

Executive MemoMaker



**Manual Part No.
68330-90029**

Notice

The information contained in this document is subject to change without notice.

Hewlett-Packard makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Hewlett-Packard shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Hewlett-Packard assumes no responsibility for the use or reliability of its software on equipment that is not furnished by Hewlett-Packard.

This document contains proprietary information which is protected by copyright. All rights are reserved. No part of this document may be photocopied, reproduced, or translated to another program language without the prior written consent of Hewlett-Packard Company.

WordStar® is a U.S. registered trademark of MicroPro International Corporation.

The spelling correction software contains unpublished materials owned by Houghton Mifflin Company, licensed for use solely in Hewlett-Packard software. Reproduction or disassembly of embodied computer programs or algorithms prohibited. Based upon *The American Heritage Dictionary*.

MSTM-DOS is a U.S. trademark of Microsoft, Inc.

VisiCalc® is a registered trademark of Software Arts, Inc.

LotusTM, 1-2-3TM, and SymphonyTM are trademarks of Lotus Development Corporation.

IBM PC/XT/ATTM are trademarks of International Business Machines, Inc.

Graphics Gallery Portfolios were developed jointly by Aaron Marcus and Associates and Hewlett-Packard Company.

**Personal Software Division
3410 Central Expressway
Santa Clara, CA 95051, U.S.A.**

Printing History

Second Edition—May, 1986

Printed in U.S.A.

Table of Contents

Introduction to Executive MemoMaker

How to Use the Manuals	1
Keyboards	3
HP Vectra Keyboard	3
IBM PC/XT Keyboard	4
The Executive Series	5

LEARNING

Chapter 1:

Creating a Letter with Executive MemoMaker

Before You Begin	1-1
Starting EMM	1-2
When the EMM Work Copy is on a Hard Disc	1-3
When the EMM Work Copy is on a Flexible Disc ...	1-4
Tips on Getting Oriented to EMM	1-6
Preparing to Type a Letter	1-10
Moving the Cursor	1-10
Setting the Margins	1-11
Clearing the Workspace	1-13
Typing a Letter	1-15
Follow these tips as you type the letter:	1-15
Editing a Letter	1-17
Ways of Typing	1-18
Editing Functions	1-18
Realigning Text Within Margins	1-19
Printing a Letter	1-23
Special Printing Options Are Available	1-24

HP Computer Museum
www.hpmuseum.net

For research and education purposes only.

Saving a Letter.....	1-25
When the EMM Work Copy is on a Flexible Disc,	
Consider Using a Document Disc.....	1-28
Getting a Letter.....	1-29
End of Session 1.....	1-31
Exiting EMM.....	1-31

Chapter 2:

Creating a Format

Overview on Formats.....	2-1
What is a Format?.....	2-1
You Can Keep the Format in a File.....	2-3
...and That Can Save You Time.....	2-3
Before You Begin.....	2-4
Defining a Format for Your Interoffice Letters.....	2-5
Your Goal: Calculate Margins and Tabs that Line	
Up With Your Stationery's Headings.....	2-5
Use EMM's Gauge to Help with Your Calculations ..	2-6
Using the Gauge.....	2-9
Setting Tab Stops and Margins.....	2-12
Saving the Format in a Format File.....	2-14
Using the Active Format on Documents Created	
with a Different Format.....	2-14
A Format File is Different from a Letter File.....	2-16
Getting a Format from a Format File.....	2-17
End of Session 2.....	2-19

Chapter 3:

Enhancing and Moving Text in Your Letter

These Tasks are Block Functions.....	3-1
Before You Begin.....	3-2
Enhancing Text.....	3-3
Removing Enhancements from Text.....	3-6
Moving Text in Your Letter.....	3-7
Tips for Successful Moving.....	3-12
End of Session 3.....	3-13



Chapter 4:

Correcting Spelling Errors

Before You Begin	4-1
Starting MemoSpeller	4-2
Types of Dictionaries	4-4
The Main Dictionary	4-4
Your Personal Dictionary	4-4
Finding and Correcting Misspelled Words	4-5
Correcting the Next Occurrence of a Misspelled Word	4-7
Adding a Word to Your Personal Dictionary	4-9
You Can Edit a Personal Dictionary	4-10
Getting Suggested Corrections from MemoSpeller ...	4-11
Exiting MemoSpeller	4-12
End of Learning Executive MemoMaker	4-13

USING

Chapter 5:

Getting Oriented to Executive MemoMaker

Before You Begin	5-1
Starting EMM	5-2
When the EMM Work Copy is on a Hard Disc	5-3
When the EMM Work Copy is on a Flexible Disc ...	5-4
Tips for Flexible Disc Users	5-6
Looking at an Executive MemoMaker Screen	5-7
Top: Status, Prompts, and Messages	5-8
Middle: The Workspace	5-9
Bottom: Function Labels and Status	5-10
Getting Help in EMM	5-11
Using the Keyboard with Executive MemoMaker	5-12
Function Keys and Function Labels	5-12
The Standard Typewriter Keys	5-13
Numeric Keypad Keys	5-16
Cursor Control Keypad on the HP Vectra	5-20
Leaving Executive MemoMaker	5-21

Chapter 6:

Writing with Executive MemoMaker

Using a Format	6-1
Executive MemoMaker's Automatic Format	6-2
Changing the Format	6-3
Typing Your Document	6-3
Block Paragraphs vs. Indented Paragraphs	6-3
Writeover Mode	6-3
Word Wrap	6-4
Maximum Document Size	6-4
Creating Longer Documents	6-5
Character Sets	6-6
Moving Around in Your Document	6-7
Moving the Cursor	6-7
Moving Directly to the Beginning or End of a Line	6-8
Moving Directly to the Beginning or End of the Document	6-8
Scrolling and Paging Through the Document	6-9
Changing the Margins	6-10
Realigning Text After Changing Margins	6-11
Releasing and Restoring the Margins	6-13
Text Outside of Margins on a Color Monitor	6-14
Displaying the Margins	6-15
Centering Lines	6-16
Enhancing Your Text	6-17

Chapter 7:**Editing Your Document**

Editing Characters.....	7-1
Inserting Characters.....	7-1
Deleting Characters.....	7-2
Erasing Characters.....	7-3
Editing Lines.....	7-4
Inserting a Line.....	7-4
Splitting a Line.....	7-5
Joining Lines.....	7-5
Deleting Lines.....	7-6
Erasing Lines.....	7-6
Erasing Partial Lines.....	7-6
If You Make a Mistake in Deleting or Erasing.....	7-7
Clearing the Workspace.....	7-8
Editing Blocks of Text.....	7-10
What Is the Buffer?.....	7-10
Cutting out a Block of Text.....	7-11
Cutting and Pasting a Block of Text.....	7-14
Copying and Pasting a Block of Text.....	7-16
Moving or Copying a Block of Text	
between Documents.....	7-20
Making a New Document from Part of an	
Old Document.....	7-22
Merging a Text File Into Your Document.....	7-23

Chapter 8:**Aligning and Justifying Your Document**

Aligning Text.....	8-1
Justifying Text.....	8-5

Chapter 9:**Finding and Replacing Text Strings**

Facts You Should Know about Finding and Replacing .	9-2
Finding Only	9-4
To find a string:	9-4
Finding and Replacing	9-8
To find and replace a string:	9-8

Chapter 10:**MemoSpeller**

Copying the Main Dictionary	10-1
Types of Dictionaries	10-2
Using MemoSpeller	10-3
Dictionaries That Can't Be Found	10-3
Using MemoSpeller with a Hard Disc or a High-Capacity (1.2 Mb) Flexible Disc	10-4
Using MemoSpeller with a Double-Sided (360 Kb) Flexible Disc	10-5
Checking All Words	10-6
Correction Options	10-7
Ignoring the Suspect Word	10-7
Correcting Suspect Words	10-8
Replacing a Word With a Suggested Correction	10-8
Correcting a Word Manually	10-10
Checking a Single Word	10-12
Correction Options	10-12
Correcting a Single Word	10-12
Adding Words to a Personal Dictionary	10-13
Selecting or Creating a Personal Dictionary	10-14
Editing a Personal Dictionary	10-15
Using a Newly Edited Personal Dictionary	10-15
The Size of Your Personal Dictionary	10-16

Chapter 11:**Printing Your Document**

5 Steps to Printing in EMM	11-1
Printing Options	11-2
Displaying the Printing Options	11-2
Print Menu Options	11-3
Setting New Values in the Print Menu	11-8
Saving and Reusing Frequently-Used Values	11-9
Reusing Default Values	11-10
Customized Values for LaserJet Printers	11-11
Page Breaks	11-12
Checking Your Printer	11-14
Printing	11-15
Skipping Pages.....	11-16
Helpful Facts About Printing Pictures	11-18

Chapter 12:**Naming and Saving the Document**

What is a Document Name?	12-2
The Default Drive and Directory.....	12-5
How to Tell Which is the Default Drive and Directory	12-6
Selecting the File Type for Your Document	12-7
Changing the File Type of an Existing Memo File ..	12-7
Creating a Directory	12-8
Naming and Saving a New Document	12-12
Naming and Saving a Revised Document	12-15
Default File Names for Documents You Save	12-16
Backup Files	12-17
Keeping Track of Document Names.....	12-18

Chapter 13:	Getting a Document	
	Getting a Document When You Know Its Name	13-2
	Getting a Document When You Can't Remember Its Name	13-5

Chapter 14:	Copying, Renaming, and Deleting Documents	
	Copying Documents	14-1
	Copying by Resaving	14-1
	Copying Using File Manager	14-3
	Renaming a Document	14-6
	Deleting a Document	14-9

Chapter 15:	File Manager	
	Displaying File Manager	15-2

Chapter 16:**Changing Formats and Creating New Formats**

What is a Format?	16-1
Changing Formats	16-1
Format Files	16-3
STARTUP.FMT—The Automatic Format File	16-3
Changing Format Values	16-4
Changing the Margins	16-4
Changing the Tab Stops	16-4
Turning On/Off Margin Release and Ruler Line	16-5
Setting the File Type	16-6
Displaying Page Breaks	16-7
Changing the MemoSpeller Personal Dictionary	16-8
Changing Printing Instructions	16-9
Changing the Default Drive and Directory	16-10
Changing the Enhancement Setting	16-13
Changing the Justification Setting.....	16-14
Using Format Files	16-15
Naming and Saving a Format File.....	16-15
Saving a New Format into STARTUP.FMT	16-18
Getting a Format File	16-18
Changing Values in Format File.....	16-20

Chapter 17:**Using Pictures**

Merging a Picture File	17-2
Using File Manager.....	17-5
Displaying the Picture	17-7
Adjusting the Picture	17-9
Replacing a Picture	17-12
Deleting a Picture	17-13

Appendix A: Error Messages

Appendix B: Customized Format Files for LaserJet Users

How to Use These Format Files	B-1
LASERJET.FMT: For Built-In Courier Font	B-3
COURIER.FMT: For Courier Font Cartridges	B-5
TMSRMN.FMT: For Proportional Times Roman Font ...	B-7
PRESTIGE.FMT: For Prestige Font	B-10
GOTHIC.FMT: For Gothic Font	B-13

Appendix C: Using EMM with Other Applications

Scenario 1: Merging 1-2-3 Worksheets and Charts into a Report	C-1
Scenario 2: Creating an HP DeskManager Mail Message	C-3

Index

Introduction to Executive MemoMaker

How to Use the Manuals

You'll find four parts to the Executive MemoMaker (EMM) manual:

- **Setting Up Executive MemoMaker** is separate booklet. *You should read this booklet first!* It shows you how to prepare a work copy of the EMM software and install your printer.
- **Learning EMM** is a tutorial covering the basic features of EMM. It is made up of four sessions designed to be used in order. Altogether, the sessions take about 1½ hours to complete, but you can stop at the end of any session and continue at a later time.
- **Using EMM** is a complete reference guide to the features of EMM. You will probably read this in bits and pieces when you need specific information on a certain task.
- **The Quick Reference Guide to Executive MemoMaker** is a separate card. It is a handy reminder of how to perform tasks in EMM. The card opens out of the binder for easy reading, or you can take it out and keep it next to your computer for convenient use.

The Pictures May Look Different from What is on Your Display

This manual contains many pictures of what appears on the display while EMM is operating. These pictures were taken on a monochrome monitor. If you have a color or grey-scale monitor, the enhancements on your display will appear different from the pictures in this manual.

What We Mean When We Say . . .

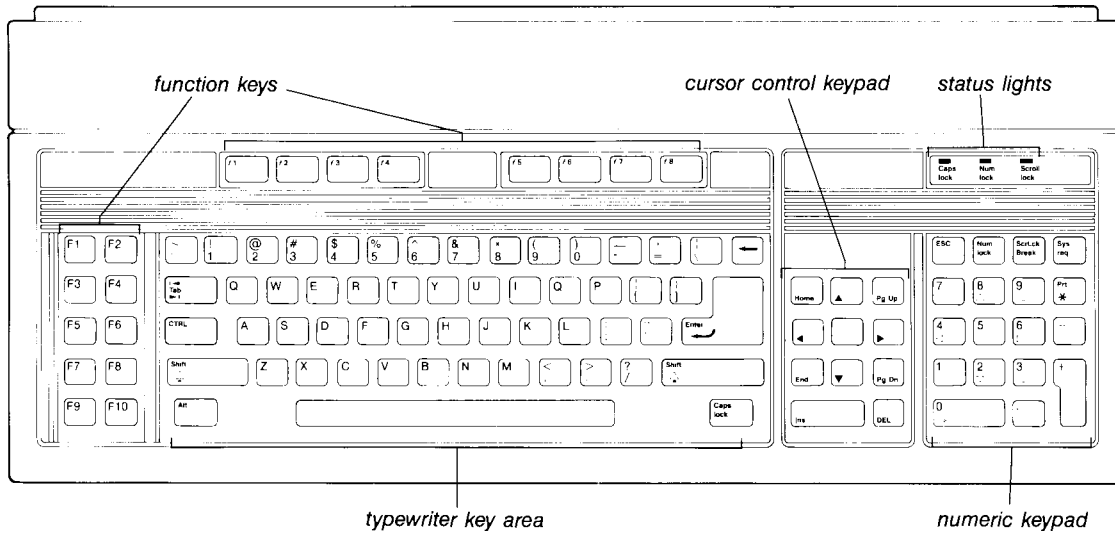
EMM works with the touchscreen on an HP Vectra as well as with your computer's keyboard. The following table describes what our instructions mean for these two input devices.

When we say...	and you're using...	you should...
Choose <code>function label</code>	the keyboard	Press the function key on the keyboard that corresponds to <code>function label</code> . (Each function label is preceded by a number. Its corresponding function key has that number on it.)
	the touchscreen	Touch <code>function label</code> on the display.
Highlight item in list	the keyboard	Press <code>Tab</code> (or <code>Shift</code> + <code>Tab</code>) to move the highlighting on the item you are selecting.
	the touchscreen	Touch the item on the display that you are selecting. It will become highlighted.
Press <code>key</code>	the keyboard	Press <code>key</code> on the keyboard. (You can't use the touchscreen.)
Type text	the keyboard	Type text on the keyboard as you would on a typewriter. (You can't use the touchscreen.)

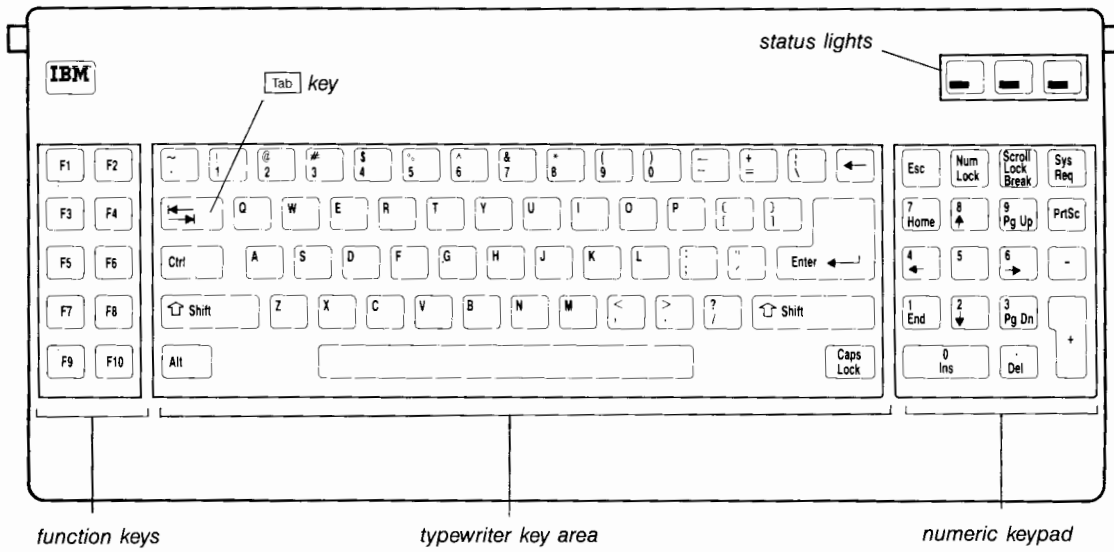
Keyboards

The keys on your computer's keyboard are grouped according to their functions. The location of some keys on the HP Vectra keyboard varies from that on the IBM PC/XT/AT keyboard; however, they perform the same functions in EMM. The following pictures show how the keys are grouped on each keyboard.

HP Vectra Keyboard



IBM PC-XT Keyboard



4 Introduction to Executive MemoMaker

The Executive Series

The Executive Series, of which EMM is a member, is a family of easy-to-use software products for the HP Vectra and IBM PC/XT/AT. It includes five sophisticated products designed to provide professionals with the right amount of power they need for the application they want to perform. Unlike some "multi-applications" software packages which seek to provide a solution for everyone, each Executive Series package provides a set of features optimized for the professional and manager.

The Executive Series includes:

- **Executive MemoMaker:** Simple, versatile word processor which features professional spelling correction and search-and-replace.
- **Executive Card Manager:** ROLODEX card-file-like information manager with built-in report writer, simple form letter generator, and data base capabilities such as search, sorting, and merging.
- **Executive Card Manager: Templates:** 21 modifiable card file and report layouts which provide Executive Card Manager users with a set of standard formats for instant productivity.
- **Executive SpreadSheet:** Function-key driven, full-function spreadsheet which is fully compatible with other HP spreadsheet products. Features powerful consolidation capability and compatibility with VisiCalc/3000.
- **AdvanceLink 2392:** Advanced, easy-to-use communications software. Provides HP Vectra and IBM personal computers with full HP 2392 terminal emulation, file transfer and command file capabilities.

The Executive Series products work together. For example, you can merge an Executive SpreadSheet worksheet or an Executive Card Manager report into an Executive MemoMaker document, then use AdvanceLink to transfer that document to the HP 3000 and "mail" it through HPDesk.

1

Creating a Letter with Executive MemoMaker

This session introduces you to Executive MemoMaker (EMM) and shows you the basics of creating a letter with EMM. You will:

- Start EMM.
- Get some tips on learning EMM.
- Set margins.
- Type and edit a letter.
- Print the letter on paper.
- Save the letter on a disc.
- Get another letter from the disc.

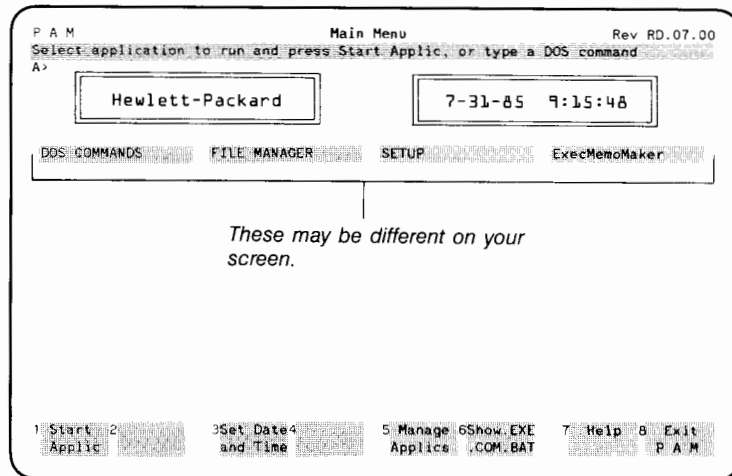


Before You Begin

- Your computer and monitor should be turned on. If they are not, refer to the manuals that came with your computer for instructions, then proceed with this session.
- You should be using a *work copy* of the EMM software, not the EMM Application Master disc. If you aren't using a work copy, refer to *Setting Up Executive MemoMaker* for instructions, then proceed with this session.
- If a printer is attached to your computer, it should be *identified* before you use it with EMM. (For instructions, refer to *Setting Up Executive MemoMaker*.)

Starting EMM

You start EMM from the DOS prompt. Or, if you are using an HP Vectra, you may instead start from the *Personal Applications Manager (PAM) Main screen*:



If you don't know how to make the DOS prompt or PAM Main screen appear on your computer display, refer to the manuals that came with your computer for instructions, then proceed with this session.

Caution



You may hear some clicks from your disc drive and see its activity light come on while EMM performs tasks. *Don't choose, highlight, press, or type anything until the light turns off.*

When the EMM Work Copy is on a Hard Disc

If your EMM work copy is on a flexible disc, go on to **When the EMM Work Copy is on a Flexible Disc** on the next page.

To start EMM from PAM:

1. On the PAM Main screen, highlight **ExecMemoMaker**. (To move the highlighting forward, press **Tab**. To move the highlighting backward, press **Shift** + **Tab**.)
2. Choose **Start Applic**. (This is function label 1. You choose it by pressing **F1**, its corresponding function key on the keyboard.)

The disc drive activity light turns on, indicating EMM is starting. In a moment, EMM displays its initial screen.

Go on to **Tips on Getting Oriented to EMM** on page 1-6.

To start EMM from the DOS prompt:

1. Make sure the drive letter in the DOS prompt is for the hard disc drive.

If it isn't: at the DOS prompt, type the letter of the hard disc drive (for example, type "C:" if the hard disc is drive C) and press **Enter**.

2. At the DOS prompt, type **emm** and press **Enter**.

The disc drive activity light turns on, indicating EMM is starting. After a moment, EMM displays its initial screen.

Go on to **Tips on Getting Oriented to EMM** on page 1-6.

When the EMM Work Copy is on a Flexible Disc

To start EMM from PAM:

1. Insert the EMM work copy disc into a drive, making sure the capacity of the flexible disc and the drive are the same:

If the flexible disc capacity is...	then the drive with the matching capacity:
360 Kb (double-sided)	has an asterisk on it
1.2 Mb (high-capacity)	does NOT have an asterisk on it

2. On the PAM Main screen, highlight **ExecMemoMaker**. (To move the highlighting forward, press **Tab**. To move the highlighting backward, press **Shift** + **Tab**.)
3. Choose **Start Applic**. (This is function label 1. You choose it by pressing **F1**, its corresponding function key on the keyboard.)

The disc drive activity light turns on, indicating EMM is starting. In a moment, EMM displays its initial screen.

Warning



Do NOT remove your EMM work copy disc from the drive while EMM is operating; otherwise, you may destroy information on the disc. Remove the disc only after you have exited EMM.

Go on to **Tips on Getting Oriented to EMM** on page 1-6.

To start EMM from the DOS prompt:

1. Insert the EMM work copy disc into a drive, making sure the capacity of the flexible disc and the drive are the same:

If the flexible disc capacity is...	then the drive with the matching capacity:
360 Kb (double-sided)	has an asterisk on it
1.2 Mb (high-capacity)	does NOT have an asterisk on it

2. Make sure the drive letter in the DOS prompt is the drive you used in Step 1.

If it isn't: at the DOS prompt, type the letter of the drive containing the work copy (for example, type "A:" if the work copy is in drive A) and press .

3. At the DOS prompt, type `emm` and press .

The disc drive activity light turns on, indicating EMM is starting. After a moment, EMM displays its initial screen.

Warning

Do NOT remove your EMM work copy disc from the drive while EMM is operating; otherwise, you may destroy information on the disc. Remove the disc only after you have exited EMM.

Go on to **Tips on Getting Oriented to EMM** on the next page.

Tips on Getting Oriented to EMM

If you keep these tips in mind while you use *Learning*, you will learn EMM more quickly and easily. The tips will also help you develop the skills you'll need to explore more advanced features on your own.

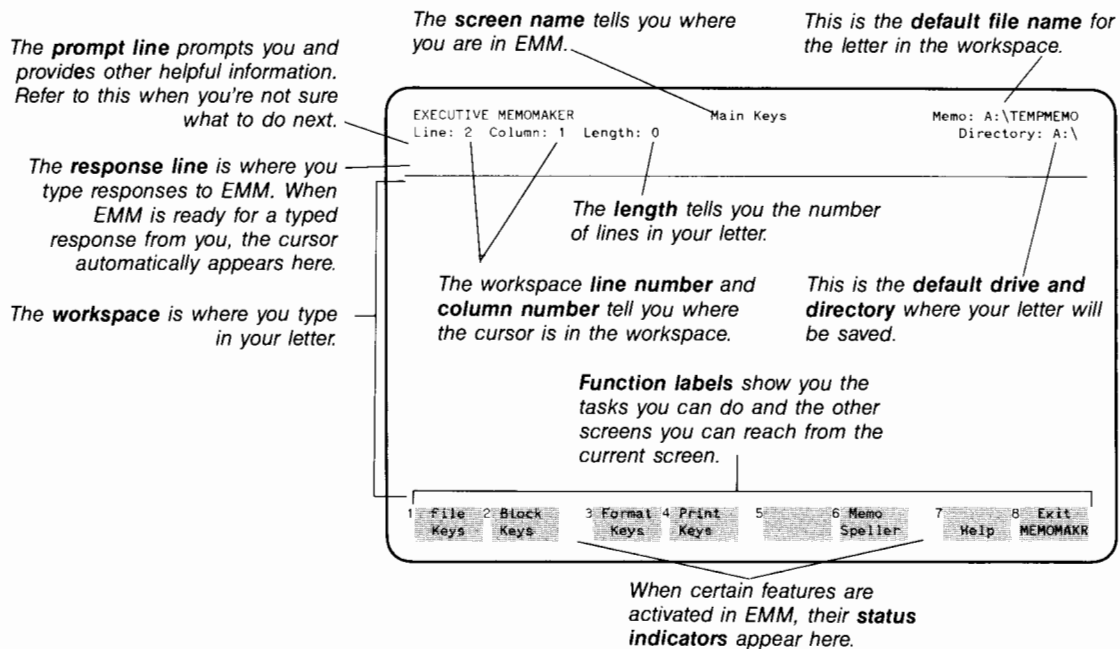
Before you continue, press now.

This clears the copyright from the top line of the screen. Now your screen matches the picture in the first tip and you can see information that the copyright had covered. (When you use EMM on your own, you can immediately begin typing the letter without having to press first.)

Tip 1: Learn Where Information Appears on the Screen

EMM is displaying its *Main Keys* screen.

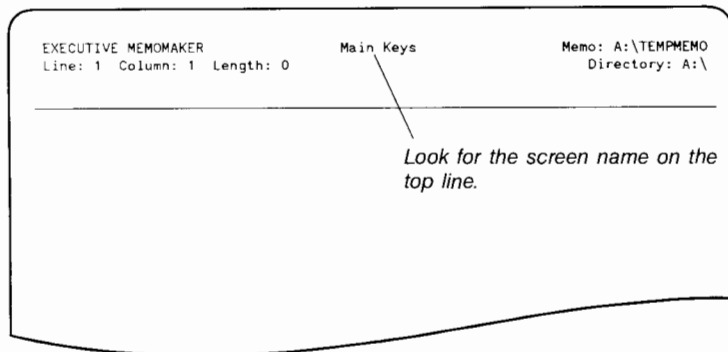
The Main Keys screen is one of several screens that EMM presents to help you perform a task. Like all EMM screens, it contains information to help you use the program:



1-6 Creating a Letter with Executive MemoMaker

Tip 2: Read the Screen Name to Determine Where You Are in EMM

The screen name is your signpost to where you are in EMM. It tells you the kinds of tasks you can perform at that screen. Throughout the sessions, *Learning* refers to screen names. This will help you verify you're at the right place in EMM.



Whenever you move to another screen, the function labels change. So if a procedure in *Learning* refers to a function label that doesn't appear on your display, you're at a different screen from where you should be; you need to get to the screen that contains that function label. The next two tips can help you do that.

Tip 3: If You Get Lost, Go to the Main Keys Screen

All tasks begin and end at the Main Keys screen. So if you get lost, try to get back to the Main Keys screen, where you can begin the task again.

Do this by choosing the rightmost function label (**F8**) on the keyboard (which gets you back to the screen before the current screen) until the Main Keys screen appears.

