE soft key line (Section 6) offers **ADJUST** and **JUSTFY** softkeys to readjust paragraphs affected by BLOCK.

## *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.

### 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 line where the block is to be copied to. Note that the original text will be split at the cursor position, and the block being copied will be inserted ***above*** 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.

*CPYBLK Command (cont)*

## WARNINGS

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

## 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.

### USER INTERACTION

**STEP**

1) Define your block using the **DEFINE** soft key and cursor movement keys.

2) Press the **DELBLK** soft key (F9).

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.

### WARNING

The Hyperion Text Editor 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 if from the document.

### SEE ALSO

Pressing **Ctrl + Del** deletes 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

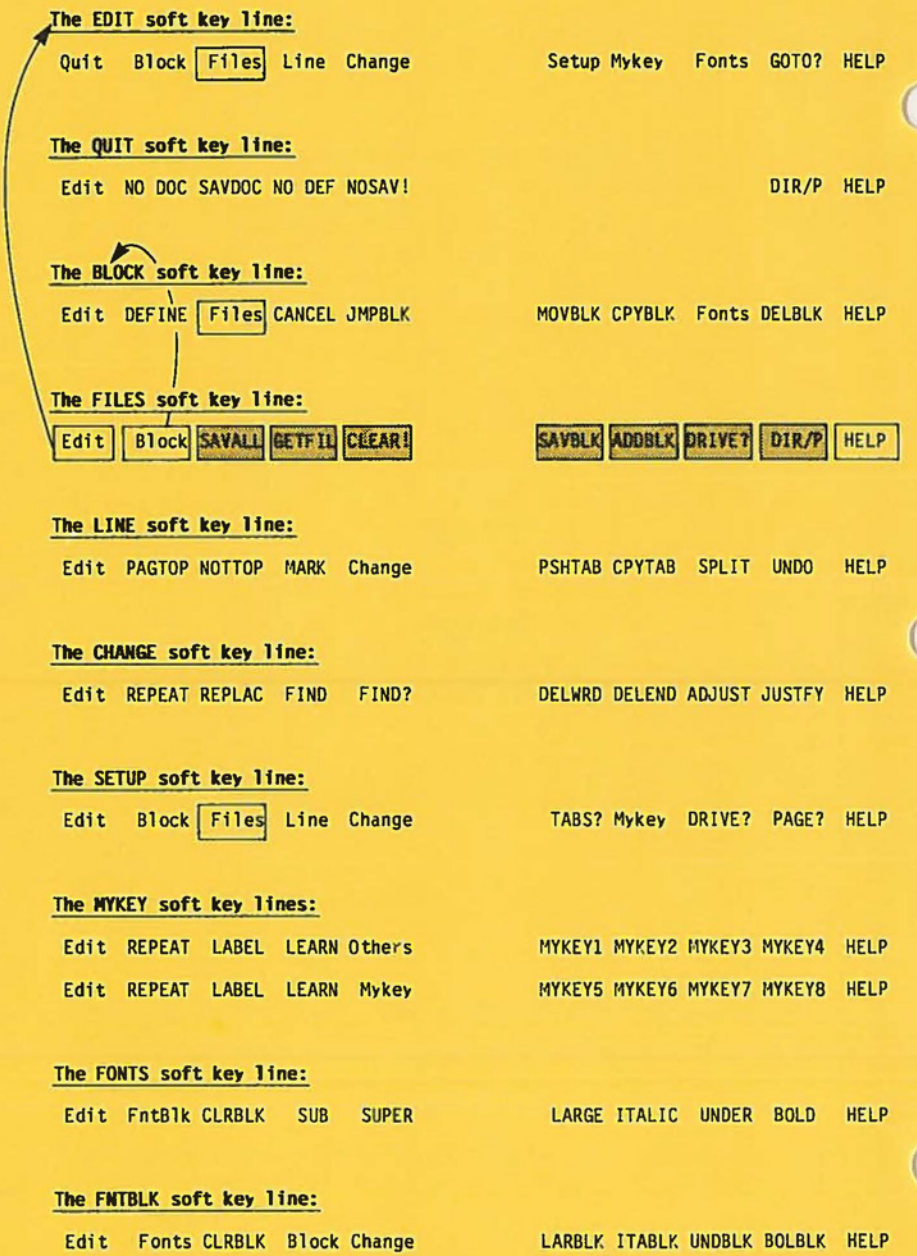



**Fig. III-4** - The FILES soft key line.

# 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 the Hyperion Text Editor for all file reading and saving.

* Pressing **F9** (DIR/P) displays the names of selected files on any drive 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. SAVALL 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.

### USER INTERACTION

**STEP**

1) Press the **SAVALL** soft key (F3). The question:

   Save to what disk file ?

   appears on the highlighted top line of the screen, together with the drivespec 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.

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

*SAVALL Command (cont)*

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). Press **Del** to overwrite d: filespec.

Pressing **F3** (SAVALL) a second time instead of **Rtn** also saves the file.

## WARNINGS

**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.

## 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, inserting it in front of the cursor. If the cursor was partway across a line, then that line will be split at the cursor position. Any text in your document that was previously in front of the cursor will be above the newly inserted file text. Any text in your document that was at or beyond the cursor will now be below the newly inserted file 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.

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 text read into it. You can continue editing.

*GETFIL 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 GETFIL 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.

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.

## *CLEAR!* - Discard the Current Document and Remain in The Hyperion Text Editor

### DESCRIPTION

CLEAR! discards the current document, after asking for permission. You remain in the Hyperion Text Editor 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 Hyperion Text Editor mode.

### USER INTERACTION

**STEP**

1) Press the **CLEAR!** soft key (F5).

   As soon as you press the **CLEAR!** key, the Hyperion Text Editor warns you with a beep and a prompt:

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

   appears on the top of the screen.

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

   *OR*

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

The filename in the top highlighted line will change to the drivespec.

*CLEAR! Command (cont)*

## WARNINGS

CLEAR! is the most destructive key in the Hyperion Text Editor. 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.

## SEE ALSO

The **NOSAV!** and **NO DOC** keys on the QUIT soft key line (Section 2) also discard your document and return you to DOS.

Once the screen is cleared of a document file, another file can be called up by pressing the **GETFIL** command.

## *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.)

This function can isolate blocks of text for later insertion into other documents.

### 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 **F3** (Files) to move to the FILES soft key line.

4) Press the **SAVBLK** soft key (F6). The system asks:

   Save to what disk file ?

   in the top highlighted line on the screen.

...continued

*SAVBLK Command (cont)*

**STEP** (cont)

5) 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.

## WARNINGS

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 the drive in front of the filespec.

Note that **PAGTOPs** aren't saved with the text in the block.

## 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.

### 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 **F3** (Files) to move to the FILES soft key line.

4) Press the **ADDBLK** soft key (F7). The system asks you:

   Add to end of what file ?

   on the top highlighted line of the screen.

...continued

*ADDBLK Command (cont)*

**STEP** (cont)

5) 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.

## WARNINGS

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.

## 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 Default Drive Used by the Hyperion Text Editor

### DESCRIPTION

DRIVE? is used to change the current drive to be used 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) the system prompts:

   DIR, SAVE and GET on what drive ? d:

   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 **default** drive for any file operation. It is always possible, when specifying the filespec to override the proposed drive, by changing the drivespec letter.

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

### DESCRIPTION

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

### USER INTERACTION

**STEP**

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

The screens clears temporarily, and Hyperion Text Editor lists all files that match the drivespec/filespec you entered. If there are more filenames than can fit on one screen, the text editor prompts "**Strike a key when ready**" before displaying the next screenful.

