Canon
COMPUTER SYSTEMS

AS-100
AS-100
AS-100
AS-100

CanoWriter
User's Manual
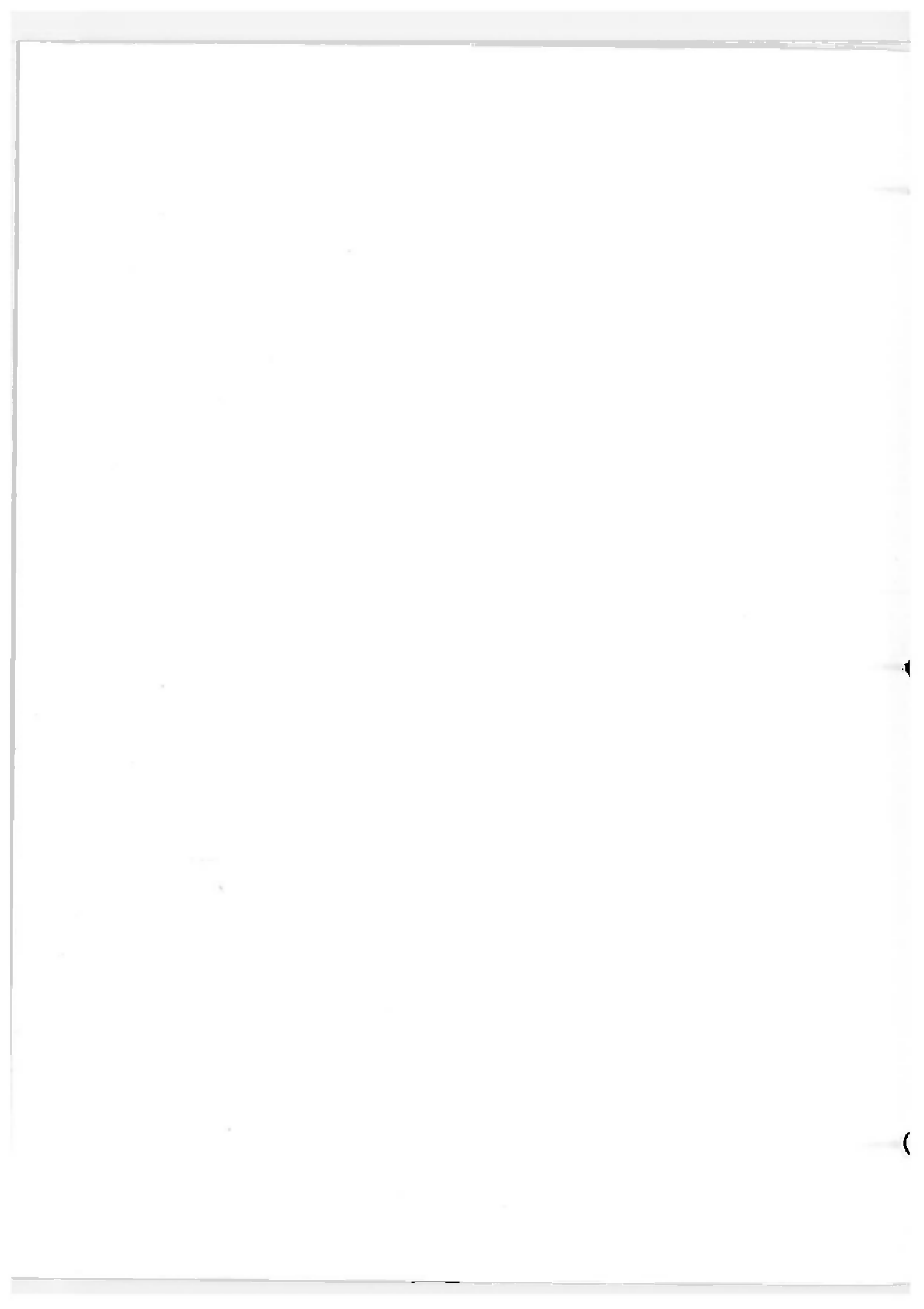
Table of Contents

Chapter 1 Introduction

This manual provides instructions on how to use the Canon word processing system **CanoWriter**™. It is designed to make you a sophisticated user of the many keys and functions necessary to create and edit your documents. To that effect, practice sections are provided in the explanations of 5.1 Create New Document and 5.2 Edit Old Document to teach you how to effectively use the cursor control, editing, and function keys. Once you are familiar with their operations, you will be able to create and edit anything, from simple letters to large manuals.

Printing of your document is also easy. Just tell the system how you want it printed, Standard, Merge, or Dual Column (1 or 2 documents). The system will do the rest.

The Copy, Delete, and Rename document functions make it easy for you to maintain your documents.

Finally, the Quick Reference chapter provides a more detailed explanation of each operation.

* CanoWriter is the trademark of Canon Inc.

Chapter 2 System Description

The 256K-byte AS-100 system is required to execute the CanoWriter. The system consists of a CRT display unit, a keyboard, a disk drive unit and a Canon-specified printer. The CanoWriter runs under the MS-DOS* operating system. For details on the system components, refer to their respective instruction manuals.

* MS-DOS is the trademark of Microsoft Corp.

Chapter 3   Basic Instructions: Getting Ready

3.1   Inserting Floppy Disks

1. Open the door of the disk drive A.

2. Fully insert the floppy disk into the drive with the labeled side facing left. Do
    not insert the floppy disk at an angle or try to force it into the disk drive as this
    may damage the floppy disk.

3. Close the door of the disk drive.

3.2   Power On

1. Turn on the power switch. The CanoWriter will be loaded automatically.
    When the system is loaded, enter the date and time. And then the Main
    Menu will be displayed.

2. Turn on the printer power switch when you need it.

3.3   Main Menu: Selecting Activities

1. Use the cursor control keys (CURSOR-LOCK ON) or space bar to move the
    Acceptance Block (■) to the desired activity. Press ⌷ ENTER ⌷ . The activity
    will be either immediately executed or a submenu or a message requesting
    input of information necessary to execute the activity will be displayed.

2. Use ⌷ DEL ⌷ or ⌷ DELETE LINE ⌷ to delete any information you may have
    input. ⌷ DEL ⌷ deletes the character to the left and ⌷ DELETE LINE ⌷ deletes
    all of the information.

3.4   Exit and Power Off

1. Select "Exit" in the Main Menu.

2. Turn off power when the operating system prompt A > is displayed.

3. Remove the floppy disk.

4. Close the disk drive door.

Chapter 4   Getting to Know the System

4.1   Concept

Operations are classified into two modes: Create mode and Strike Over mode. Create mode is set, for example, when you are inputting text for the first time.

Strike Over mode is set when, for example, you are using the editing keys such as COPY or INSERT .

You do not have to remember which mode you are in to effectively execute operations but do keep in mind that some keys are effective in one mode but not in the other.

4.2   Structure

Menus are organized in an inverted tree structure as shown below.

```
                              ┌──────────────┐
                              │  Main Menu   │
                              └──────┬───────┘
        ┌────────┬────────┬────────┼────────┬────────┬────────┬────────┐
   ┌────┴───┐┌───┴───┐┌───┴───┐┌───┴───┐┌───┴───┐┌───┴───┐┌───┴───┐┌───┴──┐
   │Edit    ││Create ││Print  ││Document││Change ││Summary││Other  ││Exit  │
   │Old     ││New    ││Document││Index  ││Current││Maintenance││Functions││   │
   │Document││Document││       ││       ││Drive  ││        ││       ││      │
   └────────┘└───────┘└───────┘└───────┘└───────┘└───────┘└───────┘└──────┘
```
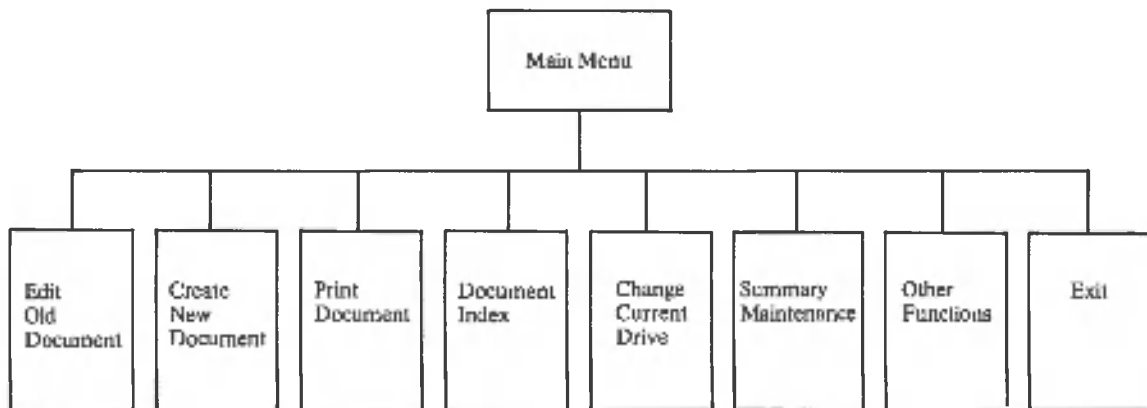
Note that only two levels of menus are shown. You can descend to other levels.

Chapter 5   Using the System

In Chapter 5, you will execute each of the activities displayed on the Main Menu. Practice sections have been included in the explanations of the first two activities (Create New Document and Edit Old Document) to teach you how to use the cursor control, editing, and function keys. It is recommended that these two sections be read as one unit.

In the practice sections, you will type in sample text to practice using the cursor control, editing, and function keys. The key or keys that you use in practice will be shown as the header. The sample text to be input and the key or keys to be pressed will be underlined. You will also be shown how the screens should appear when you type in the sample text and press the key(s). And the shaded portions explain the operation.

For example, if you were practicing how to use $\boxed{\leftarrow}$, this would be indicated as follows:

PRACTICE	$\boxed{\leftarrow}$

$\boxed{\text{SB}}$ $\boxed{\text{SB}}$ This is the first line of the screen.

$\boxed{\text{SB}}$ indicates the space bar.

```
This is the first line of the screen._
```

$\boxed{\leftarrow}$ $\boxed{\leftarrow}$ $\boxed{\leftarrow}$ $\boxed{\leftarrow}$ $\boxed{\leftarrow}$

```
This is the first line of the screen.
```

In the above example, the cursor should be positioned under the character "r" of the word "screen". Note that only part of the screen will be shown here.

To make learning of the cursor control, editing, and function keys as easy as possible, the sample text and keys to be input and the screens will be given on the center of the page. Additional explanations, which are not required for practicing, will be given on the right side of the page. Thus, you can quickly learn how to operate these keys by reading only the left side of the page.

5.1   Create New Document

In this section, you will create a new document file. In the practice section, you will learn how to use the cursor control keys.

Use the following procedure to create a new document file:

1. Select "Create New Document" in the Main Menu.

2. Input the name of the document to be newly created (for later practice, input the name TEST.DOC) when the following message is displayed:

```
Document name to create:
```

A document file name consists of a root name (up to 8 characters) option-ally followed by a period (.) and an extension of up to three characters. This is in accordance with the naming conventions of the operating system. Note that the extension may be omitted. Also, the document name will be dis-played in upper case regardless of whether the name was input in lower or upper case.

Example:　　　　　　TEST.DOC
　　　　　　　　　　SAMPLE01

3. After the document name is input, press `ENTER` .

4. The document index screen, shown in 5.1.1, will be displayed.

5. After all necessary information has been input, press `ENTER` . The infor-mation will be stored and the work screen will be displayed.

6. If you want to end editing of the document file and return to the Main Menu, press `CANCEL` . The following message will be displayed:

```
End of edit?
```

To end editing, press `ENTER` . The Main Menu will be displayed. If you change your mind and want to continue editing, press `CANCEL` again.

5.1.1 Create New Document Index Screen

```
                    CREATE NEW DOCUMENT
     Document name  :  TEST.DOC              Password :
     Operator       :                        Author   :
     Document Kind  : ■Document    Header     Footer
     Direction      :
     Document ID    :                         Comment  :

  Print from page  :    1  Print thru page  :  120  Staring as page No.  :     1
  First header page:    1  First footer page:    1  Paper length         :    66
  Print start line :    1  Document end line:   55  Footer begins on line:    60
  No. of orignals  :    1  Type wheel No.   :    0  Left margins  :    1  :    40

  Device  :  AP 500      ■A-1250      LP             Text           Special
  Port    :   COM1   COM2   COM3   COM4  ■LPT1   LPT2   LPT3   LPT4   Disk
  Paper   : ■A4-V   A4-H   B4-H
  Pitch   : ■1      2      3      4
  Format  :  Unjustified  ■Justified    With notes
  Forms   : ■Continuous   Single        Special
  Style   : ■Final        Draft
  Summary :  Print        ■Omit

  Header file name :
  Footer file name :
```

The document index screen shows two types of document index items: document-related items and print-related items. The document-related items are enclosed in brackets and will be explained here. The print-related items will be explained in Section 5.3 Print Document.

Use the cursor control keys to position the cursor to the items where information will be input. You may skip any index item, except of course for the document name.

The document-related items are as follows:

Document name: Displays the specified document name.

Password: A password up to 6 characters long may be specified for the document. If specified, the password of the document must be input whenever the document is to be edited. At that time, asterisks will be displayed instead of the password.

Document kind: Indicates the kind of document, as follows:
  Document: Indicates a text document.
  Header: Indicates a header document.
  Footer: Indicates a footer document.

Use the space bar, cursor left, or cursor right to position the cursor in front of the item to be selected.

Operator (up to 20 characters):
Author (up to 20 characters):
Direction (up to 30 characters):
Document ID (up to 7 characters):

These items are used to manage and identify the document file, and can also be used when printing the document.

Comment (up to 16 characters): This is used to insert comments.

Header file name: This is used to specify the name of the document that will be used as the header file.

Footer file name: This is used to specify the name of the document that will be used as the footer file.

Input the following information in the document-related items:

Password: ABC
Operator: Your name
Author: Your name
Direction: Print three copies
Document ID: 123
Comment: See me

5.1.2 Work Screen
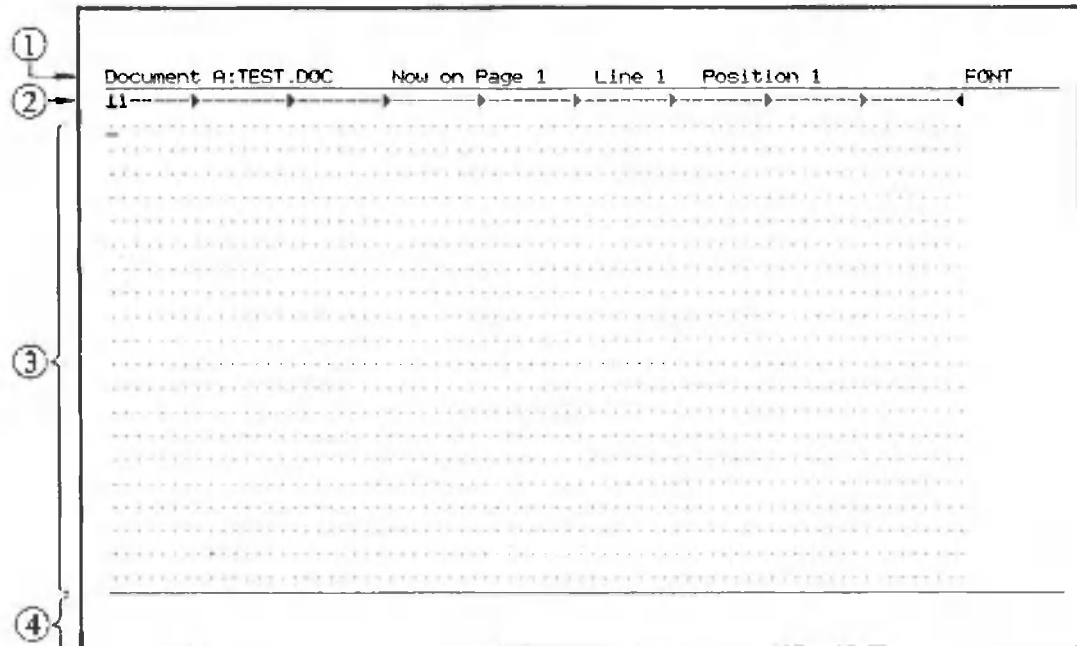
Text is typed in and edited on the work screen. The work screen items are as follows:

① **Status line**

Document: Indicates the name of the document being edited.

Now on page: Indicates the number of the page at which the cursor is located.

Line: Indicates the number of the line at which the cursor is located.

Position: Indicates the number of the column at which the cursor is located.

FONT: Indicates the character font. The font can be changed by using the ALT key in combination with the numeric keys 1, 2, 3, 4 and 5.

ALT/1 . . . . . Standard font
ALT/2 . . . . Bold
ALT/3 . . . . Italics
ALT/4 . . . . Superscript
ALT/5 . . . . Subscript

② **Format Line**

The format line indicates the vertical spacing, tab positions, and right/left margin. The format line is only displayed on the screen, it is never printed.

⊥ : Indicates the type of format line.

1: Indicates that the vertical spacing is set to single. The vertical spacing can be changed.

▶ : Indicates that a tab is set at this position.

◀ : Indicates the right margin.

→: Indicates the left margin.

Details on changing the format line are given in the explanation on the FORMAT key (F5).

③ **Editing Area**

The editing area consists of 2C lines by 157 columns. the document text is input and edited in this area. The screen scrolls horizontally to display the document text.

④ **Message Display Area**

Error messages and messages requiring an answer in order to continue editing are displayed in this area.

5.1.3   Cursor Cotnrol Keys

In this practice section you will learn how to use the following cursor control keys:

$\boxed{\leftarrow}$: Moves the cursor one character position to the left.

$\boxed{\rightarrow}$: Moves the cursor one character position to the right.

$\boxed{\text{CTRL}}$ / $\boxed{\leftarrow}$: Moves the cursor to the beginning of the previous word.

$\boxed{\text{CTRL}}$ / $\boxed{\rightarrow}$: Moves the cursor to the beginning of the next word.

$\boxed{\uparrow}$: Moves the cursor up one line.

$\boxed{\downarrow}$: Moves the cursor down one line.

$\boxed{7}$: Moves the cursor to the head of the block of document text.

$\boxed{1}$: Moves the cursor to the end of the block of document text.

$\boxed{\text{PgUp}}$: Scrolls the screen down 19 lines.

$\boxed{\text{PgDn}}$: Scrolls the screen up 19 lines.

$\boxed{\text{CTRL}}$ / $\boxed{\text{PgUp}}$: Scrolls the screen up one page.

$\boxed{\text{CTRL}}$ / $\boxed{\text{PgDn}}$: Scrolls the screen down one page.

$\boxed{5}$: Displays the line in which the cursor is located on the second line of the screen.