Tip 4: Use the Map to EMM

The **Map to EMM**, located on the last page of the entire manual, shows you how to get from screen to screen. The map is easiest to use when you're at the Main Keys screen, but it can help you no matter where you are.

Tip 5: Choose Help to Refresh Your Memory

If you forget how to do a particular task, you can choose **Help** (F7) on your keyboard) at any screen in EMM. You may find just the information you need to keep going without referring to the manual.

To get help:

1. Choose **Help**.

Although the screen name remains the same, the workspace is temporarily replaced by helpful information for that screen. An asterisk in **Help*** also indicates that the Help function is on. You must turn off the Help function before you can continue working (EMM will beep if you try to do anything before turning off the Help function).

2. Choose **Help*** to turn off the Help function.

EMM restores the workspace as it appeared before you chose **Help**.

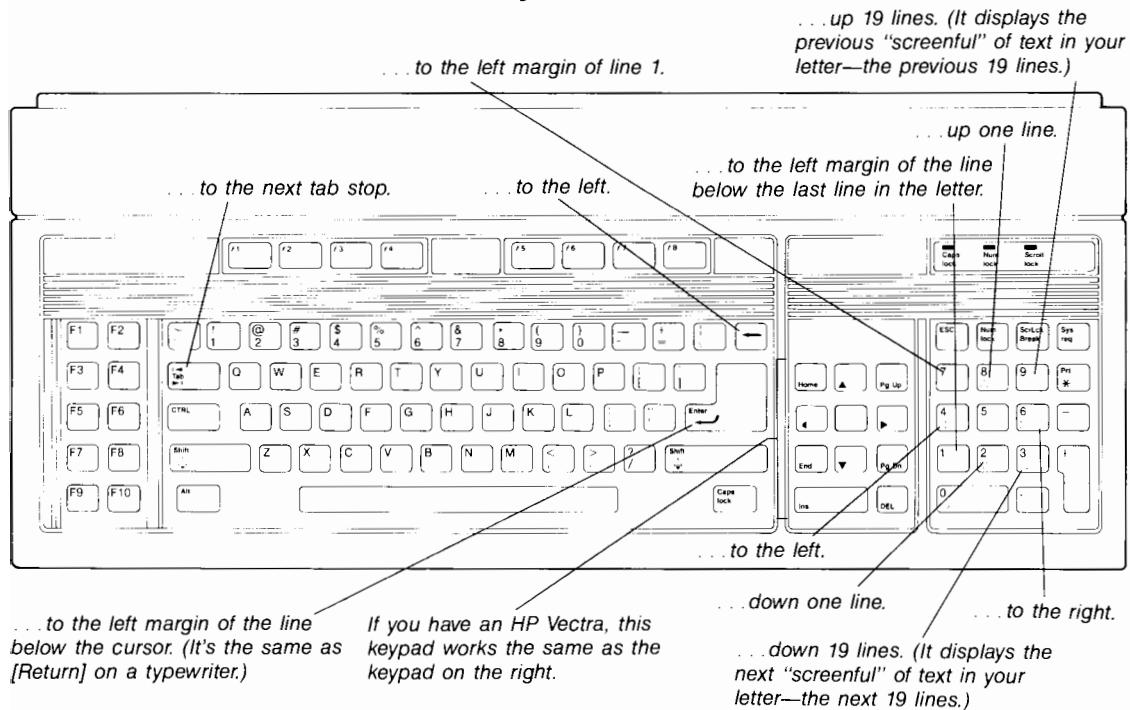
Preparing to Type a Letter

In this section, you'll see how to move the cursor and set margins.

Moving the Cursor

Use these keys on the keyboard to move the cursor around the workspace:

These keys move the cursor...



Feel free to experiment with these keys to see how they work. See how the workspace **Line:** and **Column:** numbers change as you move the cursor.

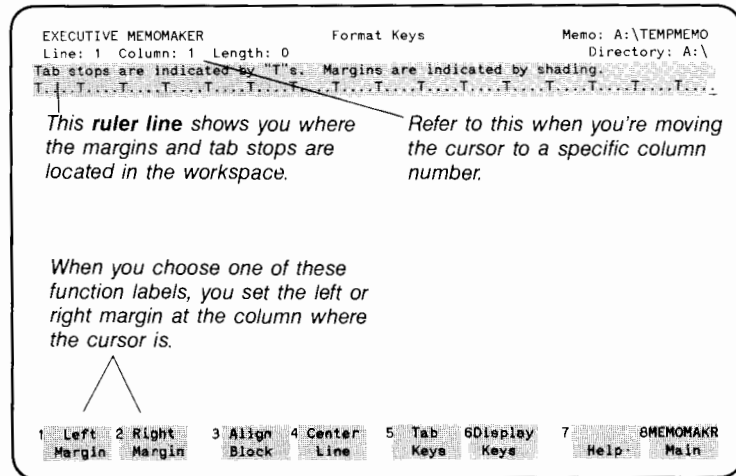
Setting the Margins

You should set the workspace margins in EMM before you begin typing the letter, just as you would with a typewriter.

To set the workspace margins:

1. From the Main Keys screen, choose **Format Keys**.

The *Format Keys* screen appears:



5. Choose **MEMOMAKR Main**.

EMM returns to the Main Keys screen, where you can begin another task.

*These margins settings are temporary. They remain in effect until you exit EMM. When you start EMM again, the margins will be where they were before you changed them. (EMM lets you save these settings in a *format file*, which will be covered in Session 2.)*

Clearing the Workspace

If you have already typed some text, you need to remove all of it from the workspace before you type the sample letter. *If you haven't typed anything yet, go on to **Typing a Letter** on page 1-14.*

To clear the workspace:

1. Press **Home**.

The cursor moves to the left margin of line 1. EMM will clear the workspace beginning at the cursor position.

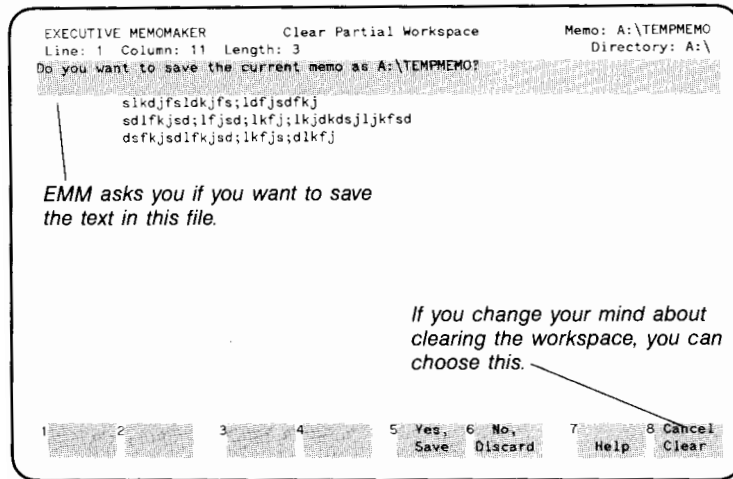
2. Is there any text to the left of the cursor on line 1?

If YES... Move the cursor back to where the text begins on line 1. Then go on to Step 3.

If NO... Go on to Step 3.

3. Press **Alt** + **S**. (The process is similar to typing a capital "S," except you use **Alt** instead of **Shift**.)

EMM displays the *Clear Partial Workspace* screen:






4. For this exercise, choose **No, Discard**.

EMM clears the display from the cursor position, then returns to the screen that appeared just before you pressed **Alt** + **S**.

Typing a Letter

Use the sample letter on the next page to get experience typing with EMM.

Follow these tips as you type the letter:

- **When you're typing a paragraph, press  only at the end of the entire paragraph, not at the end of each line.** When the cursor nears the right margin, continue typing—the words will automatically continue on the next line. This feature is called *word wrap*.
- **Correct mistakes by backing up and typing over them.** While you're typing the letter, use EMM as you would a self-correcting typewriter: If you make a mistake while you're typing, use  or  to back up the cursor to the mistake, then type the correct letter over it. (The next section will show you other ways to make corrections.)
- **Use block-style paragraphs.** EMM works better if your documents have paragraphs that are flush left (no indented first line), separated by blank lines. The sample letter is an example of a *block-style* document. (You'll find out why EMM works better with block-style paragraphs at the end of **Realigning Text Within Margins** on page 1-21.)

Type this letter:

Begin typing on line 1 of the workspace.

Dear Joe,

Thanks for your letter. I look forward to meeting with you next month while you are in California.

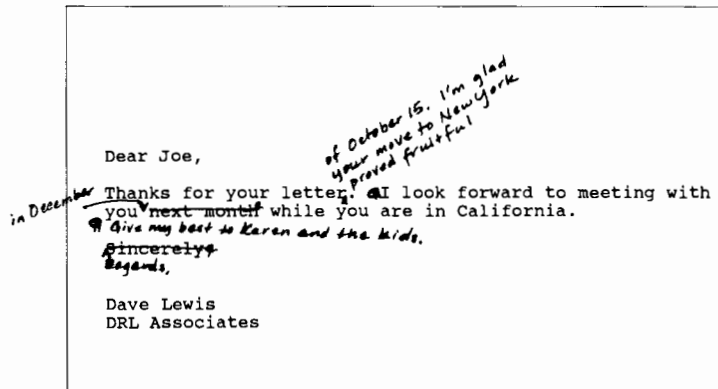
Sincerely,

Dave Lewis
DRL Associates

Editing a Letter

Now you'll edit the letter that you just typed. The pictures on this page and the tables on the next page provide instructions on what to do.

Make the changes shown in color:



The edited letter looks similar to this:

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.

Give my best to Karen and the kids.




Regards,

Dave Lewis
DRL Associates

When you edit a letter, the text often loses its proper alignment within the margins. You'll want to realign the second paragraph before you print the letter. (In the next exercise, you'll do just that.)















It's okay if your letter doesn't look exactly like this.

Ways of Typing

<p>#1: Writing over characters at the cursor position. EMM normally works this way, and it's also referred to as <i>witeover mode</i>.</p> <p>How to do it: Make sure that "IC" does NOT appear between function labels 6 and 7. If it appears, press  to remove it. Then start typing.</p>	<p>#2: Inserting characters at the cursor position. This way is also called <i>insert mode</i>. When insert mode is off, writeover mode is on—and vice versa.</p> <p>How to do it: Make sure that "IC" appears between function labels 6 and 7. If it doesn't, press  to make it appear. Then start typing. Turn off insert mode by pressing  again.</p>
--	---



Editing Functions

To do this editing function...	move the cursor to...	then press:
Delete a character in writeover mode	the character to be deleted	
Delete the previous character in insert mode	the character after the one to be deleted (must be on the same line)	 (not )
Insert a blank line	the left margin of the line you want to insert above	 + 
Delete a line	the line to be deleted, in any column	 + 
Erase text to the end of the line	the first character to be erased	 + 
Split a line into two lines	the first character to appear in the second line	 + 
Join two consecutive lines	any column before the last character in the first line	 +  + 

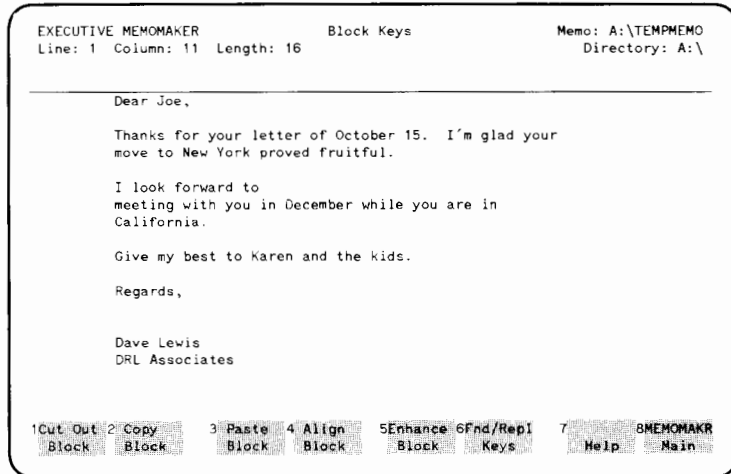
Realigning Text Within Margins

You can fix the paragraphs you edited so that they fill the margins neatly.

To realign a paragraph:

1. From the Main Keys screen, choose **Block Keys**.

The *Block Keys* screen appears:



A *block* is a portion of text. The tasks you can do at the Block Keys screen all work on blocks. In this exercise, the block is the second paragraph.

2. Move the cursor to the first character in the paragraph to be realigned:

In our version of the edited letter, the second paragraph needs to be realigned.

```
EXECUTIVE MEMOMAKER          Block Keys          Memo: A:\TEMPMEMO
Line: 6 Column: 11 Length: 16          Directory: A:\
```

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.

Give my best to Karen and the kids.

3. Choose **Align Block**.

The *Align Block* screen appears:

```
EXECUTIVE MEMOMAKER          Align Block          Memo: A:\TEMPMEMO
Line: 6 Column: 11 Length: 16          Directory: A:\
Use the cursor to define a block, then press "Block OK".
```

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.


Give my best to Karen and the kids.

Regards,

Dave Lewis
DRL Associates

1 Justify 2 3 4Preview 5 Block 6 7 8 Cancel
Justify Block OK Help Align

Note: The order of Steps 2 and 3 is important! You must have the cursor at the beginning of the block before you choose **Align Block**.

4. Mark the block by pressing  until the cursor is on the blank line below the paragraph:

The highlighting shows text that is included in the block.

The cursor should be here.

EXECUTIVE MEMO MAKER Align Block Memo: A:\TEMPMEMO
 Line: 9 Column: 11 Length: 16 Directory: A:\
 Use the cursor to define a block, then press "Block OK".

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.

Give my best to Karen and the kids.

5. Choose **Block OK**.

The paragraph is realigned:

EXECUTIVE MEMO MAKER Align Block Memo: A:\TEMPMEMO
 Line: 8 Column: 11 Length: 15 Directory: A:\
 Select "Alignment OK" if the new alignment is correct, otherwise "Cancel Align".

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.

Give my best to Karen and the kids.

6. Is the paragraph aligned to your liking?

If YES... Choose **Alignmnt OK** to return to the Block Keys screen, then go on to Step 7.

If NO... Choose **Cancel Align**, then begin again from Step 2.

7. From the Block Keys screen, choose **MEMOMAKR Main**. You return to the Main Keys screen, where you can begin another task.

Note: If the first word in the paragraph had been indented, the aligning process would have removed the indentation. That's why it's better to use block-style paragraphs with EMM.

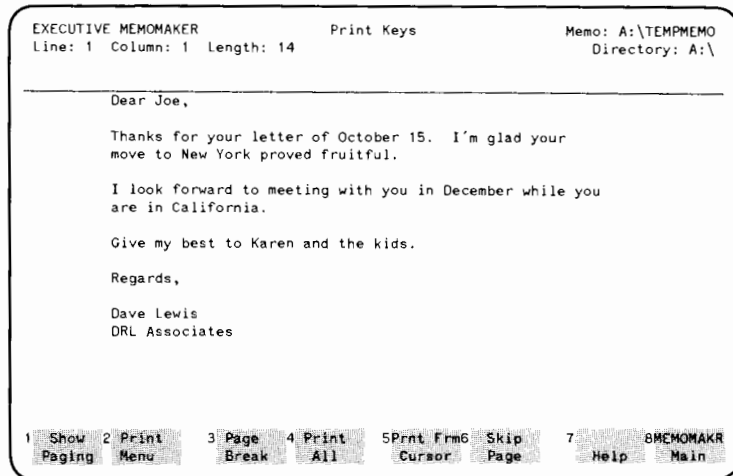
Printing a Letter

If your computer doesn't have a printer attached, go on to **Saving a Letter** on page 1-24.

To print a letter:

1. Make sure your printer is on and has paper in it.
2. From the Main Keys screen, choose **Print Keys**.

The *Print Keys* screen appears:



3. Choose **Print All**.
EMM prints the letter.
4. When you're finished printing, choose **MEMOMAKR Main** to return to the Main Keys screen.

Special Printing Options Are Available

The procedure above showed you the standard method of printing a very simple letter. However, EMM's *Print Menu* allows you to control and customize some printing options when you need something out of the ordinary—for example, when you want to print double-spaced on legal-size paper. See Chapter 11: **Printing Your Document** for details.

Saving a Letter

You save a letter in a disc file so that you can reuse or re-edit the letter at a later time. You can also protect your letter by saving it every twenty minutes or so as you are writing. If a power loss occurs, you'll still have a recent version of your letter on disc.

When you save a letter or other document, you should give the file a name that suggests its content or purpose. This may help you remember its name and will make it easier to distinguish it from other file names.

To save the letter:

1. From the Main Keys screen, choose **File Keys**:

Notice the screen that appears now.

```

EXECUTIVE MEMOMAKER                               File Keys                               Memo: A:\TEMPMEMO
Line: 1 Column: 11 Length: 15                     Directory: A:\
-----
Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

I look forward to meeting with you in December while you
are in California.

Give my best to Karen and the kids.

Regards,

Dave Lewis
DRL Associates

1 Get 2 Save 3 Merge 4 Get 5 Save 6 7 8 MEMOMAKER
Memo Memo Memo Format Format Help Main

```

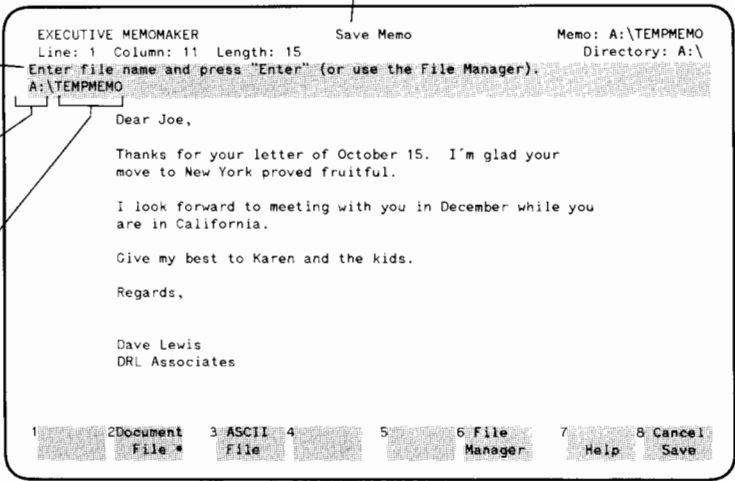
2. From the File Keys screen, choose **Save Memo** :

Notice the screen that appears now.

The prompt line asks you for information.

The file path name automatically appears. (It's the same path name that the EMM program uses.)

EMM provides a **default** file name. If you don't type another file name, EMM will save your letter under this file name.

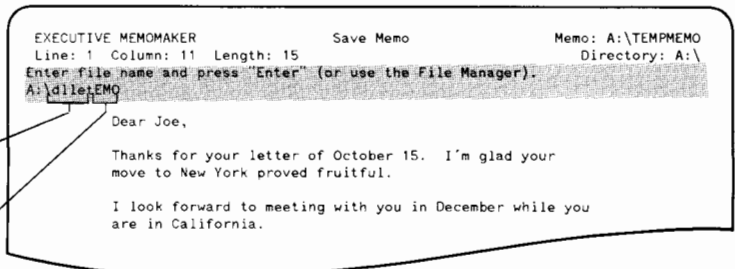


3. Watching the response line, type this file name:

<your initials> + let

For example, if your name were Dave Lewis, this is what you would type.

You will need to remove these letters remaining from the default file name.



- Remove the extra characters that remain from the default file name. (You can use **DEL** to delete them individually or **Alt** + **L** to erase them all at once.)

If you don't delete those extra characters, EMM will include them in the file name.

- Press **Enter**, then watch the prompt line for information.

When EMM has saved your letter...

...this screen returns.

...the new file name appears.
This is now the default file name until you get or save a letter under a different name, or exit EMM.

...this message appears.

...the letter remains in the workspace. When you save a letter, EMM makes a copy of the text in the workspace to store in the file.

The screenshot shows the EXECUTIVE MEMOMAKER File Keys screen. At the top, it displays 'EXECUTIVE MEMOMAKER', 'File Keys', and 'Memo: A:\dllet Directory: A:\'. Below this, it shows 'Line: 1 Column: 11 Length: 15' and 'Save Memo completed.' followed by a line of asterisks. The main area contains a letter addressed to 'Dear Joe,' with the following text: 'Thanks for your letter of October 15. I'm glad your move to New York proved fruitful. I look forward to meeting with you in December while you are in California. Give my best to Karen and the kids. Regards, Dave Lewis DRL Associates'. At the bottom, there is a menu with the following options: 1 Get Memo, 2 Save Memo, 3 Merge Memo, 4 Get Format, 5 Save Format, 6 (blank), 7 Help, and 8 MEMOMAKR Main.

- From the File Keys screen, choose **MEMOMAKR Main**. You're ready to begin another task from the Main Keys screen.

When the EMM Work Copy is on a Flexible Disc, Consider Using a Document Disc

If your EMM work copy is on a 360 Kb (double-sided) flexible disc, you'll be able to keep more letters on disc if you save all of them on a *document disc*: a separate flexible disc just for letters and other documents. For more information, refer to **Use Document Discs for Additional Space** in Chapter 5.

Getting a Letter

Getting a letter is the opposite of saving a letter: EMM takes a copy of the letter file and puts it in the workspace. You do this when you want to re-edit a letter that you saved. **Note:** if you want to re-edit a letter that you just saved, you don't have to get it: the letter is still in the workspace.

In this exercise, you'll get a sample letter named SAMPLLET that comes with EMM.

To get a letter:

1. From the Main Keys screen, choose **File Keys**.
2. From the File Keys screen, choose **Get Memo**.

The *Get Memo* screen appears:

```

EXECUTIVE MEMO Maker          Get Memo          Memo: A:\dllet
Line: 1 Column: 11 Length: 15      Directory: A:\
Enter file name and press "Enter" (or use the File Manager).
A:\
Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

I look forward to meeting with you in December while you
are in California.

Give my best to Karen and the kids.

Regards,

Dave Lewis
DRL Associates

1 2Document 3 ASCII 4 5 6 File 7 8 Cancel
   File #   File      Manager  Help  Get

```

Note: If you have edited the letter in the workspace since you saved it, EMM will ask you if you want to save that letter before getting the other letter. If this has happened, choose **No, Discard**, then go on to Step 3.

3. Type the file name `samp1let` and press `Enter`.
EMM puts a copy of the letter in the workspace, then returns to the File Keys screen.
4. From the File Keys screen, choose `MEMOMAKR Main`.

You're ready to begin another task from the Main Keys screen.

End of Session 1

Feel free to continue working with the functions covered in this session. Remember to return to the Main Keys screen when you are ready to go on.

Exiting EMM

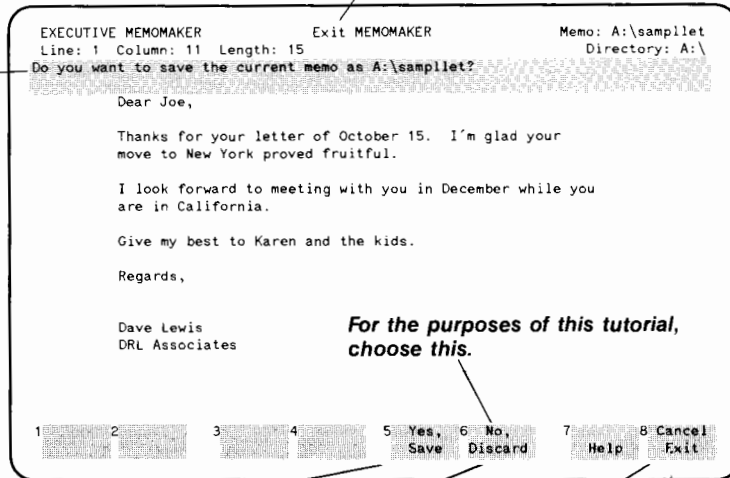
If you wish to stop at this point, here's what to do.

To exit EMM:

1. From the Main Keys screen, choose **Exit MEMOMAKR**.
2. If the **PAM Main Menu** or **DOS prompt** appears on your display, you have exited EMM and are finished with this procedure. When you start again with *Learning*, begin with Session 2 on page 2-1.
3. If the **Exit MemoMaker** screen appears on your display, choose **No, Discard**.

If this screen appears after you've chosen **Exit MEMOMAKR**, it's because you've edited the letter, but haven't saved it.

Respond to this prompt by choosing a function label.



For the purposes of this tutorial, choose this.

If you want to save the edited letter under the file name that is shown, choose this to exit.

If you don't want to save the edited letter, choose this to exit.

If you want to save the letter under a different file name, choose this to stay in EMM, then save the letter under a new name.

You exit EMM, and the PAM Main Menu or the DOS prompt appears.

Go on to Session 2 on page 2-1.



2

Creating a Format

Overview on Formats

This session will help you overcome a difficulty in producing documents with a word processor: when you print a letter, how will it look on the paper or stationery that it's printed on?

Will the margins be wide enough? If you print it on letterhead stationery, will the text start printing below the letterhead as it should, or will it print right on top of the letterhead? If you print it on interoffice letter stationery, will the names, date, and subject be indented to the right place?

A format helps you avoid this problem.

What is a Format?

You use a *format* to ensure that the text you type in the workspace will be properly positioned when it's finally printed on paper.

The paper on which you print the text plays a large role in determining the format. You can customize formats for letterhead or interoffice letter stationery, paper that's narrower than 8.5 inches, even pre-printed forms. The following example shows a format made for interoffice letter stationery.

The format used when typing this memo . . .

margins at these columns

tab stops at these columns for the proper indentation of name, date, and subject text

sender's name and the date on line 5

recipient's name and the subject on line 8

```

EXECUTIVE MEMOMAKER          Format Keys          Memo: A:\judee.io1
Line: 5 Column: 6 Length: 22  Directory: A:\
Tab stops are indicated by "T"s. Margins are indicated by shading.
-----
Denise Lau                    October 30, 1985
Judee Humburg                 Creating a Format

I created an Executive MemoMaker format to use with Hewlett-Packard
interoffice letter stationery. It was easy! I followed the
instructions in Session 2 of Learning EMM. EMM provides a gauge to
help calculate the column numbers for margins and tab stops that
line up with the headings of this stationery. The gauge even showed me
which line numbers to type the names, date, and subject text.

I think the gauge is a very useful tool. If you haven't done so
1 Left 2 Right 3 Align 4 Center 5 Tab 6 Display 7 Help 8 MEMOMAKR
Margin Margin Block Line Keys Keys Help Main
    
```

ensures that the text is properly printed on the stationery:

margins even with these points

names, date, and subject text next to the headings

```

HEWLETT
PACKARD
PERSONAL SOFTWARE DIVISION • 3410 Central Expressway, Santa Clara, California 95051

FROM Denise Lau          DATE October 30, 1985
TO Judee Humburg        SUBJECT Creating a Format

I created an Executive MemoMaker format to use with Hewlett-Packard
interoffice letter stationery. It was easy! I followed the
instructions in Session 2 of Learning EMM. EMM provides a gauge to
help calculate the column numbers for margins and tab stops that
line up with the headings of this stationery. The gauge even showed me
which line numbers to type the names, date, and subject text.

I think the gauge is a very useful tool. If you haven't done so
already, you should go through Session 2 and do the exercises. Then
you will be able to create a format for your own interoffice letter
stationery.
    
```

2-2 Creating a Format

In EMM, a format is the collection of settings that determine the appearance of documents. Some of these settings are:

- margins
- tab stops
- spacing of lines.

It also has other settings that control the operating environment of EMM, such as:

- whether the ruler line is on all of the time
- which printer to use when more than one is identified for the computer.

For the complete list of settings in a format, see Chapter 16: **Changing Formats and Creating New Formats**.

You Can Keep the Format in a File . . .

Normally, if you change the margins and tab stops (and other format settings) in EMM, these changes are lost when you exit; you have to reset them when you start EMM again. But you can save these settings in a *format file* and reuse them. When you want these settings to be active, you *get* that format file. EMM then uses those settings.

. . . and That Can Save You Time

A format file is useful if you frequently print documents on a particular type of stationery or form. It's more convenient to get the format file than to set the margins and other settings every time you create such a document.

Before You Begin

Do this now so you'll be ready to do the exercises in this session.

1. Did you exit EMM at the end of Session 1?

If YES... start EMM (if you need help, refer to **Starting EMM** on page 1-2 of Session 1), then go on to the next section.

If NO... then you don't need to start EMM. Go on to the next section.