### 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

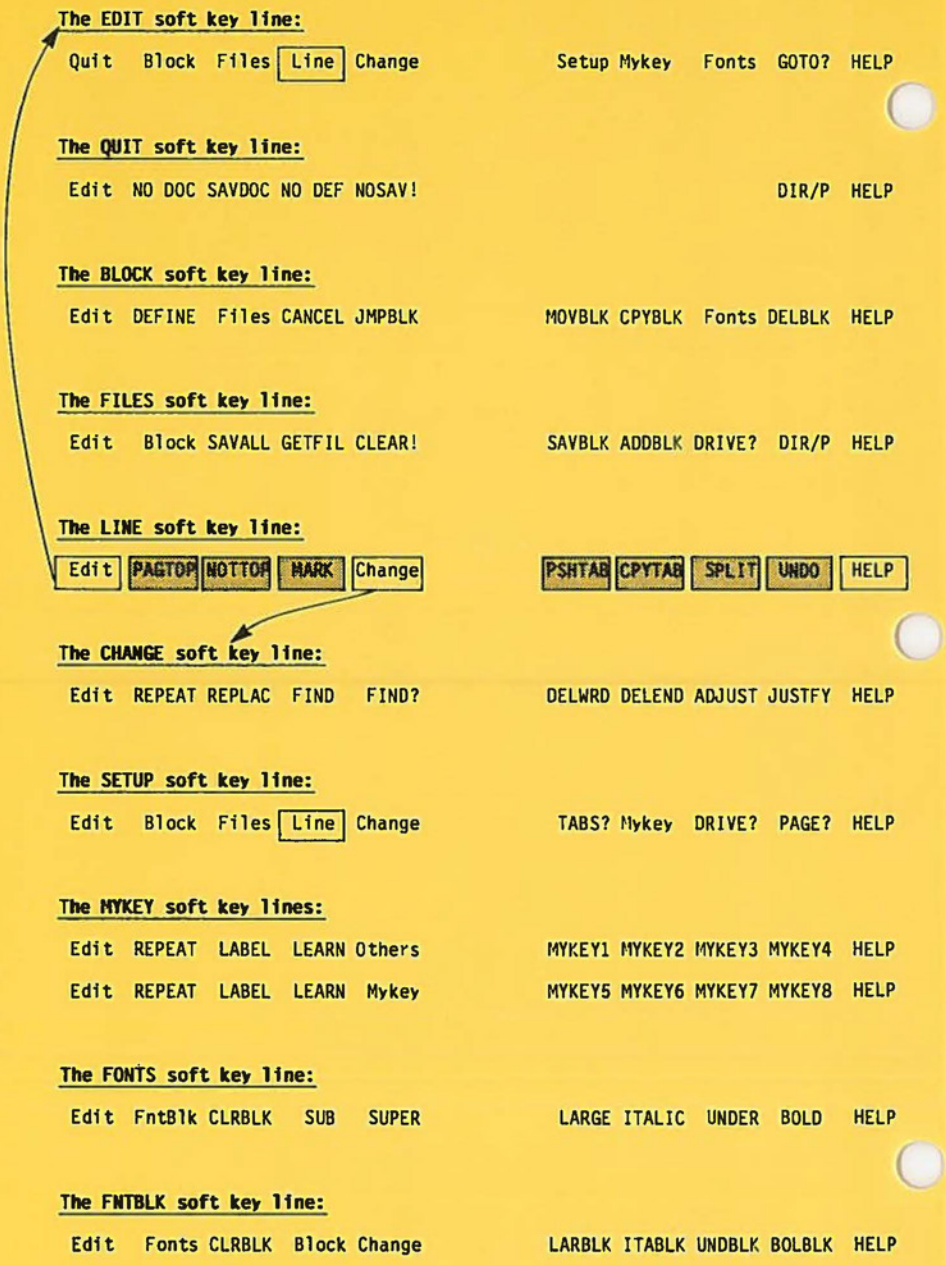



**Fig. III-5** - The LINE soft key line.

## 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 immediately above 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) on the current 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. (**Ctrl + D** for the Hyperion PC).

The most used Hyperion Text Editor 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 creates 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 the document. PAGTOP inserts a formfeed character into the file (whereas a natural page top does not).

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.

The 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 top is identified by the special symbol (¶) at the left side of the paging bar.

### 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). 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.

## WARNINGS

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 down through the document.

## SEE ALSO

The **NOTTOP** key on the same 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 the Hyperion Text Editor 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.

### 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 (F3).

### WARNINGS

Using NOTTOP may realign the page tops for all subsequent pages in the document. Check them using the **Pg Dn** key to move down through the text.

### SEE ALSO

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

The **PAGE?** key on the SETUP soft key line (Section 7) is used to tell the Hyperion Text Editor the number of lines your printer will print before advancing to the top of the next page.

## *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 or Bottom of Document) command.

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

### WARNINGS

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

### DESCRIPTION

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).

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

### DESCRIPTION

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

The CPYTAB command is useful when entering repetitious items such as entries into tables or charts.

### USER INTERACTION

**STEP**

1) Move the cursor below the first character of the text to be copied.

2) Press the **CPYTAB** soft key (F7).

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.

### WARNINGS

CPYTAB will replace any text on the current line, between the cursor and the next tab, with text from the previous 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**) (**Ctrl + S** for the Hyperion PC).

### USER INTERACTION

**STEP**

1) Move cursor to character ***before*** which the split is to occur.

2) Press the **SPLIT** key (F8).

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

### SEE ALSO

**Ctrl + Ins** (**Ctrl + S** for the Hyperion PC) 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* - Reverse the Last Command Entered

### 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.

### WARNINGS

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.

UNDO cannot undo block manipulations such as **CPYBLK**, **MOVBLK** and **DELBLK**.

Part III

## Section 6

## *CHANGE* SOFT KEY LINE - MODIFY EXISTING TEXT

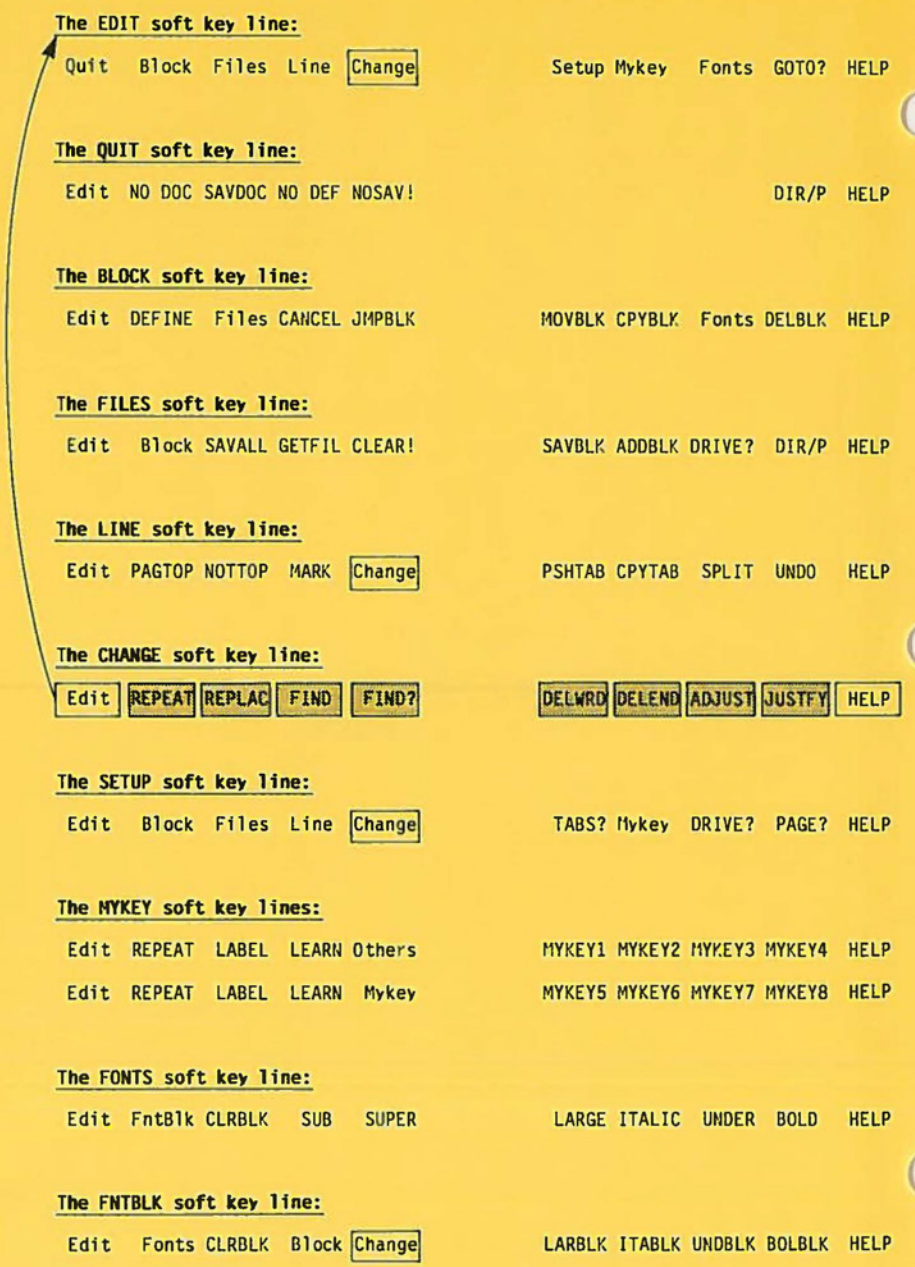



**Fig. III-6** - The CHANGE soft key line.

## 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 **JUSTFY** 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 JUSTFY

### DEFINITION

REPEAT causes the repetition of a **REPLAC**, **ADJUST** or **JUSTFY** 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 **JUSTFY**, 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 **JUSTFY** key.

Following REPEAT with **REPLAC** tells the Hyperion Text Editor 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 **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 **JUSTFY** all text after the cursor, to the end of the file, is right justified against the right margin.

To stop a REPEATing function, you must 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).

3) The first occurrence of the text is found and replaced.

REPLAC may be used in conjunction with **FIND**. After **FIND**ing 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.

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.

### USER INTERACTION

**STEP**

1) Use the **FIND?** command to enter a specified character string.

2) Press the **FIND** soft key (F4).

Pressing FIND tells the Hyperion Text Editor 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). 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).

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

## *DELEND* - Delete Part of a Line

### DEFINITION

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

### USER INTERACTION

**STEP**

1) Position the cursor at the beginning of the material to be erased.

2) Press the **DELEND** soft key (F7).

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 becomes the end of the line.

### WARNINGS

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 making any other changes to your document.

### SEE ALSO

**Ctrl + Del** (delete line) (**Ctrl + D** for the Hyperion PC) 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.

### USER INTERACTION

**STEP**

1) Position the cursor at the beginning of the text you wish to adjust.

2) Press the **ADJUST** soft key (F8).

   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 is 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 (using **PSHTAB**), 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.

*ADJUST Command (cont)*

## WARNINGS

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

## SEE ALSO

The **JUSTFY** 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 used together with the **REPEAT** command, continues 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 inserts blanks to produce a justified right margin.

### USER INTERACTION

**STEP**

1) Position the cursor at the beginning of the text to be justified.

2) Press the **JUSTFY** soft key (F9). 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.

### WARNING

JUSTFY formats 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.