* "/" indicates that the two keys are pressed simultaneously. For example, $\boxed{\text{CTRL}}$ / $\boxed{\leftarrow}$ means that press $\boxed{\text{CTRL}}$ first and then press $\boxed{\leftarrow}$ holding $\boxed{\text{CTRL}}$ press down.

Note that $\boxed{\text{CURSOR LOCK}}$ must be on to enable the cursor control keys. If it is not, the numerical values indicated on the key caps will be input. $\boxed{\text{CURSOR LOCK}}$ can be activated by pressing the $\boxed{\text{CURSOR LOCK}}$ key. The Lamp in the key cap will turn on. To deactivate CURSOR LOCK, press the $\boxed{\text{CURSOR LOCK}}$ key again. The lamp will turn off.

Now, let's begin the practice section.

SB **SB** This is the first line of the screen.

```
Document A:TEST.DOC    Now on Page 1    Line 1    Position 40         FONT
11───▶──────▶─────────▶─────────▶─────────▶──────▶───────▶─────────▶────◀
   This is the first line of the screen._
```

⬅ ⬅ ⬅ ⬅ ⬅ ⬅ (six times)

```
Document A:TEST.DOC    Now on Page 1    Line 1    Position 34         FONT
11───▶────▶─────▶─────▶─────▶──────▶──────▶──────▶────◀
   This is the first line of the screen.
```

Press ←| and hold it down.

The cursor should continuously move to the left. When the cursor reaches the beginning of the line, the cursor will stop and an audible alarm issued. The audible alarm indicates that the cursor cannot move to the left any more.

```
Document A:TEST.DOC        Now on Page 1     Line 1    Position 1                    FONT
11------►------►------►------►------►------►------►------◄
_ This is the first line of the screen. . . . . . . . . . . . . . . . . . . . . . . . . . . . .
```

PRACTICE →

→ → → → → → → → (eight times)

```
Document A:TEST.DOC      Now on Page 1      Line 1      Position 9                FONT
11----▶-------▶----▶------▶------▶-----▶-------▶-------◀
     This is the first line of the screen.
```

Press → and hold it down.

> The cursor should continuously move to the right. When the cursor reaches the end of the line, the cursor will stop and an audible alarm issued. The audible alarm indicates that the cursor cannot move to the right any more.

```
Document A:TEST.DOC    Now on Page 1    Line 1    Position 40         FONT
!1------>-------->-------->--------->---------->--------->--------->--------<
    This is the first line of the screen._
```

PRACTICE   **CTRL** / **←**

CTRL / **←** **←** **←**   (Hold **CTRL** down and press **←** three times.)

```
Document A:TEST.DOC    Now on Page 1    Line 1    Position 26         FONT
!1------>--------->--------->---------->---------->--------->--------<
    This is the first line of the screen.
```

CTRL / **←** move the cursor to the left positioning it at the first character of each word.

PRACTICE | CTRL | / | → |

| CTRL | / | → | | → | (Hold | CTRL | down and press | → | two times.)

```
Document A:TEST.DOC      Now on Page 1      Line 1      Position 33              FONT
11──────▶───────▶───────▶───────▶───────▶───────▶───────▶───────◀
   This is the first line of the screen.
```
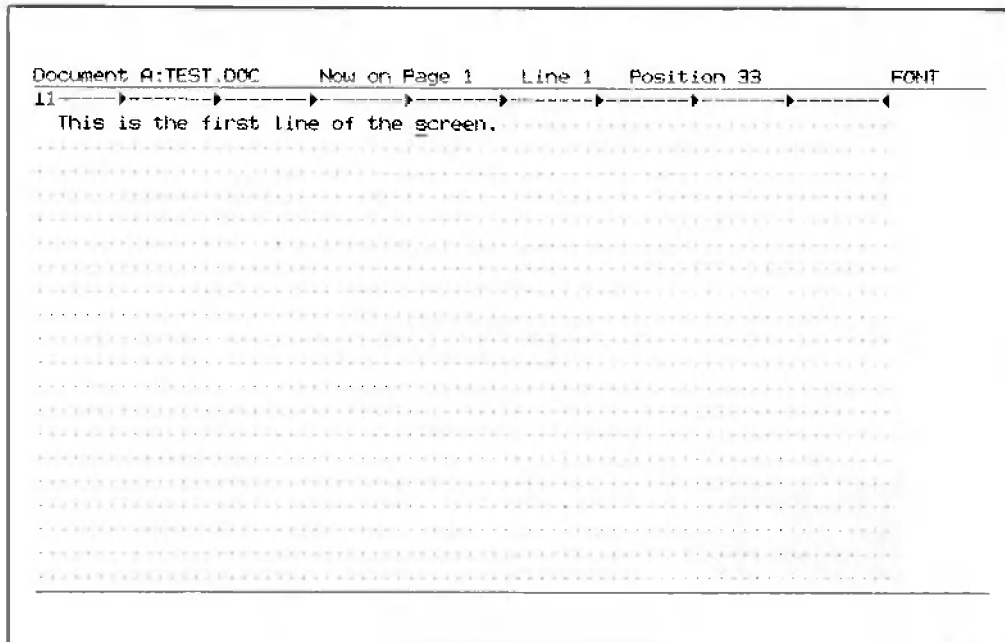
| CTRL | / | → | move the cursor to the right positioning it at the first character of each word.

PRACTICE ↑

First position the cursor to the end of the line.

| RETURN |

| RETURN |

| SB | | SB | This is the third line of the screen. | RETURN |

| RETURN |

| SB | | SB | This is the fifth line of the screen. | RETURN |

| RETURN |

| SB | | SB | This is the seventh line of the screen.

```
Document A:TEST.DOC      Now on Page 1    Line 7    Position 42            FONT
11----▸-------▸-------▸-------▸-------▸-------▸-------▸-------▸-------◂
  This is the first line of the screen.◂
◂
  This is the third line of the screen.◂
◂
  This is the fifth line of the screen.◂
◂
  This is the seventh line of the screen._
```
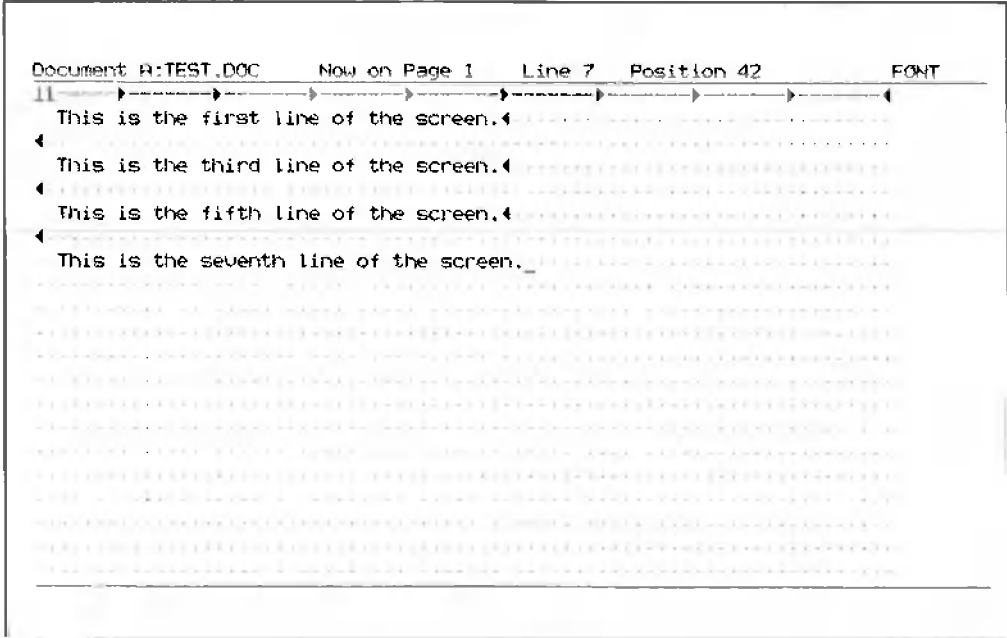
A return marker (◂) is displayed each time **RETURN** is pressed.

⬆

```
Document A:TEST.DOC        Now on Page 1     Line 6    Position 1              FONT
11-----▸-------▸------▸------▸------▸------▸------▸------◂
    This is the first line of the screen.◂.............................................
◂
    This is the third line of the screen.◂...........................................
◂
    This is the fifth line of the screen.◂..........................................
◂
    This is the seventh line of the screen...........................................
```
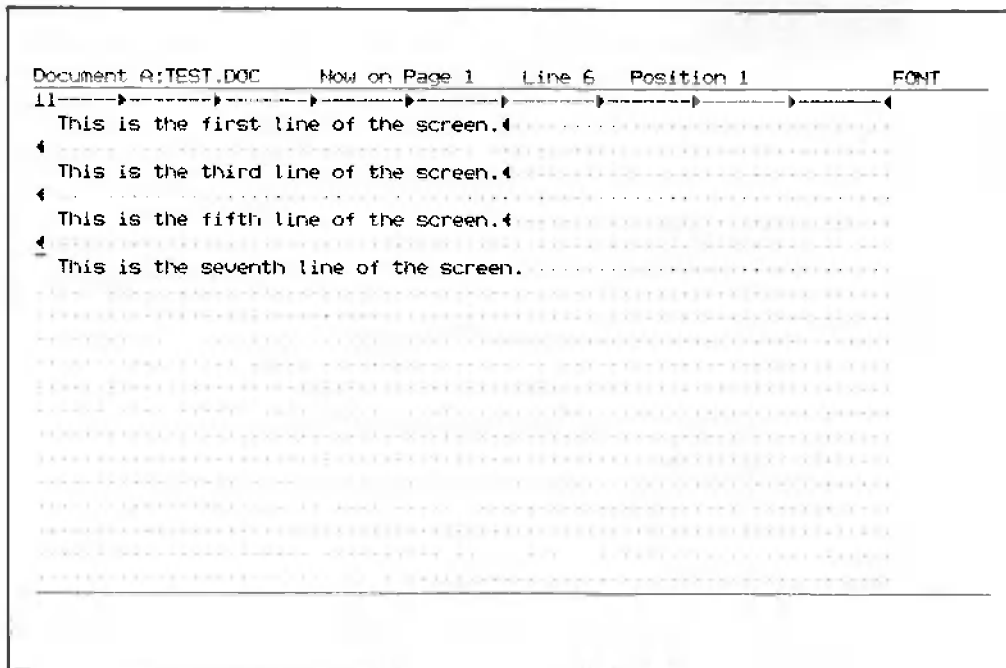
Press ⬆ and hold it down.

The cursor should continuously move up to the first line. When the cursor reaches the first line, the cursor will stop and an audible alarm issued. The audible alarm indicates that the cursor cannot move up any more.

```
Document A:TEST.DOC        Now on Page 1     Line 1    Position 1              FONT
11-----▸------▸------▸------▸------▸------▸------▸------◂
_   This is the first line of the screen.◂
◂
    This is the third line of the screen.◂
◂
    This is the fifth line of the screen.◂
◂
    This is the seventh line of the screen.
```

PRACTICE ⚠

⬇

```
Document A:TEST.DOC      Now on Page 1     Line 2    Position 1              FONT
↓1────▶───▶────▶────▶────▶────▶────▶───▶────◀
    This is the first line of the screen.◀
◀
    This is the third line of the screen.◀
◀
    This is the fifth line of the screen.◀
◀
    This is the seventh line of the screen.
```

Press ⬇ and hold it down.

The cursor should continuously move down to end of the seventh line, when the cursor reaches the end of the seventh line, the cursor will stop and an audible alarm issued. The audible alarm indicates that the cursor cannot move down any more.

```
Document A:TEST.DOC      Now on Page 1    Line 7    Position 42              FONT
L1----►------►------►------►------►------►------►------►------►------◄
    This is the first line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the third line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the fifth line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the seventh line of the screen._ . . . . . . . . . . . . . . . . . . .
```

PRACTICE ⑦

⑦

⑦ moves the cursor to the beginning of the document text.

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 1               FONT
L1----►------►------►------►------►------►------►------◄
_   This is the first line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the third line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the fifth line of the screen.◄ . . . . . . . . . . . . . . . . . . . . .
◄ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the seventh line of the screen. . . . . . . . . . . . . . . . . . . . . .
```

PRACTICE 1

1

```
Document A:TEST.DOC      Now on Page 1     Line 7    Position 42           FONT
⊥1-----▶-------⌐-------▶-------▶-------▶--------▶-------▶-------▶-------◀
   This is the first line of the screen.◀·······························
◀·····································································
   This is the third line of the screen.◀·······························
◀·····································································
   This is the fifth line of the screen.◀·······························
◀·····································································
   This is the seventh line of the screen.··································
```

1 moves the cursor to the end of the document text.

Since PgUp scrolls the screen down 19 lines at a time, we need several lines of text in order to see how PgUp operates. Type in anything until you are on line 30. Use RETURN to insert lines. An example is shown below.

```
Document A:TEST.DOC      Now on Page 1      Line 27   Position 1              FONT
   This is the seventh line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   Type anything here.◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   xiwjhgibberishph◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
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```

The line indication on the status line at the top of the screen will indicate when you are on line 30.

PgUp

The screen will scroll down 19 lines. Note the changes on the status line.

PgUp

Since there is no previous screen, an audible alarm will be issued and the error message "No previous screen" displayed in the message display area. The error message will disappear when any other key is pressed.

PRACTICE   **PgDn**

PgDn

 PgDn scrolls the screen up 19 lines at a time. Note the changes on the status line.

PgDn

 Since there is no next screen, an audible alarm will be issued and the error message ''No next screen'' displayed in the message display area. The error meesage will disappear when any other key is pressed.

PRACTICE   **CTRL** / **PgUp**

 Since **CTRL** / **PgUp** display the first line of the previous page on the first line of the screen, we need at least two pages of text in order to see how **CTRL** / **PgUp** operate. Use the function key **F2** (PAGE) to insert a page break on line six. Position the cursor under the return marker on line six, then press **F2** (PAGE).

```
Document A:TEST.DOC      Now on Page 2    Line 1    Position 1              FONT
11-----▶--------▶-------▶-------▶------▶-------▶------▶------▶------▶------◀
    This is the first line of the screen.◀
◀
    This is the third line of the screen.◀
◀
    This is the fifth line of the screen.◀
■
_  This is the seventh line of the screen.◀
◀
◀
    Type anything here.◀
◀
    xiwjhgibberishph◀
◀
◀
◀
◀
◀
◀
◀
```
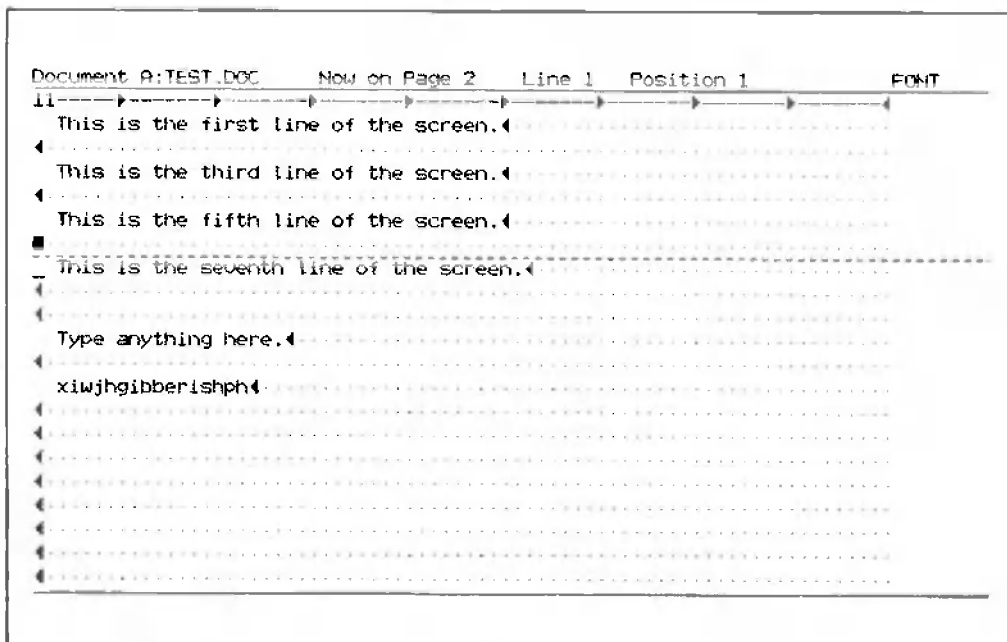
The page break is indicated by the page break marker (■) and a broken line across the screen. Note that the page break marker replaces the return marker.

CTRL / PgUp (Hold CTRL down and press PgUp).

```
Document A:TEST.DOC     Now on Page 1    Line 1   Position 1           FONT
11
  This is the first line of the screen.◄
◄
  This is the third line of the screen.◄
◄
  This is the fifth line of the screen.◄
■
  This is the seventh line of the screen.◄
◄
◄
  Type anything here.◄
◄
  xiwjhgibberishph◄
◄
◄
◄
◄
◄
◄
◄
```

PRACTICE `CTRL` / `PgDn`

`CTRL` / `PgDn` (Hold `CTRL` down and press `PgDn`).

```
Document A:TEST.DOC     Now on Page 2    Line 1   Position 1              EQUT
_  This is the seventh line of the screen.◄
◄
◄
   Type anything here.◄
◄
   xiwjhgibberishph◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
```

7 ↓ ↓ ↓ ↓ ↓ ↓

5

```
Document A:TEST   DOC    Now on Page 2    Line 1   Position 1              FONT
■
This is the seventh line of the screen.◄


   Type anything  here.◄

   xiwjhgibberishph◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
```
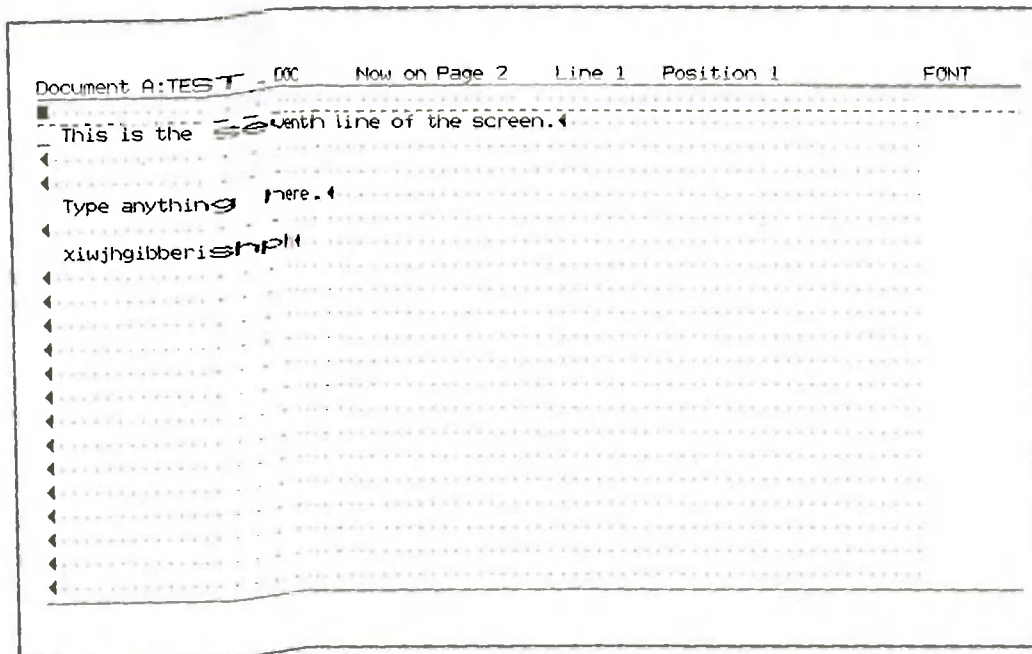
This finishes the explanation of the cursor control keys and the CTRL key. Before going on to the next section, practice using these keys until you are familiar with their operations.