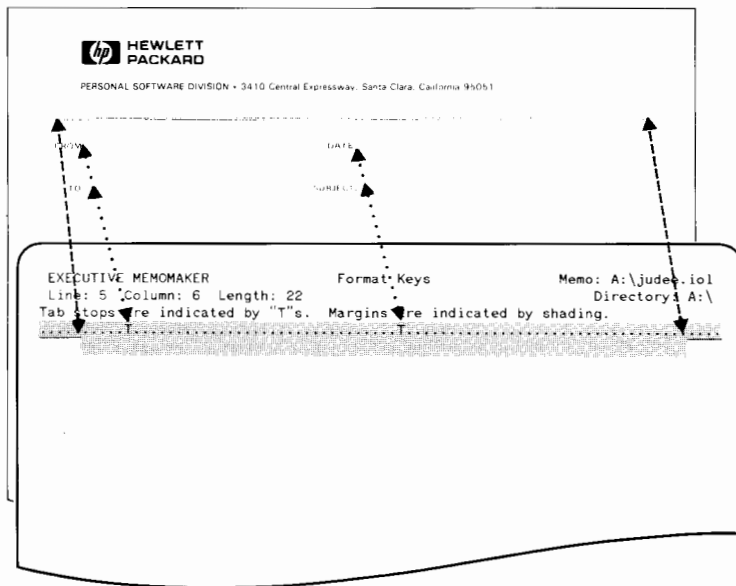
Defining a Format for Your Interoffice Letters

In this section, you'll define a format for your own interoffice letter stationery by setting margins and tab stops that line up with the headings on your stationery.

Before you continue, get a sheet of your interoffice letter stationery. If you don't have this kind of stationery, you can use letterhead instead and follow just the steps for calculating margins.

Your Goal: Calculate Margins and Tabs that Line Up With Your Stationery's Headings

To reach your goal, you must be able to calculate where a column in the workspace will be printed on your stationery. Once you know the column numbers that line up with the headings in your stationery, you can set the margins and tabs at those columns:



Use EMM's Gauge to Help with Your Calculations

Your calculations depend on two factors:

- the appearance of your stationery—where the headings are located
- the printer you use

EMM's *gauge* is a calculation tool that takes both of these factors into account. It shows you where a column in the workspace will be printed on a sheet of paper. (The gauge also shows you where a line in the workspace will be printed. This can help you calculate the line numbers on which to type the text for names, date, and subject in your interoffice letter.)

The gauge is a file on your EMM work copy disc. You use the gauge by getting it (as you would get a letter that you had saved), then printing it on your stationery.

The gauge as it appears in the workspace:

Each digit represents a column number in the workspace.

```

EXECUTIVE MEMOMAKER           File Keys           Memo: A:\gauge
Line: 1 Column: 6 Length: 22  Directory: A:\

1 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
2 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
3 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
4 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
5 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
6 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
7 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
8 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
9 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
10 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
11 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
12 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
13 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
14 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789
15 45678901234567890123456789012345678901234567890123456789012345678901234567890123456789

^      ^      ^      ^      ^      ^
^      ^      ^      ^      ^      ^
^ <<<<<< <<<<<< <<<<<< <<<<<< <<<<<< <<<<<< >>>>>> >>>>>> >>>>>> >>>>>>

1 Get  2 Save  3 Merge  4 Get  5 Save  6  7  8MEMOMAKR
Memo  Memo  Memo  Format  Format  Memo  Help  Main
    
```

These represent line numbers in the workspace.

Using the Gauge

To use the gauge, get the file named GAUGE from the EMM work copy disc, then print it on your interoffice letter stationery.

To use the gauge:

1. From the Main Keys screen, choose **File Keys**.
2. From the File Keys screen, choose **Get Memo**.
3. Is there already text in the workspace? (If you are continuing directly from Session 1, there is.)

If YES... for this session, you need to tell EMM to discard the text: choose **No, Discard**, then go on to Step 4.

If NO... go on to Step 4.

4. In the Get Memo screen, type **gauge** and press **Enter**.
The gauge appears in the EMM workspace.
5. Choose **MEMOMAKR Main** to return to the Main Keys screen.
6. Using your interoffice letter stationery, print the gauge starting from line 1, column 1. (If you don't remember the procedure, refer to **Printing a Letter** on page 1-22 of Session 1.)

Once you've printed the gauge on the stationery, you can locate and calculate the columns where you want the margins and tabs to be set.

To locate and calculate column numbers on the gauge:

1. Circle the columns at which you want the margins:

In this example, the margins were located to line up under the ruled line. If your stationery doesn't have such a line, locate the margins one inch from the edges of the stationery.

2. Circle the column or columns at which you want the tabs:

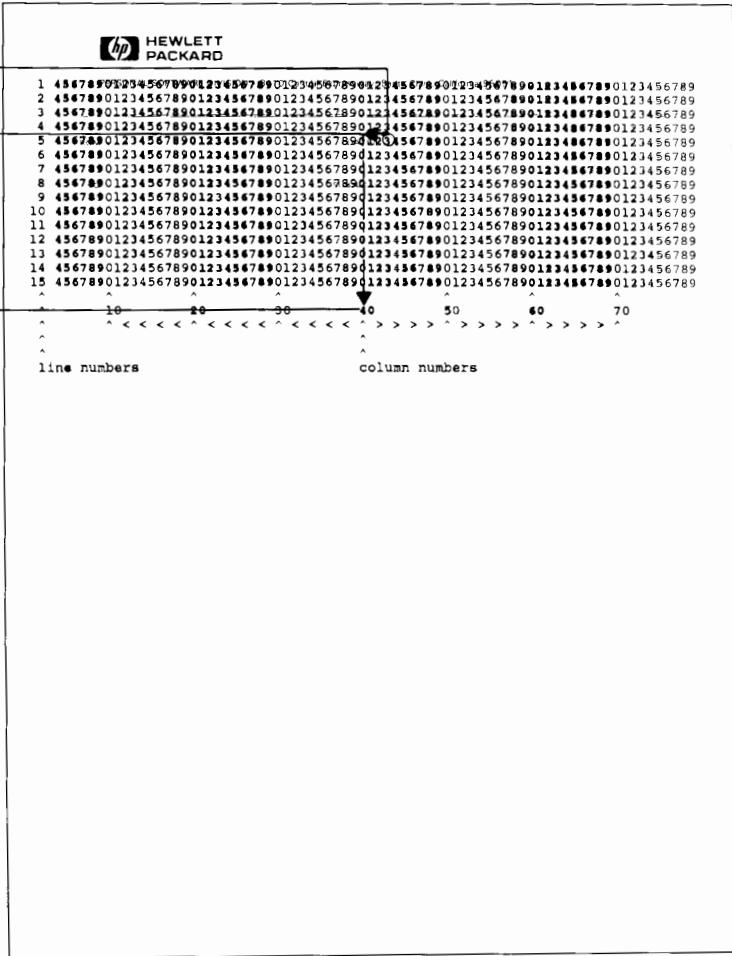
In this example, each tab is located two columns to the right of a heading.

3. Calculate the column numbers:

To calculate a column number:
take the digit on the column you
want...

...back up to the zero preceding
it...

...then find the number at the
bottom of the zero column and
add it to the digit. In this example,
the column number is 43.



Once you've figured out the column numbers for your margins and tabs, you can set them.

Setting Tab Stops and Margins

For your format, clear all of the existing tab stops before setting new ones.

To clear all tab stops:

1. From the Main Keys screen, choose **Format Keys**.
2. From the Format Keys screen, choose **Tab Keys** to get to the *Tab Keys* screen.
3. Press **Tab** to move the cursor to the next tab stop.
4. Choose **Clear Tab**.
The T at that column in the ruler line disappears.
5. Repeat Steps 3 and 4 until all tab stops have been removed. (If any tab stops remain to the left of the cursor, press **Shift** + **Tab** in Step 3 to move to the previous stop.)

To set a tab stop:

1. In the Tab Keys screen, use **▶** or **◀** (don't use the space bar) to move the cursor to the column where you want a tab stop.
2. Choose **Set Tab**.
A T at that column in the ruler line appears.
3. If you have more than one tab stop to set, repeat steps 1 and 2 for each additional tab stop.
4. Choose **Format Keys** to return to the Format Keys screen.

Set the margins now for your interoffice letter stationery, then return to the Main Keys screen. (If you don't remember the procedure, refer to **Setting the Margins** on page 1-10 of Session 1. Skip Step 1, as the Format Keys screen already appears.)

Saving the Format in a Format File

Now that you have set the margins and tabs for the inter-office letter format, you should save the format. When you do that, EMM makes a copy of the *active format*—the margins, tabs, and other format settings currently in effect—and stores it in a format file.

Whenever you create a format file, you should give it a name that will remind you of the purpose of the format. This may help you remember its name and will make it easier to distinguish its use from other format files.

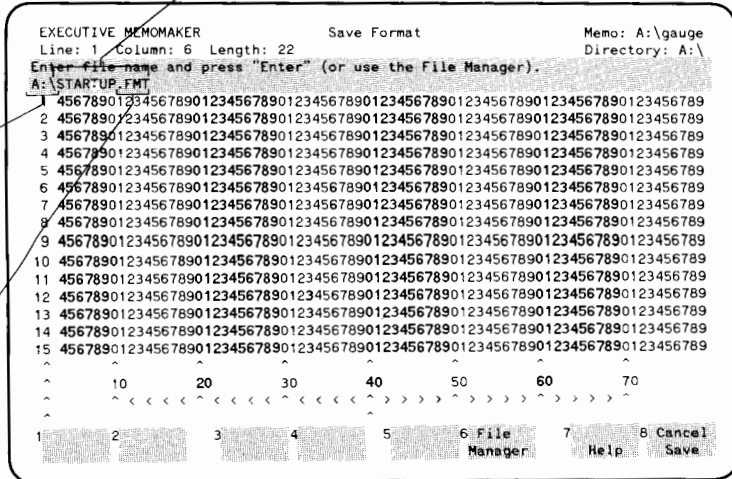
To save the format:

1. From the Main Keys screen, choose **File Keys**.
2. From the File Keys screen, choose **Save Format**. The *Save Format Screen* now appears:

EMM provides a default file name for the format file. If you don't type a different file name, EMM will save your format under the default format file name.

The default file path name automatically appears. (It's the same drive and directory in which the EMM program resides.)

By adding the ".fmt" extension to the end of the format file name, you'll find it easier to distinguish format files from files containing letters and other documents.



3. Type this name for the format file:

<your initials> + iol.fmt

For example, if your name were Dave Lewis, you would type dliol.fmt. (This example format file name is an abbreviation for "Dave Lewis' Interoffice Letter Format.")

4. Delete the characters that remain from the default format file name. (You can use to delete them individually or + to erase them all at once.)

Whenever you type a file name in EMM, you have to remove any characters that remain from the default name provided by EMM. Otherwise, EMM will assume those characters are part of the file name you typed in.

5. Press .

EMM copies the format into the format file. Your interoffice letter format remains active. Saving a format does not affect the active settings.

If you want to try out your format, feel free to create and print a letter now. Return to the Main Keys screen after you are finished.

Using the Active Format on Documents Created with a Different Format

A format remains active until you either:

- Change a setting.
- Get a different format file.
- Exit EMM.

If you get a letter for re-editing which was not created with the active format, take note of these points:

- **The active format doesn't automatically change the margins of the original text in the letter.** If you want the letter to have the margins of the active format, you must realign the original text. You use the same procedure that was covered on page 1-18 of Session 1.
- **New paragraphs added to the letter will have the margins of the active format.** If you don't realign the original text, the letter will have some paragraphs with the old margins, and some with the active margins.

A Format File is Different from a Letter File

A letter file—that is, a file in which you save a letter or any other document—is not the same as a format file. A letter file contains text which you can edit in the workspace. The information in a format file is not text and is not readable as a letter file is.

Getting a Format from a Format File

Getting a format is the opposite of saving a format: EMM takes a copy of the format file and makes it the active format. (It has the same effect as if you changed the settings yourself by hand.)

To get a format file:

1. From the File Keys screen, choose **Get Format** :

The *Get Format* screen now appears:



```

EXECUTIVE MEMOMAKER          Get Format          Memo: A:\judee.io1
Line: 1 Column: 6 Length: 22      Directory: A:\
Enter file name and press "Enter" (or use the File Manager).
A:\

Denise Lau                      October 30, 1985

Judee Humburg                   Creating a Format

I created an Executive MemoMaker format to use with Hewlett-Packard
interoffice letter stationery. It was easy! I followed the
instructions in Session 2 of Learning EMM. EMM provides a gauge to
help calculate the column numbers for margins and tab stops that
line up with the headings of this stationery. The gauge even showed me
which line numbers to type the names, date, and subject text.

I think the gauge is a very useful tool. If you haven't done so
1      2      3      4      5      6 File  7      8 Cancel
      Manager  Help  Get

```

2. Type the name of the format file: for this session, type `startup.fmt`.

3. Press `Enter`.

EMM makes the settings in `STARTUP.FMT` active, then displays the File Keys screen.

4. Choose `MEMOMAKR Main` to return to the Main Keys screen.
5. Do you want to see the margins and tabs that are now active?

If NO... you are done with this procedure. Go on to the next section.

If YES... Choose `Format Keys` to see the ruler line. When you are finished, choose `MEMOMAKR Main` to return to the Main Keys screen, then go on to the next section.

STARTUP.FMT is Automatically Active When EMM Starts

When you start EMM, the settings in `STARTUP.FMT` automatically become active.

If you want a different format to be active whenever EMM starts, you can change the settings, then save the new format as `STARTUP.FMT`. Then every time you start EMM, those new settings will be active.

It's a good idea to do this for settings that meet your day-to-day needs. For example, suppose you generally print your memos on plain paper. You can use the gauge to determine the column numbers for one-inch margins, then set these margins and save the settings in `STARTUP.FMT`.

End of Session 2

If you wish to stop at this point, you can exit EMM. (For instructions, refer to **Exiting EMM** on page 1-29 of Session 1.)



Enhancing and Moving Text in Your Letter

These Tasks are Block Functions

While these tasks may not seem similar, the procedures you use to accomplish them are very much the same. That's why they are both covered in this session.

These tasks are *block functions*; that is, they work on blocks of text. In addition to the functions covered in this session, other block functions include *copying* and *aligning* text. (You saw aligning in Session 1.)

If You Learn One Block Function, You'll Know How to Do Them All

All block functions use the same three steps:

- First, you move the cursor to the first character of text to be included in the block.
- Next, you choose the function label in the Block Keys screen for that function.
- Finally, you move the cursor to highlight all characters to be included in the block, then tell EMM to perform the function.

Each block function has its own additional steps, but if you learn these basic steps for one block function, learning the other functions will be easy.

Before You Begin

Do this so you'll be ready to do the exercises in the rest of this session.

1. Did you exit EMM at the end of Session 2?

If YES... start EMM (if you need help, refer to **Starting EMM** on page 1-2 of Session 1), then go on to Step 2.

If NO... then you don't need to start EMM. Go on to Step 2.

2. Set the left margin to 11 and the right margin to 66.
If you need help, refer to **Setting the Margins** on page 1-10 of Session 1.
3. Get the letter you saved in Session 1.
If you need help, refer to **Getting a Letter** on page 1-27 of Session 1.
4. Return to the Main Keys screen.

Enhancing Text

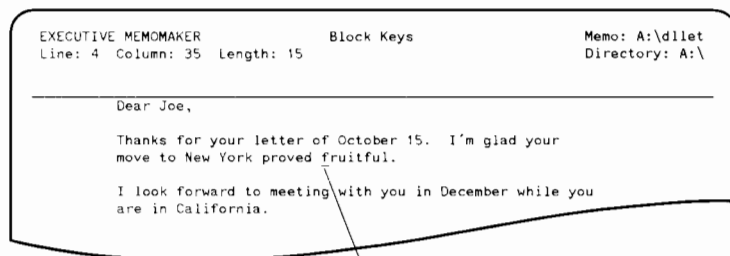
You can add emphasis to text in your letter by *enhancing* it. Then when you print your letter, the emphasized text can be:

- underlined
- **in boldface**
- **both underlined and in boldface**

In the following procedure, you'll enhance the word *fruitful* on line 4.

To enhance text:

1. From the Main Keys screen, choose **Block Keys**.
2. Move the cursor to the first character you want enhanced:



In this exercise, you are enhancing the word "fruitful." Move the cursor here.

3. From the Block Keys screen, choose **Enhance Block**.

The *Enhance Block* screen appears:

```

EXECUTIVE MEMOMAKER          Enhance Block          Memo: A:\dilet
Line: 4 Column: 35 Length: 15  Directory: A:\
Use the cursor to define a block, then press "Block OK".
-----
Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

I look forward to meeting with you in December while you
are in California.

Give my best to Karen and the kids.

Regards,

Dave Lewis
DRL Associates

1Enhance:2Enhance: 3 4Preview 5 Block 6 7 8Cancel
Underln* Bold Block OK Help Enhance

```

The order of Steps 2 and 3 is important! You must have the cursor at the beginning of the block before you choose **Enhance Block**.

4. Using the cursor arrow keys, move the cursor to highlight the text you want enhanced:

```

EXECUTIVE MEMOMAKER          Enhance Block          Memo: A:\dilet
Line: 4 Column: 43 Length: 15  Directory: A:\
Use the cursor to define a block, then press "Block OK".
-----
Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

I look forward to meeting with you in December while you
are in California.

```

5. Make sure an asterisk appears in the function label for the enhancement you want:

If you want this enhancement...	function labels 1 and 2 must look like this:	
<u>underlined</u>	1 Enhance: Underln*	2 Enhance: Bold
in boldface	1 Enhance: Underln	2 Enhance: Bold*
<u>both underlined and in boldface</u>	1 Enhance: Underln*	2 Enhance: Bold*
none (remove enhancement)	1 Enhance: Underln	2 Enhance: Bold

- If you need to add an asterisk to a function label, choose that label.
- If you need to remove an asterisk from a function label, choose that label.

6. Watching the display, choose **Block OK**.

EMM enhances the text. The appearance of enhanced text changes to show where and how it is enhanced in your letter:

Text with this enhancement...	appears this way on a...		
	monochrome display:	HP Vectra grey-scale display:	color display:
<u>underlined</u>	underlined	underlined	blue characters
in boldface	bright characters	bright characters	bright white characters
<u>both underlined and in boldface</u>	bright, underlined characters	bright, underlined characters	cyan characters
none (enhancement has been removed)	normal characters	normal characters	normal characters

7. Choose **MEMOMAKR Main** to return to the Main Keys screen.

Removing Enhancements from Text

Use the same procedure that you followed to enhance text, but make sure that, in Step 5, no asterisk appears in either function label.

Moving Text in Your Letter

Moving text is called *cutting and pasting* in EMM:

- First, you *cut out*—that is, temporarily remove—the block of text to be moved.
- Then, you reposition the block by *pasting* it in its new location.

In the following procedure, you'll move the second paragraph above the first paragraph.

When the block of text you want to move is actually a paragraph, it's important to be precise in defining the block. If you do it right, you won't need to "clean up" excess blank lines and spaces after you have moved the paragraph.

If you take note of the illustrations in the following procedure, you will learn the key points for defining a paragraph block. (In the next section, you'll find a recap of these key points.)

To move a block of text:

1. In the Main Keys screen, choose **Block Keys**.
The Block Keys screen appears.

2. Move the cursor to the first character of the block to be cut and pasted:

In this exercise, you are moving the second paragraph. Move the cursor here.

EXECUTIVE MEMOMAKER Block Keys Memo: A:\dilet
Line: 6 Column: 11 Length: 15 Directory: A:\

Dear Joe,

Thanks for your letter of October 15. I'm glad your move to New York proved fruitful.

I look forward to meeting with you in December while you are in California.

Give my best to Karen and the kids.

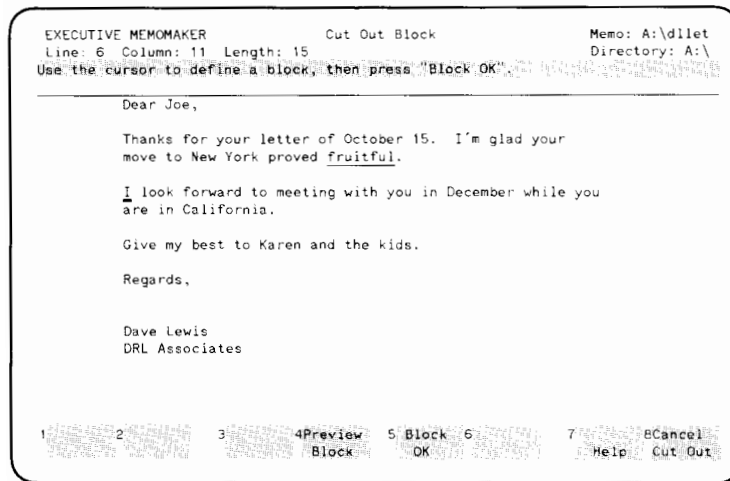
Regards,

Dave Lewis
DRL Associates



1Cut Out 2 Copy 3 Paste 4 Align 5Enhance 6Fnd/Repl 7 8MEMOMAKR
Block Block Block Block Block Keys Help Main

3. Choose **Cut Out Block**.

The *Cut Out Block* screen appears:



*The order of Steps 2 and 3 is important! You must have the cursor at the beginning of the block before you choose **Cut Out Block**.*

- Using the cursor arrow keys, move the cursor to highlight the text you want to cut out. (For defining paragraph blocks, try using  instead of  to move the cursor. It's faster and makes it easy to move the cursor to the right place.)

```
EXECUTIVE MEMOMAKER          Cut Out Block          Memo: A:\dllet
Line: 9 Column: 11 Length: 15      Directory: A:\
Use the cursor to define a block, then press "Block OK".

Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

I look forward to meeting with you in December while you
are in California.

Give my best to Karen and the kids.
```

You should move the cursor here, the first character of the next paragraph.

- To cut out the block, choose **Block OK** (and watch the display!):

```
EXECUTIVE MEMOMAKER          Block Keys          Memo: A:\dllet
Line: 6 Column: 11 Length: 12      Directory: A:\

Dear Joe,

Thanks for your letter of October 15. I'm glad your
move to New York proved fruitful.

Give my best to Karen and the kids.

Regards,

Dave Lewis
DRL Associates
```

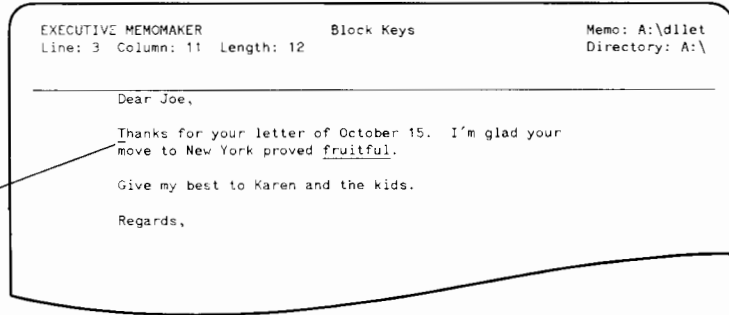
EMM returns to this screen.

```
1 Cut Out 2 Copy          3 Paste 4 Align  5 Enhance 6 Fnd/Repl  7
Block   Block           Block   Block   Block   Keys      Help   Main
```

The block of text is removed from the letter, and the text that was below the block moves up.

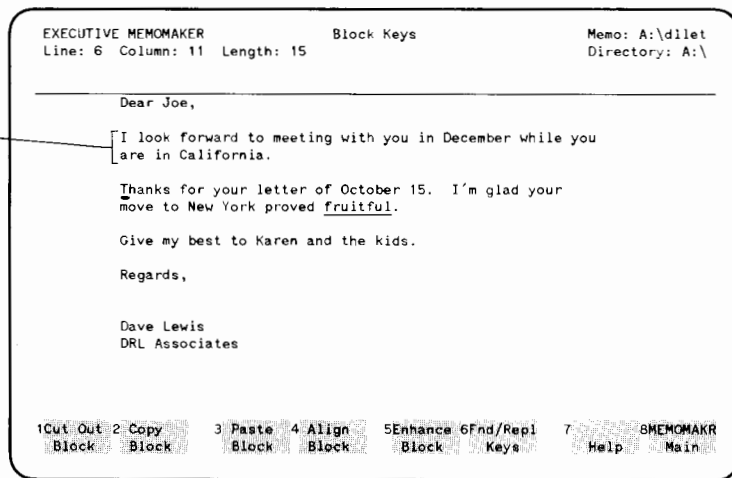
6. Move the cursor to where you want the block pasted:

Move the cursor to the beginning of the first paragraph. The block will be inserted here when you choose **Paste Block**.



7. To paste the block, choose **Paste Block** (and watch the display!):

EMM inserts the block at the cursor position.



8. Return to the Main Keys screen by choosing **MEMOMAKR Main**.

Tips for Successful Moving

These tips can help you move blocks of text without any problems or surprises.

- **If you make a mistake when you cut out the block of text**, you can paste the block in its original position and start again. Just make sure the cursor is at the first character that followed the block (the cursor will be there if you haven't moved it since you cut out the block), then choose **Paste Block**.
- **After you define a block that can't be displayed on the screen all at once**, use **Preview Block** before you choose **Block OK**. This enables you to scroll the letter so you can see the entire block and verify it's correct before you choose **Block OK**.
- **After you cut out a block, do not delete or erase lines until you paste the block**. If you do, you lose the block you had cut out—the deleted or erased line replaces the block.

The following tips help you move paragraphs:

- **The first character in the block should be the first non-blank character in the paragraph**. If you indent at the beginning of a paragraph, be sure to start the block at the beginning of text, not at the left margin. If you don't indent at the beginning of a paragraph, the block should start at the left margin, not at column 1. (Refer to the picture in Step 2 of the previous procedure.)
- **Your block should include all of the blanks between the last character in your paragraph and the first character of the next paragraph**. (See the picture in Step 4.) This ensures that the text under the block will close up properly when you cut out the block.

- Use **⌘** when you're moving the cursor to highlight text to be included in the block. It works much faster than using **⌘**, and it makes it easy to include all of the blanks following the paragraph as described in the previous tip. (See Step 4.)
- Before you paste the block, the cursor should be at the first non-blank character of the paragraph that the block will be inserted above. (See the picture in Step 6.)

End of Session 3

If you wish to stop at this point, you can exit EMM. (For instructions, refer to **Exiting EMM** on page 1-29 of Session 1.)

4

Correcting Spelling Errors

After you type a memo and before you print it, you can use MemoSpeller to check it for spelling errors. In this session, you will:

- Use MemoSpeller to check for misspelled words.
- Find and correct misspelled words.
- Add words to the dictionary.

Before You Begin

You need to get a sample memo provided by HP to do the exercises in the rest of the session.

1. Did you exit EMM at the end of Session 3?

If YES... start EMM (if you need help, refer to **Starting EMM** on page 1-2 of Session 1), then go on to Step 2.

If NO... then you don't need to start EMM. Go on to Step 2.

2. Get the sample memo named `ckmemo`.

If you need help, refer to **Getting a Letter** on page 1-27 of Session 1.

3. Return to the Main Keys screen.

Starting MemoSpeller

While MemoSpeller is a separate program from EMM, you must be in EMM to use it. To start MemoSpeller, you must make sure its software *dictionaries* are in a disc drive.

To start MemoSpeller:

1. Is your dictionary work copy on a separate 360 Kb (double-sided) flexible disc?

If YES... insert the dictionary work copy disc in an available 360 Kb drive, then go on to Step 2.

If NO... then the dictionary work copy is on your EMM work copy disc. Go on to Step 2.

2. From the Main Keys screen, choose **MemoSpeller**.

The *Speller Main* screen appears:

The Speller Main screen initially shows copyright information on its top line. The top line will display the Speller Main screen name when you press any key on the keyboard.

```
Spelling System (c) COPYRIGHT Houghton Mifflin Co. 1984, 1985
Line: 1 Column: 1 Length: 20 Directory: A:\
Position cursor where you want to start checking.

Using new personal dictionary: B:\MMUSER.DCT
Using main dictionary: B:\MMMAIN.DCT

-----
FROM: John Grant DATE: October 30, 1985
TO: Marketing Staff SUBJECT: STRATEGY SHIFT

Attached is our preliminary reprot for the fourth
quarter.

As the figures in the reprot show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 Check 2 Word 3 Forward 4 Search 5 Change 6 Dictnry 7 Help 8 MEMOMAKR
Main
```

Types of Dictionaries

Note that there are two dictionaries defined:

- the main dictionary
- a personal dictionary

The Main Dictionary

The main dictionary, which cannot be altered, contains the most frequently used words. The main dictionary, however, cannot contain words specific to your subject (for example, names).

Your Personal Dictionary

That's where the personal dictionary comes in. It contains words that do not appear in the main dictionary but nevertheless are words used frequently in memos containing specialized information.