*JUSTIFY Command (cont)*

## SEE ALSO

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

The JUSTFY command is used together 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 HYPERION TEXT EDITOR SETTINGS

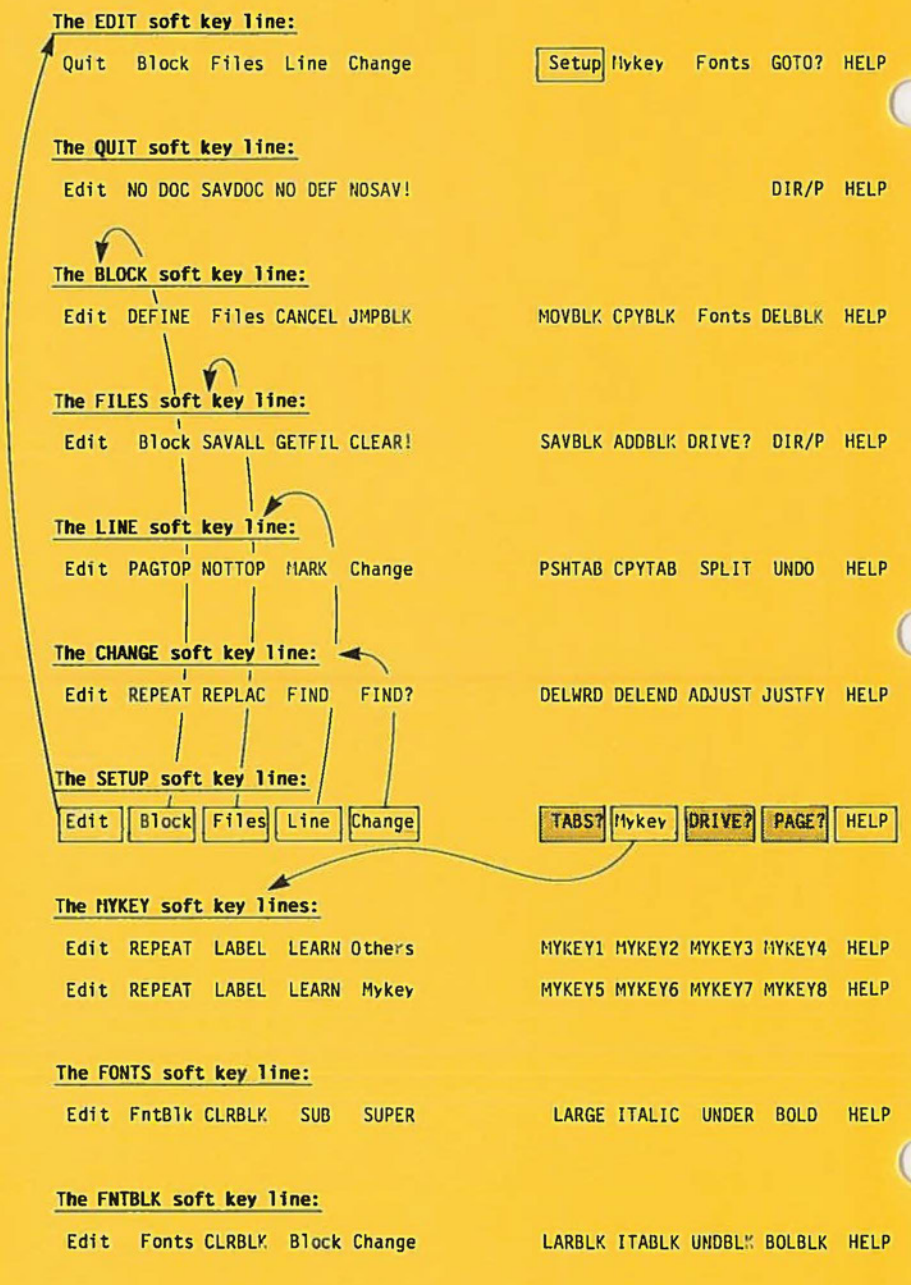



**Fig. III-7** - The SETUP soft key line.

## 7. *SETUP* SOFT KEY LINE - MODIFY HYPERION TEXT EDITOR 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 between paging bars.

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

* Pressing **F1** (Edit) accesses the EDIT soft key line (Section 1).

* Pressing **F2** (Block) accesses the BLOCK soft key line (Section 2).

* Pressing **F3** (Files) accesses the FILES soft key line (Section 3).

* Pressing **F4** (Line) accesses the LINE soft key line (Section 4).

* Pressing **F5** (Change) accesses the CHANGE soft key line (Section 5).

* Pressing **F7** (Mykey) 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.

### USER INTERACTION

**STEP**

1) Press the **TABS?** soft key (F6).

   The numbered "tab line" appears in the top highlighted line of the screen, with the flashing cursor located in the same relative 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.

   Use the period or **Tab** key to enter tab stops, and use any left and right brackets ({, [, ⟨, (, ), ⟩, ], }) to enter left and right margins.

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.

### *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 or period (.) 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** or **Rub Out** 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 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 right margin has 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 right margin.

*TABS? Command (cont)*



## WARNINGS

Always keep a right margin 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 the Hyperion Text Editor 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.

## SEE ALSO

The **Tab** and **Shift + Tab** keys are used to move right and left, respectively, to a tab stop. The **PSHTAB** and **CPYTAB** keys on the line soft key line (Section 5) also work by the current tab stop settings.

## *DRIVE?* - Set Default Drive Used by The Hyperion Text Editor

### DESCRIPTION

DRIVE? is used to tell the Hyperion Text Editor 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). The system asks the following question on the top line of the screen:

   DIR, SAV, and GET on what drive ? d:

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:), where d: is the desired drive.

## *PAGE?* - Set Lines per Page on Your Printer

### DESCRIPTION

PAGE? is used to tell the Hyperion Text Editor how many lines to allow between page breaks. When printing, each page break causes the printer to begin a new page.

Most printers print 6 lines per inch on 11-inch paper, or 66 lines per page. This is the page length that the Hyperion Text Editor will assume until you tell it otherwise.

This value is not used by the Hyperion Text Editor in any way except to decide where to display "paging bars". These bars are a 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, to type in page numbers and so on.

### USER INTERACTION

**STEP**

1) Press the **PAGE?** soft key (F9). The system displays the question:

   Printer: Inches per page ?

2) Enter (or edit) the length of the page, in inches, and press **Rtn**,

   *OR*

   Press the **Esc** key twice.

   This measures the length of 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**.

... continued

*PAGE? Command (cont)*

The system then displays the following questions:

Printer: Lines per inch ?

**STEP** (cont)

3) 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.

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

Setting either 0 lines per inch or 0 inches per page gives continuous line numbering (no pages) which may be useful when preparing source programs.

## 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, the Hyperion Text Editor inserts top of page marks automatically every "n" lines, where n is the number of lines per inch times the numbers 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

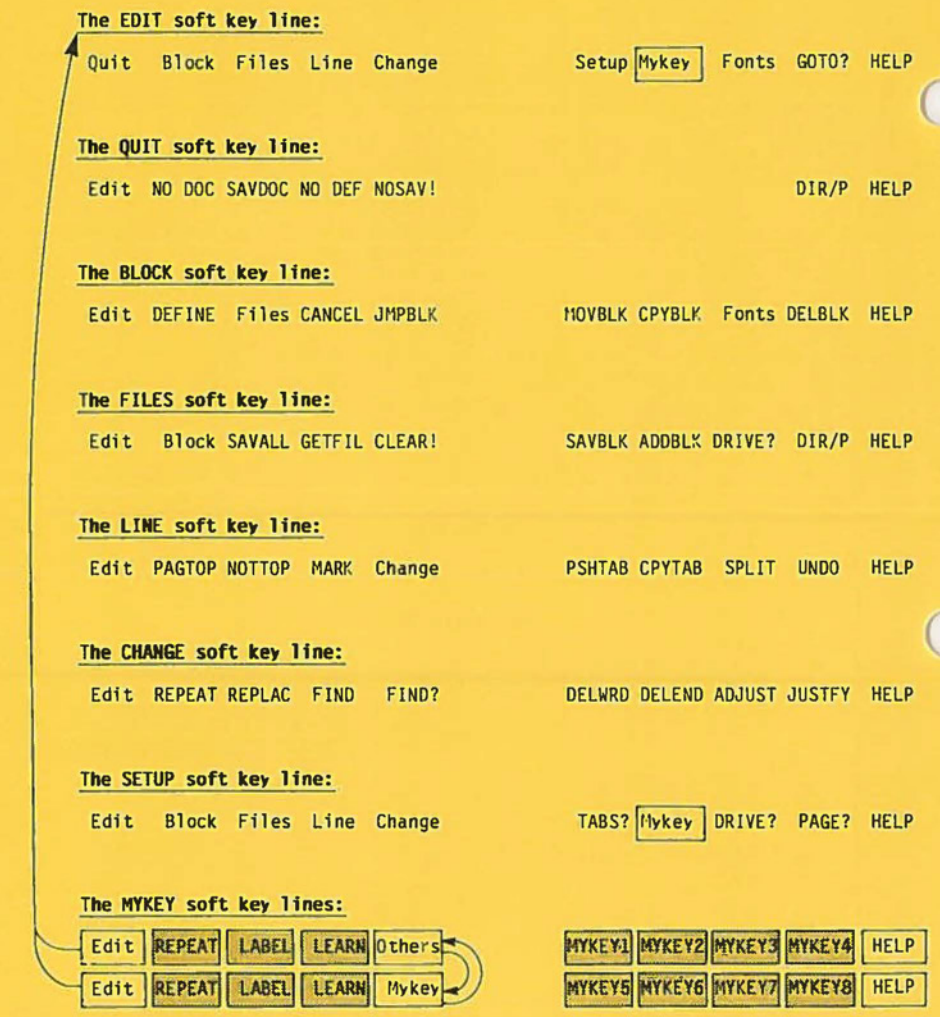



**Fig. III-8** - The MYKEY soft key line.

# 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) executes whatever edit instructions to 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** (Edit) 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 a mykey instruction to be repeated to the end of the file.