When you ready to go on to the next section, end editing of this document and return to the Main Menu. Use the following procedure to end editing.

1. Press CANCEL .

2. The message "End of edit?" will be displayed in the message display area.

3. Press ENTER .

The created document will be saved to the disk and the Main Menu displayed. When the Main Menu is displayed, go to 5.2 Edit Old Document.

5.2   Edit Old Document

In this section, you will call the document file you created in 5.1 Create Old Document. In the practice section, you will learn how to use the editing keys and function keys except for $\boxed{\text{F6}}$ (MERGE) and $\boxed{\text{F9}}$ (COMMAND). MERGE and COMMAND are used during printing. MERGE is explained in 6.3.8. and COMMAND is explained in 6.3.11.

Use the following procedure to call an old document:

1.   Select "Edit Old Document" in the Main Menu.

2.   Input the name of the document to be edited when the following message is displayed:

    Document name: XXXXXXXX.XXX

XXXXXXXX.XXX indicates either the name of the first document in the summary file or the name of the document edited last. The names of the using $\boxed{\uparrow}$ and $\boxed{\downarrow}$ as shown below:

Document to edit:

TEST01.DOC	$\boxed{\uparrow}$
TEST02.DOC	
.	$\boxed{\downarrow}$
.	
.	
.	

$\boxed{\uparrow}$ Displays the name of the previous document.

$\boxed{\downarrow}$ Displays the name of the next document.

Note that an audible alarm will be issued if there is no previous or next document.

You can display the name of the document to be edited with the cursor control keys, or you can directly type in the name of the document.

3.   After you have input the document name, press $\boxed{\textbf{RETURN}}$ or $\boxed{\textbf{ENTER}}$. If you have specified a password for the document, the message "Input password" will be displayed. Input the correct password and then press $\boxed{\textbf{RETURN}}$ or $\boxed{\textbf{ENTER}}$. The document index screen will be displayed with the cursor positioned at "Print from page." Note that the cursor cannot be moved to the preceding document-related items. However, these items can be revised by selecting Document Index in the Main Menu. This will be explained in Document Index.

4. Press ⌈**ENTER**⌋ to display the work screen. The first page of the old document will be displayed.

5.2.1 Edit Old Document Index Screen

```
                    EDIT OLD DOCUMENT

        Document name : TEST.DOC          Password : ******
        Operator      : Your name         Author   : Your name
        Document Kind : ▪Document    Header    Footer
        Direction     : Print three copies
        Document ID   : 123               Comment   : See me

   Print from page  :    1  Print thru page  :  120  Staring as page No.  :    1
   First header page:    1  First footer page:    1  Paper length         :   66
   Print start line :    1  Document end line :   55  Footer begins on line:   60
   No. of orignals  :    1  Type wheel No.    :    0  Left margins :    1  :   40

   Device : AP 500      A-1250      ▪LP         Text        Special
   Port   : COM1  COM2  COM3  COM4  ▪LPT1  LPT2  LPT3  LPT4  Disk
   Paper  : ▪A4-V  A4-H  B4-H
   Pitch  : ▪1     2     3     4
   Format :  Unjustified  ▪Justified    With notes
   Forms  : ▪Continuous   Single        Special
   Style  : ▪Final        Draft
   Summary:  Print        ▪Omit

   Header file name :
   Footer file name :
```

The information you input for the document-related items when you created the document are displayed on the Edit Old Document index screen. Note that asterisks are displayed for the password. Each of the document-related items have been explained in 5.1.1 Create New Document Index Screen. See 5.3. Print Document for the print-related items.

5.2.2　Work Screen

```
Document A:TEST.DOC       Now on Page 1    Line 1    Position 1              FONT
∟1━━━━▶━━━━━▶━━━━━▶━━━━━▶━━━━━▶━━━━━━▶━━━━▶━━━━━◀
_ This is the first line of the screen.◀....................................
◀......................................................................
  This is the third line of the screen.◀...............................
◀......................................................................
  This is the fifth line of the screen.◀...............................
■......................................................................
This is the seventh line of the screen.◀.............................
◀......................................................................
◀......................................................................
  Type anything here.◀...............................................
◀......................................................................
  xiwjhgibberishph◀.................................................
◀......................................................................
◀......................................................................
◀......................................................................
◀......................................................................
◀......................................................................
◀......................................................................
◀......................................................................
◀......................................................................
```
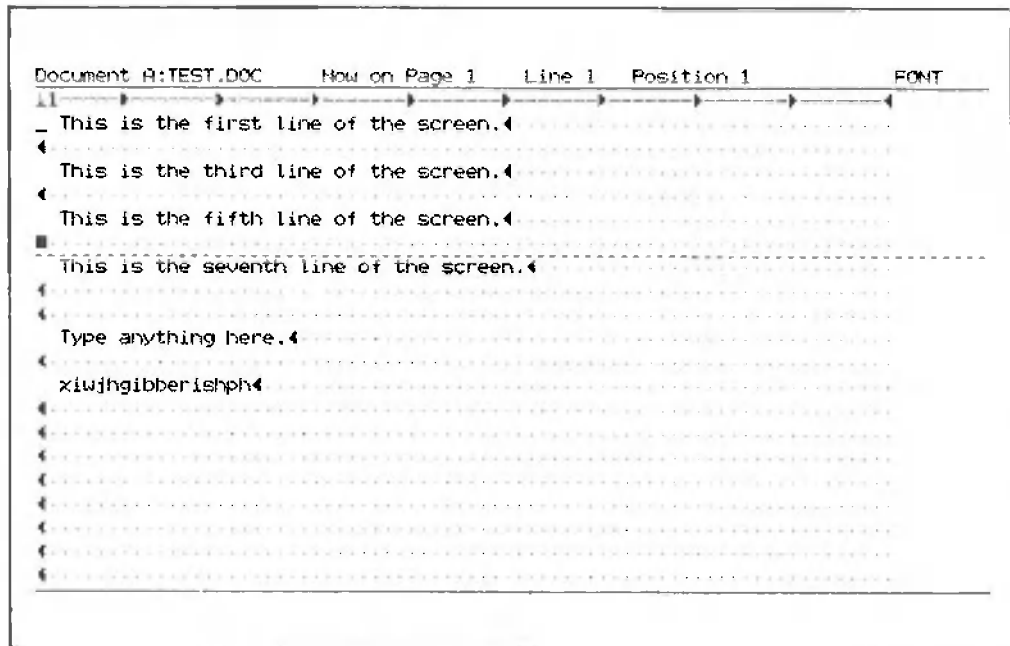
5.2.3   Editing and Function keys

In this practice section you will learn how to use the editing and function keys.

The editing keys are:

|INSERT| : Inserts text.

|DELETE| : Deletes text.

|MOVE| : Moves text.

|COPY| : Copies text.

The function keys are:

|F1| INDENT: Indents using the tabs specified on the format line.

|F2| PAGE: Sets page breaks.

|F3| CENTER: Centers text.

|F4| RULER CODE: Sets ruler code to indicate the outline of diagrams.

|F5| FORMAT: Displays the format line, which can then be modified.

|F6| MERGE: Sets merge markers for merge printing.

|F7| SEARCH: Searches for specified text in the document file.

|F8| REPLACE: Replaces specified text in the document file.

|F9| COMMAND: Enables the specification of four commands.

|F10| LAYOUT: Displays a layout of the page being edited as it would look if it were printed.

|F11| BLOCK TAB: Sets a block tab marker at the current cursor position.

|F12| GOTO PAGE: Displays the beginning of specified page on the first line of the screen.

F6 MERGE and F9 COMMAND will be explained later.
Now, let's begin the practice section.

PRACTICE **INSERT**

Position the cursor under the character "f" of the word "first" in the first sentence on the screen.

INSERT

```
Document A:TEST.DOC     Now on Page 1    Line 1    Position 15          FONT

  This is the




















Insert what ?        first time of the se
```

very **SB**

> The space bar **SB** must be pressed so that a space will be inserted between the words "very" and "first."

```
ENTER
```

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 20          FONT
11-----▶-------▶--------▶--------▶--------▶-------▶--------▶-------▶--------◀
    This is the very first line of the screen.◀ . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the third line of the screen.◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the fifth line of the screen.◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
■ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    This is the seventh line of the screen.◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    Type anything here.◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
    xiwjhgibberishph◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
◀ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
```

PRACTICE **DELETE**

Position the cursor under the character "v" of the word "very" in the first sentence on the screen.

DELETE

```
Document A:TEST.DOC     Now on Page 1    Line 1    Position 15              FONT
11-----▶-------▶-------▶-------▶-------▶-------▶-------▶-------▶-------◀
   This is the very first line of the screen.◀
◀..........................................................................
   This is the third line of the screen.◀
◀..........................................................................
   This is the fifth line of the screen.◀
■..........................................................................
   This is the seventh line of the screen.◀
◀..........................................................................
◀..........................................................................
   Type anything here.◀
◀..........................................................................
   xiwjhgibberishph◀
◀..........................................................................
◀..........................................................................
◀..........................................................................
◀..........................................................................
◀..........................................................................
◀..........................................................................
◀..........................................................................

Delete what ?
```

□→ □→ □→ □→ □→

This indicates that the word "very" is to be deleted. The cursor is positioned under the character "f" of the word "first" so that the space between the words "very" and "first" will also be deleted.

ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 15          FONT
11----▸------...▸--------▸--------▸--------▸--------▸--------▸-------▸--------◂
    This is the first line of the screen.◂
◂
    This is the third line of the screen.◂
◂
    This is the fifth line of the screen.◂
■
    This is the seventh line of the screen.◂
◂
◂
    Type anything here.◂
◂
    xiwjhgibberishph◂
◂
◂
◂
◂
◂
◂
◂
◂
```
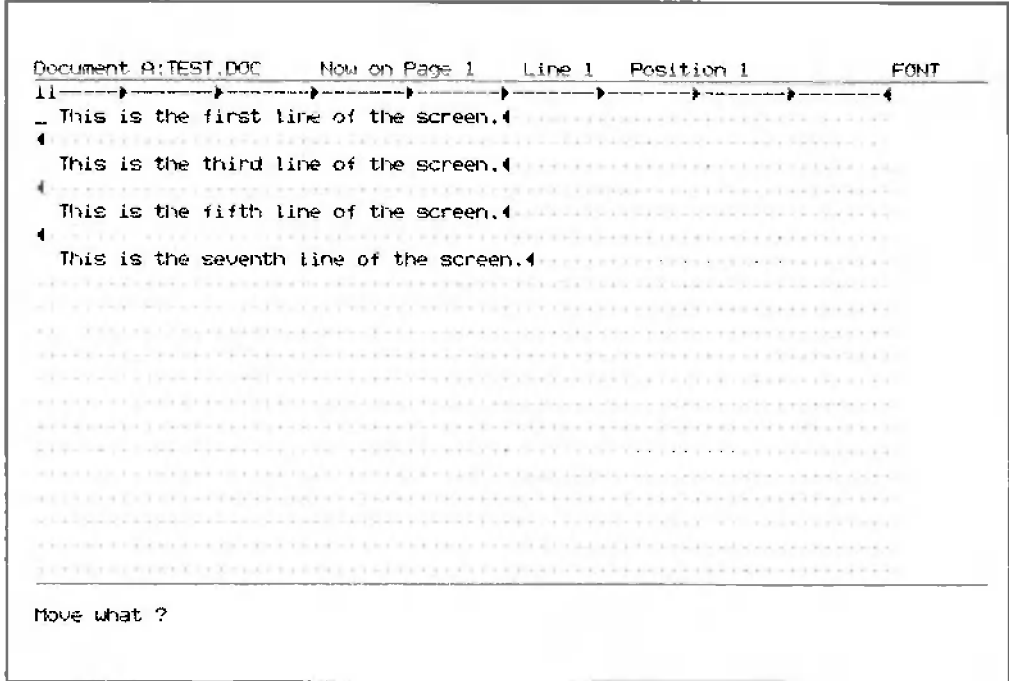
Position the cursor under the page break marker. **INSERT** **RETURN**
ENTER **DELETE** **↓** **ENTER**

```
Document A:TEST.DOC      Now on Page 1    Line 7    Position 1          FONT
11----▸------...▸--------▸--------▸--------▸--------▸--------▸-------◂
    This is the first line of the screen.◂
◂
    This is the third line of the screen.◂
◂
    This is the fifth line of the screen.◂
◂
_   This is the seventh line of the screen.◂
◂
◂
    Type anything here.◂
◂
    xiwjhgibberishph◂
◂
◂
◂
◂
◂
◂
◂
```

Delete the return marker at the end of the seventh line and everything after it.

7   MOVE

```
Document  B:TEST.DOC      Now on Page 1     Line 1    Position 1               FONT
11────▸──────▸─────▸─────▸─────▸─────▸─────▸─────▸─────────▸───────▸─────────▸────◂
_ This is the first line of the screen.◂
◂
  This is the third line of the screen.◂
◂
  This is the fifth line of the screen.◂
◂
  This is the seventh line of the screen.◂




Move what ?
```

⤓

This indicates that the first line of text is to be moved.

```
Document A:TEST.DOC        Now on Page 1      Line 1     Position 1                    FONT

   This is the third line of the screen.

   This is the fifth line of the screen.

   This is the seventh line of the screen.
```

To where ?

↓ ↓

This indicates that the first line of text is to be moved to the third line of the screen.

ENTER

```
11----▶-----▶-------▶------▶-------▶-------▶------▶-------▶-------▶------◀
◀
  This is the third line of the screen.◀
  This is the first line of the screen.◀
◀
  This is the fifth line of the screen.◀
◀
  This is the seventh line of the screen.◀
```

↑

```
11-----▶------▶------▶-------▶-------▶-------▶------▶-------▶------▶------◀
◀
  This is the third line of the screen.◀
_ This is the first line of the screen.◀
◀
  This is the fifth line of the screen.◀
◀
  This is the seventh line of the screen.◀
```

— 41 —

COPY Be sure that the cursor is positioned at the beginning of the line of text you just moved.

```
Document A:TEST.DOC        You on Page 1    Line 3    Position 1              Form
_1-------▸--------▸--------▸--------▸--------▸--------▸--------▸--------▸--------◄
◄........................................................
  This is the third line of the screen.◄
_ This is the first line of the screen.◄
◄........................................................
  This is the fifth line of the screen.◄
◄........................................................
  This is the seventh line of the screen.◄
........................................................
........................................................
........................................................
........................................................
........................................................
........................................................
........................................................
........................................................

Copy what ?
```

⬇

This indicates that the line of text you just moved is to be copied.

ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 4    Position 1           FONT
11----▶------▶------▶------▶------▶------▶------▶------▶------◀
◀
   This is the third line of the screen.◀
   This is the first line of the screen.◀
◀
   This is the fifth line of the screen.◀
◀
   This is the seventh line of the screen.◀








To where ?
```
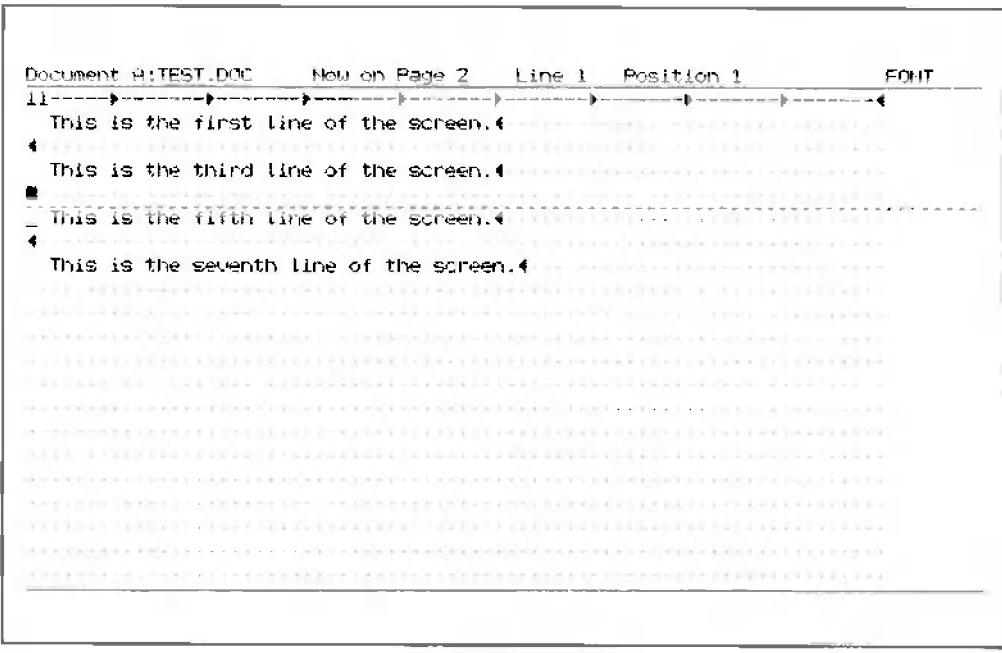
↑ ↑ ↑

This indicates that the line of text is to be copied to the first line.

ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 2    Position 1           FONT
11----▶------▶------▶------▶------▶------▶------▶------▶------◀
   This is the first line of the screen.◀
◀
   This is the third line of the screen.◀
   This is the first line of the screen.◀
◀
   This is the fifth line of the screen.◀
◀
   This is the seventh line of the screen.◀








To where ?
```

CANCEL to stop the copy operation.

At this point, use DELETE to delete the line of text on the fourth line.
Hint: ↓ ↓ DELETE ↓ ENTER

MOVE and COPY can be used with the SHIFT key to move and copy text from other documents. The operations are the same as those described in the preceding practice sections. Details on using the SHIFT key with MOVE and COPY are given in Chapter 6.