For example, suppose you produce a product called `Lebar`. Undoubtedly, this word will appear in many of the memos you write. If you had to rely on the main dictionary against which to check the words in your memos, `Lebar` would always be flagged as a misspelled word. But MemoSpeller allows you to build one or more personal dictionaries which include just such words as `Lebar`. Then, when you check your memos for misspellings, the specialized words are checked against the words in your personal dictionary.

Finding and Correcting Misspelled Words

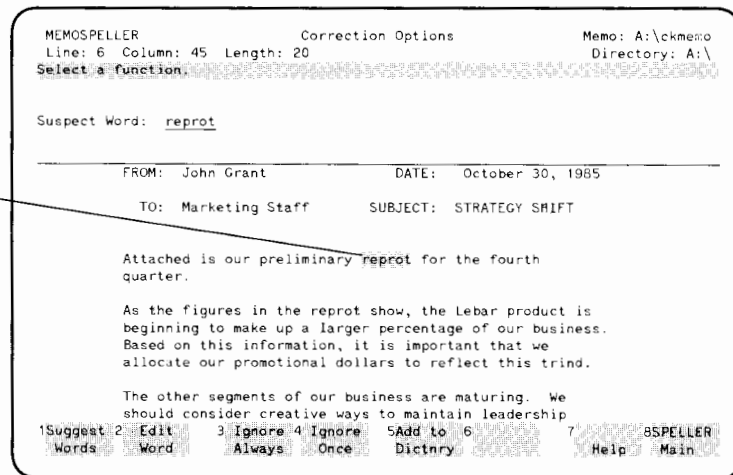
Now you're ready to check the sample memo CKMEMO for misspellings.

To check the memo's paragraphs for misspellings:

1. Position the cursor at the beginning of the word Attached in line 6 of the memo.
2. From the Speller Main screen, choose **Search Forward**.

When MemoSpeller finds a *suspect word*—one it suspects is misspelled—it displays the *Correction Options* screen:

MemoSpeller flags the first suspect word it finds.

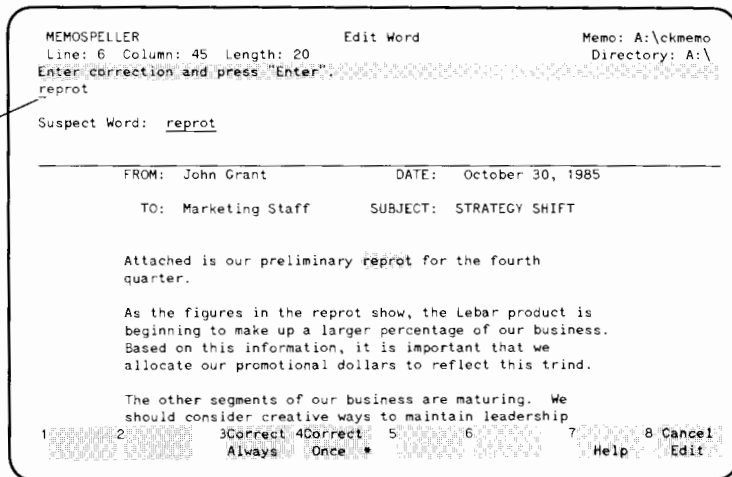


- From the Correction Options screen, choose

Edit Word.

The *Edit Word* screen appears:

The cursor is here, ready for you to type in the correction.



- From the Edit Word screen, choose **Correct Always**.

An asterisk appears in the function label. It means that every time MemoSpeller finds this suspect word in this memo, it will automatically ask you if you want to replace it with the word you type in Step 5.

- Change reprot to report by typing over the misspelled word and pressing **Enter**.

Immediately after you make the change, MemoSpeller continues to search for misspelled words.

Correcting the Next Occurrence of a Misspelled Word

If you misspell a word once, you may misspell it again. MemoSpeller makes correcting the subsequent occurrences easy.

In the previous exercise, you corrected the word `reprot` and pressed `Correct Always`. If MemoSpeller finds the word again in this memo—as it now has—it asks you whether you want to replace the word as you did before:

```
MEMOSPELLER                      Replace Word                      Memo: A:\ckmemo
Line: 6 Column: 45 Length: 20     Directory: A:\
Select "Replace" or "Do Not Replace"

Suspect Word: reprot
Correction:  report

-----
FROM: John Grant                      DATE: October 30, 1985
TO: Marketing Staff                  SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the reprot show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

2          3Correct 4Correct 5Replace 6          7          8Do Not
          Always * Once          Help Replace
```

When MemoSpeller prompts you to replace the next occurrence of a misspelled word:

1. Do you want to replace this occurrence?

If YES... choose `Replace`.

If NO... choose `Do Not Replace`.

MemoSpeller then finds the next suspect word:

This suspect word is a good candidate for entry into a personal dictionary.

```
MEMOSPELLER                      Correction Options          Memo: A:\ckmemo
Line: 9 Column: 55 Length: 20     Directory: A:\
Select a function.

Suspect Word: Lebar

-----
FROM: John Grant                DATE: October 30, 1985
TO: Marketing Staff            SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 Suggest 2 Edit 3 Ignore 4 Ignore 5 Add to 6 7 8 SPELLER
Words Word Always Once Dictnry Help Main
```

Note: If `trind` is flagged as the suspect word, then `Lebar` has already been added to the personal dictionary. (Another person probably completed this session before you.) You can read how to add a word to the personal dictionary on the next two pages, then continue doing the exercises on page 4-11.

Adding a Word to Your Personal Dictionary

Some words are not in the dictionary but are spelled correctly. Proper names and some technical terms fall into this category. If you had no way to check such words, each time they appeared in a memo they would be flagged as suspect words.

To avoid this nuisance, MemoSpeller allows you to include these words in a *personal dictionary*. It is used to check these special words while the main dictionary is used to check the others. With MemoSpeller, you can create as many personal dictionaries as you want, one for each memo if you like. If you have not used a personal dictionary before, MemoSpeller will set up the first one for you, automatically, and name it MMUSER.DCT. (Subsequent personal dictionaries you create must be given unique names.)

The next word flagged by MemoSpeller is `Lebar`. Since it is the name of a product, the word is likely to appear many times in future memos. This is an ideal word to add to a personal dictionary.

To add a word to the personal dictionary:

1. Is the word that you want to add to the dictionary currently flagged as a suspect word?

If YES... it's ready to be added to the personal dictionary. Go on to Step 2.

If NO... in the Speller Main screen, move the cursor to the beginning of the word, then choose `Check Word`. Go on to Step 2.

- From the Correction Options screen, choose

Add to Dictnry .

MemoSpeller adds the suspect word to the current personal dictionary (MMUSER.DCT in this case) and locates the next suspect word:

```

MEMOSPELLER          Correction Options          Memo: A:\ckmemo
Line: 12 Column: 65 Length: 20          Directory: A:\
Select a function.

Suspect Word: trind

-----
FROM: John Grant          DATE: October 30, 1985
TO: Marketing Staff      SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1Suggest 2 Edit 3 Ignore 4 Ignore 5Add to 6 7 8SPELLER
Words Word Always Once Dictnry Help Main

```

You Can Edit a Personal Dictionary

Additions to a personal dictionary are cumulative; that is, the words you added to a personal dictionary remain there when you leave MemoSpeller and EMM. The next time you use MemoSpeller, all the words you previously added to a personal dictionary are still in it. (This means **Lebar** is now in the personal dictionary MMUSER.DCT.)

If you wish to delete some words from a personal dictionary, you can get that dictionary and edit it as you would a document. For details, refer to **Editing a Personal Dictionary** in Chapter 10.

Getting Suggested Corrections from MemoSpeller

Sometimes you know exactly how to correct a misspelled word; at other times the correct spelling may not be obvious. To make the job of correcting the error easier, MemoSpeller can display a list of correctly spelled words which closely match the misspelled word. If the list contains the word you want, you can press a key and EMM will replace the incorrect word with the correct word.

The next suspect word in this memo is `trind`.

To get suggested corrections:

1. From the Correction Options screen, choose **Suggest Words**.

The *Suggest Words* screen appears:

MemoSpeller makes these suggestions.

```
MEMOSPELLER          Suggest Words          Memo: A:\ckmemo
Line: 12 Column: 65 Length: 20          Directory: A:\
Select suggested correction and press "Enter"

Suspect Word: trind
trind  trend
-----
Use PgDn/PgUp for more suggestions.
FROM: John Grant          DATE: October 30, 1985
TO: Marketing Staff      SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 2 3Correct 4Correct 5 6 7 8Cancel
Always Once * Help Suggest
```

2. Highlight the correction you want by pressing **Tab** to move the highlighting to the word. You want to substitute the word `trind` for `trend`.
3. Press **Enter**.

MemoSpeller makes the correction.

When all the words have been checked, MemoSpeller returns to the Speller Main screen.

Exiting MemoSpeller

To return to EMM:

1. From the Speller Main screen, choose **MEMOMAKR Main** to return to the Main Keys screen.

End of Learning Executive MemoMaker

If you've completed all of the sessions in this tutorial, you're ready to create your own letters, memos, and other documents.

You also know enough about EMM to do more sophisticated tasks on your own. As you explore other features, you'll find them covered in the *Using* segment of the manual.



Getting Oriented to Executive MemoMaker

This chapter covers some basics of using EMM:

- Starting and leaving EMM.
- Tips for flexible disc users.
- Reading the EMM screens for useful information.
- Using the Help function.
- Using the keyboard.

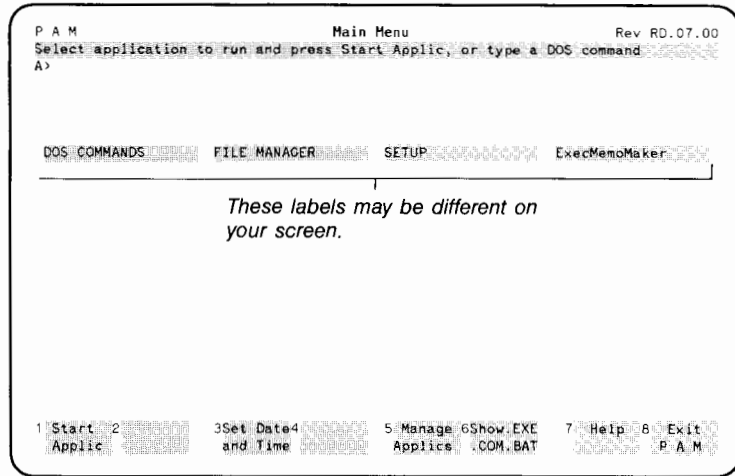


Before You Begin

- Your computer and monitor should be turned on. If they are not, refer to the manuals that came with your computer for instructions.
- You should be using a *work copy* of the EMM software, not the EMM Application Master disc. If you aren't using a work copy, refer to *Setting Up Executive MemoMaker* for instructions on creating one.
- If a printer is attached to your computer, it should be *identified* before you use it with EMM. Refer to *Setting Up Executive MemoMaker* for printer installation procedures.

Starting EMM

You start EMM from the DOS prompt. Or, if you are using an HP Vectra, you may instead start from the *Personal Applications Manager (PAM) Main* screen:



Caution



You may hear some clicks from your disc drive and see its activity light come on while EMM performs tasks. *Don't choose, highlight, press, or type anything until the light turns off.*

When the EMM Work Copy is on a Hard Disc

If your EMM work copy is on a flexible disc, go on to **When the EMM Work Copy is on a Flexible Disc** on the next page.

To start EMM from PAM:

1. On the PAM Main screen, highlight **ExecMemoMaker**. (To move the highlighting forward, press **Tab**. To move the highlighting backward, press **Shift** + **Tab**.)
2. Choose **Start Applic**. (This is function label 1. You choose it by pressing **F1**, its corresponding function key on the keyboard.)

To start EMM from the DOS prompt:

1. Make sure the drive letter in the DOS prompt is for the hard disc drive.

If it isn't: at the DOS prompt, type the letter of the hard disc drive (for example, type "C:" if the hard disc is drive C) and press **Enter**.

2. At the DOS prompt, type `emm [file_name]` where `[file_name]` is an optional file name which specifies a file you want to edit. If you specify a file name, its type will be determined by the file type setting in the format file `STARTUP.FMT`.
3. Press **Enter**.

The disc drive activity light turns on, indicating EMM is starting. After a moment, EMM displays its initial screen.

When the EMM Work Copy is on a Flexible Disc

To start EMM from PAM:

1. Insert the EMM work copy disc into a drive, making sure the capacity of the flexible disc and the drive are the same:

If the flexible disc capacity is...	...then the drive with the matching capacity:
360 Kb (double-sided)	has an asterisk on it
1.2 Mb (high-capacity)	does NOT have an asterisk on it

2. On the PAM Main screen, highlight **ExecMemoMaker**. (To move the highlighting forward, press **Tab**. To move the highlighting backward, press **Shift** + **Tab**.)
3. Choose **Start Applic**. (This is function label 1. You choose it by pressing **F1**, its corresponding function key on the keyboard.)

The disc drive activity light turns on, indicating EMM is starting. In a moment, EMM displays its initial screen.

To start EMM from the DOS prompt:

1. Insert the EMM work copy disc into a drive, making sure the capacity of the flexible disc and the drive are the same:

If the flexible disc capacity is...	...then the drive with the matching capacity:
360 Kb (double-sided)	has an asterisk on it
1.2 Mb (high-capacity)	does NOT have an asterisk on it

2. Make sure the drive letter in the DOS prompt is the drive you used in Step 1.

If it isn't: at the DOS prompt, type the letter of the drive containing the work copy (for example, type "A:" if the work copy is in drive A) and press .

3. At the DOS prompt, type `emm [file_name]`

where `[file_name]` is an optional file name which specifies a file you want to edit. If you specify a file name, its type will be determined by the file type setting in the format file `STARTUP.FMT`.

4. Press .

The disc drive activity light turns on, indicating EMM is starting. After a moment, EMM displays its initial screen.

Tips for Flexible Disc Users

Be Careful When You Remove Flexible Discs from Drives

If your EMM work copy is on a flexible disc, take note of the following information.

Please follow these instructions carefully to prevent damage to your discs:

- Do NOT take the EMM work copy disc out of the drive or turn off your computer while EMM is running.
- The only time you can safely remove the EMM application work disc is when you've exited EMM.
- Do NOT remove the flexible disc while the drive's activity light is lit.

If you do, you may lose information or the information on your disc may be irreparably scrambled.

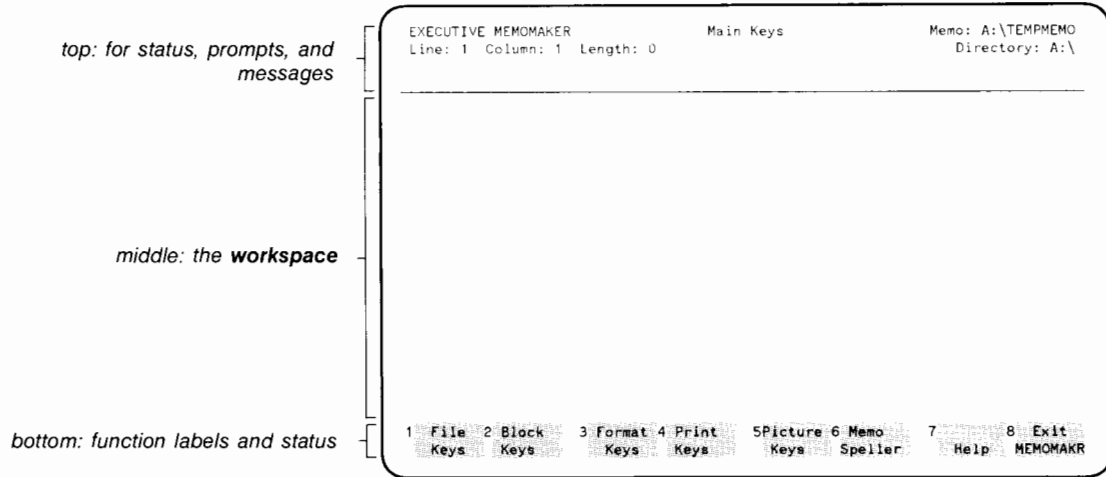
Use Document Discs for Additional Space

If your EMM work copy is on a double-sided (360 Kb) flexible disc, you should use a *document disc*: a separate flexible disc for saving documents.

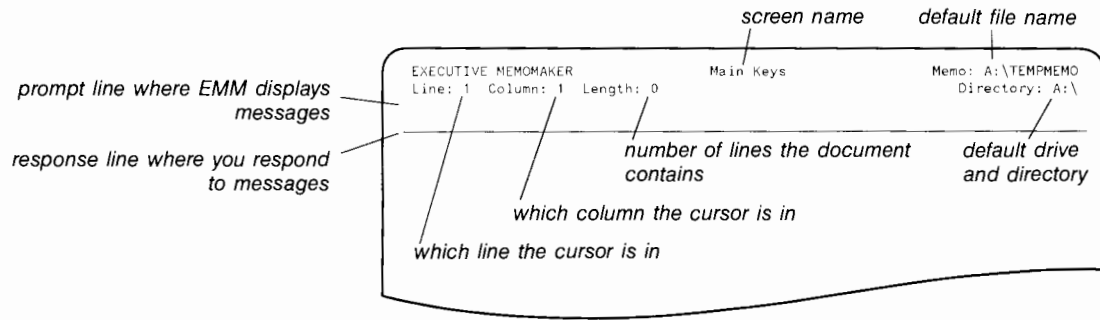
Once you've inserted the document disc into a drive, you should immediately make that drive the *default drive*. Then when you get documents and save documents, EMM will automatically use the drive containing your document disc. (Refer to **Changing the Default Drive and Directory** in Chapter 16 for instructions.)

Looking at an Executive MemoMaker Screen

There are three parts to each EMM screen.

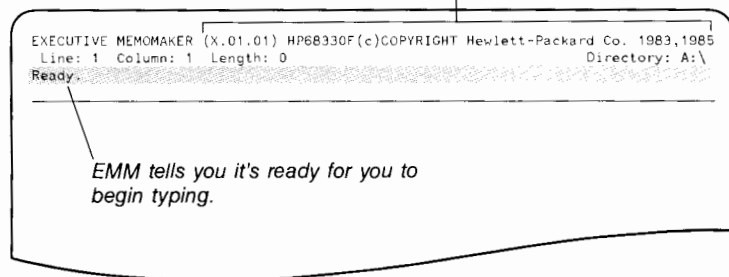


Top: Status, Prompts, and Messages



Note: When you first start EMM, the top of the screen has a different appearance:

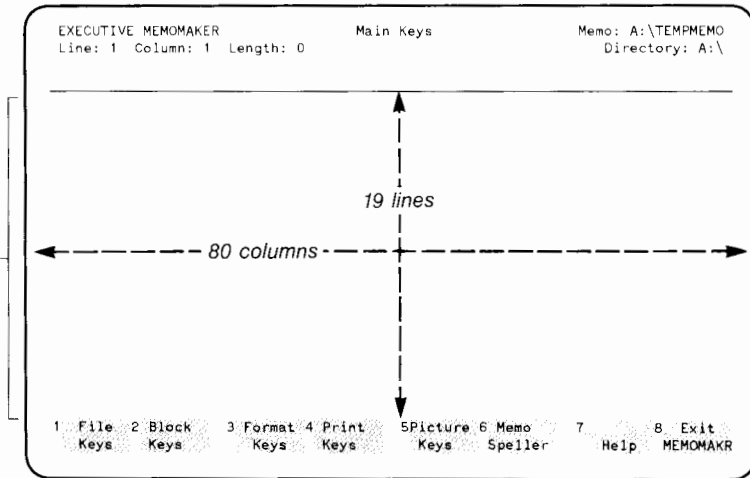
When you begin typing, this copyright information is replaced by the screen name and default file name.



Middle: The Workspace

In the middle is where the text you type appears on the screen. (It's blank when you first start EMM.)

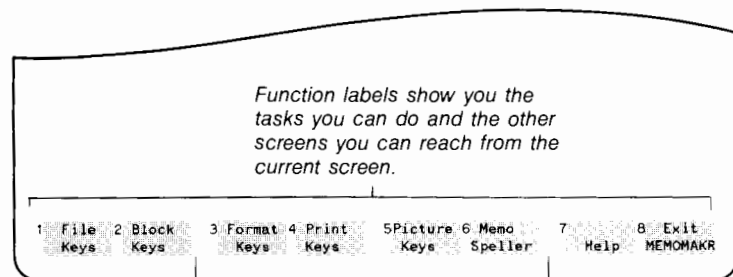
The **workspace** is where you type your document.



Bottom: Function Labels and Status

The eight boxes along the bottom of the screen are the function labels. Each screen name has its own set of function labels, and the labels indicate the tasks you can perform when that screen appears.

You perform a task by *choosing* its function label—that is, by pressing its corresponding key on the keyboard (see **Function Keys and Function Labels** on page 5-12 for more information). Choosing a function label may simply take you to another screen with other function labels, or it may actually perform an action which changes the document in the workspace.



When scroll lock mode and insert mode are on, their status indicators—"SL" and "IC"—appear here.

When caps lock mode and num lock mode are on, their status indicators—"CL" and "NL"—appear here.

Getting Help in EMM

If you forget how to do a particular task, you can choose **Help** (F7) on your keyboard) at any screen in EMM. You may find just the information you need to keep going without referring to the manual.

To get help:

1. Choose **Help**.

Although the screen name remains the same, the workspace is temporarily replaced by helpful information for that screen. An asterisk in **Help*** also indicates that the Help function is on. You must turn off the Help function before you can continue working (EMM will beep if you try to do anything before turning off the Help function).

2. Choose **Help*** to turn off the Help function.

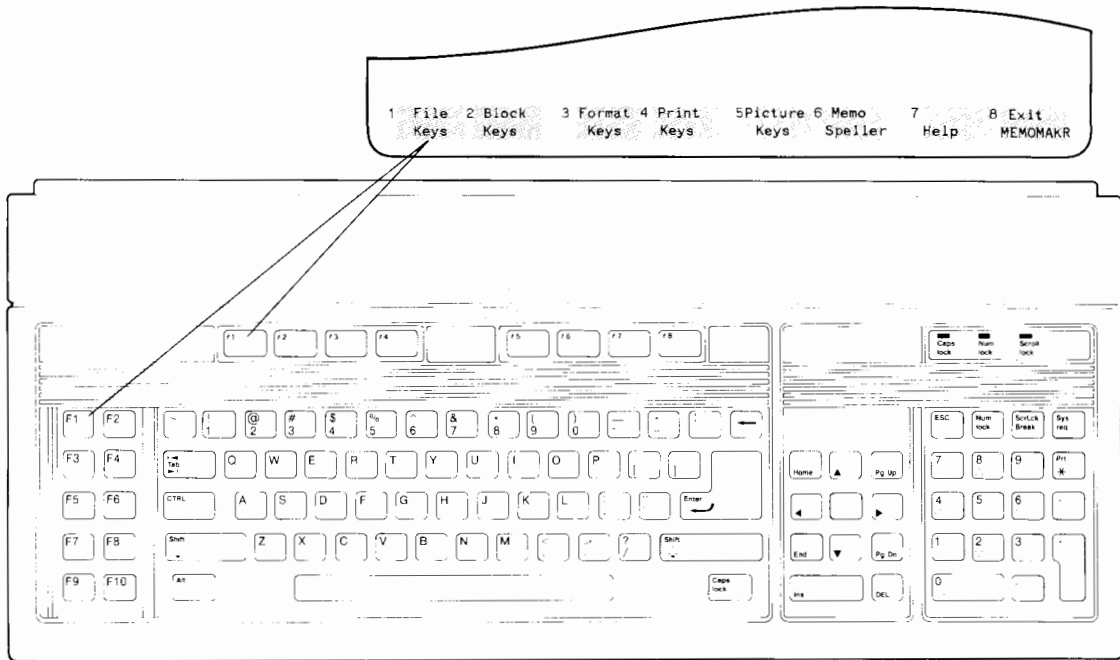
EMM restores the workspace as it appeared before you chose **Help**.

Your EMM work copy contains a file named MM.HLP which contains all the Help information.

Using the Keyboard with Executive MemoMaker

Function Keys and Function Labels

The function labels at the bottom of the screen correspond to the function keys on the keyboard:

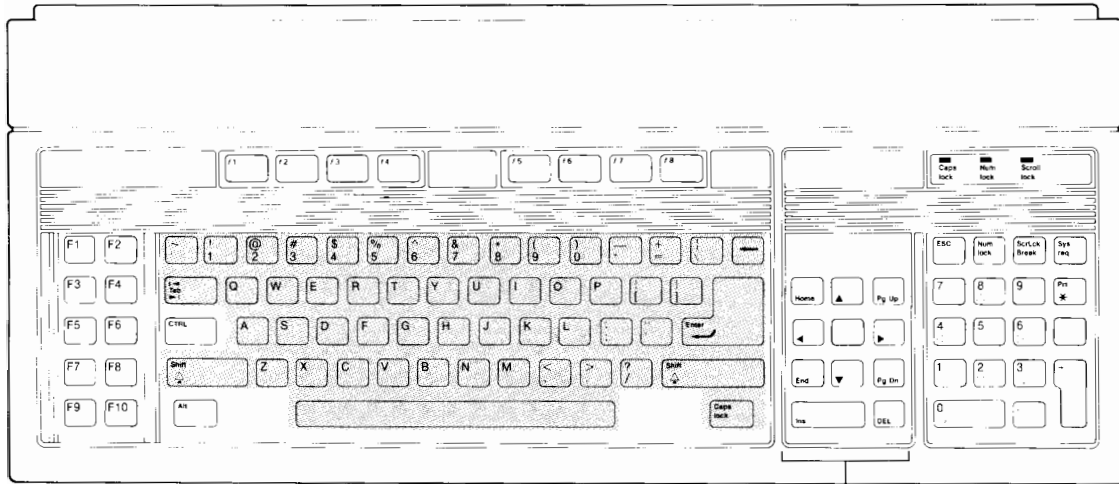


EMM performs an action or goes to the screen specified in a function label when you *choose* the label, that is, when you press its corresponding function key on the keyboard. (On the HP Vectra, the horizontal function keys at the top of the keyboard work the same as **F1** through **F8** of the vertical function keys at the left.)

While the labels change from screen to screen, the correspondence between labels and keys is always the same: **F1** corresponds to the function label 1, and so on.

The Standard Typewriter Keys





The keys highlighted in this picture are the standard typewriter keys on your personal computer.



If your computer is not an HP Vectra, your keyboard will not have this keypad.

Almost every key does the same thing on your computer that it does on a standard typewriter. On the computer, all the keys are repeating keys; you can hold them down to repeat.

There are a few functional differences:

-  Don't use the letter L or l for the number one (1).
-  Don't use the letter O/o for the number zero (0).
-  Pressing the space bar puts a blank space where the cursor is. Don't use the space bar to skip over text because it erases any text that is already there. Use  instead to move the cursor to the right.

Caps lock

When you press **Caps lock**, you turn on *caps lock mode*. This makes the alphabetic keys print out in capital letters.

Caps lock mode is like locking **Shift** on a typewriter, with two exceptions:

1. Caps lock mode only upshifts alphabetic keys. You still have to press **Shift** to type the alternate characters on number keys and symbol keys.
2. When typing with alphabetic keys, you can press **Shift** to type the lower case letter.

When caps lock mode is on, the letters **CL** appear to the right of function label 2, and the Caps lock status light on the keyboard turns on. To turn off caps lock mode, press **Caps lock**; the **CL** disappears from the screen, and Caps lock indicator light turns off.

Shift

Shift capitalizes alphabetic characters and gives you the alternate character on number keys and symbol keys.

Shift also reverses the effect of **Tab** and caps lock mode: **Shift** + **Tab** moves the cursor back to the previous tab stop; pressing **Shift** while in caps lock mode lets you type lower case letters. **Shift** also extends the function of some editing keystrokes (see **Editing Lines** in Chapter 7) and cursor control keys (see the next section).

Enter

Enter serves two major functions. It moves the cursor to the left margin of the next line the same way **Return** works on a typewriter. It also tells the computer that you have finished entering either a command or information and that you are ready to activate the command or transfer the information.

In EMM, you do not have to press **Enter** at the end of each line. EMM's *word wrap* feature automatically moves your text to the next line when you reach the right margin. You use **Enter** when you reach the end of a paragraph, when you want to start a new line, and when you want to leave a blank line between paragraphs.

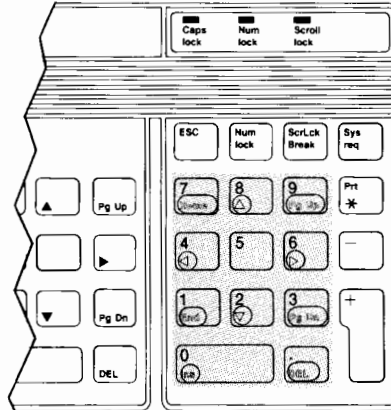
ESC

You can either press **ESC** or type **CTRL** to enter the escape character into your document (for use in escape sequences).