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 the Hyperion Text Editor to repeat the sequence of keystrokes stored in the **MYKEY** until the end of the document is reached.

To stop a REPEATing **MYKEY**, you must press **Ctrl** + **Brk**.

## *LABEL* - Label a Customized Hyperion Text Editor 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 MYKEY n :

   where n: is the number of the mykey.

3) Type in up to 6 characters to form the label.

4) Press **F3** (LABEL), or **Rtn**.

### 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 Hyperion Text Editor a commonly performed sequence of up to 200 keystrokes. The keystrokes are taught to 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.

### USER INTERACTION

**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

   appears in the top highlighted line of the screen.

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.

*LEARN Command (cont)*

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 the LEARNed mykey sequence, and its **LABEL**, is stored by the Hyperion Text Editor into the EDIT.DEF file. Then they are available to subsequent edit sessions until you LEARN a new sequence into the same **MYKEY**.

## WARNINGS

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

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

Hyperion Text Editor commands which use the status line can't be LEARNed.

## SEE ALSO

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

## *MYKEY1 to MYKEY8* - Perform a MYKEY Sequence

### DEFINITION

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

### 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**.

### WARNINGS

A **LEARN**ed series of Hyperion Text Editor commands, when replayed, can produce surprising results. This powerful feature should be used only after practice with simple **LEARN**ed sequences, and only after you are completely comfortable with the Hyperion Text Editor.

### 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** 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 into the current drive.

Part III

# Section 9

# *FONTS* SOFT KEY LINE - SPECIFYING TYPE FONTS

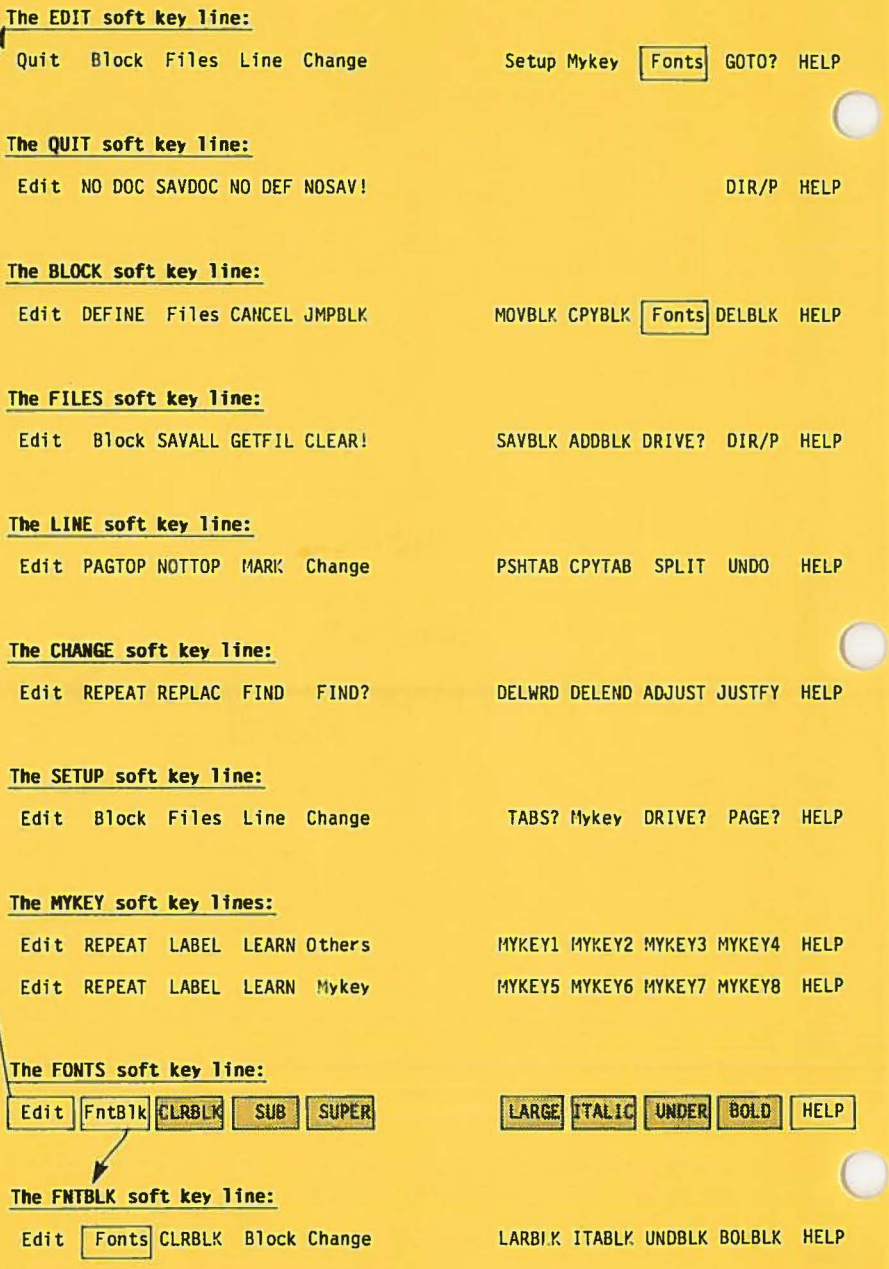



**Fig. III-9** - The FONTS soft key line.

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

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

* Pressing **F3** (CLRBLK) removes all special fonts from the block of text.
* Pressing **F4** (SUB) subscripts the character at the cursor.
* Pressing **F5** (SUPER) superscripts the character at the cursor.
* Pressing **F6** (LARGE) increases the size of the character.
* Pressing **F7** (ITALIC) italicizes a character.
* Pressing **F8** (UNDER) underlines the character at the cursor.
* Pressing **F9** (BOLD) boldfaces the character at the cursor.

Any text that has been assigned a type font will be intensified. When the cursor is located at an intensified character, a letter appearing in the right side of the status line on the screen indicates which type font applies to the character at the cursor position (i.e. **s** = subscripted, **S** = superscripted, **L** = large, **i** = italicized, **u** = underlined, **b** = bolded).

If a character with a special font has the same font applied to it (i.e. bold on bold) the font is turned off. This "toggle" effect occurs whether the font is applied character-by-character, or by a BLOCK operation.

The FONTS soft key line enables you to assign type fonts to individual characters. The FNTBLK soft key line enables you to assign type fonts to blocks of text.

* Pressing **F2** (FntBlk) displays the FNTBLK soft key line (Section 10).

## *CLRBLK* - Remove Fonts (bold, underline, etc.) from Block of Text

### DEFINITION

CLRBLK removes any special fonts it finds in a defined block. The block remains defined until it is deleted (**DELBLK**) or undefined (**CANCEL**).

### USER INTERACTION

**STEP**

1) Use **Ctrl + Pg Up** to position the cursor at the beginning of the block of text.

2) Press the **DEFINE** key on the BLOCK soft key.

3) Move cursor to end of block of text.

4) Press **F8** (Fonts) to access the FONTS soft key line.

5) Press **F3** (CLRBLK) to remove all fonts from the block of text.

### WARNINGS

All special fonts that are present in the block will be removed with this command. This is ***not reversible*** and cannot be undone by the **UNDO** command.

### SPECIAL NOTE

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

## *SUB* - Subscript a Character

### DEFINITION

SUB assigns a subscript type font to the character at the cursor position.

### USER INTERACTION

**STEP**

1) Move the cursor to the character to be subscripted.

2) Press the **SUB** soft key (F4).

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

Characters that are of brighter intensity indicate that they have a special type font assigned to them.

### WARNINGS

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

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

### SEE ALSO

The **CLRBLK** key can also unsubscript a character.

## *SUPER* - Superscript a Character

### DEFINITION

SUPER assigns a superscript type font to the character at the cursor position.

### USER INTERACTION

**STEP**

1) Move the cursor to the character which is to be superscripted.

2) Press the **SUPER** soft key (F5).

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

### WARNINGS

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

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

### SEE ALSO

The **CLRBLK** soft key can also unsuperscript a character.

## *LARGE* - Large Typeface a Character

### DEFINITION

LARGE assigns a "large" type font to the character at the cursor position. The type of print filter used (see Part IV) determines how this type font will be interpreted by the printer connected to the Hyperion. For most dot-matrix printers, the resulting characters are double-height and double-width.

### USER INTERACTION

**STEP**

1) Move the cursor to the character that is to be assigned the "large" type font.

2) Press the **LARGE** soft key (F6).

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

### WARNINGS

LARGE is a repeating key that will continue to affect characters while it is held down.

Any character that has already been affected will have the font removed by the LARGE key.

### SEE ALSO

The **CLRBLK** soft key can also remove LARGE fonts.

## *ITALIC* - Italicize a Character

### DEFINITION

ITALIC assigns a "italic" type font to the character at the cursor position. The type of print filter used (see Part IV) determines how this type font will be interpreted by the printer connected to the Hyperion.

### USER INTERACTION

**STEP**

1) Move the cursor to the character to be italicized.

2) Press the **ITALIC** soft key (F7).

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

### WARNINGS

ITALIC is a repeating key that will continue to italicize characters while it is held down.

Any character that has already been italicized will have the italics removed by the ITALIC key.

### SEE ALSO

The **CLRBLK** soft key can also be used to remove italics.

## *UNDER* - Underline a Character

### DEFINITION

UNDER assigns an underline type font to the character at the cursor position.

### USER INTERACTION

**STEP**

1) Move the cursor to the character that is to be underlined.

2) Press the **UNDER** soft key (F8).

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

### WARNINGS

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.

### SEE ALSO

The **CLRBLK** soft key can also remove underlines.

## *BOLD* - Boldface a Character

### DEFINITION

BOLD assigns a boldface type font to the character at the cursor position.