PRACTICE   F1 (INDENT)

7 F1 F1

> Note that an indent marker is displayed at the tab positions on the format line and that the character at the cursor position when F1 is pressed is replaced by the indent marker. Therefore you should first insert a space before the cursor position before pressing F1 .

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 16            FONT
11───┬─────┬───────→┬──────→┬────→┬──────┬───────┬───────◀
      →        →This is the first line of the screen.◀
◀
   This is the third line of the screen.◀
◀
   This is the fifth line of the screen.◀
◀
   This is the seventh line of the screen.◀
```

| ← | DELETE | → | ENTER | ← | DELETE | → | ENTER |

| INSERT | SB | SB | ENTER |

```
Document H:TEST.DOC      How on Page 1    Line 1    Position 3              FONT
11------▶------▶------▶------▶------▶------▶------▶------◀
_ This is the first line of the screen.◀..................................................
◀
  This is the third line of the screen.◀...................................................
◀
  This is the fifth line of the screen.◀...................................................
◀
  This is the seventh line of the screen.◀.................................................
```

PRACTICE　　|F2| **(PAGE)**

|7| |↓| |↓| |↓|

```
Document A:TEST.DOC     Now on Page 1    Line 4    Position 1              FONT
ll----->------>-------->------->------>-------->------->------->---------<
   This is the first line of the screen.◄
◄
   This is the third line of the screen.◄
◄
   This is the fifth line of the screen.◄
◄
   This is the seventh line of the screen.◄
```

|F2|

```
Document A:TEST.DOC     Now on Page 2    Line 1    Position 1              FONT
ll----->------>-------->------->------>-------->------->------->---------<
   This is the first line of the screen.◄
◄
   This is the third line of the screen.◄
■
_  This is the fifth line of the screen.◄
◄
   This is the seventh line of the screen.◄
```

F2 is used to insert page breaks to in-dicate the text that is to be included on a page when printing.

At this point, use **DELETE** to delete the page break. Then press **INSERT**, **RETURN**, and **ENTER** to insert a line on the fourth line of the screen.

PRACTICE   **SHIFT** / **F2** (PAGE)

SHIFT/F2 is used to set blocks. Blocks are the units in which text is handled (read into and from memory). When a block becomes filled with text, the message "Pbuf full" will be displayed. To open a new block and continue input-ting text, press **SHIFT** / **F2**. See 6.3.3 for details.

PRACTICE | **F3** **(CENTER)**

1 | **RETURN** | **F3**

```
Document A:TEST.DOC      Now on Page 1    Line 9    Position 37          FONT
  This is the first line of the screen.◄
◄
  This is the third line of the screen.◄
◄
  This is the fifth line of the screen.◄
◄
  This is the seventh line of the screen.◄
◄
◆
```
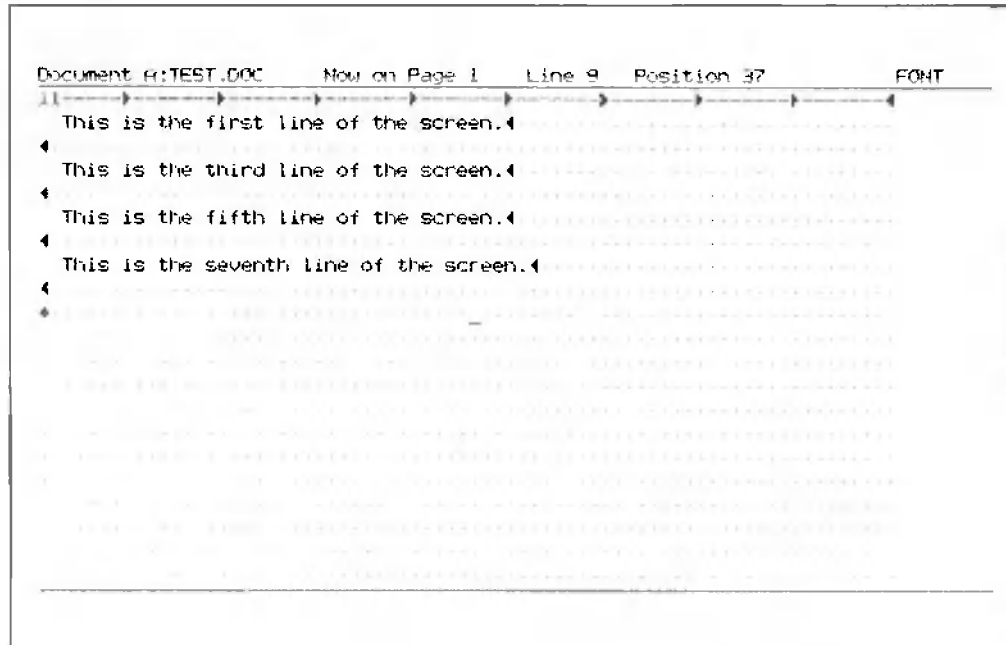
The cursor should be positioned at the center of the ninth line and the centering marker (◆) displayed at the beginning of the ninth line.

Centering Centering

```
Document A:TEST.DOC      Now on Page 1    Line 9    Position 46          FONT
  This is the first line of the screen.◄
◄
  This is the third line of the screen.◄
◄
  This is the fifth line of the screen.◄
◄
  This is the seventh line of the screen.◄
◄
◆                    Centering Centering
```
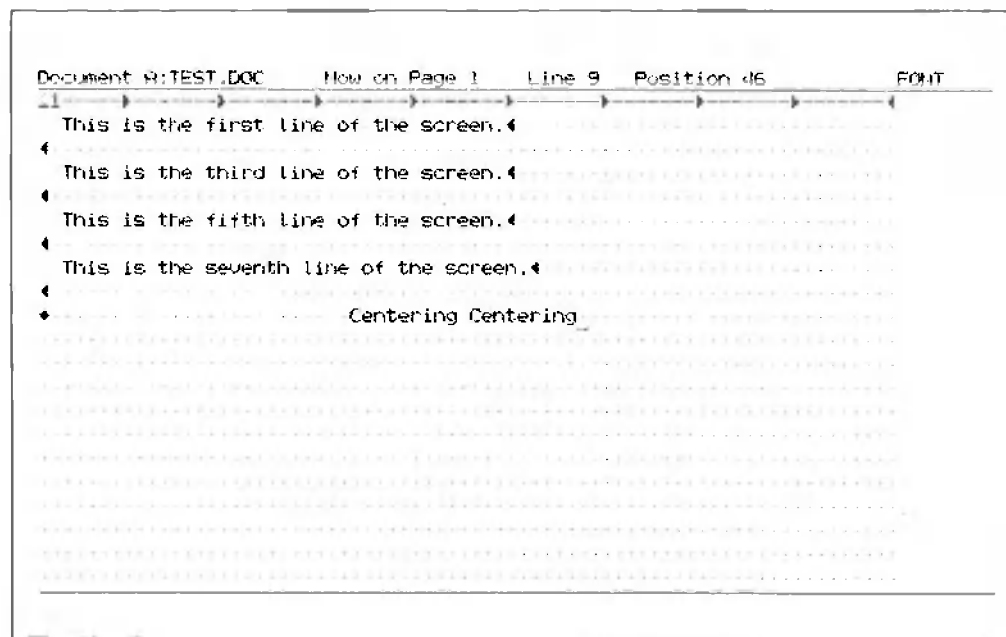
Text will be input from the left. Press **RETURN** to stop centering.

F3 (CENTER) can also be used to center text already input. Move the cursor to the beginning of the text to be centered, use **INSERT** to insert a space, and then press **F3** (CENTER). The text up to the next return marker will be centered. A space must be inserted because the centering marker takes up one space. See 6.3.4 for details.

Delete the centering marker and Centering Centering.

```
Document A:TEST.DOC      How on Page 1      Line 9    Position 1              FONT
11-----▶-------▶-------▶------▶------▶------▶------▶-------▶-------◀
    This is the first line of the screen.◀
◀
    This is the third line of the screen.◀
◀
    This is the fifth line of the screen.◀
◀
    This is the seventh line of the screen.◀
◀
```

PRACTICE SHIFT / F3 (CENTER)

SHIFT / F3 Right Input

```
Document A:TEST.DOC      Now on Page 1    Line 9   Position 72           FONT
11------>------>------>------->------>------->------>------->-------<
   This is the first line of the screen.◀
◀
   This is the third line of the screen.◀
◀
   This is the fifth line of the screen.◀
◀
   This is the seventh line of the screen.◀
◀
                                                      ←Right Input_
```

RETURN ↑ DELETE ↓ ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 9   Position 1           FONT
11------>------>------>------->------>------->------>-------<
   This is the first line of the screen.◀
◀
   This is the third line of the screen.◀
◀
   This is the fifth line of the screen.◀
◀
   This is the seventh line of the screen.◀
◀
_
```

PRACTICE

F4 (RULER CODE)
CLEAR SCREEN (SET TABLE)
SHIFT / F4

1 RETURN DELETE LINE DELETE LINE F4 ×17 times

RETURN

DELETE LINE DELETE LINE

F4 DELETE LINE F4 DELETE LINE F4 RETURN

DELETE LINE DELETE LINE

F4 ×17 times RETURN

DELETE LINE DELETE LINE

F4 DELETE LINE F4 DELETE LINE F4 RETURN

DELETE LINE DELETE LINE

F4 ×17 times RETURN

```
Document A:TEST.DOC     Now on Page 1    Line 15  Position 1              FONT
L!-----┼--------┼--------┼--------┼------┼-------┼-------┼-------┼-------┤
   This is the first line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the third line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the fifth line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the seventh line of the screen.◀ · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
            +++++++++++++++++◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
            +      +      +◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
            +++++++++++++++++◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
            +      +      +◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
            +++++++++++++++++◀ · · · · · · · · · · · · · · · · · · · · · · · · · ·
 · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
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 · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
```
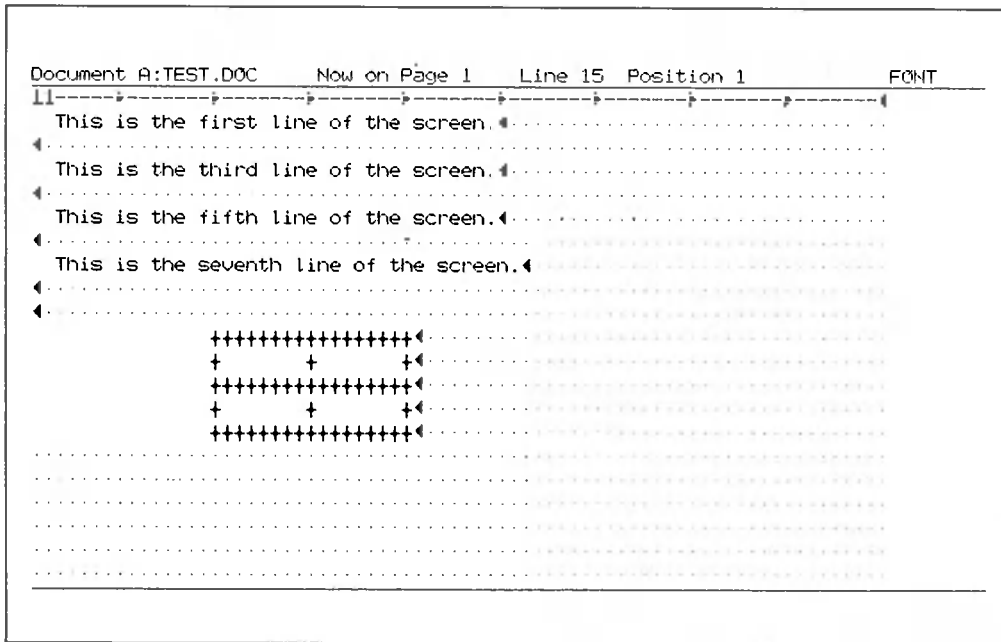
Note that **DELETE LINE** inputs spaces up to the tab position set on the format line.

CLEAR SCREEN (SET TABLE)

```
Document A:TEST.DOC      Now on Page 1      Line 15   Position 1                      FONT
11----->------->------->------->------->------->------->------->------->------->------<
    This is the first line of the screen.◄····················································
◄··························································································
    This is the third line of the screen.◄·······················································
◄··························································································
    This is the fifth line of the screen.◄·····················································
◄··························································································
    This is the seventh line of the screen.◄···················································
◄··························································································
◄··························································································
                    ┌──────┬──────┐  ◄·············································
                    │      │      │  ◄·············································
                    │      │      │  ◄·············································
                    ├──────┼──────┤  ◄·············································
                    │      │      │  ◄·············································
                    └──────┴──────┘  ◄·············································
  __
  ··························································································
  ··························································································
  ··························································································
  ··························································································
  ··························································································
```
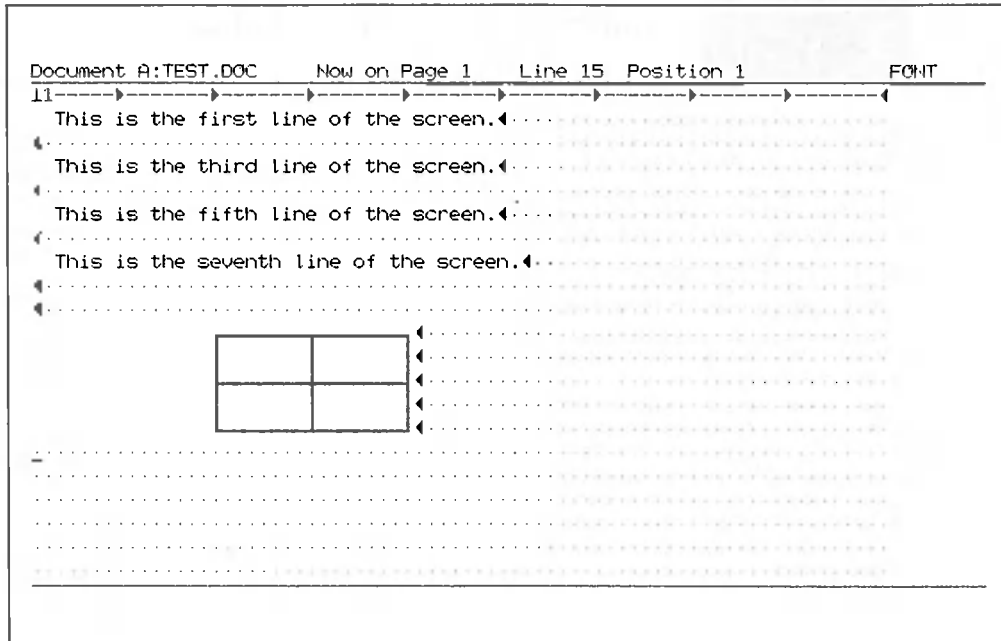
    The lines of the diagram can be converted back to RULER CODE by
SHIFT/F4.

    Hint: **COPY** is useful for making diagrams.

PRACTICE	**F5** (FORMAT)
	SHIFT / **F5**

    F5 displays the format line defined in the summary file. **←** displays the
message "which format line (1/2) - -". specify 1 or 2. The message "Vertical
spacing?" will then be displayed. Specify the desired spacing. **SHIFT** / **F5**
is used to modify the format line immediately above the current cursor position.
Press **CANCEL** to cancel this operation. See 6.3.7 for details.

PRACTICE	**F7** **(SEARCH)**
	SHIFT / **F7** **(GLOBAL SEARCH)**

7 **↓** **↓** **↓** **F7**

    The following message will be displayed.

        "Search what?"

seventh **ENTER**

    The word "seventh" on the seventh line of the screen should be indicated. You now have three choices. You can type in another word, press **CANCEL** to stop searching, or press **ENTER** to continue searching. The message "Search next?" is displayed in the message display area to ask you if you want to continue.

```
Document A:TEST.DOC     Now on Page 1     Line 7     Position 15          FONT
11------▶--------▶-------▶--------▶-------▶-------▶-------▶-------▶-------◀
   This is the first line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · ·
◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the third line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · ·
 ◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the fifth line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · ·
 ◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the seventh line of the screen.◀ · · · · · · · · · · · · · · · · · · · · ·
 ◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
 ◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                             ┌──────┬──────┐ ◀ · · · · · · · · · · · · · · · · · · · · ·
                             │      │      │ ◀ · · · · · · · · · · · · · · · · · · · · ·
                             ├──────┼──────┤ ◀ · · · · · · · · · · · · · · · · · · · · ·
                             │      │      │ ◀ · · · · · · · · · · · · · · · · · · · · ·
                             └──────┴──────┘ ◀ · · · · · · · · · · · · · · · · · · · · ·
 · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
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 · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
 · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·

Search next ?     seventh
```
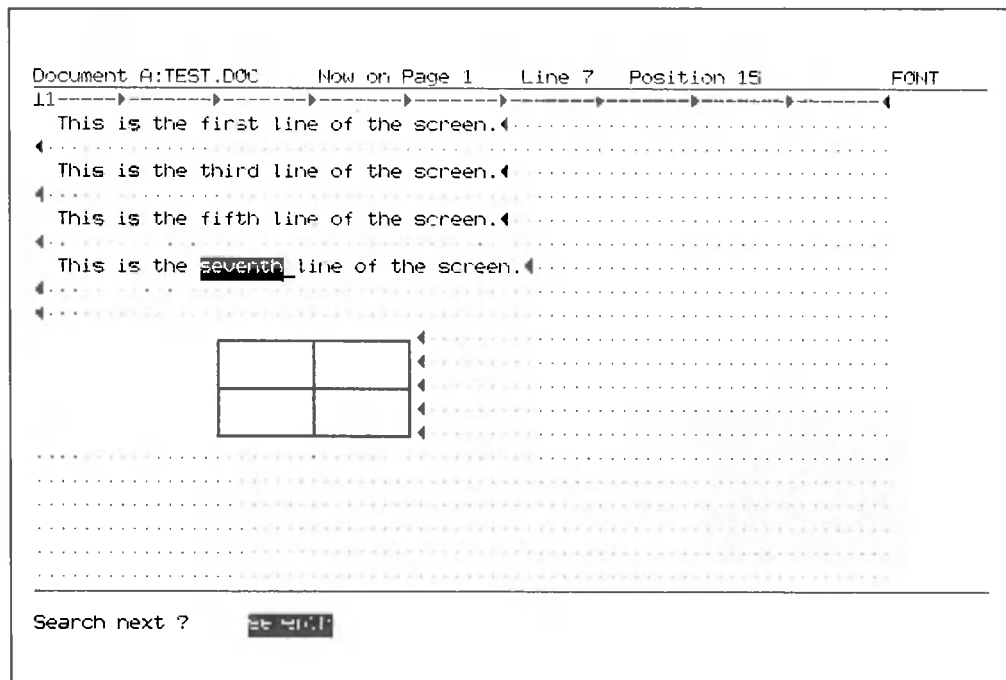
ENTER

    The message "Not found" should be displayed because there is no other occurrence of the word "seventh."