Numeric Keypad Keys

You can use this keypad in three different modes:

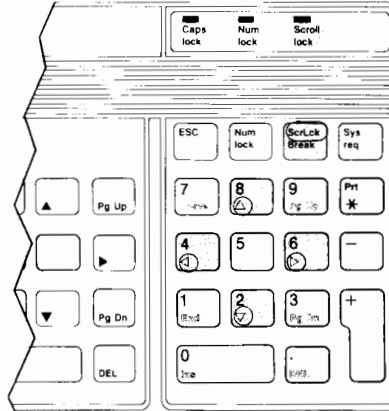
1. In cursor control / editing mode . . .



This is the normal mode for the keypad.

- △ Moves the cursor up one line each time you press it.
- ▽ Moves the cursor down one line each time you press it.
- ◀ Moves the cursor one column to the left each time you press it.
- ▶ Moves the cursor one column to the right each time you press it.
- Home Moves the cursor to the beginning of the document.
- End Moves the cursor to the end of the document.
- Pg Up Shows the 19 lines that come before the first line of text on the screen.
- Pg Dn Shows the 19 lines that come after the last line of text on the screen.
- Ins Toggles between writeover mode and insert mode. When you type in insert mode, what you type is inserted at the cursor position and pushes characters past the cursor over to the right. When insert mode is on, IC appears between function labels 6 and 7.
- DEL Removes the character at the cursor position and closes up the space by pulling the other characters on the current line over to the left.

2. In scroll lock mode . . .



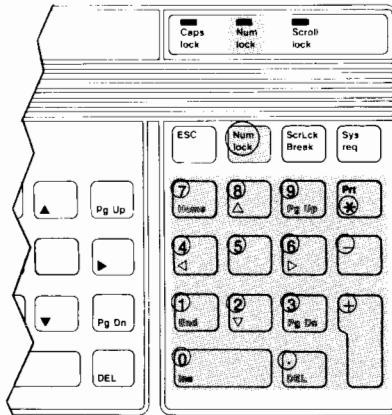
To turn on scroll lock mode, press **ScrLck**. The Scroll Lock status light turns on and remains lit until you turn off scroll lock mode.

In this mode:

- **▲** rolls the text currently displayed on the screen up one line.
- **▼** rolls the text currently displayed on the screen down one line.
- **◀** moves the cursor to the first non-blank character in the line.
- **▶** moves the cursor to the space after the last non-blank character in the line.

To turn off this mode, press **ScrLck** again.

3. In num lock mode . . .



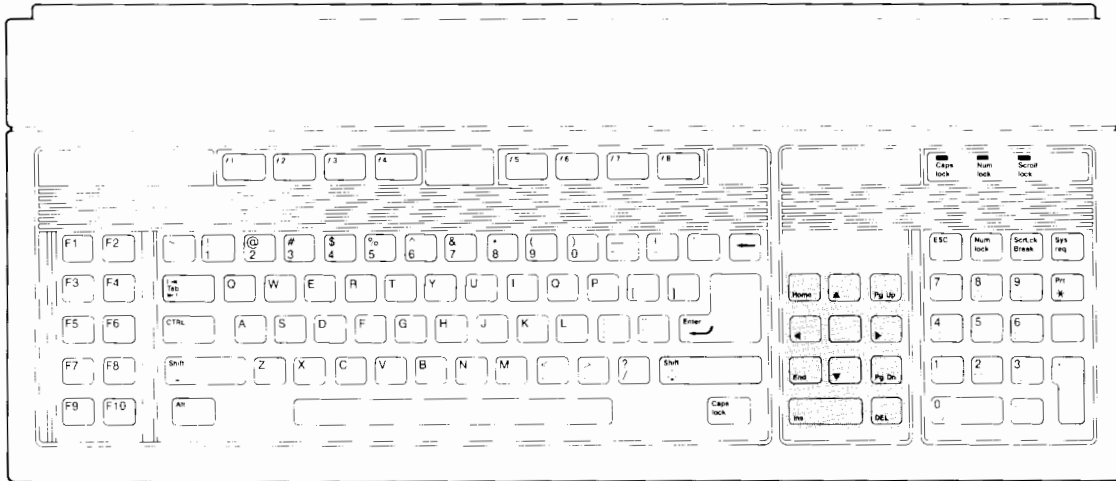
To turn on num lock mode, press **Num lock**. The Num Lock status light turns on and remains lit until you turn off num lock mode.

In this mode, the numbers and symbols on the keys operate.





To turn off this mode, press **Num lock** again.

Cursor Control Keypad on the HP Vectra

The HP Vectra has an additional keypad which is similar to the numeric keypad as described on pages 5-16 through 5-19.



This is how the additional keypad operates when the numeric keyboard is in its various modes:

- In cursor control/editing mode, the additional keypad also operates as a cursor control/editing keypad.
- In scroll lock mode,  and  of this additional keypad also operate to scroll the workspace;  and  move the cursor to the beginning or end of the line, respectively.
- In num lock mode, the additional keypad operates as a cursor control and editing keypad.

Leaving Executive MemoMaker

To exit EMM:

1. If you are not on the Main Keys screen, choose function label 8 (which will be labeled **MEMOMAKR Main** or **Cancel**) as many times as needed until you get back to the Main Keys screen.
2. From the Main Keys screen, choose **Exit MEMOMAKR**.
If there is a document showing on the screen that has not been saved, EMM will ask you whether you want to save or discard the document. If you want to save it under the current name shown on the prompt line, choose **Yes, Save**. (Instead of choosing **Yes, Save**, you can also type **y** or **yes** on the response line and then press **Enter**.) To save the document under a different name, choose **Cancel Exit** and then follow the naming and saving procedure in Chapter 12. If you don't want to save it, choose **No, Discard**. (Instead of pressing **No, Discard**, you can always type **n** or **no** on the response line and then press **Enter**.)

When you exit EMM, you return to PAM or the DOS prompt—whichever you started EMM from.

If the EMM work copy is on a flexible disc, you can now safely remove your discs.

Now you can use a different application or turn off the computer if you are finished using it.

Writing with Executive MemoMaker

You'll go through three basic steps each time you write with EMM:

- select a format
- type and edit the document
- name and save the document on a disc

This chapter explains EMM's automatic format and some of the special features of typing with EMM and moving around in your text.



Using a Format

The format is the way you decide to set up a document. You format every document you write—whether you do it by hand, typewriter, or computer. When you decide whether to single space or double space a handwritten draft, when you set the margins and tab stops on a typewriter, and when you choose to justify the copy on a word processor, you are setting parts of a format.

In EMM, the format also contains information on the operating environment—whether certain modes and features are turned on, for example.

Executive MemoMaker's Automatic Format

EMM has a format file, `STARTUP.FMT`, which it automatically uses when you start EMM. It includes the following instructions:

Items in a format:	Their default settings in <code>STARTUP.FMT</code> :
left margin	column 1
right margin	column 79
tab stops	every 5 columns beginning with column 1
text enhancement	underline
justification	off (ragged right)
default drive and directory	The drive that contains your EMM application disc and the directory that EMM was installed into.
MemoSpeller personal dictionary	MMUSER.DCT
Ruler Line	off
Margin Release	off
file type	Document File
Display Page Breaks	off
All settings in the Print Menu	Print Menu default values (the picture on page 16-9 shows these defaults)

Changing the Format

You can change the format temporarily as you create a document. Or, you can create a format that meets your day-to-day needs, then save it in `STARTUP.FMT` (this will override the settings previously saved in `STARTUP.FMT`). You can also create additional formats that meet your specific needs and save them in other format files. (See Chapter 16: **Changing Formats and Creating New Formats** for more information.)

Typing Your Document

In many ways, typing your EMM documents is just like using a typewriter—only it's faster and easier and you type on a screen instead of on paper. The blinking underline on the screen, called the *cursor*, marks your place. The next character you type will appear at the cursor point.

Block Paragraphs vs. Indented Paragraphs

EMM works best if you write your paragraphs in block style—that is, start each paragraph at the left margin and leave a blank line between paragraphs. You can use indented paragraphs, but that makes aligning your document more difficult. (You will use the align feature after deleting text, cutting or copying and pasting, changing margins or when justifying text at the right margin. See Chapter 8: **Aligning and Justifying Your Document**.)

Writeover Mode

Unless you have changed the `STARTUP.FMT`, you will be in writeover mode when you start EMM. In **writeover mode**, what you type writes over anything that may be at the cursor position. For example, if the cursor is at the "t" in "top" and you type "m", you will get "mop".

When you press the space bar in writeover mode, you type a blank space over the character at the cursor position. For example, if the cursor is at the "a" in "sat" and you press the space bar once, you will get "s t."

Word Wrap

When you type a document on a typewriter, you must return the carriage at the end of each line to move to the next line. You also have to keep track of your right margin and decide when you want to move to the next line. EMM performs these functions for you automatically with its *word wrap* feature. Word wrap keeps track of your right margin and then when you type a word past that right margin, wraps—or jumps—the word to the left margin of the next line. You simply type the document non-stop and let EMM take care of the rest. The only times you need to use is to end a paragraph, leave a blank line between your block paragraphs, or leave the remainder of a line blank.

When you have text that is outside your margins and you type a character outside the margin, that character together with the part of the line outside the margin will wrap to a new line.

Maximum Document Size

The size of a document that you can write with Executive MemoMaker is limited by the amount of memory available in your personal computer—from 256K to 640K bytes of RAM. It is also limited by the amount of space available on the EMM work disc, since that space is used by EMM for temporary storage as you write a memo.

For example, a double-sided (360Kb) application work copy disc typically has 100 Kb of available space. If you are using such a disc in a computer with 220Kb of *available memory**, your memo file can contain approximately 1300 79-character lines. This is equivalent to approximately 23 printed pages (using the default values in the Print Menu). *Use these numbers as guides only; you may be able to write longer or shorter documents, depending upon such factors as average line length and enhancements.*

**The CHKDSK command in DOS can tell you this amount in your system.*

Creating Longer Documents

If your document is likely to be too long for the available disc space (see **Maximum Document Size** on the previous page), you can delete certain files on your EMM work copy disc to free disc space. (These files are on your EMM Application Master disc; you can recopy them to your work copy disc at a later time.)

Files You Can Delete from Your EMM Work Copy Disc

You can free this much memory:	If you delete these files:	But this is what you'll lose in features:
3 Kb	SAMPLLET GAUGE CKMEMO	You can no longer use the sample files referred to in the <i>Learning</i> portion of this manual (Chapters 1–4).
3 Kb	CHART1.GAL	You will no longer have a sample picture file on your EMM work copy disc.
19 Kb	MM.HLP	You cannot use Help . (You <i>can</i> copy this file to another disc, then insert that disc in a drive when you want to use the Help information.)
5 Kb	LASERJET.FMT COURIER.FMT TMSRMN.FMT PRESTIGE.FMT GOTHIC.FMT	You cannot use these customized format files. (You <i>can</i> copy these files to another disc, then insert that disc when you want to get one of these files.)
42 Kb	MMFMGR.*	You cannot use the File Manager.

Character Sets

This section applies only to those that use other than the U.S. characters.

The following table shows that certain characters typed from the Standard (IBM8) or Norwegian/Danish keyboard will appear on your screen as a Roman8 equivalent character.

Numeric Value	Graphic	Description	Roman8 Equivalent
Standard (IBM8)			
158	Pt	Spanish currency symbol	P
Norway/Denmark			
158	L:	Albanian letter	L
159	l:	lowercase L:	l
171	ℓ	script l	½
172	’n	Afrikaans letter	n
174	³	cube	3

Moving Around in Your Document

You can see up to 19 lines of your document on the screen at any given time. EMM tells you how long the document is and keeps track of where the cursor is—what line and column the cursor is at—as you move through the document.

Moving the Cursor

When you use EMM, there are a number of different ways to move the cursor:

- **The standard typewriter keys.** Use **Enter** as you would use **Return** on a typewriter. **Tab** and **←** work the same as they do on a typewriter. **Shift** + **Tab** lets you tab backward. Don't use the space bar to move forward through your document because it will type blanks over existing text.
- **The cursor control keys.** Use **←**, **→**, **▲**, and **▼** to move left, right, up, and down. **Home** moves the cursor to the beginning of a document; **End** moves it to the end of a document. **Pg Up** moves the cursor back 19 lines, and the previous 19 lines of your document appear. **Pg Dn** the cursor forward 19 lines, and the next 19 lines of your document appear.

In scroll lock mode, **▲** rolls up the document one line while moving the cursor down one line. **▼** rolls down the document one line while moving the cursor up one line. **←** moves the cursor to the first non-blank character in the line. **→** moves the cursor after the last non-blank character in the line.

- **The touchscreen.** If you are using an HP Vectra computer with a touchscreen, you can point to the place on the screen where you want to move the cursor. If touching doesn't move the cursor exactly where you want it, fine tune the position with the keys described above.

Moving Directly to the Beginning or End of a Line

To move the cursor to the beginning of a line:

1. Make sure the cursor appears in the line you want.
2. Turn on scroll lock mode by pressing **ScrLck**.
3. Press **←**.

The cursor moves to the first non-blank character in the line. If the line is blank, the cursor moves to the left margin.

4. Turn off scroll lock mode by pressing **ScrLck** again.

To move the cursor to the end of a line:

1. Make sure the cursor appears in the line you want.
2. Turn on scroll lock mode by pressing **ScrLck**.
3. Press **→**.

The cursor moves to the space following the last non-blank character in the line. If the line is blank, the cursor moves to the right margin.

4. Turn off scroll lock mode by pressing **ScrLck** again.

Moving Directly to the Beginning or End of the Document




To move to the beginning of a document, press **Home**. The cursor is positioned at the left margin of line 1.

To move to the end of a document, press **End**. The cursor is positioned at the left margin of the line below the last line of the document.




Scrolling and Paging through the Document

For documents longer than one screenful of text (19 lines), you use these techniques to display the rest of the text in the workspace. *Scrolling* lets you see the rest of the document one line at a time. *Paging* displays another screenful of your document.


To scroll forward through the document:

- Move the cursor to the last line of text currently appearing on the display. Then press  to scroll forward one line; hold down the key to scroll forward more quickly. You can also use  instead of .




or


- Turn on scroll lock mode by pressing , then press . When you are finished scrolling, turn off scroll lock mode by pressing  again.


To scroll back:

- Move the cursor to the top line of text currently appearing on the display. Press  to scroll back one line; hold down the key to scroll back more quickly.

or

- Turn on scroll lock mode by pressing , then press . When you are finished scrolling, turn off scroll lock mode by pressing  again.

To page forward, press . The next 19 lines of your document appear.

To page back, press . The previous 19 lines of your document appear.

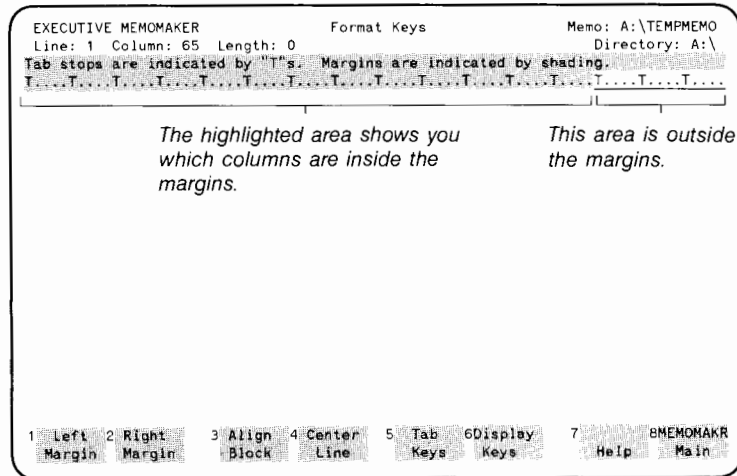
Changing the Margins

If you want to change your margins from the automatic format's default settings of 1 and 79, it's best to do so before you start typing.

If you change the margins after you type, you'll have to realign the text. That can be time consuming if you have columnar or indented text in your document.

To change the margins:

1. On the Main Keys screen, choose **Format Keys** to get to the Format Keys screen.



2. To change the left margin, use **▶** or **◀** (don't use the space bar) to move the cursor to the column you want as the new margin, then choose **Left Margin**.
3. To change the right margin, follow the instructions in Step 2, except choose **Right Margin**.

If the text is no longer aligned within the margins, follow the procedure on the next page to realign the text.

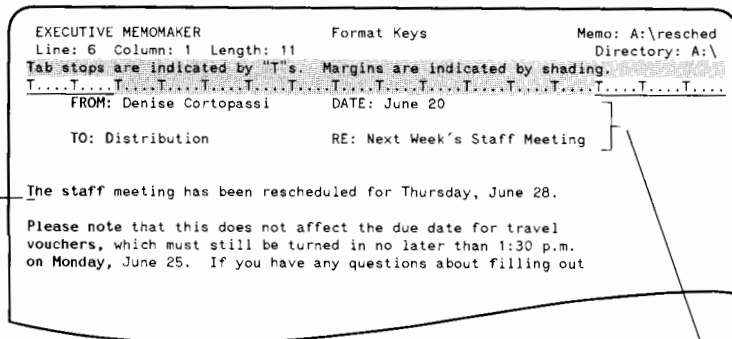
Realigning Text After Changing Margins

After you change the margins, you can realign text at the Format Keys screen; you don't need to go to the Block Keys screen to do it. (Using **Align Block** in the Format Keys screen is the same as using it in the Block Keys screen.)

To realign text after changing margins:

1. On the Format Keys screen, move the cursor to the first character you want aligned:

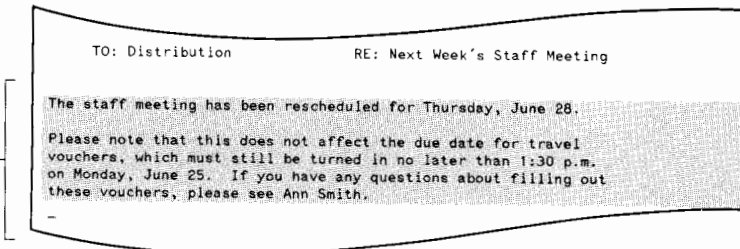
In this example, we moved the cursor to the beginning of the first paragraph.



Tip: Do not include tabular text in the block to be realigned.

2. Choose **Align Block** to get to the Align Block screen.
3. Use the cursor arrow keys to highlight the block you want realigned:

In this example, we used **Alt+V** to highlight every line to the end of the document.



4. After highlighting the block, check to make sure that it's what you want. If the block is larger than the screen area, choose **Preview Block**, then use the cursor control keys to scroll through the entire block.
5. If you want the text justified, make sure an asterisk appears in **Justify**.
6. Choose **Block OK** to realign the block.
EMM aligns your text on the screen and displays a new set of function labels. At this point, the alignment is temporary.
7. Verify that the text has been aligned to your satisfaction. If the text extends beyond the screen area, use **Preview Block** as you did in Step 4.
8. If you are satisfied with the alignment, choose **Alignment OK**. If you're not, choose **Cancel Align** and start again from Step 1.
9. To return to the Main Keys screen, choose **MEMOMAKR Main**.

The margins will stay released until you restore them. If after typing your document with the margins released, you decide that you really want the original margins, restore the margins and align the text. (Aligning text is covered on page 6-11.)

To restore the margins, choose **Margin Release***. The asterisk disappears and the margins are locked in again. (You can also press **Enter** to restore the margins. For this reason, do not press **Enter** when the margins are released unless you want to turn **Margin Release** off.)

To return to the Main Keys screen after releasing or restoring your margins, first choose **Format Keys** to return to the Format Keys screen, then choose **MEMOMAKR Main**.

Text Outside of Margins on a Color Monitor

On a color monitor, text outside of the margins appears different from text within the margins:

Color of Text Enhancements Inside and Outside of Margins

Enhancement:	inside of margins:	outside of margins:
none (regular text)	light grey characters	dark grey characters
<u>underlined</u>	blue characters	dark blue characters
in boldface	bright white characters	light grey characters
<u>both underlined and in boldface</u>	cyan* characters	pale cyan characters

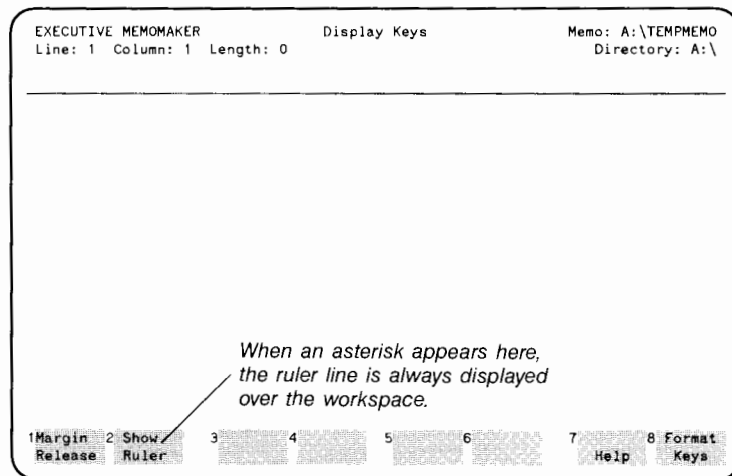
**Cyan is similar to powder blue.*

Displaying the Margins

You can have the ruler line displayed all of the time, not just in the Format Keys and Tab Keys screens.

To turn the ruler line on:

1. On the Main Keys screen, choose **Format Keys**.
2. On the Format Keys screen, choose **Display Keys** to get to the Display Keys screen.



3. Choose **Show Ruler**.
An asterisk appears in the function label, indicating the ruler line is on.
4. To return to the Main Keys screen, choose **Format Keys**, then choose **MEMOMAKR Main**.

To turn the ruler line off, go to the Display Keys screen and choose **Show Ruler***. When there is no asterisk in the function label, the ruler line is off.

Centering Lines

To center a line:

1. Position the cursor anywhere on the line you want to center.
2. On the Main Keys screen, choose **Format Keys**.
3. On the Format Keys screen, choose **Center Line**.

EMM centers the line with respect to the left and right margins.

If a line cannot be centered exactly, it is positioned left of center. For example, if a line needs to start halfway between columns 8 and 9 to be exactly centered, it starts at column 8.

If a line to be centered is too long to fit within the margins and the left margin is to the right of column 1, EMM will use the columns outside the margins to try to center the line so that there is an even amount of overhang on each side of the margins. If this is impossible, EMM will move the line as close to this centered position as it can.

If the margins have been released, EMM will center the line between columns 1 and 79.

Enhancing Your Text

In EMM, you can underline text and put text in boldface. You can also use both underlining and boldface in the same document, together on the same words. EMM calls boldface and underlining *enhancements*.

Note: For these enhancements to show up when you print, your printer must be capable of underlining and boldface.

There are two enhancement function labels:

Enhance: UnderIn and **Enhance: Bold**. To use these enhancements, you must press the function label if an asterisk is not already displayed on one of the labels. The asterisk (*) indicates that enhancement is *on*. You can also turn on both enhancements at the same time. Press the function label again to turn off the enhancement (the asterisk disappears).

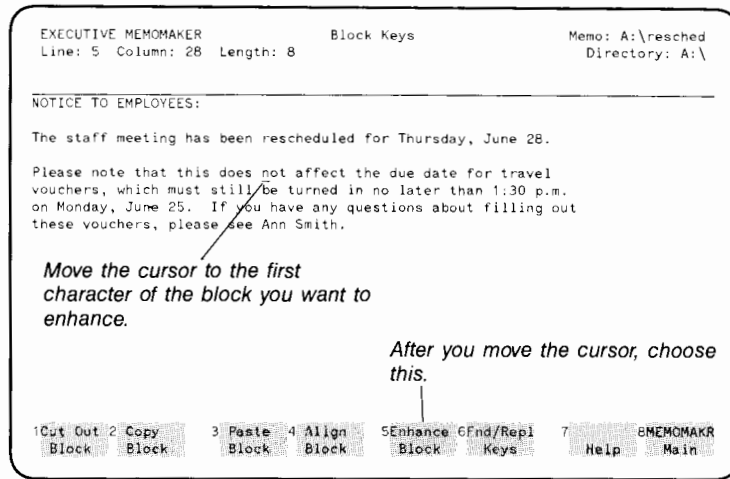
All enhancements, even when done to a single letter or word, are considered *block* operations in EMM.

To underline or to put text in boldface:

1. With the document showing on the Main Keys screen, choose **Block Keys** to get to the Block Keys screen.

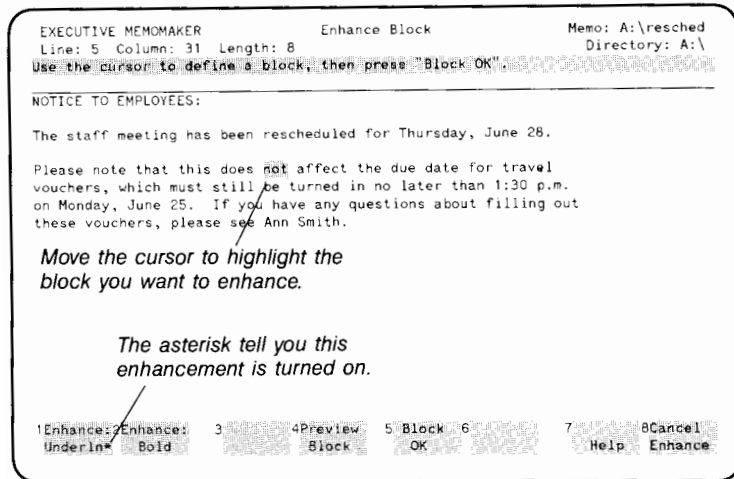


2. Move the cursor to the first character of the section you want to enhance.



3. Choose **Enhance Block** to get to the Enhance Block screen.

4. Make sure an asterisk appears in the function label of the enhancement you want:



Each label works as on/off switch: when you choose the function label to turn on the enhancement, the asterisk appears. Choose it again to turn it off, and the asterisk disappears.

5. Move the cursor one character past the end of the block you want to enhance. As you move the cursor, EMM highlights the block you are defining.

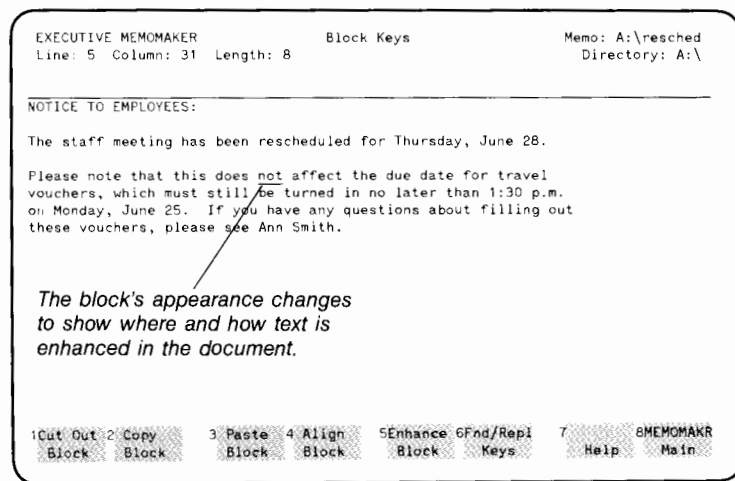
If you find you can't define the block you want, check to see where the cursor is. **The cursor must be at the beginning of the block before you start to define it.** If the cursor is in the middle of the block you want, choose **Cancel Enhance** and begin again with step 2.

- After you have defined the block, check to make sure that it is correct. If the block you defined is larger than the screen area, use **Preview Block** to scroll the entire block you defined.

To use the preview feature of EMM, choose **Preview Block**. EMM then displays the Preview Block screen, where you can use the cursor control keys to scroll through the block for verification. When you have previewed the block, choose **Cancel Preview** to return to the Enhance Block screen.

- Check to make sure you have correctly defined your block, make any necessary adjustments, and then choose **Block OK**.

EMM changes your text on the screen as you instructed and returns to the Block Keys screen.



- If you want to enhance another block, go back to step 2.
- When you have finished enhancing text, choose **MEMO Maker Main** to return to the Main Keys screen.

To undo underlining or boldface: If you change your mind, go through this same series of steps, only turn off the asterisk from the function label in step 4.