### USER INTERACTION

**STEP**

1) Move the cursor to the beginning of the text to be bolded.

2) Press the **BOLD** soft key (F9) as many as necessary.

   The character is intensified (or is returned to normal intensity). The cursor is moved to the next character position.

### WARNINGS

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.

### SEE ALSO

The **CLRBLK** soft key can also remove boldfacing.

Part III

# Section 10

# *FNTBLK* SOFT KEY LINE - TYPE FONTS FOR BLOCKS OF TEXT

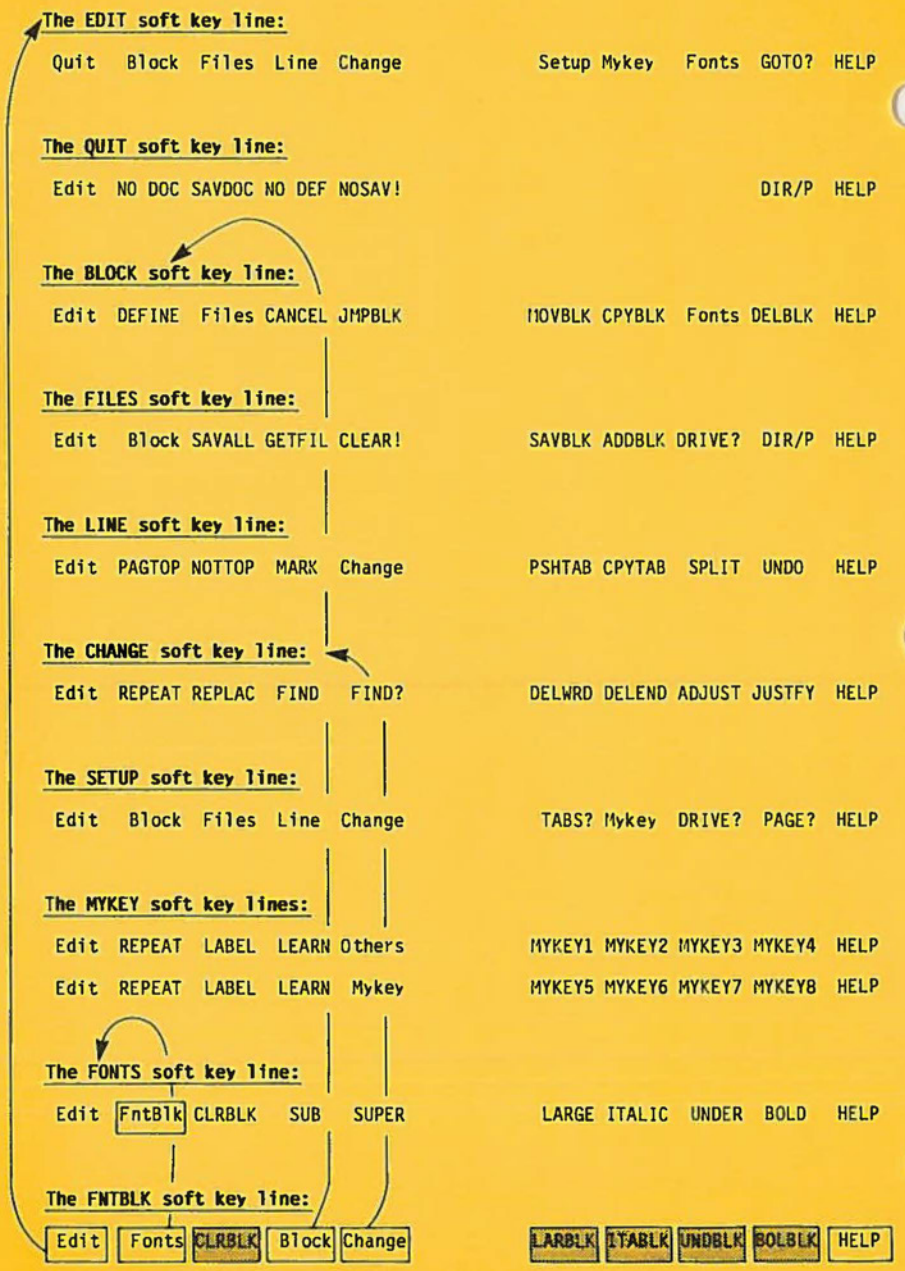



**Fig. III-10** - The FNTBLK soft key line.

## 10. *FNTBLK* SOFT KEY LINE - TYPE FONTS FOR BLOCKS OF TEXT

The FNTBLK soft key line has five edit commands, used to set the type fonts of blocks of text in a document:

* Pressing **F3** (CLRBLK) removes all special fonts from the block of text.
* Pressing **F6** (LARBLK) assigns a "large" type font to a block of text.
* Pressing **F7** (ITABLK) italicizes a block of text.
* Pressing **F8** (UNDBLK) underlines a block of text.
* Pressing **F9** (BOLBLK) boldfaces a block of text.

It is also possible to directly access four other soft key lines that are most likely to be used with these block font definition commands:

* Pressing **F1** (Edit) returns you to the EDIT soft key line.
* Pressing **F2** (Fonts) redisplays the FONTS soft key line.
* Pressing **F4** (Block) redisplays the BLOCK soft key line.
* Pressing **F5** (Change) redisplays the CHANGE soft key line.

## *CLRBLK* - Remove Fonts (bold, underline, etc.) from Block of Text

### DEFINITION

CLRBLK removes any special fonts it finds in a defined block. The block remains defined until it is deleted (**DELBLK**) or undefined (**CANCEL**).

### USER INTERACTION

**STEP**

1) Use **Ctrl + Pg Up** to position the cursor at the beginning of the block of text.

2) Press the **DEFINE** key on the BLOCK soft key line.

3) Move cursor to end of block of text.

4) Access the FNTBLK soft key line.

5) Press **F3** (CLRBLK) to remove all fonts from the block of text.

6) Press **F4** twice to cancel the definition of the block.

### WARNINGS

All special fonts that are present in the block will be removed with this command. This is ***not reversible*** and cannot be undone by the **UNDO** command.

## *LARBLK* - Large Typeface a Block of Text

### DEFINITION

LARBLK assigns a "large" type font to a block of text previously defined by the **DEFINE** command. The type of print filter used (see Part IV) determines how this type font will be interpreted by the printer connected to the Hyperion.

### USER INTERACTION

**STEP**

1) Define a block of text using the **DEFINE** command and the cursor movement keys.

2) Access the FNTBLK soft key line.

3) Press the **LARBLK** soft key (F6).

   The block of text is intensified (or is returned to normal intensity).

### WARNINGS

Any character within the block of text, that has already been assigned this type font, will have the font removed by the LARBLK key.

### SEE ALSO

The **CLRBLK** soft key can clear any fonts from a block of text.

## *ITABLK* - Italicize a Block of Text

### DEFINITION

ITABLK assigns a "italic" type font to a block of text that has been previously defined by the **DEFINE** command. The type of print filter used (see Part IV) determines how this type font will be interpreted by the printer connected to the Hyperion.

### USER INTERACTION

**STEP**

1) Define a block of text using the **DEFINE** command and cursor movement keys.

2) Access the FNTBLK soft key line.

3) Press the **ITABLK** soft key (F7).

   The block of text is intensified (or is returned to normal intensity).

### WARNINGS

Any character within the block of text, that has already been italicized, will have the italics removed by this ITABLK key.

### SEE ALSO

The CLRBLK soft key can also remove italics.

## *UNDBLK* - Underline a Block of Text

### DEFINITION

UNDBLK underlines a block of text that has been previously defined using the **DEFINE** command.

### USER INTERACTION

**STEP**

1) Define a block of text using the **DEFINE** command and cursor movement keys.

2) Access the FNTBLK soft key line.

3) Press the **UNDBLK** soft key (F8).

   The block of text is intensified (or is returned to normal intensity).

### WARNINGS

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

### SEE ALSO

The **CLRBLK** soft key can also remove underlines.

## *BOLBLK* - Boldface a Block of Text

### DEFINITION

BOLBLK assigns an boldface type font to a block of text previously defined using the **DEFINE** command.

### USER INTERACTION

**STEP**

1) Define a block of text using the **DEFINE** command and cursor movement keys.

2) Access the FNTBLK soft key line.

3) Press the **BOLBLK** soft key (F9).

   The block of text is intensified (or is returned to normal intensity).

### WARNINGS

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

### SEE ALSO

The **CLRBLK** soft key can also remove boldfacing.