7 **SHIFT** / **F7**

The message "Search what?" should be displayed.

line (In response to the message "Search what?") **ENTER**
The first occurrence of the word "line" should be indicated.

```
Document A:TEST.DOC      Now on Page 1     Line 1    Position 21              FONT
⌐1-----▶-------▶-------▶-------▶-------▶-------▶-------▶-------▶-------◀
   This is the first ▊line▊ of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the third line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the fifth line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
   This is the seventh line of the screen.◀ · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                          ┌───────┬───────┐  ◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                          │       │       │  ◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                          ├───────┼───────┤  ◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                          │       │       │  ◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
                          └───────┴───────┘  ◀· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
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· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·

Search next ?       ▊line▊
```
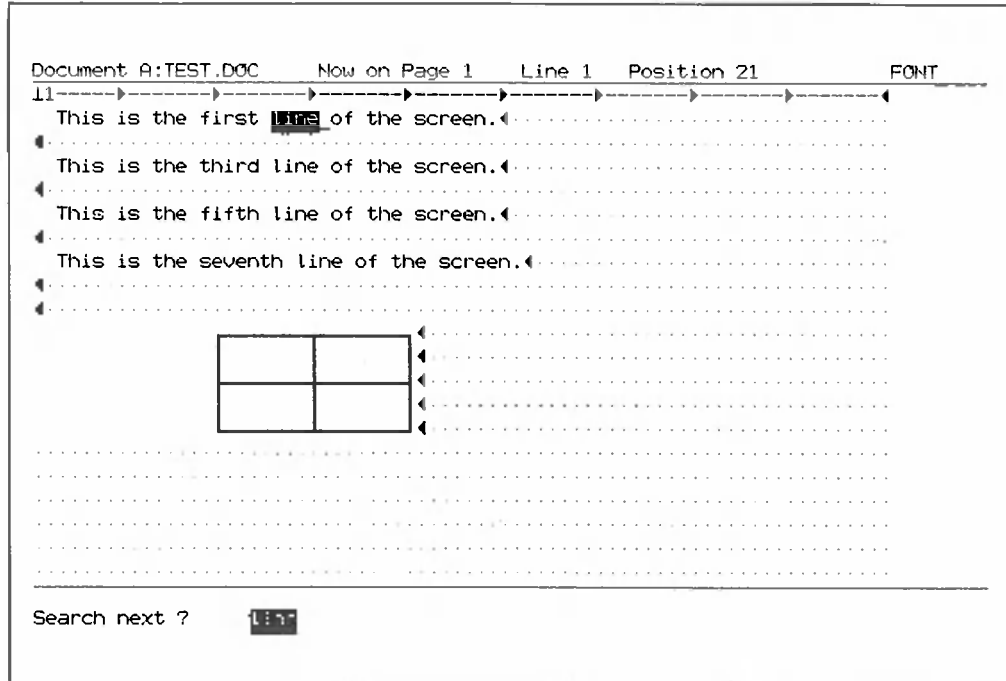
ENTER

The second occurrence of the word "line" should be indicated. When you
are finished searching, press **CANCEL** .

F8 (REPLACE)
SHIFT / F8 (GLOBAL REPLACE)

Position the cursor to the beginning of the word "screen" on the first line.

F8

```
Document A:TEST.DOC      Now on Page 1     Line 1    Position 39           FONT
11------)------)------)-------)--------)--------)-------)------)------)------(
   This is the first line of the screen.(
(
   This is the third line of the screen.(
(
   This is the fifth line of the screen.(
(
   This is the seventh line of the screen.(
(
(
                        ┌─────────┬─────────┐  (
                        │         │         │  (
                        ├─────────┼─────────┤  (
                        │         │         │  (
                        └─────────┴─────────┘  (


Replace what ?
```

The message "Replace what?" should be displayed.
Use → to indicate that the word "screen" is to be replaced.

ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 40         FONT
│ ────┤────────┤────────┤────┤┤┤────────┤────────┤──┤b─────────┤────────┤
   This is the first line of the
```

Replace it with ? ◄◄   ·ng is the thi·

The message "Replace it with?" should be displayed.

display ENTER

```
Document A:TEST.DOC      Now on Page 1    Line 1    Position 40         FONT
11──────┤────────┤────────┤────────┤────────┤────────┤────────┤────────┤
   This is the first line of the display.◄
◄
   This is the third line of the screen.◄
◄
   This is the fifth line of the screen.◄
◄
   This is the seventh line of the screen.◄
◄
◄
                              ◄
                              ◄
                              ◄
                              ◄
                              ◄
```

PRACTICE | **SHIFT** / **F8**

SHIFT / **F8** is used in the same way as **F8** except that you can continue replacement. The system will search for and indicate the word you specified to be replaced. The message "Replace it?" is displayed to ask you if you want to replace the word with the one you specified. Press **ENTER** to replace the word.

PRACTICE | **F10** (LAYOUT)

F10

```
Document A:TEST.DOC      Now on Page 1     Line 1    Position 40              FONT
11-----▸--------▸--------▸--------▸--------▸--------▸-----
   This is the first line of the display◀
◀.. .. .. .. .. ..     . .  . .. . .. ..
   This is the third line of the screen.◀
◀.. .. .. .. ..     .  . . .. . .. .. ..
   This is the fifth line of the screen.◀
◀.. . . . . .     .. .. . .  . . .. .. ..
   This is the seventh line of the screen.◀
◀.. .. ..    . . . . .. . .   . .. ...
◀
                        ◀
                        ◀
                        ◀
                        ◀
```
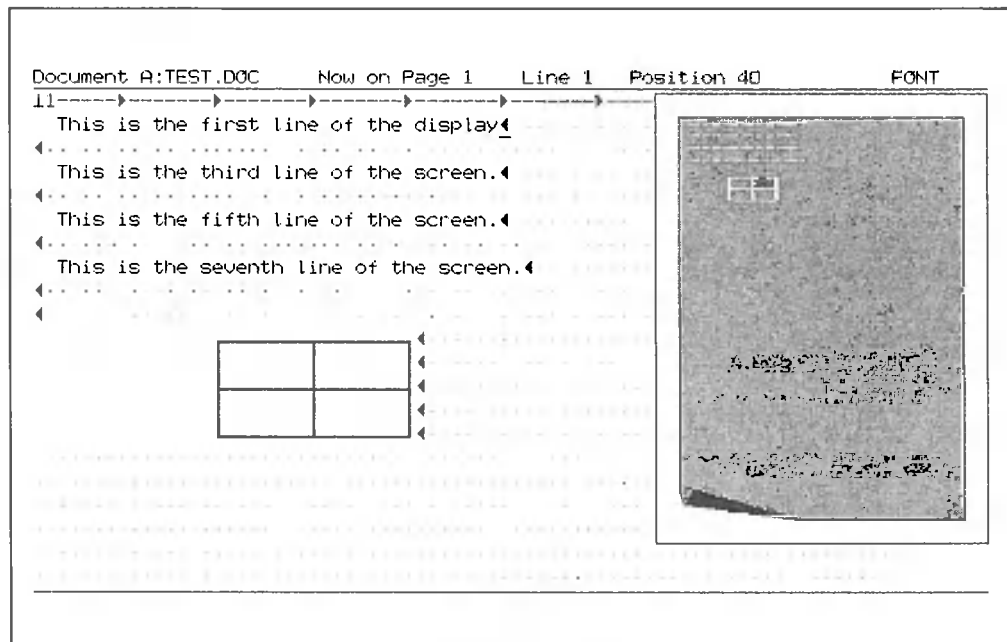
When **F10** is pressed, a layout of the page being edited will be displayed on the right side of the screen.

↓ ↓ ↓ ↓ ↓ ↓ 5

n.◄
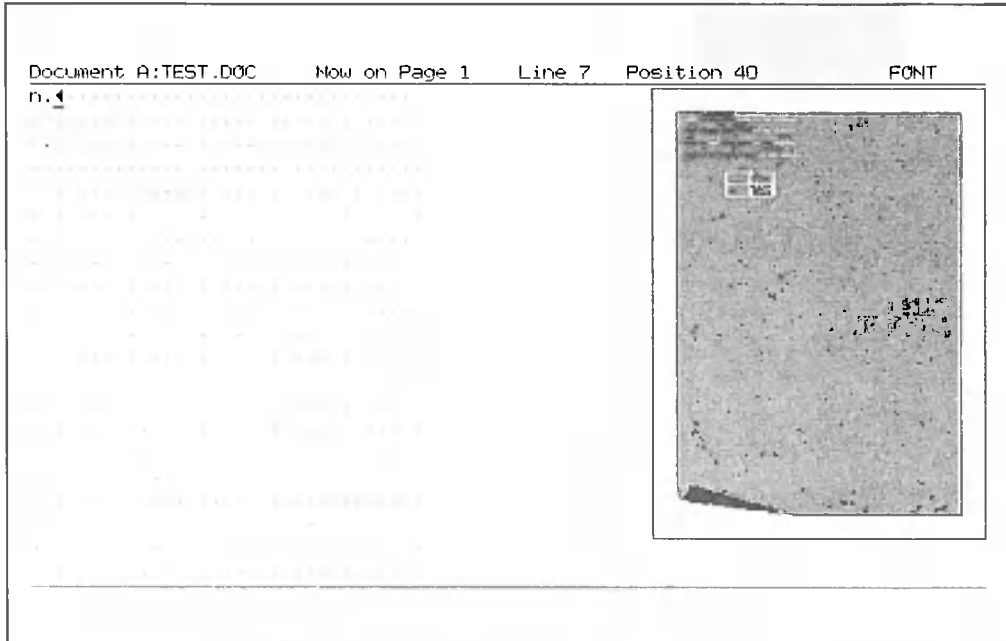
5 displays the part of the layout where the graphic cursor is located on the left side of the screen.

CANCEL (to erase the layout.)

F10 is convenient for displaying the page as it would look if it were printed. This allows you to see if any corrections in indentation, margins, etc. are necessary before printing. In addition, the layouts of other pages can be displayed using CTRL / PgDn , CTRL / PgUp , and F12 .

PRACTICE   **F11** (BLOCK TAB)
            SHIFT / **F11**

Insert a block tab marker (→|) in each of the sections of the diagram that you made using **F4** . Then position the cursor to the line preceding the top line of the diagram.

```
Document A:TEST.DOC      Now on Page 1    Line 13  Position 26         FONT
     This is the seventh line of the screen.◄
◄
◄
                    ┌─────────┬─────────┐  ◄
                    │ →|      │ →|      │  ◄
                    │         │         │  ◄
                    │ →|      │ |_      │  ◄
                    └─────────┴─────────┘  ◄
```

7 **SHIFT** / **F11**

```
Document A:TEST.DOC      Now on Page 1    Line 11  Position 18         FONT
11─────►───────►───────►───────►───────►───────►───────►───────►─────── ◄
     This is the first line of the display◄
◄
     This is the third line of the screen.◄
◄
     This is the fifth line of the screen.◄
◄
     This is the seventh line of the screen.◄
◄
◄
                    ┌─────────┬─────────┐  ◄
                    │ ◄_      │ ◄       │  ◄
                    │         │         │  ◄
                    │ ◄       │ ◄       │  ◄
                    └─────────┴─────────┘  ◄
```
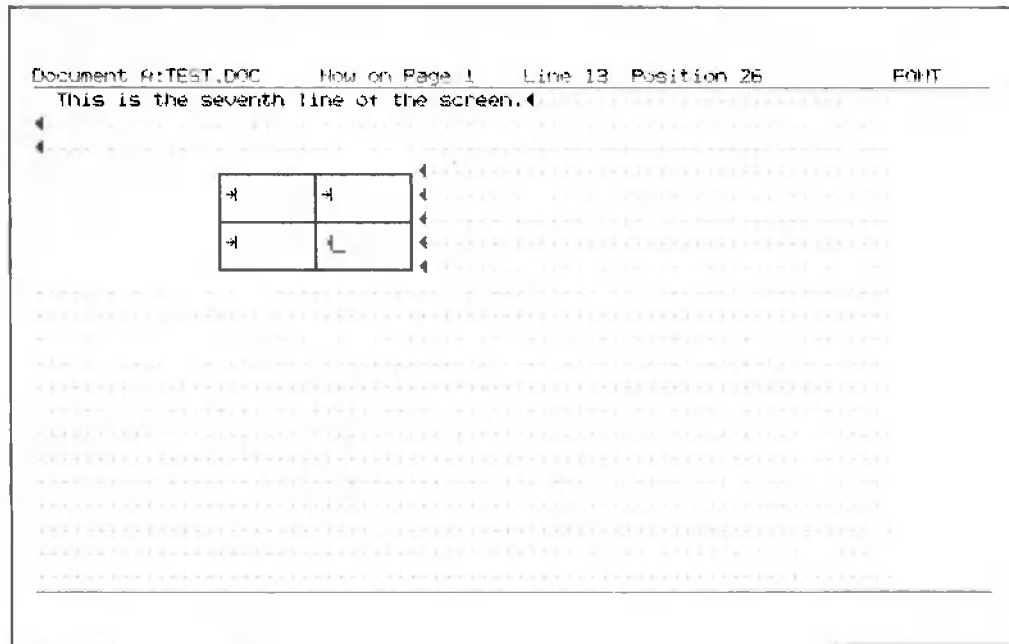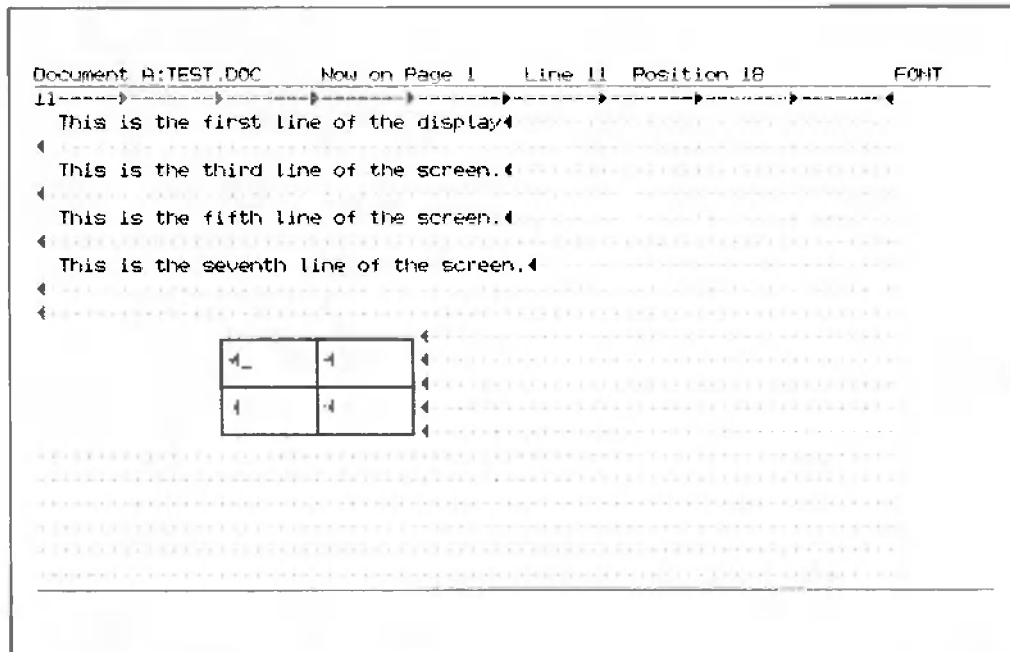
1 (the number 1, not $\boxed{1}$), $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F11}}$, 2, $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F11}}$, 3, $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F11}}$, and 4

There should be a number in each one of the sections.

```
Document A:TEST.DOC      Now on Page 1    Line 13  Position 27          FONT
⊥1-----▸--------▸--------▸--------▸--------▸--------▸--------▸--------▸--------◀
   This is the first line of the display◀·······································
◀·······························································
   This is the third line of the screen.◀································
◀·······························································
   This is the fifth line of the screen.◀································
◀·······························································
   This is the seventh line of the screen.◀·····························
◀·······························································
◀·······························································
                        ◀·······················
              →1      →2    ⟨·······················
                        ◀·······················
              →3      →4_   ◀·······················
                        ◀·······················
·······························································
·······························································
·······························································
·······························································
·······························································
·······························································
```

PRACTICE   F12 (GOTO PAGE)

Use F2 (PAGE) to input the page break at 6th line in the text.

F12

The following message should be displayed in the message display area:
"Which page?"

```
Document A:TEST.DOC      Now on Page 2     Line 1    Position 1              FONT
11-------▶-------▶-------▶-------▶-------▶-------▶-------▶-------▶-------◀
  This is the first line of the display◀
◀
  This is the third line of the screen.◀
◀
  This is the fifth line of the screen.◀
■
_ This is the seventh line of the screen.◀
◀
◀
```

↵1	↵2
↵3	↵↵

```
Which page ?
```

1 (the number) ENTER
   The first line of page one should be displayed on the top line of the screen.
F12

2 ENTER
   The first line of page two should be displayed on the top line of the screen.

5.3   Print Document

Four types of print operations are supported in the CanoWriter.

Standard Print

Prints the edited document as is.

Merge Print

Prints the edited document inserting the merge items defined in a merge file at the locations specified in the document.

Dual Column Print (1 Document)

Prints the document in two columns as shown in the figure below.
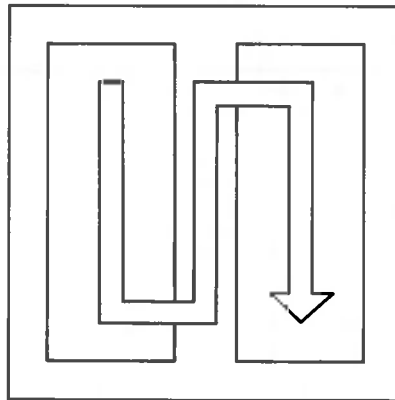
Dual Column Print (2 documents)

Prints two documents in two columns as shown in the figure below.
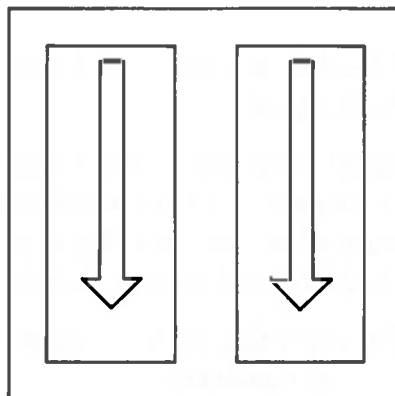
5.3.1   Standard Print

1. Select "Standard Print" in the PRINT DOCUMENT menu.

2. Specify the name of the document to be printed when the following message is displayed:

```
Document name to print    :
```

When this message is displayed, the name of the document that was last printed or the name of the first document in the summary file will also be displayed. The name of the document to be printed can be typed in directly or displayed by using the cursor control keys. After specifying the name of the document to be printed, press **RETURN** or **ENTER** . The following screen will be displayed:

The items enclosed in the box are used at the time of printing.