The following table describes how the enhancements appear on different displays:

Text with this enhancement...	appears this way on a...		
	monochrome display:	HP Vectra grey-scale display:	color display:
<u>underlined</u>			
inside margin	underlined	underlined	blue characters
outside margin	underlined	underlined	dark blue characters
in boldface			
inside margin	bright characters	bright characters	bright white characters
outside margin	bright characters	bright characters	light grey characters
<u>both underlined and in boldface</u>			
inside margin	bright, underlined characters	bright, underlined characters	cyan* characters
outside margin	bright, underlined characters	bright, underline characters	pale cyan* characters
none (unenhanced)			
inside margin	normal characters	normal characters	normal characters
outside margin	normal characters	dark grey characters	dark grey characters

*Cyan is similar to powder blue.

7

Editing Your Document

This chapter covers:

- Character-editing functions
- Line-editing functions
- Moving and copying blocks of text within a document
- Moving, coping, and merging text between documents

Editing Characters

With EMM, you can:

- replace characters by typing over them
- insert characters by turning on insert mode
- delete characters, which closes up the space they occupied
- erase characters, which leaves the space they occupied.

Inserting Characters (Insert Mode)

If you want to insert a character in a word or insert a blank space between words, you must switch from writeover mode to insert mode and then type what you want to insert.

In insert mode, whatever you type is inserted at the cursor position and everything from the cursor to the end of the line is pushed one space to the right. For example, in insert mode, if you move the cursor to the "n" in "now" and type "s", you will get "snow."

If a character gets pushed past the right margin, the word that character is in will wrap to the left margin of the next line.

To switch from writeover to insert mode, simply press **Ins**. When insert mode is on, IC appears between function labels 6 and 7. To switch back to writeover mode, press **Ins** again. IC disappears from the bottom of the screen.

You can conveniently delete the character you just typed in insert mode by backing up over it using **←**.

Deleting Characters

When you delete a character, EMM closes up the space it occupied by shifting the text which followed it.

To delete a character:

1. Move the cursor to the character you want to delete.
2. Press **DEL**.

When EMM is in insert mode, you can conveniently delete the character you just typed without having to move the cursor to that character. (However, the previous procedure still works in insert mode.)

To delete the previous character while in insert mode:

1. Make sure the cursor is at the character to the right of the one you want to delete.
2. Press **←** (backspace, not **◀**).

Erasing Characters

When you erase a character, EMM leaves a blank in the space it occupied.

To erase a character:

1. Move the cursor to the character you want to erase.
2. Make sure insert mode is turned off.
3. Press the space bar once.



Editing Lines

With EMM, you can:

- Insert a line
- Split a line
- Join two lines
- Delete a line, which closes up the space it occupied
- Erase a line, which leaves the space it occupied.

Inserting a Line

When you insert a line, the line containing the cursor moves down and a blank line appears above it. You can insert a line in either insert mode or writeover mode.

To insert a blank line:

1. Move the cursor to the line that you want to insert above, in any column.
2. Press **Shift** + **Alt** + **I**.

Note: If the cursor is at the left margin of the line you want to insert above, you can just press **Alt** + **I**.

Splitting a Line

You can split a single line into two consecutive lines.

To split a line:

1. Move the cursor to where you want to split the line; the character at the cursor will become the first character of the second line.
2. Press **Alt** + **I**.

The line is split into two lines. EMM moves the part of the line from the cursor to the end down to the next line, and the text below that moves down one line.

Joining Lines

You can join two consecutive lines. If their added lengths are 79 characters or less, EMM makes them into a single line. Otherwise, EMM moves up just enough words to the first line so that it will not be longer than 79 characters.

To join two consecutive lines:

1. Move the cursor to the first line to be joined. If you put the cursor at or before the last character in the line, EMM will leave a blank space between the last word of the first line and the first word of the second line. If you put the cursor after the last character in the line, EMM will begin joining at the cursor position.
2. Press **Shift** + **Alt** + **D**.

Deleting Lines

When you delete a line, EMM closes up the space it occupied by moving up the line below it.

To delete a line:

1. Move the cursor to any column in the line you want to delete.
2. Press **Alt** + **D**.

Erasing Lines

When you erase a line, EMM leaves the space it occupied blank.

To erase an entire line:

1. Move the cursor to the first character in the line you want to erase.
2. Press **Alt** + **L**.

or

1. Move the cursor to any column in the line you want to erase.
2. Press **Shift** + **Alt** + **L**.

Erasing Partial Lines

You can also erase part of a line, from the cursor position to the end of the line. EMM leaves the space it occupied blank.

To erase part of a line:

1. Move the cursor under the first character you want to erase in the line.
2. Press **Alt** + **L**.

If You Make a Mistake in Deleting or Erasing

If you delete or erase a line and then want it back again, EMM lets you put back the last line you deleted or erased. As you delete or erase each line, it goes into a "buffer." A buffer is a temporary storage area. When you use **Alt** + **D** or **Alt** + **L**, the buffer holds only one line at a time. Each line you delete or erase replaces the one before it in the buffer.

To put back a deleted or erased line, use EMM's Paste Block feature (see page 7-17 for instructions).

Caution



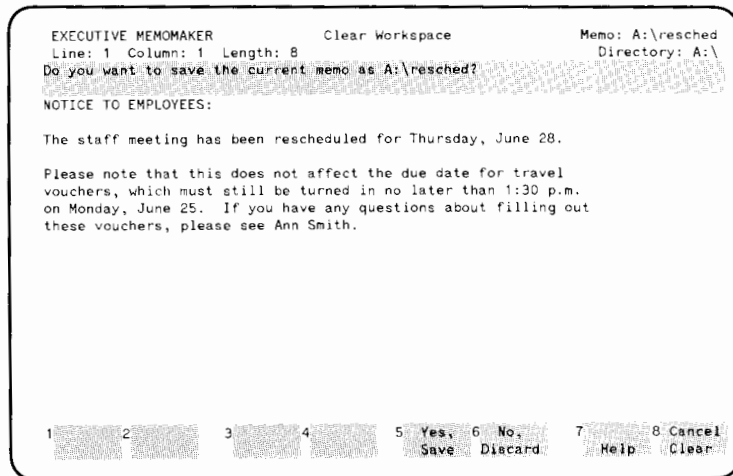
Deleting and erasing lines use the same buffer as cutting and copying blocks (see next section). Consequently, deleting or erasing a line will overwrite the contents of the buffer that may contain lines from a block editing procedure.

Clearing the Workspace

When you try to clear the workspace, EMM gives you a chance to save the edited document in the workspace before clearing it. An edited document is either a newly-created document which you haven't yet saved, or an existing document that you've gotten from the disc and edited—but haven't yet saved.

To clear the entire workspace:

1. Press **[Shift] + [Alt] + [S]**.
 - If you made no changes to the document after you got it or last saved it, EMM will clear the workspace. You're finished with the procedure.
 - If you got a document and made changes to it, EMM asks if you want to save the edited document in the workspace.



The name EMM gives you is the name you used the last time you got or saved the document.

2. Select one of the following actions:
- **If you want to save the edited document and wipe out the original**, choose **Yes, Save**. The edited document replaces the original one on disc, and the screen is cleared. Whether your file is a Document file or an ASCII file, EMM will save it to the appropriate file format. The default file name is now TEMPMEMO.
 - **If you want to clear the screen without replacing the original document on the disc**, choose **No, Discard**. EMM clears the screen. The original document is still on your disc exactly as it was before you made the changes. The default file name is now TEMPMEMO.
 - **To keep both the original and the edited document**, choose **Cancel Clear** and save the edited one under a new name. Then clear the workspace. (Naming and saving a document is covered in Chapter 12.)

To clear a portion of the workspace:

In Step 1 of the previous procedure, move the cursor to where you want to begin clearing, then press **Alt** + **S**. Follow Step 2; however, in the first two options of Step 2, the current file remains the default file name.

Editing Blocks of Text

You define a *block* of text by telling EMM which will be the first and the last characters in the block; these characters and all characters in between form a block. A block can be just one character, a word, a sentence, a line, a paragraph, or even the entire document.

This section tells you how to **cut out** a block of text, how to **cut and paste** a block, and how to **copy and paste** a block within a document.

If you want to delete text, you cut it out. When you cut and paste, you cut out text from one place and move it to another. When you copy and paste, you leave the original text where it is and move a copy of it to another place in the document. In EMM, any text that is either cut out or copied is stored in a buffer. When you paste in a block, you paste in text from the buffer.

What Is the Buffer?

A buffer is a temporary holding area for text. When you delete or erase a line, the text you removed is put into a buffer. You can hold only one line in the buffer when you use delete or erase a line.

However, in a cut out or copy block operation, the buffer can hold a character, a word, a line, a sentence, a paragraph, or the entire document. That's because a block has no predetermined dimensions—you define the block you want to work with. The size is limited only by the available space on the EMM work copy disc and in the computer memory.

Only one block can be stored in the buffer at a time. If you try to put in another block, the first block will be replaced by the second.

When you cut out a block, it disappears from the screen and is then held in buffer storage until you either tell EMM to paste it somewhere or place something else in the buffer. When you copy a block, the original block remains on the screen and a copy is placed in the buffer.

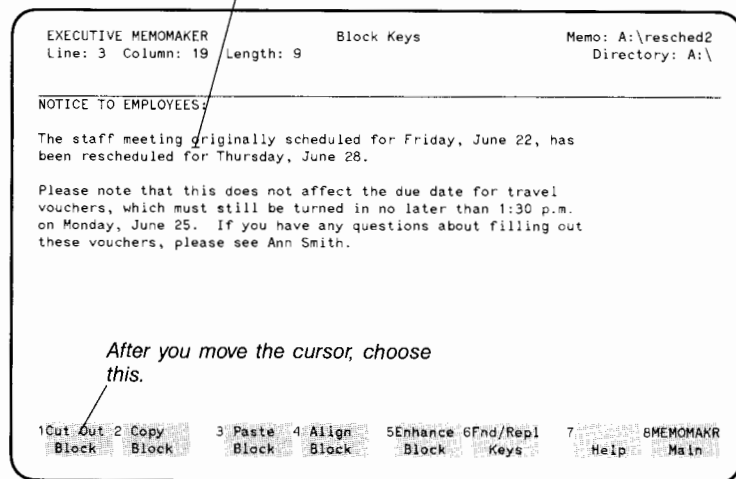
The buffer is a great safety feature that allows you to change your mind without worrying about losing your text permanently.

Cutting out a Block of Text

When you want to cut out a block of text, you use EMM's Block Keys:

1. With the document showing on the Main Keys screen, choose **Block Keys**. EMM shows you the Block Keys screen.

Move the cursor to the first character of the block you want to cut out.

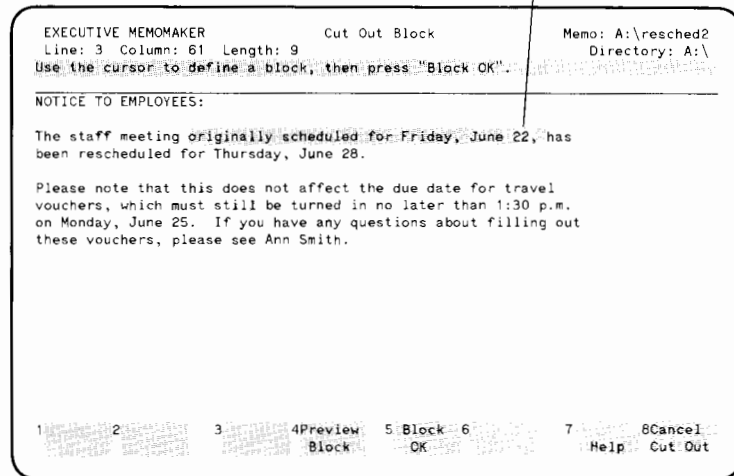


After you move the cursor, choose this.

2. Move the cursor to the first character in the section of text you want to cut out.
3. Choose **Cut Out Block**. EMM shows you the Cut Out Block screen.

- Use the cursor arrow keys to highlight the block you want to cut out.

Move the cursor to highlight the block you want to cut out.



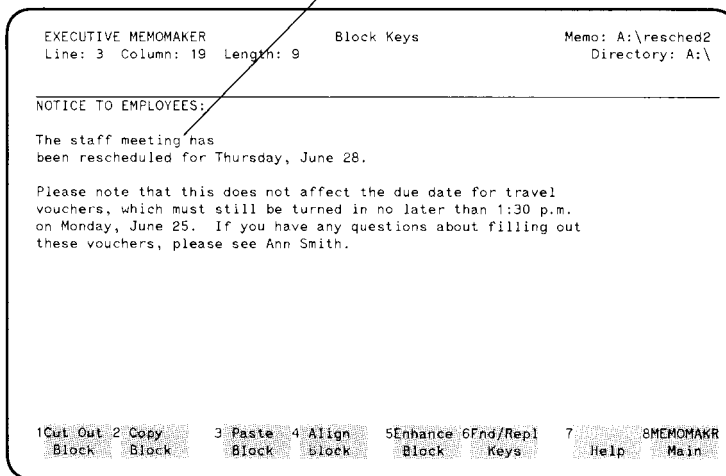
If you find you can't define the block you want, check to see where the cursor is. The cursor must be at the beginning of the block before you start to define it. If the cursor is in the middle of the block, choose **Cancel Cut Out** and begin again with step 2.

- After you have defined the block, check to make sure that it is correct. If the block you defined is larger than the screen area, use **Preview Block** to scroll the entire block you defined.

To use the preview feature of EMM, choose **Preview Block**. EMM displays the Preview Block screen, where you can use the cursor control keys to scroll through the block for verification. When you have previewed the block, choose **Cancel Preview** to return to the Cut Out Block screen.

- 6. When you are satisfied that the highlighted block is the block you want to cut out, choose **Block OK**. The highlighted block disappears from the screen and EMM returns you to the Block Keys screen, with the rest of your document showing on the screen.

The block that was cut out from here is now stored in the buffer. The text on the line that followed the block has now moved over to fill the space.



- 7. Choose **MEMOMAKR Main** to return to the Main Keys screen.

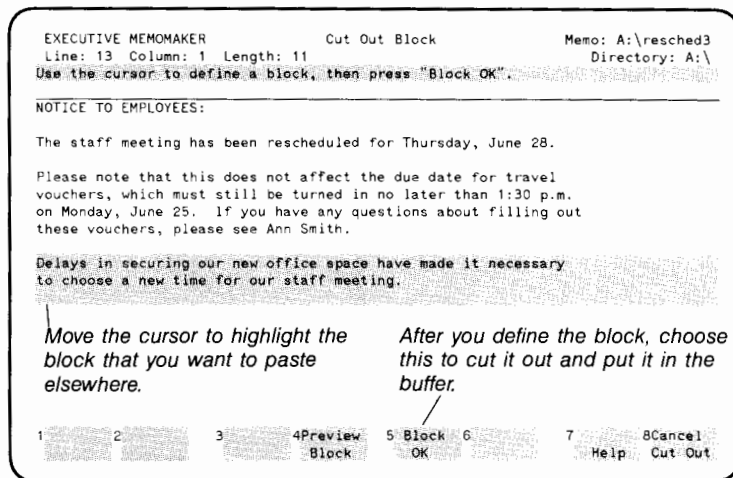
Cutting and Pasting a Block of Text

If you decide that, for example, paragraph 7 should really come before paragraph 2, EMM makes it easy to move the text.

- You cut out the block you want to move.
- You position the cursor where you want to insert the block.
- You paste in the block that you cut out.

To cut and paste:

1. Cut out a block of text, following the instructions in the previous section.



- 2. At the Block Keys screen, move the cursor to where you want the block to be inserted.

After you cut out the block, EMM returns to this screen.

Move the cursor to where you want to paste the block.

EXECUTIVE MEMOMAKER Block Keys Memo: A:\resched3
Line: 3 Column: 1 Length: 9 Directory: A:\

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

1 Cut Out 2 Copy 3 Paste 4 Align 5 Enhance 6 Fnd/Repl 7 Help 8 MEMOMAKR
Block Block Block Block Block Keys Help Main

After you move the cursor, choose this to paste the block.

- 3. Choose **Paste Block**. The block you cut out is inserted into your document.

The block is pasted at the cursor position and the text that followed moves down.

EXECUTIVE MEMOMAKER Block Keys Memo: A:\resched3
Line: 6 Column: 1 Length: 12 Directory: A:\

NOTICE TO EMPLOYEES:

Delays in securing our new office space have made it necessary to choose a new time for our staff meeting.

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

1 Cut Out 2 Copy 3 Paste 4 Align 5 Enhance 6 Fnd/Repl 7 Help 8 MEMOMAKR
Block Block Block Block Block Keys Help Main

Copying and Pasting a Block of Text

When EMM pastes a block, it doesn't preserve alignment. To fix the alignment, you can use EMM's Align Block feature. (See Chapter 8: **Aligning and Justifying Text.**)

You can also copy information from one place in your document to another place. In EMM, this is a copy and paste operation.

- You copy the block you want to move into the buffer.
- You position the cursor where you want to insert the block.
- You paste in the copy of the block.

When you do a Copy Block operation, the text is *not* removed from the document at the end of the operation.

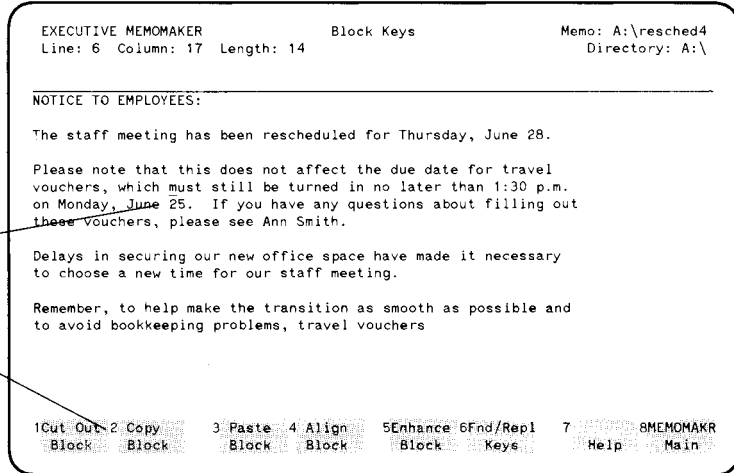
After a Paste Block operation, the text is *not* erased from the buffer. Therefore, you can paste the same block into several different places in your document by simply repositioning the cursor and selecting **Paste Block** without having to repeat the Cut Out block or Copy Block procedures. This is useful when you want to repeat a block of text in more than one place in your document.

To copy and paste a block:

1. With the document showing on the Main Keys screen, choose **Block Keys**. EMM shows you the Block Keys screen.
2. Move the cursor to the first character in the section of text you want to copy.

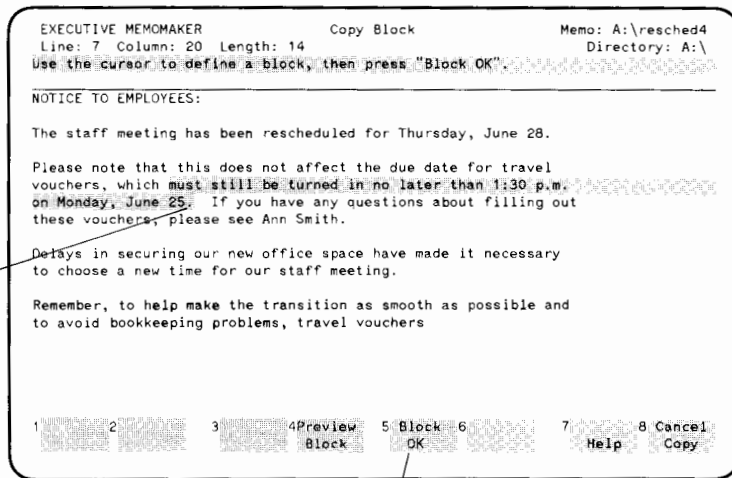
Move the cursor to the first character of the block you want to copy.

After you move the cursor, choose this.



3. Choose **Copy Block**. EMM shows you the Copy Block screen.

- Use the cursor arrow keys to highlight the block you want to copy.



Move the cursor to highlight the block you want to copy.

After you define the block, choose this to copy the block to the buffer.

If you find you can't define the block you want, check to see where the cursor is. **The cursor must be at the beginning of the block before you start to define it.**

If the cursor is in the middle of the block, choose **Cancel Copy** and begin again with step 2.

- After you have defined the block, check to make sure that it is correct. If the block you defined is larger than the screen area, use **Preview Block** to scroll the entire block you defined.

To use the preview feature of EMM, choose **Preview Block**. You can scroll through the block for verification. When you have previewed the block, choose **Cancel Preview** to return to the Copy Block screen.

- When you are satisfied that the highlighted block is the block you want to copy, choose **Block OK**. When the block has been copied, the highlighting disappears from the screen. EMM returns to the Block Keys screen.

7. Move the cursor to where you want the copy inserted.

EXECUTIVE MEMOMAKER Block Keys Memo: A:\resched4
Line: 14 Column: 47 Length: 14 Directory: A:\

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

Delays in securing our new office space have made it necessary to choose a new time for our staff meeting.

Remember, to help make the transition as smooth as possible and to avoid bookkeeping problems, travel vouchers

Move the cursor to where you want to copy the block.

1Cut Out 2 Copy 3 Paste 4 Align 5Enhance 6Fnd/Rep1 7 8MEMOMAKR
Block Block Block Block Block Keys Help Main

After you move the cursor, choose this to paste the block.

8. Choose **Paste Block**. The block you copied is inserted in the text.

EMM pastes the block you copied.

EXECUTIVE MEMOMAKER Block Keys Memo: A:\resched4
Line: 16 Column: 20 Length: 16 Directory: A:\

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

Delays in securing our new office space have made it necessary to choose a new time for our staff meeting.

Remember, to help make the transition as smooth as possible and to avoid bookkeeping problems, travel vouchers must still be turned in no later than 1:30 p.m. on Monday, June 25.

1Cut Out 2 Copy 3 Paste 4 Align 5Enhance 6Fnd/Rep1 7 8MEMOMAKR
Block Block Block Block Block Keys Help Main

Moving or Copying a Block of Text between Documents

When EMM pastes a block, it doesn't preserve alignment. To fix the alignment, you can use EMM's Align Block feature. (See Chapter 8: **Aligning and Justifying Text.**)

9. Choose **MEMOMAKR Main** to return to the Main Keys screen.

If you want to use information in one document as part of another document, you can tell EMM to transfer the information for you. You take these four steps:

- Get the memo with the text you want to copy or move.
- Cut out or copy the block from that document.
- Get the memo to which you want to add the block.
- Paste the block into the second document.

To move text between documents on the same disc:

1. Get the document that has the text you want to move or copy. (Getting a document is covered in Chapter 13.)
2. On the Main Keys screen, choose **Block Keys** to get to the Block Keys screen.
3. Cut out or copy the block you want to move. (Cutting out and copying are covered earlier in this chapter.)
4. Choose **MEMOMAKR Main** to return to the Main Keys screen. The first document is still showing on the screen.
5. Get the second document—the one into which you want to move the text. (Remember, if you cut out a block or otherwise made any changes to your first document, you must tell EMM whether or not you want to save those changes as part of your permanent document. Copying is not considered a change.)

6. With the second document now showing on the Main Keys screen, choose **Block Keys** to get to the Block Keys screen.
7. Move the cursor to where you want to insert the block from the first document.
8. Choose **Paste Block**. EMM inserts the block from the first document.
9. Choose **MEMOMAKR Main** to return to the Main Keys screen.
10. If necessary, align your document. (For instructions, see Chapter 8: **Aligning and Justifying Your Document**.)

If one of the documents is on a disc in another drive or in a different directory:

Follow the same procedure, but be sure to include the drive and directory name when you get the second document in step 5. For example, if you are moving text from a document in Drive B over to a document in Drive A, you would ask for **A:\ (document name)** when you get the second document.

If one of the documents is on a disc not currently in a drive:

Follow the basic procedure. Before typing in the name of the second document in step 5, either insert the disc into an empty drive or take out the disc that doesn't contain the EMM work copy and replace it with the disc that contains the second document. Then get the second document and continue with step 6.

Making a New Document from Part of an Old Document

Making a new document from part of an old document is just like moving or copying text. You just move or copy the text into your temporary workspace. Then you tell EMM to save what is in the temporary workspace as a permanent document.

To make a new document from part of an old document:

1. Get the document. (Getting a document is covered in Chapter 13.)
2. On the Main Keys screen, choose **Block Keys** to get to the Block Keys screen.
3. Cut out the blocks that you don't want to include in the new document. (Cutting out is covered earlier in this chapter.)
4. Choose **MEMOMAKR Main** to return to the Main Keys screen.
5. Choose **File Keys** to get to the File Keys screen.
6. Name and save the new document. (Naming and saving a document is in Chapter 12.)
7. Choose **MEMOMAKR Main** to return to the Main Keys screen.

Merging a Text File Into Your Document

Merging text files means you can combine entire documents as well as include files from other applications into your document. Some of the files you can merge into your memo are:

- Other EMM files
- Print (.PRN) files from Lotus 1-2-3 (see Print File in the File Commands chapter in the *Lotus 1-2-3 User's Manual*).
- Print (.PRN) files from VisiCalc (see Printing in the VisiCalc or HP Executive Spreadsheet manual).

When you merge one of these files, the procedure is like pasting a block of text with the Block keys (which is covered earlier in this chapter). After you select a file to merge, the text is merged before the cursor position.

To merge a text file into your document:

1. Place the cursor where you want the file to be merged.
EMM will insert the file above the line containing the cursor.
2. From the Main Keys screen, choose **File Keys**.
3. From the File Keys screen, choose **Merge Memo**. EMM displays the Merge Memo screen.

4. If the document you want to merge is in a Document file, then an asterisk must appear in `Document File`. If `Document File` does not contain an asterisk, choose the label so that an asterisk appears. (If you created the document using Executive MemoMaker, it will most likely be in a Document file.)

If the file you want to merge is an ASCII file, then an asterisk must appear in `ASCII File`. If `ASCII File` does not contain an asterisk, choose the label so that an asterisk appears. (If the file is from Lotus 1-2-3, Executive Spreadsheet, or VisiCalc, it is in an ASCII file.)

If you are not sure which is the type of file you are merging, read **Choosing the File Type for Your Document** in Chapter 12.

5. Type the name of the file you want to merge. If the file is not in the default drive and directory, back up the cursor in the response line and type the correct drive and directory over the defaults, then type the file name.
6. Press `Enter`. EMM merges the file in at the cursor position.



Aligning and Justifying Your Document

When you edit a document, the text usually loses its neat alignment within the margins. You can realign the document so it will look nice when you print it. When you align a document, you can choose to justify the text so it forms an even right margin.



Aligning Text

Sometimes when you insert or delete lines, or cut out or move text, you end up with lines of varying lengths. You can fix the appearance of the document by aligning the text. You also align text after you change the margins of an existing document or when you justify the right margin. To align text, you use the Block Keys.

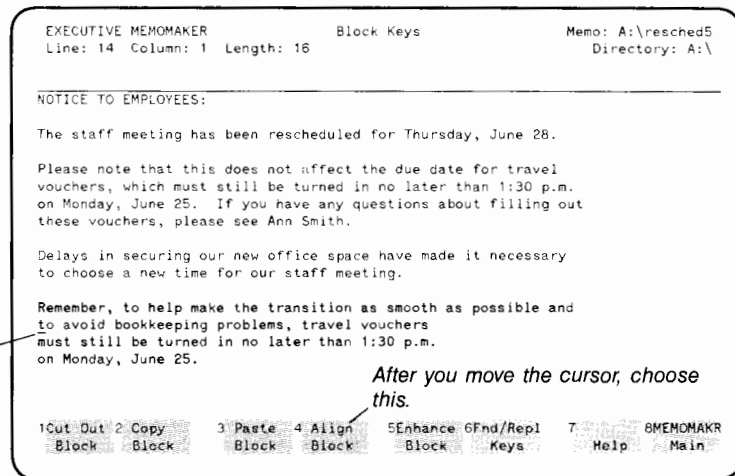
- EMM removes all spaces at the beginning and end of each line in the block to be aligned.
- EMM closes up extra spaces within lines to produce proper spacing between words and after punctuation marks. For example, if there are two spaces between words, EMM closes them up so there is only one space. If there are three or more spaces after a period, EMM reduces them to two.
- EMM brings up words from successive lines to fill in earlier lines. If a line ends with a hyphen, EMM does not eliminate the hyphen and close up the space. For example, if a line ends with "we1-" and the next line begins with "come," EMM would combine them to produce "we1- come." Therefore, make sure you have no lines ending with a hyphen in the block you want to align.

- EMM leaves **blank lines** alone.
- **Don't align text in tables.** During alignment, EMM removes spaces at the beginning and end of lines and closes up multiple spaces within lines which will compress your tables into block paragraphs.
- **If your document has indented paragraphs,** you will need to align each paragraph separately, marking the first letter in the first word of the paragraph as the beginning of the block. If you mark the first column of the first line, EMM removes the indented spaces and you end up with a block paragraph.