## 11. ALPHABETIC SUMMARY OF EDIT COMMANDS

The edit commands available in the Hyperion Text Editor are:

| COMMAND | | PAGE |
|---|---|---|
| **ADDBLK** | Adds highlighted block of text to another diskette file. | III-30 |
| **ADJUST** | Formats text. | III-52 |
| **BOLBLK** | Boldfaces a block of text. | III-84 |
| **BOLD** | Boldfaces a character. | III-78 |
| **CANCEL** | Cancels a highlighted block of text. | III-15 |
| **CLEAR!** | Discards a document to allow work on a new document. | III-26 |
| **CLRBLK** | Removes special type fonts from a defined block. | III-72,80 |
| **CPYBLK** | Copies a defined block of text | III-18 |
| **CPYTAB** | Inserts text from previous line. | III-41 |
| **DEFINE** | Highlights block of text. | III-14 |
| **DELBLK** | Deletes block of text. | III-20 |
| **DELEND** | Deletes part of a line of text. | III-51 |
| **DELWRD** | Deletes a word of text. | III-50 |
| **DIR/P** | Looks up filenames on a diskette. | III-11,33 |
| **DRIVE?** | Sets the drive for file reading and saving. | III-32,61 |
| **FIND** | Finds a string of text. | III-48 |
| **FIND?** | Sets a string of text to be found, and its replacement. | III-48 |
| **GETFIL** | Reads another diskette file into current document. | III-24 |
| **GOTO?** | Jumps to a specific line within current document. | III-2 |
| **HELP** | Displays an explanation of Hyperion Text Editor keys. | III-1 |
| **ITABLK** | Italicizes a block of text. | III-82 |
| **ITALIC** | Print characters in italics. | III-76 |
| **JMPBLK** | Moves cursor to beginning of a defined text block. | III-15 |
| **JUSTFY** | Formats and right justifies text. | III-54 |
| **LABEL** | Labels a MYKEY. | III-67 |

...continued

*Summary of Edit Commands (cont)*

| COMMAND | | PAGE |
|---|---|---|
| **LARBLK** | Large typefaces a block of text. | III-81 |
| **LARGE** | Large typefaces a character. | III-75 |
| **LEARN** | Stores a sequence of keystrokes in a MYKEY. | III-68 |
| **MARK** | Marks a line for quick return. | III-39 |
| **MOVBLK** | Moves block of text. | III-16 |
| **MYKEY1/8** | Replays a sequence of keystrokes stored in a MYKEY. | III-70 |
| **NO DEF** | Saves document, but no format changes, and exits to DOS. | III-9 |
| **NO DOC** | Save format changes, but not document, and exits to DOS. | III-6 |
| **NOSAV!** | Exits to DOS without saving document. | III-10 |
| **NOTTOP** | Removes forced top-of-page mark from file. | III-38 |
| **PAGE?** | Sets printed lines per page. | III-62 |
| **PAGTOP** | Inserts forced top-of-page mark into file. | III-36 |
| **PSHTAB** | Pushes text to next tab stop. | III-40 |
| **REPEAT** | Initiates a repeated REPLAC or MYKEY command. | III-46,66 |
| **REPLAC** | Replaces a character string. | III-47 |
| **SAVALL** | Saves document into a diskette file and allows continued editing. | III-22 |
| **SAVBLK** | Saves defined block of text into a diskette file. | III-28 |
| **SAVDOC** | Saves document into a diskette file and exits to DOS. | III-7 |
| **SPLIT** | Splits a line of text into two. | III-42 |
| **SUB** | Subscripts a character. | III-73 |
| **SUPER** | Superscripts a character. | III-74 |
| **TABS?** | Sets tab stops and margins. | III-58 |
| **UNDBLK** | Underlines a block of text. | III-83 |
| **UNDER** | Underlines a character. | III-77 |
| **UNDO** | Undoes previous edit command. | III-43 |

# Part IV

# ADVANCED PROCEDURES

## 1. INTRODUCTION

Part IV of the Hyperion Text Editor guide contains a series of useful procedures and command sequences:

* ***Section 2*** describes the use of SAVALL and CLEAR! to edit more than one file without having to exit from the Hyperion Text Editor.

* ***Section 3*** describes the storing of MYKEY definitions for individual documents.

* ***Section 4*** lists some of the more useful MYKEY definitions.

* ***Section 5*** describes how to use drive C to more quickly access the Hyperion Text Editor or transfer blocks of text.

* ***Section 6*** shows how to display some commonly used symbols on the screen.

* ***Section 7*** describes how to use MYKEYs to enter French letters (and for other languages).

* ***Section 8*** shows how to use CPYTAB as an alternate MYKEY.

* ***Section 9*** describes how to batch files for printing many files without user intervention.

* ***Section 10*** describes how to create your own print filter.

* ***Section 11*** shows how to use Lotus 1-2-3 to generate alphabetic indexes.

## 2. USING *SAVALL* WITH *CLEAR!*

The simplest way of using the Hyperion Text Editor is to enter the EDIT command from DOS and then, after the edit session, use one of the four quit commands (NO DOC, SAVDOC, NO DEF, NOSAV!), from the QUIT soft key line, to exit. However, this returns you to DOS each time you finish editing a file, making it necessary to reaccess the Hyperion Text Editor before editing the next file.

Once you have many files on a diskette, and need to edit one, then the other, then another, it is faster to:

**STEP**

1) Press **SAVALL** on the FILES soft key line.

2) Look at the filespec that is displayed on the top highlighted line, and edit it if necessary.

3) Press **Rtn** (or press **SAVALL** a second time).

4) Press **CLEAR!**.

   The system prompts you with the statement:

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

   and beeps.

5) Press the **Del** key.

   Your screen is then cleared of the file you were editing and you are free to begin entering another file, or to call up another file, using the GETFIL command.

6) Press **GETFIL** to access another file.

...continued

**STEP** (cont)

7) Look at the filespec displayed in the top highlighted line, and edit it (or enter another) if necessary.

8) Press **Rtn**.

After a few seconds, the new file will be displayed on the screen.

## 3. MYKEYS AND THE EDIT.DEF FILE

Each time you use the NO DOC or SAVDOC commands to exit from the Hyperion Text Editor back into DOS, the current Hyperion Text Editor format is stored into a file called the EDIT.DEF file.

You can, therefore, modify the stored format for a particular document, by exiting from the Hyperion Text Editor using the SAVDOC or NO DOC command. Then you can copy the changed EDIT.DEF file onto the document diskettes in order to store it with the document it pertains to.

To reuse the stored format (and mykey definitions), copy the edit definition file you need for a particular document onto the Hyperion Text Editor Diskette; rename the file, if necessary, to EDIT.DEF; then call up the Hyperion Text Editor program.

The EDIT.DEF file contains such information as: margin settings, tab stops, page lengths, search and replace character strings, and mykey definitions.

When you call the Hyperion Text Editor up, the system takes the Hyperion Text Editor program (called EDIT.EXE) from the Hyperion Text Editor Diskette and loads the program into the Hyperion. At the same time, the system looks for the EDIT.DEF file on the Hyperion Text Editor Diskette and uses the information in that file to format the Hyperion Text Editor screen, page lengths, etc., and mykey definitions.

### Where the System Puts the EDIT.DEF file

Where the system stores the EDIT.DEF file on exiting from the Hyperion Text Editor depends on two cases:

1) The Hyperion Text Editor is called up without using a drivespec, i.e., **EDIT d:filename**.

2) The Hyperion Text Editor is called up using a drivespec, i.e., **a:EDIT d: filename**, or **b:EDIT d:filename**, or **c: EDIT d:filename**.

When using a drivespec, the EDIT.DEF file is stored on the current drive. When a drivespec is not used, the EDIT.DEF file is stored on the drive where the Hyperion Text Editor program was found.

This procedure is especially useful for storing mykey definitions. Each EDIT.DEF file can store 8 mykey definitions.

## Storing a Format

To summarize, the procedure for retaining EDIT.DEF formats is:

**STEP**

1) Access the Hyperion Text Editor.

2) Modify the format and mykey definitions (and labels) to those desired.

3) Exit from the Hyperion Text Editor using either the **NO DOC** or **SAVDOC** commands (NO DOC is faster because it saves only the format definitions).

4) Copy the EDIT.DEF file from drive A onto the appropriate document diskette, and rename EDIT.DEF to some easily identifiable name.

   If you leave the edit definition file as EDIT.DEF, you will have difficulty differentiating between it and other EDIT.DEF files at a later date.

## Accessing a Format

The procedure for accessing an existing edit definition file would be:

**STEP**

1) Copy the edit definition file from the document diskette onto the Hyperion Text Editor diskette in drive A, and rename it EDIT.DEF.

2) Access Hyperion Text Editor in the usual fashion.

## 4. USEFUL MYKEY DEFINITIONS

At Comterm, we keep all our documentation as the Hyperion Text Editor files, and in the process, we have come across some useful mykey definitions.

### Boldfacing a Line, or Paragraph

**STEP**

1) Label a mykey with the name BOLD

2) Teach that mykey the following sequence:

- press **F1** (Edit),
- press **F2** (Block),
- press **F2** (DEFINE),
- press the **down arrow** key (for a line); or **Ctrl + down arrow** (for a paragraph), (**Ctrl + N** for the Hyperion PC).
- press **F8** (Fonts),
- press **F2** (FntBlk),
- press **F9** (BOLBLK),
- press **F4** (Block),
- press **F4** (CANCEL).

Each time you press this mykey then, the line or paragraph to the right of the cursor position will be boldfaced and the cursor will be moved to the line below the boldfaced text.

Similarly, you can teach a mykey to underline, italicize, superscript, etc., a line or paragraph.

## Indenting a Paragraph

**STEP**

1) Label a mykey with the name INDENT.

2) Teach that mykey the following sequence:
   - press **F1** (Edit) to return to the EDIT soft key line,
   - press **F6** (Setup),
   - press **F6** (TABS?),
   - press a **left bracket** key ([, {, or ⟨),
   - press **Rtn**.

Each time you press this mykey then, the system will move the left margin to the current cursor position.

## Set Up Your Margins for Steps

To emphasize step-by-step procedures in our documents, we indent procedural steps both from the left and the right of the existing margins.

**STEP**

1) Label a mykey with the name STEP.

2) Teach that mykey the following sequence:

- press **F1** (Edit) to return to the EDIT soft key line,
- press **F6** (Setup),
- press **F6** (TABS?),
- press any **left bracket** key ([, { or ⟨),
- press **End**,
- use the **back arrow** to backspace to the desired indented right margin,
- press any **right bracket** key (], } or ⟩),
- press **Rtn**.

Each time you press this mykey, then, the system will shrink the available text space from both the left and right.

## Return to Your Original Margins

Changing margins for indentations and steps means that you will have to frequently reset your margins to their original positions.

**STEP**

1) Label a mykey with the name MARGIN.