```
                        PRINT.DOCUMENT

        Document name : TEST.DOC           Password : ******
        Operator      : Your name          Author   : Your name
        Document Kind : ■Document    Header    Footer
        Direction     : Print three copies
        Document ID   : 123                Comment  : See me

    Print from page  :    1 Print thru page  :  120 Starting as page No. :    1
    First header page:    1 First footer page:    1 Paper length        :   66
    Print start line :    1 Document end line:   55 Footer begins on line:  60
    No. of orignals  :    1 Type wheel No.   :    0 Left margins  :  1  :   40

    Device :  AP 500        A-1250     ■LP          Text        Special
    Port   :  COM1   COM2   COM3  COM4 ■LPT1  LPT2  LPT3  LPT4  Disk
    Paper  : ■A4-V   A4-H   B4-H
    Pitch  : ■1      2      3      4
    Format :  Unjustified ■Justified   With notes
    Forms  : ■Continuous  Single    Special
    Style  : ■Final       Draft
    Summary:  Print       ■Omit

    Header file name :
    Footer file name :
```

Print from page: Specifies the page of the document file from which printing is to be started.

Print thru page: Specifies the page of the document file at which printing is to be stopped. Even if a value larger than the actual number of pages of the document file is specified, printing will stop when the contents of the document file are printed.

Starting as page No.: Specifies the first page number from which pages are to be numbered.

First header page: Specifies the number of the first page on which the header is to be printed.

First footer page: Specifies the number of the first page on which the footer is to be printed.

Footer begins on line: Specifies the number of the line on which the footer is to be printed.

Paper length: Specifies the number of lines printed for each page. Specify the number of lines printed for one page, which is set for the printer.

Print start line: Specifies the number of the line at which printing is to be started. This also specifies the number of the start line on which the header is to be printed.

Print end line: Specifies the number of the line at which printing is to be stopped.

No. of originals: Specifies the number of documents to be printed.

Type wheel No.: Specifies the type wheel number when the AP500 Electronic Typewriter is connected.

        Specify the following values:

        0: Automatic
        1: 6 characters/inch
        2: 10 characters/inch (Pica)
        3: 12 characters/inch (Elite)
        4: 15 characters/inch (Micro)
        5: Proportional Spacing (PS)

Left margins: Specifies the left margins when printing documents in the following format:

        XXX.YYY

XXX specifies the left margin when printing one document. YYY specifies the left margin of the second document when printing dual documents.

Device: Specifies the type of printer used for printing.

    AP 500: Electronic Typewriter AP500
    A-1250: Dot Matix Printer A-1250
    LP: Centronics Printer
    Text: Specify Text when outputting only part of the text of a document file as a source file.
    Special: Printers other than those supplied by Canon

Port: Specifies the name of the port to which the printer used for printing is connected.

COM1 to COM4: Communication ports (RS232C)

LPT1 to LPT4: Ports for printers with centronics interfaces.

Disk: When Disk is specified, the message "Filename to output" will be displayed before printing is started. When the file name is specified, the text in the document file or an image of the text printed at the printer will be output to the specified document file.

Paper: Specifies the size of the paper used for printing.

A4-V: A4 size, vertical
A4-H: A4 size, horizontal
B4-V: B4 size, vertical

Pitch: Specifies the pitch size for proportional spacing.

1: 8/120 pitch   3: 12/120 pitch
2: 10/120 pitch   4: 14/120 pitch

Format: Specifies the print format.

Unjustified: The spacing between characters is not adjusted during printing.

Justified: The spacing between characters is adjusted during printing.

With notes: Commands in the document file are printed enclosed in exclamation marks.

Forms: Specifies the paper type.
Continuous: Continuous forms
Single: Cut sheets
Special: Not supported

Style: Specifies the print style.

Final: Prints the document file as specified.
Draft: Prints the document file with double spacing.

Summary: Specifies whether to also print the summary file.
Print: The summary file is printed at the end of the document file.
Omit: The summary file is not printed.

3.   The cursor left and right keys and the space bar are used to make the selection.

After the desired selections have been made, press ENTER to start printing.

Press CANCEL to cancel printing. All items input will become invalid and the PRINT DOCUMENT MENU will be displayed again.

4. When the document file is printed, the PRINT DOCUMENT MENU will be displayed. When CANCEL is pressed during printing, printing will be stopped and the following message displayed:

```
Error : Aborted -- Strike any key
```

5.3.2 Merge Print

1. Select "Merge Print" in the PRINT DOCUMENT MENU.

2. When Merge Print is selected, the following message will be displayed. Specify the name of the document file to be printed.

```
Document name to print    :
```

After the document file name is specified, press ENTER. The following message will be displayed. Specify the name of the merge document.

```
Document name to merge    :
```

After the document file name is specified, press ENTER. The following message will be displayed. Specify the merge start record number.

```
Merge start record No.    :
```

After the merge start record number is specified, press ENTER. The screen for spacifying the print items will be displayed.

3. The specification method of each item and starting and stopping of printing are the same as those for 5.3.1 Standard Print.
Details on merge are given in 6.3.8 F6 (MERGE).

5.3.3 Dual Column Print One Document

1. Select "Dual Column Print (1 document)" in the PRINT DOCUMENT MENU.

2. When Dual Column Print is selected, the following message will be displayed. Specify the name of the document to be printed.

```
Document name to print    :
```

After the document name is specified, press ENTER. The screen for specifying the print items will be displayed.

3. The specification method of each item and starting and stopping of printing are the same as those for 5.3.1 Standard Print.
Be careful of the left margins when printing document files in dual columns.

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5.3.4   Dual Column Print (2 documents)

1. Select "Dual Column Print (2 documents)" in the PRINT DOCUMENT
    MENU.

2. When Dual Column Print (2 documents) is selected, the following message
    will be displayed. Specify the name of the document to be printed on the left.

    ```
    Document name to print 1 :
    ```

    After the document name is specified, press **ENTER** . The following
    message will be displayed. Specify the name of the document to be printed on
    the right.

    ```
    Document name to print 2 :
    ```

    After the document name is specified, press **ENTER** . The screen for
    specifying the print items will be displayed.

3. The specification method for each item and starting and stopping of printing
    are the same as those for 5.3.1 Standard Print.
    Note that the screen displayed for specifying the print items is effective
    only for the document on the left.
    Like Dual Column Print (1 document), be careful of the left margins
    when printing two documents in columns.

5.4 Document Index

5.4.1 Document List

Document List allows you to locate and display pertinent information on the document by specifying certain conditions.

If necessary, this summary information on the document file can also be printed.

1. Select "Document List" in the DOCUMENT INDEX MENU.

2. When Document List is selected, the following screen for specifying the conditions for locating and displaying the summary information will be displayed.

```
                        DOCUMENT INDEX
        Selecting

    ■ All
    □ By document name    : *.*
    □ By author           : *
    □ By operator         : *
    □ By document ID      : *
    □ By direction        : *
    □ By created date     : After 01/01/83  Before 12/31/99
    □ By last revised date : After 01/01/83  Before 12/31/99
    □ By last printed date : After 01/01/83  Before 12/31/99
```

The conditions for locating document files are:

All

By document name

By author

By operator

By document ID

By direction

By created date

By last revised date

By last printed date

To specify the condition by which the document files will be located and displayed, use the cursor up and down keys or the space bar to position the cursor to the condition to be specified. Then press RETURN or ENTER .

When either key is pressed, the document files satisfying the specified condition will be displayed.

An asterisk may also be used to display several related document files. For example, specifying TEST.* could display such document file names as TEST.DOC or TEST.MSG.

To cancel, press CANCEL . The previous screen will be displayed again.

3. To display the summary information of a document, position the cursor to the head of the document file and then press RETURN or ENTER .
If the entire document file cannot be displayed on the screen at the same time, the screen can be scrolled to display the remaining part of the document file.
To cancel, press CANCEL . The previous screen will be displayed.

4. When ENTER is pressed, the following message requesting input of the port name will be displayed with the summary information.

```
Print summary ?(ENTER or CANCEL)
```

Press ENTER to print the summary information. The previous screen will be displayed by pressing CANCEL .

```
Port : ▆COM1   COM2   COM3   COM4   LPT1   LPT2   LPT3   LPT4
```

Use the cursor control keys or space bar to move the cursor to the head of the port. Then press RETURN or ENTER .

When RETURN or ENTER is pressed, the information currently displayed on the screen will be printed on the printer connected to the specified port.

When printing is finished, the previous screen will be displayed again.

To cancel, press CANCEL . The previous screen will be displayed.

5.4.2 Document List with Sorting

Documents can be located and pertinent information on the documents displayed as indicated by the selected sort item.

If necessary, this summary information on the document file can also be printed.

1. Select "Document List with Sorting" in the DOCUMENT INDEX MENU.

2. When Document List with Sorting is selected, the following screen for specifying the conditions for locating and sorting the pertinent information on the document will be displayed.

```
                      DOCUMENT INDEX
            Selecting

        ■ All
        □ By document name      : *.*
        □ By author             : *
        □ By operator           : *
        □ By document ID         : *
        □ By direction          : *
        □ By created date       : After 01/01/83  Before 12/31/99
        □ By last revised date : After 01 01/83  Before 12/31/99
        □ By last printed date : After 01/01/83  Before 12/31/99

            Sorting

        □ By document name
        □ By author
        □ By operator
        □ By document ID
        □ By direction
        □ By created date
        □ By last revised date
        □ By last printed date
```

The conditions by which documents can be sorted and displayed are:

> By document name
> By author
> By operator
> By document ID
> By direction
> By created date
> By last revised date
> By last printed date

Use the cursor control keys or the space bar to position the cursor to the item to be selected. Then press RETURN or ENTER .

To cancel, press CANCEL . The previous screen will be displayed.

3. When **RETURN** or **ENTER** is pressed, the document files satisfying the specified condition will be displayed as indicated by the selected sort item.

    The summary information on a document can be displayed by positioning the cursor to the head of the document by using the cursor control keys and then pressing **RETURN** or **ENTER** .

    This specification method is the same as that explained in 5.4.1.

5.4.3 Update Document Index

Update Document Index allows you to update items set for a specific document.

1. Select "Update Document Index" in the DOCUMENT INDEX MENU.

2. When Update Document Index is selected, the following message requesting input of the name of the document to be updated will be displayed.,

```
Document name  :
```

3. Input the name of the document and press ENTER . The following screen showing the index items of the specified document file will be displayed.

```
                    UPDATE DOCUMENT INDEX

        Document name : TEST.DOC            Password : ******
        Operator      : Your name           Author   : Your name
        Document Kind : ■Document    Header     Footer
        Direction     : Print three copies
        Document ID   : 123                  Comment  : See me

    Print from page  :    1  Print thru page  :  120  Staring as page No.  :    1
    First header page:    1  First footer page:    1  Paper length         :   66
    Print start line :    1  Document end line:   55  Footer begins on line:   60
    No. of orignals  :    1  Type wheel No.   :    0  Left margins  :   1  :   40

    Device :   AP 500        A-1250     ■LP         Text          Special
    Port   :   COM1    COM2   COM3    COM4  ■LPT1   LPT2   LPT3   LPT4   Disk
    Paper  : ■A4-V    A4-H   B4-H
    Pitch  : ■1       2      3      4
    Format :   Unjustified  ■Justified    With notes
    Forms  : ■Continuous    Single        Special
    Style  : ■Final         Draft
    Summary:   Print        ■Omit

    Header file name :
    Footer file name :
```

Note that the document name cannot be updated.

When update is finished, press ENTER . The previous screen will be displayed.

To cancel, press CANCEL . All changes made so far will be invalidated and the previous screen will be displayed.

5.4.4 Print Document List

Print Document List allows you to locate and display document files by specifying certain conditions and print the document list.

1. Select "Print Document List" in the DOCUMENT INDEX MENU.

2. When Print Document List is selected, the following message requesting input of the port to which the printer used for printing is connected will be displayed.

```
Port  : ■COM1   COM2   COM3   COM4   LPT1   LPT2   LPT3   LPT4
```

Use the cursor control keys or the space bar to position the cursor to the port and then press **RETURN** or **ENTER**.

3. When **RETURN** or **ENTER** is pressed, the following screen will be displayed.

```
                          DOCUMENT INDEX
             Selecting

          ■ All
          ☐ By document name    : *.*
          ☐ By author           : *
          ☐ By operator         : *
          ☐ By document ID      : *
          ☐ By direction        : *
          ☐ By created date     : After 01/01/83  Before 12/31/99
          ☐ By last revised date : After 01/01/83  Before 12/31/99
          ☐ By last printed date : After 01/01/83  Before 12/31/99
```

Specify the condition as explained in 5.4.1 Document Index.

After the condition is specified, press **ENTER**. The document list of the specified document file will be printed on the printer connected to the specified port.

When printing is finished, the previous screen will be displayed.

To cancel printing, press **CANCEL**. Printing will stop and the previous screen will be displayed.

5.4.5 Print Document List with Sorting

Print Document List with Sorting allows you to locate and sort document files by specifying certain conditions and print pertinent information on the document.

1. Select "Print Document List with Sorting" in the DOCUMENT INDEX MENU.

2. When Print Document List with Sorting is selected, the following message requesting input of the port to which the printer used for printing is connected will be displayed.

```
Port  : ■COM1    COM2    COM3    COM4    LPT1    LPT2    LPT3    LPT4
```

Use the cursor control keys or the space bar to position the cursor to the port and then press ⌈RETURN⌋ or ⌈ENTER⌋.

3. When ⌈RETURN⌋ or ⌈ENTER⌋ is pressed, the following screen for specifying the condition for locating, sorting, and finally printing the document file will be displayed.

```
                        DOCUMENT INDEX
              Selecting

            ■ All
            □ By document name        : *.*
            □ By author               : *
            □ By operator             : *
            □ By document ID           : *
            □ By direction            : *
            □ By created date         : After 01/01/83   Before 12/31/99
            □ By last revised date  : After 01/01/83   Before 12/31/99
            □ By last printed date  : After 01/01/83   Before 12/31/99

              Sorting

            □ By document name
            □ By author
            □ By operator
            □ By document ID
            □ By direction
            □ By created date
            □ By last revised date
            □ By last printed date
```

Specify the condition as explained in 5.4.1 Document List with Sorting.

When the condition is specified, the document list of the specified document file will be printed on the printer connected to the specified port.

When printing is finished, th previous screen will be displayed.

To cancel printing, press ⌈CANCEL⌋. Printing will stop and the previous screen will be displayed.

5.5   Change Current Drive

Select this activity to specify the drive that will be used during operations.

When Change current drive is selected, the following message is displayed.

```
Input drive (A - P) :
```

Input the drive name and press **ENTER**. The name of the input drive will then be displayed after "current drive=", and all subsequent operations will be done using that drive. Note that Drive A is always selected when the system is first turned on.

5.6 Summary Maintenance

Summary files are used to store information on document files. This information is used to maintain the document files and at least one summary file is recorded on the floppy disk on which the document files are stored.

5.6.1 Create Summary File

Create Summary File allows you to create a new summary file for a document file.

1. Select "Create Summary File" in the SUMMARY MAINTENANCE MENU. If a summary file already exists for the document file, the following message will be displayed to ask whether the summary file should be deleted.

    ```
    Summary file already exists
    Delete OK ? (ENTER or CANCEL)
    ```

    Press │ **ENTER** │ to delete the summary file.
    Press │ **CANCEL** │ to stop this operation and return to the previous screen.

2. When │ **ENTER** │ is pressed, the following screen, which shows the format line and items defined when the document file was created, will be displayed.

    ```
                            STANDARD MENU

    Column : 3
    │.-----┼--------┼--------┼--------┼--------┼--------┼--------┼--------┼--------┤


    Print from page   :   1  Print thru page   :  120  Staring as page No.  :     1
    First header page:    1  First footer page:    1  Paper length         :    66
    Print start line :    1  Document end line:    55  Footer begins on line:    60
    No. of orignals  :    1  Type wheel No.   :     0  Left margins  :   1  :    40

    Device :   AP 500      ■A-1250      LP            Text           Special
    Port   :   COM1   COM2   COM3   COM4  ■LPT1   LPT2   LPT3   LPT4   Disk
    Paper  : ■A4-V   A4-H   B4-H
    Pitch  : ■1      2      3      4
    Format :   Unjustified  ■Justified    With notes
    Forms  : ■Continuous    Single        Special
    Style  : ■Final         Draft
    Summary:   Print        ■Omit

    Header file name :
    Footer file name :
    ```

A new format line can be created as explained in 6.3.7 F5 (FORMAT).
When ENTER is pressed, the following message will be displayed.

```
Format line OK ? (ENTER or CANCEL)
```

When ENTER is pressed again, the newly created format line will be set. The other summary items can now be changed.

When CANCEL is pressed, the format line can be created again.

The items in the summary file can be changed as explained in 5.3.1 Standard Print.

When ENTER is pressed, summary file creation ends and the previous screen will be displayed.

When CANCEL is pressed, the items changed so far will be invalidated and the previous screen will be displayed.

5.6.2　Update Standard Menu

Update Standard Menu allows you to update the format line and items stored in the summary file for each of the documents.

1. Select "Update Standard Menu" in the SUMMARY MAINTENANCE MENU.

2. When Update Standard Menu is selected, the following screen for updating the format line and document file items will be displayed.

```
                         STANDARD MENU

Column : 3
11-----▶--------▶--------▶--------▶--------▶--------▶--------▶--------◀


    Print from page   :   1  Print thru page  :  120  Staring as page No.  :    1
    First header page:   1  First footer page:    1  Paper length         :   66
    Print start line :   1  Document end line:   55  Footer begins on line:   60
    No. of orignals  :   1  Type wheel No.   :    0  Left margins  :   1  :   40

    Device :   AP 500    ■A-1250      LP            Text         Special
    Port   :   COM1   COM2   COM3   COM4   ■LPT1   LPT2   LPT3   LPT4   Disk
    Paper  : ■A4-V    A4-H    B4-H
    Pitch  : ■1        2        3        4
    Format :   Unjustified  ■Justified    With notes
    Forms  : ■Continuous   Single       Special
    Style  : ■Final        Draft
    Summary:   Print        ■Omit

    Header file name :
    Footer file name :
```

Specify the format line and document file items as explained in 5.6.1 Create Summary File.

5.7　Other Functions

5.7.1　Copy Document

Copy Document allows you to copy a document file to another document file.

1. Select "Copy Document" in the OTHER FUNCTIONS MENU.

2. When Copy Document is selected, the following message requesting input of the name of the source document will be displayed. To cancel, press **CANCEL** .

   ```
       Source document name :
   ```

   Specify the name of the document to be used as the source document.
   And then press **ENTER** . The previous screen will be displayed.

3. When the source document name is specified, the following message requesting input of the name of the target document will be displayed.

   ```
       Target document name :
   ```

   Specify the name of the document to be used as the target document.
   If the target document already exists, the following message asking whether the document should be deleted will be displayed.

   ```
    Document already exists. Delete OK ? (ENTER or CANCEL)
   ```

   Press **ENTER** to copy the contents of the source document to the target document. The previous contents of the target document will be deleted.
   To cancel, press **CANCEL** , The previous screen will be displayed.

4. When copying is finished, the following message will be displayed.

   ```
    Document copied XXXX to YYYY -- Strike any key.
   ```

   XXXX indicates the name of the document specified as the source document.
   YYYY indicates the name of the document used as the target document.

5.7.2. Delete Document

Delete Document allows you to delete specific document files.

1. Select "Delete Document" in the OTHER FUNCTIONS MENU.

2. When Delete Document is selected, the following message requesting input of the name of the document to be deleted will be displayed. Input the name of the document and press **ENTER** .