To align text:

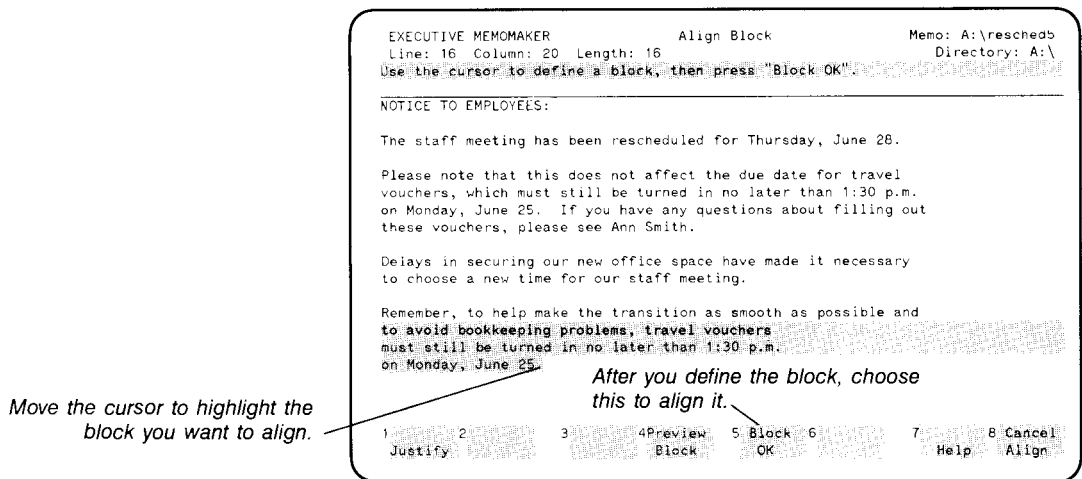
1. On the Main Keys screen, choose **Block Keys**.
2. With the document showing on the Block Keys screen, move the cursor to the first character of the text you want to align.

Move the cursor to the first character of the block you want to align.



8-2 Aligning and Justifying Your Document

3. Choose **Align Block**. EMM shows you the Align Block screen.
4. Use the cursor arrow keys to highlight the text you want to align.



If you find you can't define the block you want, check to see where the cursor is. **The cursor must be at the beginning of the block before you start to define it.** If the cursor is in the middle of the block, choose **Cancel Align** and begin again with step 3.

5. After you have defined the block, check to make sure that it is correct. If the block you defined is larger than the screen area, use **Preview Block** to scroll through the entire block.

To use the preview feature of EMM choose **Preview Block**. You can use the cursor control keys to scroll through the block for verification. When you have previewed the block, choose **Cancel Preview** to return to the Align Block screen.

6. When you are satisfied with the block you have defined, choose **Block OK**.

EMM aligns your text on the screen and displays a new set of function labels. At this point, your alignment is temporary.

At this point, the new alignment is temporary.

```
EXECUTIVE MEMOMAKER          Align Block          Memo: A:\resched5
Line: 16 Column: 20 Length: 16          Directory: A:\
Select "Alignment OK" if the new alignment is correct, otherwise "Cancel Align".

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, June 25. If you have any questions about filling out
these vouchers, please see Ann Smith.

Delays in securing our new office space have made it necessary
to choose a new time for our staff meeting.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers must still be
turned in no later than 1:30 p.m. on Monday, June 25.

1 2 3 4Preview 5Alignmnt6 7 8 Cancel
Block OK Help Align
```

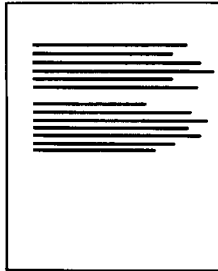
To make the new alignment permanent, choose this.

To return to the old alignment, choose this.

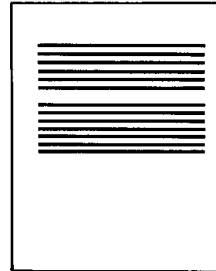
7. Verify the block has been aligned to your satisfaction. If the block you defined is larger than the screen area, choose **Preview Block**, then use the cursor control keys to scroll through the entire block.
8. If you are satisfied with the alignment, choose **Alignment OK** to lock in the new alignment. EMM returns you to the Block Keys screen.
9. If you don't want the new alignment, choose **Cancel Align** to undo the new alignment and restore the old alignment. EMM returns you to the Block Keys screen.
10. To align another block, start over with step 2.
11. To return to the Main Keys screen, choose **MEMOMAKR Main**.

Justifying Text

When you justify text, you set up the lines so that the right margin is even. EMM does this by adjusting the spacing between words so that each line is the same length. Unjustified text has an uneven right margin and is often referred to as having a ragged right margin.



Ragged right margin



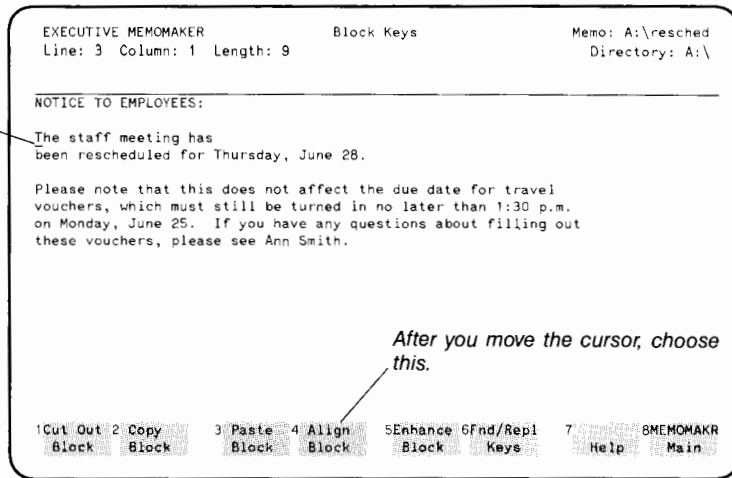
Justified

Justifying is an option of aligning text. For useful information on how aligning operates, see **Aligning Text** on page 8-1.

To justify text:

1. With the document showing on the Main Keys screen, choose **Block Keys**.
2. On the Block Keys screen, move the cursor to the first character of the block you want to justify.

Move the cursor to the first character of the block you want to justify.



3. Choose **Align Block**.

EMM shows you the Align Block screen.

4. Make sure an asterisk appears in the **Justify** label. An asterisk means EMM is set to justify your text. If there is no asterisk, choose **Justify**. An asterisk appears.

- Use the cursor arrow keys to highlight the block you want to align.

EXECUTIVE MEMMAKER Align Block Memo: A:\resched
 Line: 10 Column: 1 Length: 9 Directory: A:\
 Use the cursor to define a block; then press "Block OK"

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

After you define the block and enable justification, choose this.

1 2 3 4 Preview 5 Block 6 7 8 Cancel
 Justify* Block OK Help Align

Move the cursor to highlight the block you want to justify.

An asterisk must appear in this label if you want the text justified. If there isn't one, choose this to display the asterisk and enable justification.

If you find you can't define the block you want, check to see where the cursor is. **The cursor must be at the beginning of the block before you start to define it.** If the cursor is in the middle of the block, choose **Cancel Align** and begin again with step 2.

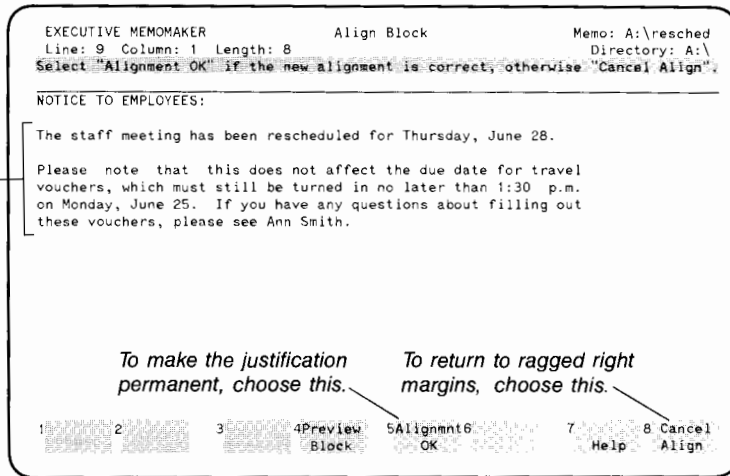
- After you have defined the block, check to make sure that it is correct. If the block you defined is larger than the screen area, use **Preview Block** to scroll through the entire block.

To use the preview feature of EMM choose **Preview Block**. You can use the cursor control keys to scroll through the block for verification. When you have previewed the block, choose **Cancel Preview** to return to the Align Block screen.

7. When you are satisfied with the block you have defined, choose **Block OK**.

EMM justifies your text on the screen and displays a new set of function labels. At this point, your alignment is temporary.

At this point, the justification is temporary.



8. Verify the block has been justified to your satisfaction. If the block you defined is larger than the screen area, choose **Preview Block**, then use the cursor control keys to scroll through the entire block.
9. If you are satisfied with the justification, choose **Alignment OK** and go on to Step 11.
 EMM locks in the justification and displays the Block Keys screen.
10. If after seeing your text in justified form, you decide that you prefer the original unjustified form, choose **Cancel Align**.
 EMM undoes the temporary justification and your document appears its original form.

11. Choose **MEMOMAKR Main** to return to the Main Keys screen.

To undo justifying: If your text is justified and you want it to be ragged right, you follow this same series of steps, making sure there is no asterisk in **Justify** in step 4.

Finding and Replacing Text Strings

In EMM, a *text string* is a group of up to 60 continuous characters—that is, characters (spaces included) which are adjacent to each other in a line of a document. A text string can be a single letter, a word, or several words, as long as all of the characters appear in the same line.



You can easily locate a particular text string in your document by telling EMM to find it for you. You do this by specifying a *find string* for EMM to locate. Then, you can have EMM replace the string it found with a *replacement string* that you specify—and repeat the find-and-replace process for each occurrence of the find string in your document.

EMM has three find-and-replace operations:

- **Find only:** You tell EMM only to locate the find string. You don't specify a replacement string.
- **Find and manually replace:** EMM locates the find string, then asks for your approval before replacing it with the new text. EMM repeats this for each occurrence of the string until it reaches the end of the document.
- **Find and automatically replace:** EMM finds and replaces each occurrence of the find string, without asking for your approval.

Facts You Should Know about Finding and Replacing

This information will help you use the find-and-replace feature.

A Text String Is Not a Word

EMM finds strings, not individual words. It will locate the find string wherever it appears in your document, even if the string is part of another word.

For example, if you type “law” for the find string, EMM will locate “law” in “laws”, “lawyer”, “claw”, “unlawful”, “law-abiding”, and “mother-in-law”.

For this reason, we recommend that you use the find-and-automatically-replace operation with caution.

Finding Modes for Upper- and Lower-Case Letters

You can choose one of two modes to find a string:

- **Match case mode.** EMM will locate a string that exactly matches the case (that is, upper- and lower-case) of the letters in the find string.

For example, if you typed “hello” for the find string, EMM would not find “Hello” or “HELLO” in match case mode.

- **Ignore case mode.** EMM will locate a string that has upper-case letters even if you typed only lower-case letters in the find string.

Using the previous example of “hello”, EMM would find “hello”, “Hello”, and “HELLO” in ignore case mode.

Ignore case mode works only for finding and not for replacing. EMM uses the replacement string exactly as you typed it.

For example, suppose the find string is "today", the replacement string is "this afternoon", and EMM is in ignore case mode. Then the sentence "Today is the deadline" is replaced by "this afternoon is the deadline"; and "you must return it TODAY" becomes "you must return it this afternoon".

Finding and Replacing Enhanced Text in Your Document

- EMM locates a string regardless of its enhancement in the document.

For example, if "class" is the find string, EMM will find **class**, class, and class.

- If EMM locates a string whose first character is enhanced, it will enhance the entire replacement string in the document.

For instance, say the find string is "next week" and the replacement string is "tomorrow". The sentence "I will be back **next week**" is replaced by "I will be back **tomorrow**"; and "My vacation starts next week" becomes "My vacation starts tomorrow".

You May Need to Realign After Finding and Replacing

If the replacement string makes the line longer than the right margin would allow, EMM will wrap that line to the next (as though you were typing and a word wrap occurred) and move the lines below down one line.

Therefore, you may want to realign your document after performing a find-and-replace operation. (See **Aligning Text** in Chapter 8.)

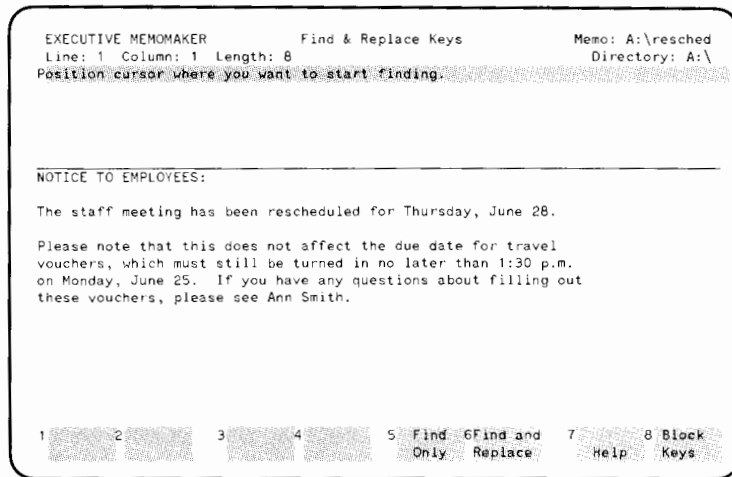
Finding Only

You type in a *find string* for EMM to find. EMM searches forward in the document for that string, beginning from the cursor position. If EMM finds it, you can tell EMM to look for the next occurrence of the string, or you can stop searching and continue editing your document.

To find a string:

1. In the Main Keys screen, choose **Block Keys**.
2. In the Block Keys screen, choose **Fnd/Repl Keys**.

The *Find & Replace Keys* screen appears:

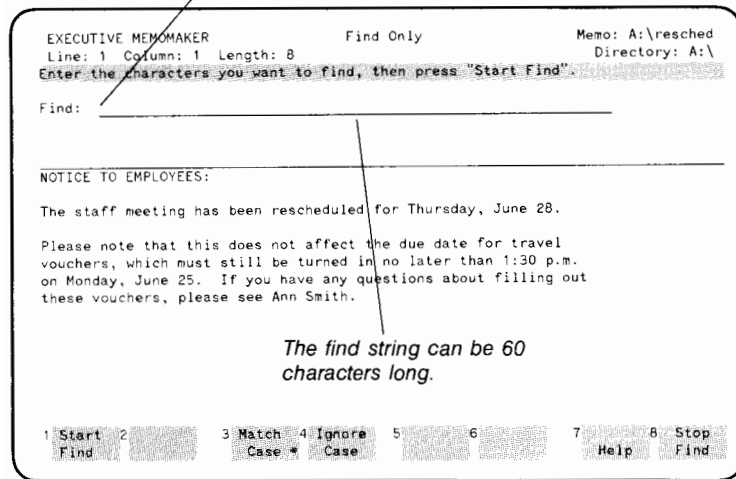


3. Move the cursor to where you want the search to begin.

4. Choose **Find Only**.

The *Find Only* screen appears:

The cursor is in this field, ready for you to type the find string.



The find string can be 60 characters long.

5. If an asterisk does not appear in the label for the finding mode you want (**Match Case** or **Ignore Case**), choose that label. (For an explanation of finding modes, see **Facts You Should Know about Finding and Replacing** on page 9-2.)

6. Type the find string.

If you make a mistake typing, you can edit the string by moving the cursor to the mistake and typing the correct characters over it. You can also use these editing functions: insert character, delete character, clear line, delete line. (See Chapter 7: **Editing Your Document**, for details.)

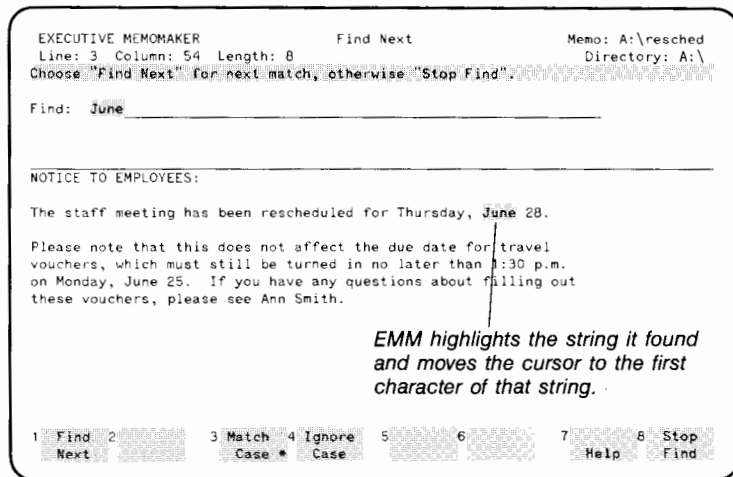
As you edit, you can use **Home** to move the cursor to the beginning of the field, and **End** to move it to the space following the last non-blank character in the field.

7. Choose **Start Find**.

While EMM is looking in the document for the find string, it displays the message ***** Finding**, and the line number is updated as EMM searches forward through the document.

If EMM does not find the string, the Find and Replace Keys screen appears with the cursor at the column after the last character in the document.

If EMM finds the string, the *Find Next* screen appears:



8. If EMM did not find the string, go on to Step 9. If EMM found the string, select one of these actions at the Find Next screen:
 - **If you want EMM to search for the next occurrence of the string**, choose `Find Next`, then repeat Step 8. If you want to change the finding mode for the next search, you may do so before you choose `Find Next`.
 - **If you want to edit this occurrence of the string**, choose `Stop Find`, then go on to Step 9.
 - **If you want to stop EMM from searching any further**, choose `Stop Find`, then go on to Step 9.
9. With the Find & Replace Keys screen on your display, select one of these actions:
 - **If you want to edit the document and then resume this search**: make your edits now, then position the cursor where you left off and choose `Find Only`; the find string you used last will still be in the field. Then go back to Step 8.
 - **If you want to find a different string**, go back to Step 3.
 - **If you want to find and replace a string**, go to the next page, Step 3.
 - **If you're finished with the find operation**, choose `Block Keys`, then choose `MEMOMAKR Main` to return to the Main Keys screen.

Finding and Replacing

You type in a *find string* for EMM to find, and a *replacement string* which EMM will use to replace the text it finds. You also tell EMM if you want to replace manually or automatically.

EMM searches forward in the document for the find string, beginning from the cursor position. If you chose manual replacement, when EMM finds this string, you can choose to replace or not to replace it. EMM then continues looking for the next occurrence of the find string.

To find and replace a string:

1. In the Main Keys screen, choose **Block Keys**.
2. In the Block Keys screen, choose **Fnd/Repl Keys**.

The *Find & Replace Keys* screen appears:

```
EXECUTIVE MEMOMAKER          Find & Replace Keys          Memo: A:\resched
Line: 1 Column: 1 Length: 8   Directory: A:\
Position cursor where you want to start finding.

NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, June 25. If you have any questions about filling out
these vouchers, please see Ann Smith.

1 2 3 4 5 Find Only 6 find and Replace 7 Help 8 Block Keys
```

3. Move the cursor to where you want the search to begin.
4. Choose **Find and Replace**.

The *Find and Replace* screen appears:

The cursor is in this field, ready for you to type the find string.

Each of these strings can be 60 characters long.

EXECUTIVE MEMOMAKER Find and Replace Memo: A:\resched
 Line: 1 Column: 1 Length: 8 Directory: A:\
 Enter the characters to find and replace, then choose "Start Fnd/Repl".

Find: _____
 Replace With: _____

NOTICE TO EMPLOYEES:
 The staff meeting has been rescheduled for Thursday, June 28.
 Please note that this does not affect the due date for travel vouchers, which must still be turned in no later than 1:30 p.m. on Monday, June 25. If you have any questions about filling out these vouchers, please see Ann Smith.

1 Start 2 3 Match 4 Ignore 5 Manual 6 Auto 7 8 Stop
 Fnd/Repl Case * Case Replace* Replace Help Fnd/Repl

Make sure an asterisk appears in the label for the finding mode you want.

Make sure an asterisk appears in the label for the type of replacing you want.

5. If an asterisk does not appear in the label for the finding mode you want (**Match Case** or **Ignore Case**), choose that label. (For an explanation of finding modes, see **Facts You Should Know about Finding and Replacing** on page 9-2.)
6. If you want EMM to ask before replacing the string, make sure **Manual Replace** contains an asterisk; choose it if no asterisk appears. Otherwise, you want automatic replacement: make sure **Auto Replace** contains an asterisk; choose it if no asterisk appears.

7. Type the find string in the field labeled `Find:`.

If you make a mistake typing, you can edit the string by moving the cursor to the mistake and typing the correct characters over it. You can also use these editing functions: insert character, delete character, clear line, delete line. (See Chapter 7: **Editing Your Document**, for details.)

As you edit, you can use `Home` to move the cursor to the beginning of the field, and `End` to move it to the space following the last non-blank character in the field.

8. Press `Tab` to move the cursor to the beginning of the field labeled `Replace with:`.
9. Type the replacement string.

If you want to delete the find string from your document, don't type anything in the replacement string field.

If you make a mistake typing, refer to the editing instructions following Step 7.

If you need to go back to the find string field, move the cursor to that field by pressing `Shift` + `Tab`.

10. Choose **Start Fnd/Repl**.

While EMM is looking in the document for the find string, it updates the line number as the search proceeds through the document. For manual replacement, EMM displays the message ***** Finding**; for automatic replacement, the message is ***** Replacing**.

If you want to stop EMM from searching any further, choose **Stop Fnd/Repl** to return to the Find & Replace Keys screen, then go on to Step 12. **Note:** This does not “undo” any replacements EMM made before you chose **Stop Fnd/Repl**.

If EMM does not locate the find string, it returns to the Find & Replace Keys screen with the cursor at the column after the last character in the document. Go on to Step 12.

If EMM locates the find string and you are manually replacing, the *Replace screen* appears:

```
EXECUTIVE MEMOMAKER          Replace          Memo: A:\resched
Line: 3 Column: 54 Length: 8          Directory: A:\
Choose "Replace" to change or "Do Not Replace" for next occurrence.
Find:      June
Replace With: July
NOTICE TO EMPLOYEES:
The staff meeting has been rescheduled for Thursday, June 28.
Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 3:30 p.m.
on Monday, June 25. If you have any questions about filling out
these vouchers, please see Ann Smith.
EMM highlights the string it found.
:Replace 2 3 4 5 Do Not 6 7 8 Stop
          Replace          Help  Fnd/Repl
```

11. If EMM is automatically replacing (that is, you chose **Auto Replace** in Step 6), go on to Step 12. Otherwise, select one of the following actions at the Replace OK screen:
 - **If you want to replace the text EMM found with the replacement string**, choose **Replace**. EMM replaces the text, then continues looking for the next occurrence of the find string. Go back to the text after Step 10 on the previous page.
 - **If you don't want this occurrence of the text EMM found to be replaced**, choose **Do Not Replace**. EMM then continues looking for the next occurrence of the find string. Go back to the text after Step 10 on the previous page.
 - **If you want to stop searching or to edit the document**, choose **Stop Fnd/Repl** to return to the Find & Replace Keys screen. **Note:** This does not "undo" any replacements EMM made before you chose **Stop Fnd/Repl**. Go on to Step 12.
12. With the Find & Replace Keys screen on your display, select one of these actions:
 - **If you want to do another find and replace operation**, go back to Step 3.
 - **If you want to do a find only operation**, go to page 9-4, Step 3.
 - **If you're finished finding and replacing**, choose **Block Keys**, then choose **MEMOMAKR Main** to return to the Main Keys screen.

MemoSpeller

MemoSpeller is a feature of EMM that allows you to find and correct misspelled words. A dictionary is provided and you can also create your own personal dictionaries for specific terms, names or unusual words that are not in the main dictionary. The spelling correction was developed by the Houghton Mifflin Company, publishers of *The American Heritage Dictionary*.

This chapter explains how to check spelling of all words in your document or just one word. When a suspect word is found you can:

- correct it with a suggested correction
- edit it
- ignore it once or always
- add it to a personal dictionary



Copying the Main Dictionary

Before you begin to use MemoSpeller, you should have a work copy of the main dictionary. If you don't, see *Setting Up Executive MemoMaker* for instructions on copying the dictionary onto a hard disc, a high-capacity (1.2Mb) flexible disc or a double-sided (360Kb) flexible disc.

Types of Dictionaries

MemoSpeller uses two types of dictionaries:

- **Main Dictionary**—is the dictionary EMM provides. This dictionary contains standard American English words used frequently. You may not change this dictionary.
- **Personal Dictionary**—is a dictionary you create which may contain special terms, names and unusual words. You can create one or more dictionaries, but you can only use one personal dictionary at a time.

The dictionary contains 85,000 words which Houghton Mifflin research indicates are used in 99% of text.

You may notice that some words may be in the dictionary, but similarly derived words are not; for example, *inconvenient* is in the main dictionary, whereas, *inconvenienced* is not.

You can, however, add words that are not in the main dictionary to a personal dictionary. See **Adding Words to a Personal Dictionary** in this chapter.

Using MemoSpeller

When you begin to use MemoSpeller, it searches for the dictionaries first. If you are using a hard disc or high-capacity disc follow the instructions for "Using MemoSpeller with a Hard Disc or High-Capacity Disc." If you are using double-sided discs, follow the instructions for "Using MemoSpeller with a Double-Sided Disc."

Dictionaries That Can't Be Found

If MemoSpeller can't find the main dictionary, this message appears at the top of your screen:

```
Cannot find the Dictionary disc.
```

If you are using a hard disc or a high-capacity (1.2 Mb) flexible disc, make sure the main dictionary is in the EMM directory (see *Setting Up Executive MemoMaker*).

If you are using a double-sided (360 Kb) flexible disc and have not inserted the dictionary disc:

- Remove the document disc from the drive and insert the dictionary disc.
- Press .

Using MemoSpeller with a Hard Disc or a High-Capacity (1.2 Mb) Flexible Disc

If you haven't copied the main dictionary to the EMM directory on your hard disc or a high-capacity disc, see *Setting Up Executive MemoMaker* for instructions.

To use MemoSpeller on the current document:

1. On the Main Keys screen, choose **MemoSpeller**

The initial MemoSpeller screen appears:

```
Spelling System (c) COPYRIGHT Houghton Mifflin Co. 1984, 1985
Line: 1 Column: 11 Length: 20 Directory: A:\
Position cursor where you want to start checking.

Using new personal dictionary: A:\MMUSER.DCT
Using main dictionary: A:\MMMAIN.DCT

-----
FROM: John Grant DATE: October 30, 1985
TO: Marketing Staff SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trend.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 Check 2 3 4Search 5Change 6 7 8MEMOAKR
Word Forward Dictary Help Main
```

Using MemoSpeller with a Double-Sided (360 Kb) Flexible Disc

If you haven't copied the main dictionary to a formatted disc, see *Setting Up Executive MemoMaker* for instructions.

To use MemoSpeller on the current document:

1. Remove your **document disc** from the drive. (If your EMM work copy disc is in drive A, your document disc should be in drive B.)

Caution



Never remove the EMM work copy disc while you are working in EMM.

2. Insert the main dictionary disc into the drive that contained the document disc.
3. On the Main Keys screen, choose **MemoSpeller**.

The *initial MemoSpeller screen* appears:

```
Spelling System (c) COPYRIGHT Houghton Mifflin Co. 1984, 1985
Line: 1 Column: 11 Length: 20 Directory: A:\
Position cursor where you want to start checking.

Using new personal dictionary: A:\MMUSER.DCT
Using main dictionary: A:\MMMAIN.DCT

-----
FROM: John Grant DATE: October 30, 1985
TO: Marketing Staff SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trend.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership.

1 Check 2 Word 3 Forward 4 Search 5 Change 6 Dictionary 7 Help 8 MEMONAKR
Main
```


Checking All Words

When the dictionaries are located, the Speller Main screen appears. You are now ready to check either part of your document or the entire document.