2) Teach that mykey the following steps:

- press **F1** (Edit),
- press **F6** (Setup),
- press **F6** (TABS?),
- press **Home** to move the cursor to the left of the tab line,
- using the **Del**, **arrow**, **Tab**, **bracket**, and other keys, move the cursor completely across the tab line from left to right, setting margins and tab stops as required by the document,
- press **Rtn**.

This is very useful, since pressing MARGIN returns you to the original settings, no matter how much your margins and tabs may have changed.

## Inserting Page Headers

It may be useful for your document to have the same page headers at the top of every page. Typing these in each time, however, can be time consuming. Pressing a single mykey is easier.

**STEP**

1) Label a mykey with the name HEADER.

2) Teach that mykey the following sequence:
   - press **F1** (Edit),
   - press **F6** (Setup),
   - press **F6** (TABS?),
   - press **Home** to move cursor to the left of the tab line,
   - using the keyboard control keys, and left and right bracket keys, move the cursor completely across the tab line, from left to right, setting the appropriate margins to the headers (these may be larger than that for the text),
   - press **Rtn**,
   - press the **down arrow** key twice (to move the cursor down from the top of a page),
   - enter the text for the left header, space, and right header,
   - use **Ctrl + back arrow** to move cursor back to beginning of right header,
   - press **Ins** the number of times necessary to move right header to right of page,
   - press **Rtn**,
   - press **F7** (Mykey) to return to the MYKEY soft key line, since the next step will probably be to press HEADER again.

When using HEADER mykey, first position the cursor at the top of the page.

To use mykeys for alternating headers (i.e., for right- and left-hand pages), label two mykeys LEFT-H and RITE-H with the appropriate left- and right-hand headers, respectively.

## Inserting Page Numbers

Inserting page numbers is much the same as inserting headers.

**STEP**

1) Label a mykey with the name PAGE-N

2) Teach that mykey the following sequence:

- press **F1** (Edit),
- press **F6** (Setup),
- press **F6** (TAB?),
- press **Home** to move cursor to left of tab line,
- use the cursor control keys, and keyboard keys to move cursor completely across the tab line, setting the appropriate margins for page numbering,
- press **Rtn**,
- press **Tab** to move cursor to right margin,
- press **back arrow** to move cursor required number of spaces to left,
- enter page number text (i.e., "Page xx"), using "xx" for the page number,
- press **Rtn**,
- press **F7** (Mykey), to redisplay the MYKEY soft key line since the next step will probably be to press PAGE-N again.

To use this mykey, then, first position the cursor at the line you wish to enter a page number on, then press PAGE-N.

Paginating the document in this way puts "xx" for each page number. Use the **FIND?** and **FIND** keys then to quickly skip through the document and number the pages.

To enter alternating page numbers for documents with both left- and right-hand sided pages, label two mykeys PAGE-L and PAGE-R and teach them the appropriate left and right page numbering sequences.

# 5. SPEEDING UP THE HYPERION TEXT EDITOR

## Decreasing the Time Needed to Access Hyperion Text Editor

The Hyperion Text Editor program is contained on three files on the Hyperion Text Editor Diskette. These files are: EDIT.EXE, EDIT.HLP, and EDIT.DEF. The EDIT.DEF file, as described above, contains the document format for the edit session.

To speed up the time required to access the Hyperion Text Editor, you can first transfer these files from the Hyperion Text Editor Diskette onto the Master User Diskette, then modify the AUTOEXEC.BAT file to automatically load the EDIT files onto drive C of the Hyperion.

Having the Hyperion Text Editor files on the Master User Diskette means that you do not need to change diskettes in order to use the Hyperion Text Editor. Automatically transferring the EDIT files to the RAM disk means that the time required to access the Hyperion Text Editor is reduced to a fraction of a second.

**STEP**

1) Copy **EDIT.DEF**, **EDIT.EXE** and **EDIT.HLP** onto the Master User Diskette.

2) Use Hyperion Text Editor to access the AUTOEXEC.BAT file and add the following line:

```
COPY EDIT.* d:
```

where d: is your RAM disk.

3) **SAVE** the modified AUTOEXEC.BAT file.

Make sure that there is enough room in the RAM disk to store the EDIT files. For example, you can not load both IN:TOUCH and the Hyperion Text Editor into the RAM disk at the same time.

## Quicker Storage and Insertion of Text Blocks

Sometimes, when editing one document, you may come across text that would be useful in another. The fastest way of doing this would be to use the SAVBLK command to save the block of text to the RAM disk.

Having the document as a file in the RAM disk means that the time needed to GETFIL a file is almost zero. This is a significant time saver if there are many small blocks of text to be transferred between document files.

Loading text files into drive C is a faster procedure as well. You must remember however, that should anything happen to interrupt the power to the Hyperion, everything kept in the RAM disk will be lost.

## Keeping and Storing Notes

You can use the **SAVBLK** and **ADDBLK** commands to write notes to yourself while editing text. Simply write the note as part of the current file. Use the **DEFINE** command to highlight the block of text. Use **SAVBLK** and **ADDBLK** to save or append the note to another file. Then use **DELBLK** to delete the note from the current file.

At a later date then, you can access and edit the file containing the notes.

## 6. DISPLAYING COMMONLY-USED SYMBOLS

The Hyperion is able to display 256 characters on the Hyperion Text Editor screen. These characters include foreign accents, graphic symbols, special symbols and Greek letters.

To access any special symbol:

**STEP**

1) Hold down the **Alt** key while using the cursor-numeric keypad on the right to enter a 3-digit number.

2) Release the **Alt** key.

   The symbol appears on the screen at the cursor position.

Each of the 256 possible characters, including all letters of the alphabet and keyboard characters, have a number from 000 to 255. This is the 3-digit number you must enter while holding down the **Alt** key. Some of the more common symbols, and their corresponding 3-digit identifiers, are listed in Table IV-A.

## Table IV-A
## SOME COMMON SYMBOLS AND IDENTIFYING CODES

(you must enter the preceeding zeros)

| SYMBOL | NAME | 3-DIGIT CODE |
|---|---|---|
| ¶ | paragraph symbol | 020 |
| ↑ | up arrow | 024 |
| ↓ | down arrow | 025 |
| Ç | upper case "C" with cedilla | 128 |
| ü | "u" with umlaut | 129 |
| é | French "e" with accent aigu | 130 |
| â | "a" with circumflex | 131 |
| ä | "a" with umlaut | 132 |
| à | "a" with accent grave | 133 |
| ȧ | "a" with dot accent | 134 |
| ç | lower case "c" with cedilla | 135 |
| ê | "e" with circumflex | 136 |
| ë | "e" with umlaut | 137 |
| è | "e" with accent grave | 138 |
| ï | "i" with umlaut | 139 |
| î | "i" with circumflex | 140 |
| Ä | upper case "A" with umlaut | 142 |
| ô | "o" with circumflex | 147 |
| û | "u" with circumflex | 150 |
| £ | British pound sign | 156 |
| ñ | Spanish "n" with tilde | 164 |

## 7. MAKING THE HYPERION TEXT EDITOR MULTILINGUAL

Since all the accented letters for most foreign languages that use the Latin alphabet, are all available, you can assign them to Mykeys. In this way it would no longer be necessary to press the **Alt** and number keys to call up a letter. Pressing the appropriate mykey would do.

To assign a symbol to a mykey:

| STEP | |
|---|---|
| 1) | Access the MYKEY soft key line. |
| 2) | Press **F3** (LABEL). |
| 3) | Press the appropriate mykey. |
| 4) | Enter **Alt + 3-digit code**. |
| 5) | Press **Rtn**. |

This will assign a label to a mykey. To teach the mykey the new character:

| STEP | |
|---|---|
| 6) | Press **F4** (LEARN). |
| 7) | Press the mykey. |
| 8) | Enter **Alt + 3-digit code**. |
| 9) | Press the same mykey a second time. |

In this way, you can enter up to 8 French or foreign language symbols per EDIT.DEF file.

## 8. CPYTAB AS AN ALTERNATE MYKEY

The CPYTAB command will copy text from the line above that containing the cursor onto the line containing the cursor. All text from the cursor position to the first tab stop that is encountered, is copied.

This is useful when entering information that repeats itself from line to line, such as columns and tables.

## 9. BATCH PRINTING OF FILES

Many documents that are produced with the Hyperion Text Editor will be contained in more than one file. To eliminate having to stand by the printer and print each file separately, the files can be batched together into one batch file.

To batch a number of files together into one batch file:

**STEP**

1) Use the Hyperion Text Editor to enter the following line of information into a file:

   COPY d:filename.ext PRN

   for each file to be printed, where **d** is the drivespec, **filename** is the file name, and **ext** is the filename extension.

2) Save the file to any filename with extension **.BAT**.

   The filename extension ***must*** be .BAT.

Entering the filename and pressing **Rtn**, then causes the files in the batch file to be printed out. You should enter a forced PAGTOP at the beginning of each file being printed, as this will make sure that each file begins on a new page.

## 10. PRINT FILTER GENERATION

The name "print filter" is given to a file that translates the symbols and escape sequences produced by the Hyperion Text Editor and the Hyperion into instructions that a printer will recognize. Since each printer has its own interpretation of the codes it receives, each printer must have its own print filter to interpret the codes being sent to it from the Hyperion.

A number of print filters are provided on the Hyperion Text Editor Diskette.

To custom create a print filter for a new printer:

**STEP**

1) Read the instruction manual for the new printer, to learn the escape sequences that the printer recognizes.

2) Copy the EPSON.LPT file into a new file with an identifying filename with a .LPT extension.

3) Use Hyperion Text Editor to change the parameters in the file to those that correspond to the new printer. Fig. IV-1 shows the parameters in the current DIABLO.LPT file.