```
Document name to delete :
```

To cancel this operation, press **CANCEL** . The previous screen will be displayed.

3. When the document to be deleted is specified, the following message asking if it is really OK to delete the document will be displayed.

```
Delete OK ? (ENTER or CANCEL)
```

Press **ENTER** to delete the document. The following message indicating that the document has been deleted will be displayed.

```
Document XXXX deleted -- Strike any key.
```

XXXX indicates the name of the deleted document. When any key is struck, the previous screen will be displayed.

5.7.3 Rename Document

Rename Document allows you to rename documents.

1. Select "Rename Document" in the OTHER FUNCTIONS MENU.

2. When Rename Document is selected, the following message requesting input of the name of the document to be renamed will be displayed.

```
    Old document name :
```

Specify the old document name. Press ENTER . To cancel, press
CANCEL . The previous screen will be displayed.

3. When the old document name is specified, the following message requesting input of the new name will be displayed.

```
    New document name :
```

Specify the new name for the document. Press ENTER . To cancel, press
CANCEL . The previous screen will be displayed.

4. When the document has been renamed, the following message will be displayed.

```
Document renamed XXXX to YYYY -- Strike any key.
```

XXXX indicates the name of the old document. YYYY indicates the name of the new document. When any key is struck, the previous screen will be displayed.

5.8   Exit

Select this activity to exit to the operating system when you are ready to quit operations. When selected, the operating system command prompt (A>) will will displayed. To call the word processing program again, input "CWRITER" and press ENTER .

Chapter 6   Quick Reference

6.1   Cursor Control Keys

6.1.1.   Individual cursor control keys

Key: $\boxed{\uparrow}$, $\boxed{\downarrow}$, $\boxed{\rightarrow}$, and $\boxed{\leftarrow}$ (CURSOR-LOCK ON)

Function: Moves the cursor one character position at a time.

$\boxed{\uparrow}$ Moves the cursor up one line. Pressing this key when the cursor is on the top line of the screen scrolls the screen down one line.

$\boxed{\downarrow}$ Moves the cursor down one line. Pressing this key when the cursor is on the bottom line of the screen scrolls the screen up one line.

$\boxed{\leftarrow}$ Moves the cursor one character position to the left. Pressing this key when the cursor is at the beginning of the line moves the cursor to the end of the previous line.

$\boxed{\rightarrow}$ Moves the cursor one character position to the right. Pressing this key when the cursor is at the end of the line moves the cursor to the beginning of the next line. Also, pressing this key when the cursor is positioned on the extreme right of the screen scrolls the screen horizontally and any characters after the 80th column will be displayed.

6.1.2   Cursor control keys with CTRL

Key: $\boxed{\text{CTRL}}$ with $\boxed{\rightarrow}$ and $\boxed{\leftarrow}$ (CURSOR-LOCK ON)

Function: Moves the cursor in units of words.

$\boxed{\text{CTRL}}$ / $\boxed{\rightarrow}$: Moves the cursor to the beginning of the next word. Pressing this key when the cursor is at the end of the line moves the cursor to the beginning of the word on the next line.

$\boxed{\text{CTRL}}$ / $\boxed{\leftarrow}$: Moves the cursor to the beginning of the previous word. Pressing this key when the cursor is at the beginning of the line moves the cursor to the beginning of the word on the previous line.

6.1.3 PgDn and PgUp

Key: `PgUp` and `PgDn` (CURSOR-LOCK ON)

Function: Scrolls the screen 19 lines at a time.

`PgUp` : Scrolls the screen down 19 lines at a time, displaying the previous screen.

`PgDn` : Scrolls the screen up 19 lines at a time, displaying the next screen.

Note that if there is no next or previous screen when `PgUp` or `PgDn` is pressed, an audible alarm will be issued and the message "No next screen" or "No previous screen" displayed. The message will disappear when any other key is pressed.

6.1.4 PgDn and PgUp with CTRL

Key: `PgUp` and `PgDn` with `CTRL` (CURSOR-LOCK ON)

Function: Scrolls the screen a page at a time.

`CTRL` / `PgUp` : Scrolls the screen up one page, displaying the head of the next page on the top line of the screen.

`CTRL` / `PgDn` : Scrolls the screen down one page, displaying the head of the previous page on the top line of the screen.

Note that if there is no next or previous page when `CTRL` / `PgDn` or `CTRL` / `PgUp` are pressed, an audible alarm will be issued and the message "No next page" or "No previous page" displayed. The message will disappear when any other key is pressed.

6.1.5 `7` and `1`

Key: `7` and `1` (CURSOR-LOCK ON)

Function: Moves the cursor to the head or end of the block of document text in which the cursor is located.

`7` : Moves the cursor to the head of the block of document text.

`1` : Moves the cursor to the end of the block of document text.

6.1.6 `5`

Key: `5` (CURSOR-LOCK ON)

Function: Positions the line in which the cursor is located to the second line of the screen and redisplays the screen.

6.1.7   Tab

Key: [⇥]

Function: Sets tab codes at the positions determined by the tabs specified on the format line. In addition, the cursor can be moved to the set tab positions using the cursor control keys.

6.1.8   DEL and SHIFT/DELETE

Key: Use [**DEL**] to delete one character when in Create mode.
Use [**SHIFT**] / [**DELETE**] when in Strike over mode.

Function: [**DEL**] deletes the character before the cursor. [**SHIFT**] / [**DELETE**] deletes the character at the cursor position.

6.1.9   SHIFT/INSERT

Key: [**SHIFT**] / [**INSERT**]

Function: Inserts one space at the cursor position. This is effective only in Strike over mode.

6.1.10   DELETE LINE

Key: [**DELETE LINE**]

Function: Inserts spaces up to the tab specified on the format line. This is effective only in Create mode.

6.2　Editing Keys

6.2.1　INSERT

Key: INSERT

Function: Inserts text, as follows:

1.　Move the cursor to the position where the text is to be inserted.

2.　Press INSERT . The text after the current cursor position will disappear. New text can now be inserted. Note that when INSERT is pressed, the color of the text before the cursor position changes and that part of the text after the cursor position is displayed in the message area.

3.　When the text to be inserted is entered, press ENTER .

4.　To stop the insert operation, press CANCEL . When the "Cancel of insert?" message is displayed, press ENTER to stop the insert operation.

5.　To continue the insert operation, press any key other than ENTER .

6.2.2　DELETE

Key: DELETE

Function: Deletes text, as follows:

1.　Move the cursor to the head of the text to be deleted, and press DELETE . The following message will be displayed in the message area:

```
Delete what ?
```

2.　Move the cursor to indicate the text to be deleted. The color of the text will change. The delete specification can be cancelled by moving the cursor backward.

3.　When the text to be deleted is specified, press ENTER . The text will then be deleted.

4.　To stop the delete operation, press CANCEL .

6.2.3 MOVE

Key: MOVE

Function: Moves text in the document file being edited, as follows:

1. Move the cursor to the head of the text to be moved and press MOVE .
   The following message will be displayed in the message area:

   ```
   Move what ?
   ```

2. Move the cursor and specify the text to be moved. The color of the specified text will change.
   When the text is specified, press ENTER . The text to be moved will disappear and the following message will be displayed in the message area:

   ```
   To Where ?
   ```

3. Move the cursor to the position where the text is to be moved, and press ENTER . The specified text will then be inserted from the cursor position.

4. To stop the move operation, press CANCEL .

6.2.4 SHIFT/MOVE

Key: SHIFT / MOVE

Function: Read the contents of source files written in ASCII characters.

1. Move the cursor to the position where the contents of the source file are to be inserted, and press SHIFT / MOVE . The following message will be displayed.

   ```
   Filename :
   ```

2. Input the name of the source file. Press ENTER .

3. After specifying the source file name, the contents of the source file will be input from the cursor position.

4. To stop the read operation, press CANCEL .

   In addition, by specifying the name of the communication port (COM1: to COM4:) to which the AP500 Electronic Typewriter is connected as the file name, documents can be edited from the keyboard of the AP500. For details on the key operations, see the Appendix.

6.2.5   COPY

Key: `COPY`

Function: Copies specified text to other parts of the same document file, as follows:

1. Move the cursor to the head of the text to be copied and press `COPY` .

2. "Copy what?" will be displayed in the message area.

3. Move the cursor to indicate the text to be copied. The color of the specified text will change to indicate that it is to be copied. Moving the cursor backward will cancel the specification.

   The following keys can be used to move the cursor (CURSOR-LOCK ON):

   `↑` , `↓` , `→` , `←` `PgUp` , `PgDn` , `CTRL` / `PgUp` , `CTRL` / `PgUp` , `5` , `1` , `7` and `F12`

   After specifying the text to be copied, press `ENTER` .

4. "To where?" will be displayed in the message area. After moving the cursor to the position where the specified text is to be copied, press `ENTER` . The specified text will then be copied.

5. The text can be copied repeatedly by pressing `ENTER` . To stop copying, press `CANCEL` .

6.2.6   SHIFT/COPY

Key: [SHIFT] / [COPY]

Function: Copies text from other document files, as follows:

1. When [SHIFT] / [COPY] is pressed, the following message will be displayed in the message area:

   ```
   Document name :
   ```

2. Input the name of the document file containing the text to be copied.

3. The document file being edited will disappear from the screen and the specified document file will be displayed. In addition, the following message will be displayed in the message area:

   ```
   Copy from where ?
   ```

4. Move the cursor to the head of the text to be copied and press [ENTER]. The following message will be displayed:

   ```
   Copy what ?
   ```

5. Move the cursor to specify the text to be copied. The specification method is the same as that in 6.2.5 COPY. When the text is specified, press [ENTER].

6. The original document file will be displayed again. In addition, the following message will be displayed in the message area:

   ```
   To Where ?
   ```

7. After moving the cursor to the position where the text is to be copied, press [ENTER]. The specified text will be inserted from the cursor position.

8. To stop the copy operation, press [CANCEL].

6.3 Function Keys

6.3.1 F1 (INDENT)

Key: [F1] (INDENT)

Function: F1 indents using the tabs specified on the format line. When [F1] is pressed, the indent symbol (→) is displayed and the text up to the next return marker is affected. When there are several indent markers on one line, the rightmost one is effective. The indent settings can be deleted using [DEL] or [SHIFT] / [DELETE].

6.3.2 F2 (PAGE)

Key: [F2] (PAGE)

Function: [F2] is used to indicate the end of a page, which consists of a maximum of 252 lines. When [F2] is pressed, the page end symbol (■) is displayed and the page break is indicated by a dotted line. The page end symbol can be deleted using [DEL] or [SHIFT] / [DELETE].

6.3.3 SHIFT/F2

Key: [SHIFT] / [F2]

Function: Blocks are set when pages are set. One block consists of a maximum of 1000 lines, and is the unit in which document files are read into memory during editing.
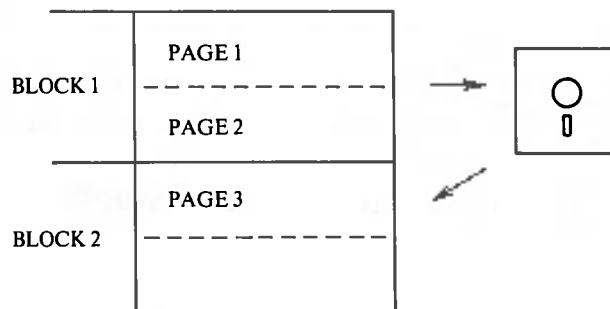
When the message "Pbuf full" is displayed, press [SHIFT] / [F2] to create the new block.

Block settings can be released as follows:

1. Move the cursor to the end of the block.
2. Press [DELETE].
3. Press [PgDn].
4. Press [ENTER].

The block setting will be deleted.

6.3.4   F3 (CENTER)

Key: `F3` **(CENTER)**

Function: `F3` is used to center text. Text already input can also be centered.

In Create mode

1. Position the cursor to the head of the line on which the text is to be centered.

2. Press `F3` .

3. The centering marker (♦) will be displayed and the cursor positioned to the center of the line.

4. Characters will be input from the cursor position to the left. Press `RETURN` to terminate centering.

In Strike Over mode

1. Position the cursor to the head of the text that is to be centered.

2. When `F3` is pressed, the centering marker will be displayed and the text up to the next return marker will be centered.

   Note that a space must be inserted in front of the text that is to be centered before pressing `F3` because the centering marker takes up one space.
   The centering marker can be deleted using `DEL` or `SHIFT` / `DELETE` .

6.3.5   SHIFT/F3

Key: `SHIFT` / `F3`

Function: Inputs text from the right margin. The text already input moves to the left.

In Create mode

1. When `SHIFT` / `F3` is pressed, the Right Input marker (←) is displayed at the current cursor position.

2. Characters are input from the cursor position to the left until `RETURN` is pressed.

In Strike Over mode

1. Move the cursor to the head of the text to be input by Right Input.

2. When $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F3}}$ is pressed, the text before the return marker ($\leftarrow$) is moved to the right end of the line.

   Since the Right Input marker ($\leftarrow$) is displayed at the cursor position, use $\boxed{\textbf{INSERT}}$ to insert a space before pressing $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F3}}$.
   Right Input can be canceled by deleting the Right Input marker ($\leftarrow$) using $\boxed{\textbf{DEL}}$.

6.3.6   F4 (RULER CODE)

Key: $\boxed{\textbf{F4}}$ (RULER CODE)
$\boxed{\textbf{CLEAR SCREEN}}$ (SET TABLE)
$\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F4}}$

Function: Diagrams are made as follows:

1. Make an outline of the diagram with the ruler codes ($+$) displayed when $\boxed{\textbf{F4}}$ is pressed.

2. Insert spaces within the outline so that items can be input later.
   $\boxed{\textbf{DELETE LINE}}$ is convenient for inserting spaces at this time.

3. Press $\boxed{\textbf{CLEAR SCREEN}}$ after making the outline. The ruler codes will change to lines.

4. Press $\boxed{\textbf{SHIFT}}$ / $\boxed{\textbf{F4}}$ to convert the lines back into diagram markers. The diagram can then be edited again.

   Since the ruler codes are handled as characters, all character editing functions are effective.

6.3.7 F5 (FORMAT)

a) **Format Line Creation**

Key: F5 (FORMAT)

Function: Displays the format line defined in the summary file on the current cursor line so that a new format line can be set. Note that two format lines cannot be created consecutively.

The format line defines the following items:

Type: Specifies the type of editing.

⊥ ; The word wrap function and the function for automatically adjusting spaces between words are effective.

Ⅱ ; The word wrap function is effective. However, the function for automatically adjusting spaces between words is not effective.

Word wrap function: When a word extends over a line, the word is automatically displayed from the beginning of the second line.

Spacing function: Spaces between words are automatically adjusted so that the end of the document will be positioned to the right margin.

Line pitch: Specifies the amount the paper is advanced between lines, which depends on the printer.

	AP 500/A-1250	LP
0	Prints without advancing	Prints without advancing
1	1 Line	1 Line
H	1/2Line	1 Line
W	3/2 Line	2 Lines
2	2 Lines	2 Lines
3	3 Lines	3 Lines

Left margin: Specifies the left margin. The left margin marker (→) is displayed at the specified position.

Tab position: Specifies the tab position. The tab marker (▶) is displayed at the specified position.

Right margin: Specifies the right margin. The right margin marker (◀) is displayed at the specified position.

These items are specified as follows:

Specifying Type and Line pitch

1. When the cursor is moved to the left one character position, the following message will be displayed:

```
    Which format line (1/2) --
```

2. Input the type of format line. Press ENTER . The following message will then be displayed:

```
    Vertical spacing ? --
```

3. Input the line pitch. Press ENTER .

Specifying the left and right margins and tab positions.

1. Specify each item by moving the cursor to the item and pressing the indicated key.

   Left margin: Move the cursor to the position where the left margin is to be set, and press F1 . When F1 is pressed, the left margin marker (→) will be displayed. To cancel the left margin, move the cursor to the left margin position and press the space bar.

   Tab position: Move the cursor to the position where the tab is to be set and press the tab key. The tab marker (▶) will be displayed. To cancel the tab setting, move the cursor to the tab position and press the space bar.

   Right margin: Move the cursor to the position where the right margin is to be set, and press RETURN . The right margin marker (◀) will be displayed. To cancel the right margin, move the cursor to the right margin position and press the space bar.

2. Press ENTER to end format line creation. In addition, CANCEL or DELETE can be used to stop format line creation at any time before pressing ENTER .

b)   **Format Line Modification**

Key: **SHIFT** / **F5**

Function: Moves the cursor from the current position to immediately above the format line, so that the format line can be modified.

However, if **CANCEL** is pressed during modification, the processing ends nullifying all modifications made so far.

If **DELETE** is pressed during modification, the format line being modified will be nullified.

Note that the format line defined at the head of the document cannot be deleted.

6.3.8 F6 (MERGE)

Key: F6 **(MERGE)**

Function: Merge is used when printing. Items defined in one document file can be inserted at user-specified places in another document. Note that document files used as header or footer files cannot be merged.

Document files containing defined items that will be merged in another document file are called merge files. Merge files are created in the same way as document files. Select Document under Document kind when creating a merge file.
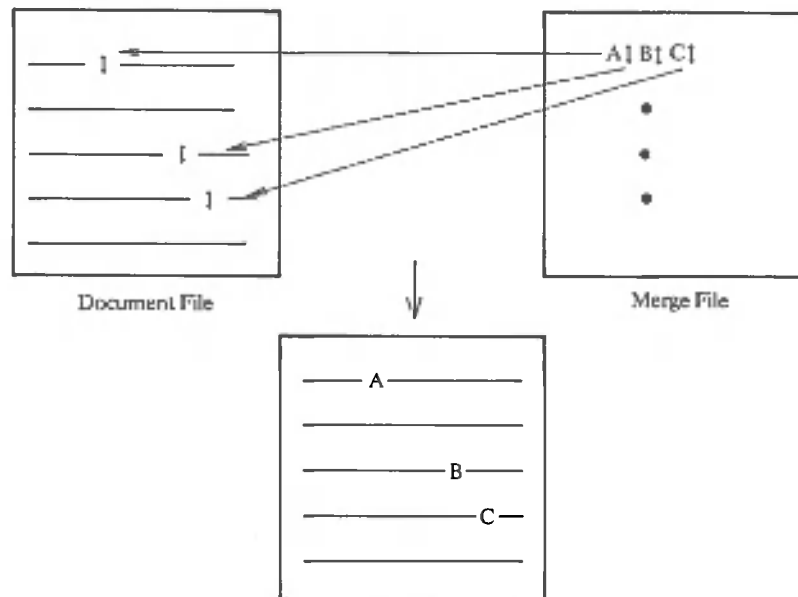
How to create document files and merge files will be described here. See 5.3.2 for details on merge printing.

Creating a document file

When creating a document file, use the `F6` to indicate where the items defined in the merge file are to be inserted.

When the `F6` is pressed, a merge marker (↑) will be displayed to indicate the marge location. Items defined in the merge file are inserted in order at these merge locations at merge printing.

Document File   Merge File
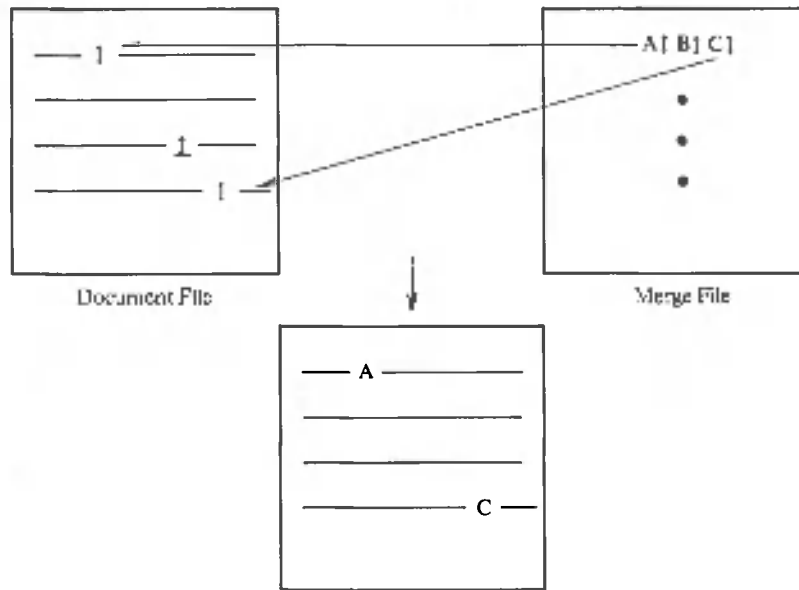
The `SHIFT` / `F6` are used to input "Don't Merge" markers (↓). Don't merge can be used to skip items in a merge file at merge printing. When printing, the column of the don't merge marker will be omitted on printout.

As shown in the figure, a printout has been created from a document file in which "Merge" (F6) and "Don't Merge" (SHIFT/F6) markers have been specified, and a merge file.

Note that if there is no item in the merge file to be inserted at the specified location in the document file, the column of the merge marker will be omitted in printing.

Creating a merge file

Use the F6 to indicate the items that are to be inserted into the document file. Insert a "Merge" marker immediately after the item to be merged.

At merge printing, the item will be inserted in the location specified in the document file.

When SHIFT / F6 is pressed, a "Don't Merge" marker will be displayed at the current cursor position. When two or more original printing is specified, the "Don't Merge" marker is used to indicate that the following merge records are used for the next original printing of the document.

● Without Don't Merge Marker

Document File   Merge File

Original 1   Original 2

Printout

● With Don't Merge Marker

Original 1   Original 2

Printout

— 98 —
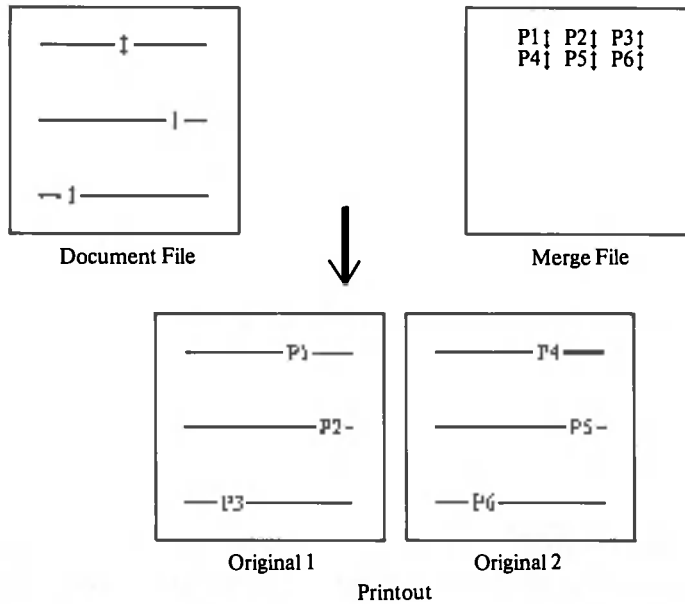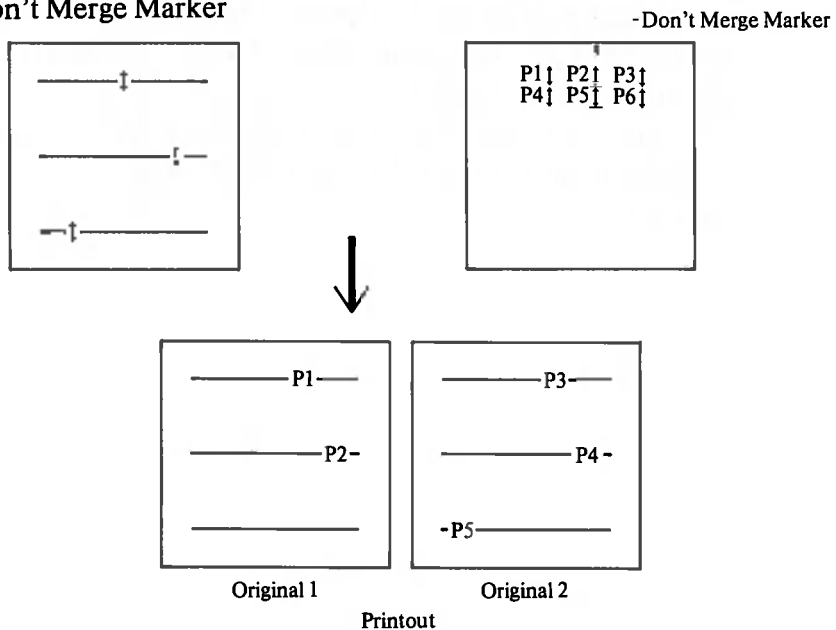
6.3.9 F7 (SEARCH)

Key: F7 and SHIFT / F7

Function: Searches for the specified text in the document file.

When F7 is pressed, the specified text is searched for from the current cursor position.

When SHIFT / F7 is pressed, the specified text is searched for from the head of the document file. This is called global search.

Text is searched for as follows:

1. When F7 or SHIFT / F7 is pressed, the following message will be displayed in the message area:

```
Search what ?
```

2. After specifying the text to be searched for, press ENTER .

   When the text to be searched for is specified in lower case, both lower and upper case characters will be searched for. When characters are input in upper case, only upper case characters will be searched for.
   For example, abc searches for ABC, Abc, or abc, and ABC searches only for ABC.

3. When the specified text cannot be found, the message "Not found" will be displayed and searching will be terminated.

4.
```
Search next ?
```
   Press ENTER to continue searching. Press CANCEL to stop searching. Note that other editing functions can be specified. When another editing function is specified, searching will be interrupted and the indicated operation executed.

6.3.10   F8 (REPLACE)

a)   **Replacing text within a specified range**

Key: ⎡ **F8** ⎤ **(REPLACE)**

Function: Replaces text within a specified range. Text can be replaced as follows:

1. Move the cursor to the head of the text to be replaced.

2. Press ⎡ **F8** ⎤. The following message will be displayed in the message area:

```
      Replace what ?
```

3. Move the cursor to specify the text to be replaced. The color of the specified character string will change. The cursor can be moved back to cancel the specification.
   The following keys can be used to specify the range.
   ⎡↑⎤, ⎡↓⎤, ⎡→⎤ , ⎡←⎤, ⎡ **PgDn** ⎤ , ⎡ **PgUp** ⎤ , ⎡ **5** ⎤ , and ⎡ **1** ⎤   (CURSOR-LOCK ON)

4. When the text to be replaced is specified, press⎡ **ENTER** ⎤. The specified text will be deleted.
   In addition, part of the text after the specified replacement range will be displayed in the message area with the following message:

```
      Replace it with ?
```

5. Specify the text to be inserted. Then press ⎡ **ENTER** ⎤. Since Insert mode is set at this time, text longer than the specified replacement range can be input.

6. To cancel replacement, press ⎡ **CANCEL** ⎤ . All replacements made so far will be nullified. When the "Cancel of replace?" message is displayed, press ⎡ **ENTER** ⎤ to cancel replacement. To continue, press any key other than ⎡ **ENTER** ⎤ .

b)   **Global Replace**

Key: ⎡ **SHIFT** ⎤ / ⎡ **F8** ⎤

Function: Searches for the specified text from the current cursor position to the end of the document file, and replaces the specified text.

1. When ⎡ **SHIFT** ⎤ / ⎡ **F8** ⎤ is pressed, the following message will be displayed in the message area:

```
      Replace what ?
```

2. Input the character string to be replaced. After inputting the character string, press ENTER . The following message will be displayed. When the character string to be replaced is input in lower case, both upper and lower case characters will be searched for. When characters are input in upper case, only upper case characters will be searched for. For example, abc searches for ABC, Abc, aBc, abC or abc, and ABC searches only for ABC.

```
    Replace it with ?
```

Specify the text to be inserted, then press ENTER . When ENTER is pressed, the text will be searched for. Since Insert mode is set at this time, text longer than the text to be replaced can be specified.

4. When the specified text is found, the color of the text is changed, and the following message is displayed. If the specified text cannot be found, the "Not Found" message is displayed and replacement is stopped.

```
    Replace it ?
```

5. Select whether the text is replaced or not. To replace the text, press ENTER . The text will then be replaced and the occurrence of the next text will be searched for.

If you do not want to replace the text, press F7 . The next occurrence of the text will then be searched for.

To replace all of the specified text from the current position to the end of the document file, press SHIFT / F8 . The number of replacements will be displayed in the message as follows:

```
    Replace count :
```

Note that other editing functions can be specified. When another editing function is specified, replacement will be interrupted and the indicated operation executed.

6. To cancel replacement, press CANCEL .

6.3.11 F9 (COMMAND)

Key: F9 (COMMAND)

Function: When F9 is pressed, the following message will be displayed:

```
    Which command ?
```

The following four commands can be specified:

      S: Sets stop codes
      N: Inputs comments
      ＿:   Autoscore
      —:   Hyphenation

(a) Setting stop codes

When S is specified, a stop code (●) is input at the current cursor position. Stop codes are used to temporarily stop printing of document files. Printing will stop when the stop code is detected during printing. When printing stops, the following message will be displayed in the message area:

```
Stop code is detected. Strike any key to restart.
```

Printing can be restarted by striking any key.
The stop code can be canceled by using DEL.

b) Inputting comments

When N is specified, the comment marker (☺) will be displayed at the head of the line. When the comment is input, press RETURN. All text between the comment marker and the first return marker (◀) will be treated as a comment and displayed on the screen.

However, comments are not considered as part of the document file.

c) Autoscore

When autoscore is specified, "Autoscore" will be displayed in the message area, and all input characters will be underscored.

Underscores can be input in Strike Over mode by pressing the underline key. Underscores can be deleted by moving the cursor to the character position and pressing the under line (＿) key.

d)   **Hyphenation**

While inputting text from the current cursor position, the word displayed from the head of the next line by the Word Wrap function can be displayed at the right end of the current line with or without a hyphen by specifying the delimitation of the word.

```
─────────────── ───────        ──────────────────── pic-
picture     ──────────    ──────▶     ture  ────────────────
─────────────── ───────        ────────────────────
```

When hyphenation is specified, the following message will be displayed in the message area:

```
┌───────────────────────────────────────────┐
│   Zone length ?                           │
└───────────────────────────────────────────┘
```

Specify the number of character positions that will be used for hyphenation. Three or more character positions can be specified. When the character positions are specified, all text that exceeds the right margin and satisfies the specified zone length will be hyphenated automatically.

When the value for the zone length is specified, the cursor moves to the position where the text will be hyphenated. In addition, the color of the text which can be displayed on the previous line will change. At this time the "Insert hyphen?" message will be displayed.

During hyphenation, only the following keys are effective:

$\boxed{\rightarrow}$ $\boxed{\leftarrow}$: Moves the cursor to specify where the text is to be hyphenated.

$\boxed{\textbf{ENTER}}$: Hyhpenates the text.

$\boxed{\textbf{INSERT}}$: Moves the text to the previous line.

$\boxed{\textbf{F7}}$ or $\boxed{\textbf{SPACE}}$: Skips hyphenation of the text.

$\boxed{\textbf{CANCEL}}$: Cancels hyphenation.

When hyphenation is completed, the "Hyphenation end" message will be displayed in the message area.

If hyphenation is executed again after being executed once, all previously set hyphens will be cleared.

6.3.12   F10 (LAYOUT)

Key: F10 (LAYOUT)

Function: Displays a layout of the page being edited as it would look if it were printed.

If headers and footers are defined for the document file being edited, the lines on which the headers and footers will be printed are lowlighted.

The graphic cursor (+) flashes on the layout, and can be moved by the following keys (CURSOR-LOCK ON):

1 : Moves the graphic cursor diagonally down to the left.

↓ : Moves the graphic cursor down.

PgDn : Moves the graphic cursor diagonally down to the right.

← : Moves the graphic cursor to the left.

→ : Moves the graphic cursor to the right.

7 : Moves the graphic cursor diagonally up to the left.

↑ : Moves the graphic cursor up.

PgUp : Moves the graphic cursor diagonally up to the right.

When 5 (CURSOR-LOCK ON) is pressed, the part where the graphic cursor is positioned on the layout is displayed on the left side of the screen.

In addition, the layouts of other pages can be displayed by using CTRL / PgDn, CTRL / PgUp, and F12 .

Press CANCEL to erase the layout.

6.3.13   F11 (BLOCK TAB)

Key: F11 (BLOCK TAB)

Function: When F11 is pressed, the block tab marker (→I) is set at the current cursor position.

SHIFT / F11 can be used to move the cursor to any block tab position in the current block after the current cursor position.

6.3.14   F12 (GOTO PAGE)

Key: F12 (GOTO PAGE)

Function: When F12 is pressed, the following message will be displayed in the message area:

> Which page ?

    Input the page number you want to go to and then press **ENTER** . The page will be displayed on the screen.

6.4   Other Keys

6.4.1   ESC: Help

Key: ESC

Function: Help messages can be displayed to explain the current operation. The necessary information on the current operation will be displayed by pressing ESC .

6.4.2   ALT: Changing the font

Key: ALT / 1 , 2 , 3 , 4 , 5 , or 0

Function: Changes the font of characters displayed on the screen. The following keys are used to change the font. The specified font is displayed on the right end of the status line.

ALT / 1 :   Roman

ALT / 2 :   Bold

ALT / 3 :   Italics

ALT / 4 :   Superscript

ALT / 5 :   Subscript

ALT / 0 :   Changes the font of the character at the cursor position to the font indicated on the status line.

However, the manner in which a particular font is printed depends on the type of printer. For example, on the AP-500 Electronic Typewriter, italics are printed in the usual font, although boldface, superscript, and subscript are supported. The A-1200 underlines italicized text but prints superscript and subscript as normal text.

6.4.3   SHIFT/TAB: Decimal tab

Key: SHIFT / TAB

Function: Sets decimal tabs in accordance with the tab positions set on the format line. When SHIFT / TAB is pressed, the decimal tab marker (**L**) will be displayed. When the decimal tab is set, characters are input from the right to the left until a decimal point is input.

Decimal tab allows values containing decimal points to be easily aligned at the tab position.

Use DEL to delete decimal tabs.

Example: └123.46   └123.56
                         └22.2   └1.576

Chapter 7 Header and Footer Files

When creating a document file, header or footer can be selected for the document kind to indicate that the document is to be used as a header or footer.

These header and footer document files can be printed with the document file by specifying the names of the header and footer in the document index of the document file to be printed.

7.1   Using Header and Footer Files for Pagination

By specifying a number symbol (#) in the document files used as the header and footer files, pages can be automatically numbered at the time of printing.

Example:

Footer file   Printout

Appendix 1　Control from the Keyboard of the Typewriter

When the Canon Electronic Typewriter AP500 is connected to the AS-100 as the printer for the CanoWriter, you can operate the CanoWriter through the keyboard of the typewriter.

The operations for using this function are follows:

1　Press `SHIFT` / `MOVE`

2　Enter COM1: , COM2: , COM3: , or COM4: and press `ENTER` .

3　Set the keyboard selecter of the typewriter to II.

4　Now the entry from the keyboard on the typewriter is sent to the AS-100 to operate the CanoWriter.

Editing functions are performed by combinations of defined two keys sequential typing.

The relationships of key operation between the AS-100's keyboard and the typewriter are follows:

Typewriter		AS-100's Keyboard
First	Second	
§	1~0	F1~10
	—	F11
	=	F12
	C (c)	COPY
	M (m)	MOVE
	D (d)	DELETE
	I (i)	INSERT
	Tab	SHIFT/TAB
	P (p)	CTRL/PgDn
	S (s)	PgDn
	L (l)	DELETE LINE
	T (t)	HOME
	B (b)	1 (CURSOR-LOCK ON)
	H (h)	5 (CURSOR-LOCK ON)
	R (r)	CLEAR SCREEN
	§	ENTER
¶	1~0	SHIFT/F1~SHIFT/F10
	—	SHIFT/F11
	=	SHIFT/F12
	C (c)	SHIFT/COPY
	D (d)	SHIFT/DELETE
	I (i)	SHIFT/INSERT
	P (p)	CTRL/PgUp
	S (s)	PgUp
	¶	CANCEL
=	1~5	ALT/1~ALT/5
	=	ESC
INDENT	A	ALT/0
	U	↑
	N	↓
	J	→
	H	←
	K	CTRL/→
	G	CTRL/←
INDENT	Z	Control is returned to AS-100's keyboard