4) Store the modified file for future use.

| | |
|---|---|
| **Diablo03.** | |
| **Init sequenc=** | **27,"B"** |
| **Final sequence=** | **27,"X",27,"B"** |
| **Form Feed code=** | **12** |
| **End of line codes=** | **10,13** |
| **Number of nulls after FF=** | **0** |
| **Number of nulls after CR=** | **0** |
| **Underline ON=** | **27,"E"** |
| **Underline OFF=** | **27,"R"** |
| **Bold ON=** | **27,"W"** |
| **Bold OFF=** | **27,"&"** |
| **Italics ON=** | **27,"A"** |
| **Italics OFF=** | **27,"B"** |
| **Large ON=** | **27,"O"** |
| **Large OFF=** | **27,"&"** |
| **Superscript ON=** | **27,"D"** |
| **Superscript OFF=** | **27,"U"** |
| **Subscript ON=** | **27,"U"** |
| **Subscript OFF=** | **27,"D"** |
| **Translation Table=** | **"é","e",8,"'" - "â","a",8,"^"** |

**Fig. IV-1** - The escape sequences and character translation for the Diablo printer.

## Meaning, and Changing Escape Sequences and Character Translation

When changing a print filter file to match a new printer, several things should be kept in mind:

a) The names preceeding each equal sign (=) must not be changed. If they are, the print program will not use them.

b) The first 18 lines (i.e., all but the last one) are escape sequences. The number before the comma stands for the escape code. The item after the comma is the ASCII code for the character within the double quotes.

c) The last line lists the character translations. Each character translation sequence is separated from the next by a dash (-).

In the figure, two characters are translated: the "é" and the "â". The "é" is translated by the printer into a regular "e" followed by a backspace (code 8), then an accent. The "â" is translated by the printer into a regular "a" followed by a backspace (code 8), then a circumflex accent. "^".

d) Each escape sequence or character translation sequence can be longer than one line. To indicate that the sequence is continued onto the next line, the last character in the line must be a comma. The character translation sequence line may also end with a dash to indicate that the character translation is continued onto the next line. Character translation sequences may be fairly long.

## 11. GENERATING ALPHABETIC INDEXES

A useful part of any manual is the alphabetical index at the back. This index usually lists all the terms and variations of terms a user might want to look for. The index also references each term to the page(s) the terms appear on. Generating an index is usually a time-consuming process since the manual has to be scanned for all occurrences of a particular item, and then the items have to be sorted alphabetically.

The software package called Lotus 1-2-3 provides a relatively quick way of doing this. There are other methods of generating indexes. We picked Lotus, because that is the method that we use to generate our own indexes.

To generate an index using Lotus:

**STEP**

1) Boot your Hyperion with the Lotus System Diskette.

2) Press **Rtn** to access 1-2-3.

3) Press **Rtn** to bring up a blank worksheet.

4) Use the **Worksheet** option to set column widths for three columns. The first column will contain the index item; the second is for the page number; and the third column is for the index item (repeated).

...continued

**STEP** (cont)

5) Go through your document, page-by-page, and enter any item of interest onto the worksheet (column 1), the corresponding page number into column 2, and the item a second time, into column 3, changing all upper case letters into lower case letters.

   The reason for entering the item twice is that, when Lotus 1-2-3 sorts items, it sorts them by upper case letters first, then by lower case letters. Consequently, if the index contains items with upper case letters, the sorting would not be purely alphabetical.

6) Sort the index according to the items in the 3rd column.

7) Store the first two columns into a file.

8) Exit from Lotus 1-2-3.

9) Use Hyperion Text Editor to edit the new file.

Sorting with Lotus is very fast, and the file can be stored (also within seconds) in a form that can be accessed by the Hyperion Text Editor.

Refer to the ***Hyperion 123 Guide*** for instructions on how to use the 1-2-3 software package.

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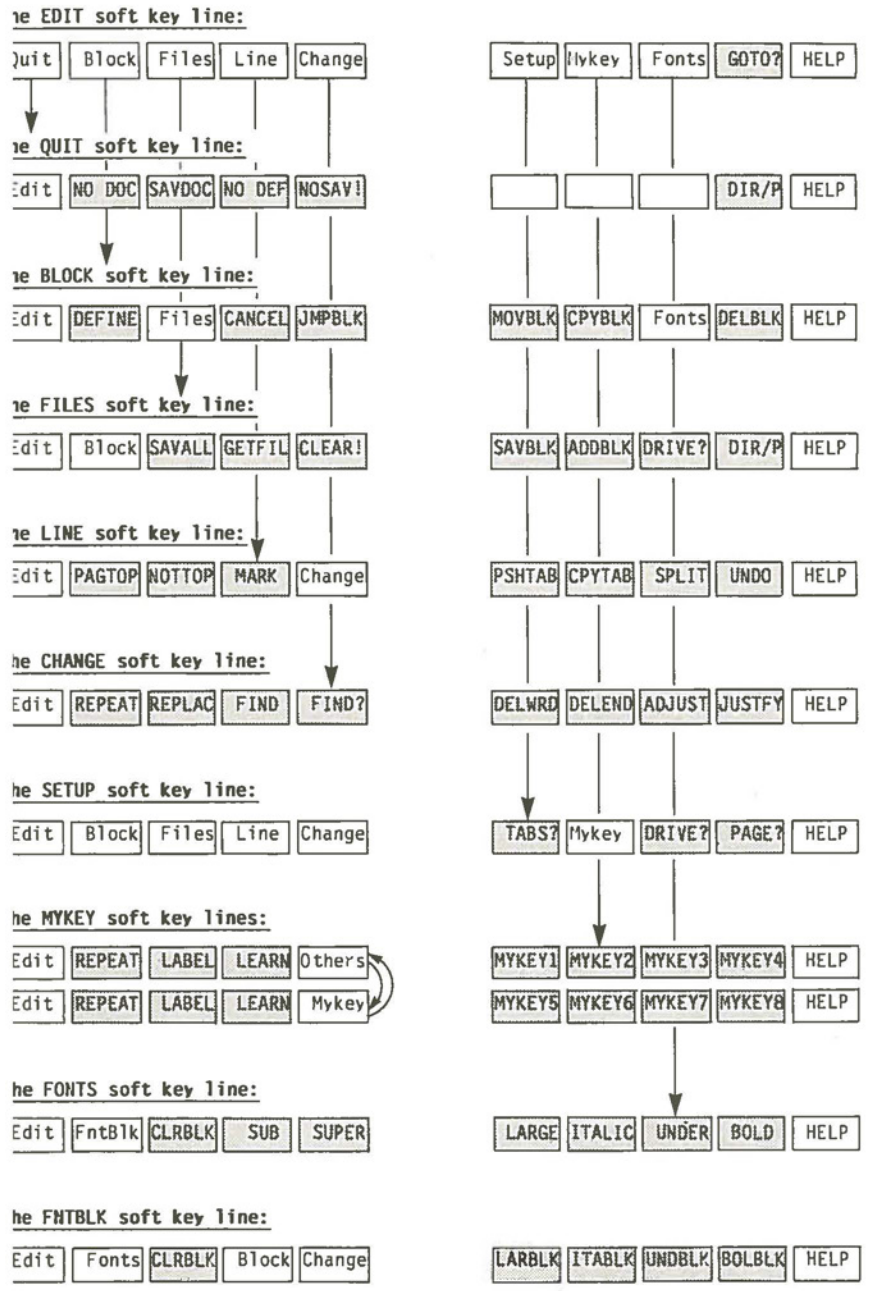
# HYPERION TEXT EDITOR SOFT KEY LINES



## KEYBOARD KEY FUNCTIONS

| KEY/KEY COMBINATION | FUNCTION |
|---|---|
| → | Moves cursor one character to right. |
| ← | Moves cursor one character to left. |
| ↑ | Moves cursor up one line. |
| ↓ | Moves cursor down one line. |
| **Alt + code** | Used to generate special characters. |
| **Brk** | Interrupts a command. |
| **Caps Lock** | Switches upper case mode on/off. |
| **Ctrl + →** | Moves cursor to beginning of next word. |
| **Ctrl + ←** | Moves cursor to previous start of word. |
| **Ctrl + ↑** | Moves to cursor to previous start of paragraph. |
| **Ctrl + ↓** | Moves cursor to next start of paragraph. |
| **Ctrl + Del** | Deletes the line at cursor position. |
| **Ctrl + End** | Moves cursor to last character on screen. |
| **Ctrl + Home** | Moves cursor to left margin of topmost line. |
| **Ctrl + Ins** | Turns autoinsert on or off. |
| **Ctrl + Pg Dn** | Moves cursor to bottom of document, or to next MARK. |
| **Ctrl + Pg Up** | Moves cursor to top of document, or to previous MARK. |
| **Ctrl + Print** | Turns printer on/off. |
| **Ctrl + Rtn** | Inserts a line above cursor position. |
| **Del** | Deletes character. |
| **End** | Moves cursor to end of current line. |
| **Esc** | Cancels some operations (usually when pressed twice). |
| **Home** | Moves cursor to left margin of current line. |
| **Ins** | Inserts a blank space. |
| **Num Lock** | Turns number mode on/off for cursor keypad. |
| **Pg Dn** | Moves cursor to the first line of the next page. |
| **Pg Up** | Moves cursor to the first line of current page. |
| **Rtn** | Inserts a line below cursor position. |
| **Rub Out** | Backspaces over the character. |
| **Shift** | Enters a shifted value (upper or lower case) for any key. |
| **Shift + Print** | Prints currently displayed screen. |
| **Shift + Tab** | Moves cursor back to previous tab stop. |
| **Tab** | Moves cursor to next tab stop. |

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