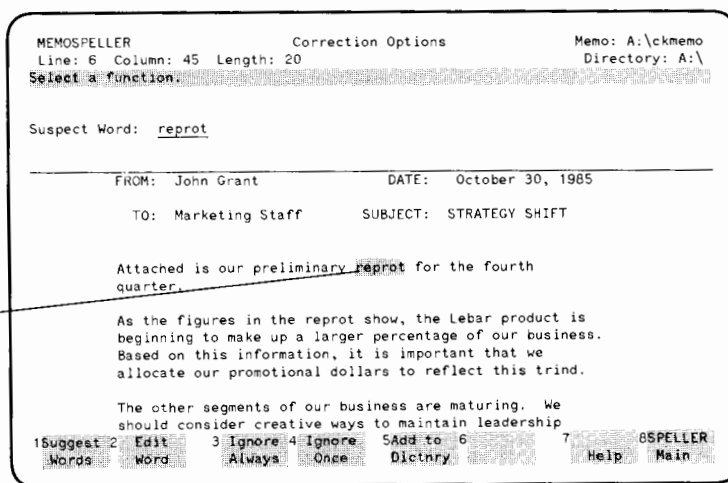
To check the document:

1. Position the cursor where you want to begin checking. To check the entire document, press **Home** to position the cursor at the beginning of the document.
2. On the Speller Main screen, choose **Search Forward**. MemoSpeller will search the memo for words it suspects are misspelled—*suspect words*—from the cursor position to the end of the document.

You may stop this search at any time by choosing **SPELLER Main**.

When a suspect word is found, it is highlighted in the line in your document. MemoSpeller displays the *Correction Options* screen:

MemoSpeller highlights the suspect word on the Correction Options screen.



Correction Options

When a suspect word is found, you have several options to choose from:

- **Suggest Words** —to provide a list of suggested corrections for the suspect word
- **Edit Word** —to type a correction for the suspect word
- **Ignore Always** —to skip this word and any later occurrences of it
- **Ignore Once** —to skip this word
- **Add to Dictionary** —to add this word to the personal dictionary

Ignoring the Suspect Word

You can choose to ignore one or all occurrences of the suspect word.

On the Correction Options screen, choose **Ignore Once** and MemoSpeller ignores the current suspect word. Choose **Ignore Always** to ignore all occurrences of the suspect word.

If you return to the Speller Main Screen, **Ignore Always** is turned off and any suspect word you previously set to be ignored would now be a suspect word.

Correcting Suspect Words

Replacing a Word With a Suggested Correction

To correct a suspect word, you can use **Suggest Words** to select a replacement for a suspect word, or you can correct the word with **Edit Word**.

You can replace the suspect word with another word using **Suggest Words**.

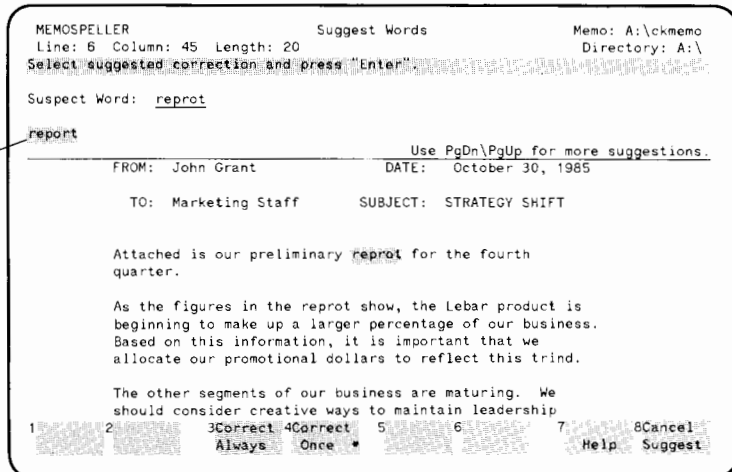
1. On the Correction Options screen, choose **Suggest Words**.

If no suggested corrections for the suspect word can be found, the message **No suggested corrections for suspect word** appears.

If the suspect word should be corrected, choose **Edit Word** and type a correction over the suspect word.

If there are suggested corrections, the *Suggest Words screen* is displayed:

*MemoSpeller presents a list of suggested words for you to select from. For more suggestions, press **Pg Dn** or **Pg Up**.*



2. Select a suggested correction for the suspect word by tabbing to the replacement word, or using the cursor control keys to select the replacement word.

Suggestions are presented in groups based on the likelihood of being the right correction. (For example, the first group presented is most likely to contain the right correction.) A group may contain as few as one word. To see the next group, press **[Pg Dn]**. To return to previous groups, press **[Pg Up]**.

3. Press **[Enter]**. The suspect word is replaced in the line by the word you selected from the list of suggested corrections.

What if the replacement word causes the line to go outside the margin? When you return to the EMM Main screen, you should use the Block Keys to align your text within the current margin settings. (See **Aligning Text** in Chapter 8.)

What if the suspect word appears more than once in your document? You can correct all occurrences of a word by choosing **[Correct Always]**; the asterisk moves from the **[Correct Once]** to the **[Correct Always*]** function label, indicating **[Correct Always]** is in effect for the current suspect word.

When MemoSpeller finds the next occurrence of the current suspect word, the Replace Word screen appears. If you decide this particular occurrence of the word should not be replaced, choose **[Do Not Replace]**, otherwise confirm the replacement by choosing **[Replace]**.

After the suspect word is corrected, a message is displayed on your screen, ***** Searching for next suspect word**, while MemoSpeller continues to search for the next suspect word.

Correcting a Word Manually

When a suspect word is found, you can replace it by typing the correct word to replace the suspect word.

1. On the Speller Main screen, choose **Search Forward**. EMM finds and highlights a suspect word.
2. On the Correction Options screen, choose **Edit Word**.

The *Edit Word* screen appears:

The cursor is at the beginning of the suspect word, ready for you to type the correction and press

Enter.

```
MEMOSPELLER                      Edit Word                      Memo: A:\ckmemo
Line: 9 Column: 39 Length: 20    Directory: A:\
Enter correction and press "Enter"
reprot
Suspect Word:  reprot

-----
FROM: John Grant                DATE: October 30, 1985
TO: Marketing Staff            SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the reprot show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 2 3Correct 4Correct 5 6 7 8 Cancel
Always Once * Help Edit
```

If you don't want to correct the suspect word, choose **Cancel Edit** to return to the Correction Options screen.

3. Type the correct word over the suspect word and press `Enter`.

The suspect word is replaced in your memo. MemoSpeller resumes checking your document, beginning with the word you just typed.

If the replacement word causes the line to go outside the margin, you should realign your document within the current margin settings after you are finished using MemoSpeller. (See **Aligning Text** in Chapter 8.)

If the suspect word appears more than once in your document, you can correct all occurrences of a word by choosing `Correct Always`; the asterisk moves from `Correct Once` to `Correct Always*`, indicating `Correct Always` is in effect for the current suspect word.

When the end of your document is found, MemoSpeller displays the message, `Search Forward operation completed`, and returns to the Speller Main screen.

Checking a Single Word

After the dictionaries are located, the MemoSpeller Main screen appears. You are now ready to begin checking the spelling of a single word.

To check the spelling of a single word:

1. Position the cursor under any character of the word you want checked.
2. On the Speller Main screen, choose **Check Word**.

If the spelling of the word is correct, MemoSpeller remains at the Speller Main screen and displays the message, *Spelling of word is correct*.

If MemoSpeller suspects the word is misspelled, it displays the Correction Options screen.

Correction Options

When MemoSpeller suspects the word is misspelled, you have several options available:

- **Suggest Words**—provides a list of suggested corrections for the suspect word.
- **Edit Word**—lets you type a correction for the suspect word.
- **Ignore Always**—returns you to the Speller Main screen. Note: If you choose this when checking a single word, it works the same as **Ignore Once**: MemoSpeller will flag subsequent occurrences of the word as suspect.
- **Ignore Once**—returns you to the Speller Main screen.
- **Add to Dictionary**—add this word to the personal dictionary.

Correcting a Single Word

You can use the same procedures to correct the spelling of a single word, part of a document or an entire document. See **Replacing a Word with a Suggested Correction** and **Correcting a Word Manually** in this chapter.

Adding Words to a Personal Dictionary

You may want to add names, special terms or unusual words, that do not appear in the main dictionary, into a personal dictionary. For example, the word *MemoMaker* would not appear in the main dictionary, but you may refer to it when you are writing a document. If you add it to a personal dictionary, MemoSpeller would not flag it as a suspect word.

To add a word to a personal dictionary:

1. When you use **Check Word** or **Search Forward**, a suspect word is highlighted on your screen.
2. On the Correction Options screen, choose **Add to Dictnry**.

If you were using **Check Word**, you are returned to the Speller Main screen. If you were using **Search Forward**, EMM continues to search for more suspect words.

Hyphenated words are never considered to be suspect words—rather, their components would be. Similarly, words ending in a period (for example, initials) are never considered to be suspect since the period may be the end of a sentence. Since these words are never suspect, you will not have the opportunity to add them to the personal dictionary using the **Add to Dictnry** key. However, you may add them to the personal dictionary by editing it directly (see **Editing the Personal Dictionary** in this chapter).

Selecting or Creating a Personal Dictionary

If you don't select a personal dictionary to use with MemoSpeller, it will use a default personal dictionary called `mmuser.dct`. (*Default* means the item that will be used if you don't specify another item to use.) When you select a personal dictionary, it will become the default unless you tell MemoSpeller not to make it the default.

You use the same procedure to create a personal dictionary as you do to select one. When you specify the name for a new personal dictionary, you should add the extension `.dct` to the name so you can easily identify it as a dictionary file.

To select a personal dictionary or create a new one:

1. From the Speller Main screen, choose **Change Dictnry**.

The *Change Dictionary* screen appears:

The default personal dictionary name appears. If you want a different dictionary, type its name here.

```
MEMOSPELLER                      Change Dictionary                      Memo: A:\ckmemo
Line: 12 Column: 65 Length: 20    Directory: A:\
Enter personal dictionary name and press "Enter":
A:\MMUSER.DCT

-----
FROM: John Grant                      DATE: October 30, 1985
TO: Marketing Staff                  SUBJECT: STRATEGY SHIFT

Attached is our preliminary report for the fourth
quarter.

As the figures in the report show, the Lebar product is
beginning to make up a larger percentage of our business.
Based on this information, it is important that we
allocate our promotional dollars to reflect this trind.

The other segments of our business are maturing. We
should consider creative ways to maintain leadership

1 Save Dct 2 3 4 5 File 6 7 8 Cancel
Name *      Manager      Help      Change
```

2. If you do not want this personal dictionary to become the default, make sure no asterisk appears in **Save Dct Name**. If an asterisk appears, choose this label to remove the asterisk.

3. Type in the name of the personal dictionary file name and press .

If this personal dictionary does not exist, MemoSpeller creates it. MemoSpeller returns to the Speller Main screen.

Editing a Personal Dictionary

A personal dictionary is a normal ASCII file in EMM. Therefore, to edit a dictionary, you use on the File Keys screen. **You must get the dictionary as an ASCII file** (that is, be sure an asterisk appears in in the Get Memo screen before you get the dictionary).

The format of the file is one word per line, starting in the first column of each line. Each word must begin with a letter and can contain only:

Examples of Words

letters	alphabet
hyphens	Hewlett-Packard
apostrophes	EMM's
periods	H.P.

After you edit your file, use to save the contents of the file. **Make sure that in the Save Memo screen has an asterisk in it before you save the dictionary file.**

Using a Newly Edited Personal Dictionary

If you want to use the newly-edited personal dictionary, use the following procedure to tell MemoSpeller that there is a new version of that dictionary.

Note: This is only necessary if you use this dictionary during the same work session in which you edited it. If you exit and restart EMM after editing the personal dictionary, you do not have to do this procedure.

To use a personal dictionary just after it's been edited:

1. On the Speller Main screen, choose **Change Dictionary**.
2. On the Change Dictionary screen, type the name of the edited personal dictionary you want to use and press **Enter**.

MemoSpeller returns to the Speller Main screen.

The Size of Your Personal Dictionary

The maximum number of words a personal dictionary can contain is approximately 750. This is a limitation of the way MemoSpeller operates.

If your dictionary work disc is a double-sided (360 Kb) flexible disc, it has space for approximately one full and another nearly-full personal dictionary with average-sized words of 8 characters. You may choose to have several smaller dictionaries.



11 Steps to Printing in EMM

5 Steps to Printing in EMM

Printing Your Document

When you're ready to print a document in EMM, follow these basic steps:

1. Make sure that the document you want to print is in the workspace. (Chapter 13, **Getting a Document**.)
2. Verify that the printing options are set appropriately. (**Printing Options**, page 11-2.)
3. If the line at which a new page starts is important to you, verify that the page breaks are set to your liking. Change or set additional page breaks as necessary. (**Page Breaks**, page 11-12.)
4. Make sure that the printer is on and paper is loaded into it. (**Checking Your Printer**, page 11-14.)
5. Print the document. (**Printing**, page 11-15.)

If you have pictures in your document, you should read **Helpful Facts About Printing Pictures** on page 11-18.

Printing Options

Displaying the Printing Options

Before you print your document, you should verify that the printing options available to you are set to your liking.

You use the *Print Menu* to see and set these options.

To see the Print Menu:

1. On the Main Keys screen, choose **Print Keys**.
2. On the Print Keys screen, choose **Print Menu** to bring up the menu.

The *Print Menu* displays the printing options. Each option has a **field** which contains a **value**. The value is the current setting of the option.

For example, the *Top Margin* field contains the value 6. This means the *Top Margin* option is set to 6.

The settings in this picture of the menu may be different from those which appear on your screen. These settings are the **default values** — values that come with EMM.

EXECUTIVE MEMOMAKER		Print Menu	
Set the proper values below for your printer.			
Top Margin	5	Printer Model	HP ThinkJet/LPT2
Bottom Margin	6	Auto Feed	Yes
Left Margin	0	Compress Print	No
Right Margin	0	Lines Per Inch	6
Print Width	80	Printer Setup String	
Lines Per Page	66	Double Space	No
		Resolution	96 x 96 dpi
		Form Feed	Yes
		Color Pictures	Yes
		Print Page Numbers	No
		Starting Page Number	1
1 Load Values	2	3 Previous Choice	4 Next Choice
		5 Save Values	6 Default Values
		7 Help	8 Print Keys

For instructions on changing values in the *Print Menu*, see **Setting New Values in the Print Menu** on page 11-8.

Print Menu Options

This section describes the options in the Print Menu and provides tips for determining appropriate settings.

Field	Description	Default
Top Margin	Number of blank lines printed at top of page.	5*
Bottom Margin	Number of blank lines printed at bottom of page.	6*
Left Margin	Number of blank spaces printed at left edge of page. Column 1 of the workspace is printed immediately after this Left Margin.	0
Right Margin	Number of blank spaces at right edge of page.	0
Print Width	Total number of columns on a line, including Print Menu Left Margin and Right Margin. Be sure that this value relates to your paper size and print pitch (the number of characters per inch).	80
Lines Per Page	Total number of lines printed on a page, including Top Margin and Bottom Margin.	66*

A LaserJet printer works better with other values. See **Customized Values for LaserJet Printers on page 11-11.*

Field	Description	Default
Printer Setup String	<p>By filling the appropriate escape sequences in this field, you can use your printer's advanced features. Contents of this field are transmitted to the printer every time you print a page. Refer to your printer manual for the escape sequences.</p> <p>An escape character entered by pressing either ESC or CTRL + [is displayed as "^["". All control characters are displayed as a two-character sequence: "^" followed by the character.</p>	blank
Double Space	<p>If yes, printer prints double spaced.</p> <p>If no, printer prints single spaced.</p>	No
Form Feed	<p>If yes, printer ejects the paper when a page break occurs.</p> <p>If no, printer does not eject paper when a page break occurs.</p>	Yes
Print Page Numbers	<p>If yes, page numbers are printed at bottom center of the page. Before you can set this to yes, the Bottom Margin field must be at least 2.</p> <p>If no, page numbers are not printed.</p>	No

Field	Description	Default
Starting Page Number	<p>If Print Page Numbers is Yes, page numbers will be printed beginning with this number, but note special case described below. Maximum Starting Page Number is 999 (second page printed will have "1000," etc.).</p> <p>Special case when this is set to 0: EMM doesn't print a page number on the first page, then prints "1" on the second page, and so on; for use with a document having a cover page.</p> <p>Note: If you are printing from the middle of the document, EMM will use this page number for the first page it prints.</p>	1
Printer Model	<p>Printing will be directed to this printer. The printer model is followed by the printer interface it is connected to. The choices are determined by the printers that have been identified for your computer.</p> <p><i>Default:</i> The first printer in alphabetical order which was identified using the Identify Devices (DEVICEID) utility; if no printers identified, the printer connected to the LPT1 port.</p>	See description

Field	Description	Default
Auto Feed	<p>If yes, printer does not pause at the end of each page; for use with continuous form paper and automatically fed single sheets.</p> <p>If no, printer pauses after each page is printed so you may insert the next sheet of paper. (This is referred to as a <i>manual feed</i> setting.)</p>	Yes
Compress Print	<p>If yes, text is printed in compressed style. This only applies if your Hewlett-Packard printer can print in this style. (Check your printer manual for more information.)</p> <p>If no, text is printed in normal size.</p>	No
Lines Per Inch	<p>The number of lines that are printed per inch. Values other than the default apply only if your Hewlett-Packard printer can handle a variable number of lines per inch. (Check your printer manual for more information.)</p>	6

Field	Description	Default
Graphics Resolution	Determines how clear and distinct the pictures in your document will be printed. This applies only if your printer has graphics capability. <i>Default:</i> The lowest resolution for your printer, if it has graphics capability; otherwise, non-applicable.	See description
dpi or dpmm	Specifies the units for the Graphics Resolution field. Graphics resolution is measured in either <i>dots per inch</i> (dpi) or <i>dots per millimeter</i> (dpmm). Generally, a higher number of dots gives you a clearer picture, yet takes longer to print.	dpi
Color Pictures	If yes, pictures will be printed in color. Colors are determined by the pen numbers assigned in the application the picture was created with. This applies only to Hewlett-Packard printers which can print in color. If no, pictures will be printed in "black and white" (grey scale).	Yes

Setting New Values in the Print Menu

The settings you see in your Print Menu are currently in effect. If you prefer a different setting for an option, you change its value on the Print Menu.

To change a value on the Print Menu:

EXECUTIVE MEMOMAKER Print Menu
 Set the proper values below for your printer.

Top Margin	<u>5</u>	Printer Model	<u>HP ThinkJet/LPT2</u>
Bottom Margin	<u>6</u>	Auto Feed	<u>Yes</u>
Left Margin	<u>0</u>	Compress Print	<u>No</u>
Right Margin	<u>0</u>	Lines Per Inch	<u>6</u>
Print Width	<u>80</u>		
Lines Per Page	<u>66</u>		

Printer Setup String _____

Double Space	<u>No</u>	Resolution	<u>96 x 96</u>	<u>dpi</u>
Form Feed	<u>Yes</u>	Color Pictures	<u>Yes</u>	
Print Page Numbers	<u>No</u>			
Starting Page Number	<u>1</u>			

1 Load 2 Values 3 Previous 4 Choice 5 Next 6 Choice 7 Save 8 Default 9 Values 10 Values 11 Help 12 Print 13 Keys

highlighting →

1. Use **Tab** or **Shift** + **Tab** to move the highlighting to the field whose value you want to change.
2. If you are changing the **Printer Setup String**, type in the new contents, then delete any characters which may remain from the old contents; if you are changing **any other field**: choose **Previous Choice** or **Next Choice** to cycle through the valid values for that field.
3. When you're finished setting new values, choose **Print Keys** to return to the Print Keys screen.

The new settings are now in effect and will remain so until they are changed or you leave EMM.

Saving and Reusing Frequently-Used Values

You may find that you often print with a particular combination of option settings. You don't have to reset them every time you want to print with them; instead, you can *save* the values, then *load* them into the Print Menu when you want to use them again. (EMM saves all of the Print Menu settings, not just the ones you've changed.)

To save the currently displayed values in the Print Menu:

1. On the Print Menu screen, choose **Save Values**.

When you save values, EMM copies them into *the last format file you got since you started EMM (that is, the format file you specified the last time you used **Get Format**)*. If you haven't gotten a format file, EMM saves the values in STARTUP.FMT. These values replace the existing printer values that were in the format file.

To reuse saved values in the Print Menu:

1. On the Print Menu, choose **Load Values**.

EMM copies the values into the Print Menu from the format file you got last since you started EMM. These values are in effect until they are changed or you leave EMM.

If you use **Load Values** and the settings aren't what you thought they would be, it could be that the format file you loaded from isn't the same file that you saved the values in.

Reusing Default Values

The Print Menu *default values* are the settings which come with EMM. After changing the values in the Print Menu, you may want to reuse the default values, as they are a good “starting point” from which to choose new settings.

To reuse the default values:

1. On the Print Menu screen, choose **Default Values**.

The default values are copied into the Print Menu and are in effect until the menu is changed or you leave EMM:

This may be different in your menu.

default values

EXECUTIVE MEMOMAKER		Print Menu	
Set the proper values below for your printer.			
Top Margin	<u>5</u>	Printer Model	<u>HP ThinkJet/LPT2</u>
Bottom Margin	<u>6</u>	Auto Feed	<u>Yes</u>
Left Margin	<u>0</u>	Compress Print	<u>No</u>
Right Margin	<u>0</u>	Lines Per Inch	<u>6</u>
Print Width	<u>80</u>	Printer Setup String	_____
Lines Per Page	<u>66</u>	Double Space	<u>No</u>
		Resolution	<u>96 x 96</u> <u>dpi</u>
		Form Feed	<u>Yes</u>
		Color Pictures	<u>Yes</u>
Print Page Numbers	<u>No</u>		
Starting Page Number	<u>1</u>		
1 Load Values 2 _____ 3 Previous Choice 4 Next Choice 5 Save Values 6 Default Values 7 Help 8 Print Keys			

Customized Values for LaserJet Printers

EMM provides five format files whose Print Menu values are customized for LaserJet printers:

This format file...	...is for use with this font.which is available on these cartridges:
LASERJET.FMT	built-in Courier	no cartridge necessary
COURIER.FMT	Courier, including italics and bold	92286 A, C, H, L, Q
TMSRMN.FMT	Proportional Times Roman with the USASCII symbol set	92286 B, F, K
	Proportional Times Roman with the ROMAN8 symbol set	92286 P*
PRESTIGE.FMT	Prestige Elite	92286 D, G, J, M
GOTHIC.FMT	Gothic	92286 E, N, Q



To use the Print Menu values of one of these format files, you must get the format file. For instructions, see **Getting a Format File** on page 16-17.

For details on the Print Menu values of these files, see Appendix B: **Customized Format Files for LaserJet Users**.

**Format file requires modification. See Appendix B.*

Page Breaks

A *page break* means one page ends and the next begins.

Normally, a page break occurs after EMM has printed the number of *text lines per page*. This number is calculated from values in the Print Menu:

$$\begin{aligned} &\text{Lines Per Page} - \text{Top Margin} - \text{Bottom Margin} \\ &= \text{text lines per page} \end{aligned}$$

Using the default values as an example:

$$66 - 5 - 6 = 55 \text{ text lines per page}$$

But you can *force a page break*, which ends the current page before the number of text lines per page have been printed. Instructions for this are on the next page.

Displaying Page Breaks

This feature lets you preview your document's page breaks before printing. It inserts a dotted line in your memo to indicate the end of a page. These lines appear only on your display; they won't be printed, nor will be kept when you save your document on a disc.

EMM also displays the page number in this dotted line. The page number displayed for the first page is always 1. (The Starting Page Number field in the Print Menu only applies when you print the document.) For more information on page numbering, refer to **Print Menu Options**, beginning on page 11-3.

To see page breaks in your document:

1. On the Main Keys screen, choose **Print Keys**.

2. On the Print Keys screen, choose **Show Paging**.

An asterisk appears in the function label, indicating page break display is on.

To turn off page break display, go to the Print Keys screen and choose **Show Paging***. The asterisk disappears from the function label and the dotted lines are no longer displayed. However, page break symbols (.PA) which you placed in your document remain after you turn off page break display.

Forcing Page Breaks

Forcing a page break enables you to print *fewer* lines than the number of text lines per page. (Note: If you want to print *more* lines per page, you must either decrease the Top Margin or Bottom Margin, or increase the Lines Per Page; you change these options in the Print Menu.)

To force a page break:

1. Move the cursor to the first line of what will be the next page.
2. On the Print Keys screen, choose **Page Break**. The page break symbol, .PA, appears on a new line above the cursor line.

You can also type .PA as you type. The period (.) must be in column 1 on a blank line.

The .PA line is included in the total line count for your document, but does not actually print out as a line. Therefore, it is not counted as one of the lines that composes a printed page.

To remove a forced page break, delete the line containing the .PA.

Checking Your Printer

Before trying to print a document, make sure that your printer is set up and ready.

- Your printer must be properly *identified* using the Identify Devices (DEVICEID) utility on the EMM Utility Master disc. (This utility creates printer controller programs used by EMM when printing.) For details on identifying your printer, refer to *Setting Up Executive MemoMaker*.
- Make sure the printer you are going to use is correctly attached and configured for your personal computer. See the manual that came with your personal computer if you need assistance.
- Make sure the printer is turned on and is operating properly.
- Insert your paper.

Printing

When you print the document that is in the workspace, you may choose to print the entire document or portions of it.

If you have pictures in your document, you should read **Helpful Facts About Printing Pictures** on page 11-18 before you print.

To print the document in the workspace:

1. On the Main Keys screen, choose **Print Keys** to get to the Print Keys screen.
2. If you want printing to stop before the end of the document:
 - Make sure Auto Feed is set to No in the Print Menu screen, and
 - Force a page break where you want printing to stop.
3. If you want printing to start after the beginning of the document, move the cursor to where you want printing to start. (See **Skipping Pages** on the next page if you want printing to start immediately after a page break.)

4. On the Print Keys screen, to print from the beginning of the document, choose **Print All** ; to print from the cursor position, choose **Print Frm Cursor** .

If you want to stop printing the document before it has finished, choose **Cancel Print** .

5. If Auto Feed is set to No in the Print Menu, EMM prints one page and then pauses so that you can insert the next sheet of paper. Choose **Continue Print** to print the second page and so on.

If you want printing to stop before the end of the document: when EMM pauses at the page break you forced in Step 2, choose **Cancel Print** .

6. When EMM is finished printing, choose **MEMOMAKR Main** to return to the Main Keys screen.

Skipping Pages

This feature moves the cursor to the beginning of the next page to be printed. You may find this useful if you want to start printing at a page in the middle of a document (do this as Step 3 of the printing procedure on the previous page). You may also skip pages while you are printing the document.

The line at which the next page begins depends on whether or not page breaks are displayed:

- If page breaks are displayed, EMM moves the cursor to the line of text which follows the page break (dotted) line.
- If page breaks are not displayed, EMM skips the number of *text lines per page* after the current cursor position. The new cursor position is the line which follows the lines EMM skipped. (See page 11-12 to calculate the number of text lines per page.)

To skip pages before printing starts:

1. Press **Home** to move the cursor to the beginning of the document.
2. On the Print Keys screen, choose **Skip Page** until the cursor is at the first page you want to print.
3. If you will be printing page numbers, you may want to change the starting page number. If so, choose **Print Menu**, then change the Starting Page Number field to the appropriate value. Return to the Print Keys screen when you're done.
4. Continue with Step 4 of the printing procedure on the previous page.

To skip pages during printing:

1. On the Print Menu, set the Auto Feed field to **No**. Return to the Print Keys screen and follow the basic instructions for printing a document.
2. When you get to the point where you want to skip a page, choose **Skip Page** until the cursor is at the next page you want to print.
If you are printing page numbers, EMM will automatically increment the page number each time you choose **Skip Page**.
3. Continue with Step 5 of the printing procedure on the previous page.

Helpful Facts About Printing Pictures

This information can help you avoid problems and surprises when you print pictures.

- If you use a printer that doesn't support graphics, blank lines are printed to allow space for pasting the picture in your document by hand.

- When you choose the higher graphics resolutions, pictures can only occupy part of a printed page.

For example, with a LaserJet printer set to 75 dpi, you might print a bordered picture on a full page. But if you change the resolution to 300 dpi, that same chart could only occupy one-eighth of the printed page.

The printer stores the whole picture in memory and prints one picture at a time. The higher the resolution, the more printer memory is used. If the printer's available memory runs out, the picture is only partially drawn, and an error indicator on the printer lights up. If this happens, turn off and turn on the printer, then choose a lower graphics resolution or make the picture smaller or print fewer pictures on the page.

- If your computer has 256 Kb or less of memory, EMM may take a long time to print a picture from your document.
- A picture is slightly narrower when printed than it is when displayed on the screen. However, the proportion of white space to the right and left of the picture is the same whether it's printed or displayed.
- If you center a picture and are using a LaserJet with a font cartridge other than Courier, the picture may not be centered when you print it. For more information, see Appendix B: **Customized Format Files for LaserJet Users**.

12

Naming and Saving the Document

When you type a document, it exists only on the screen until you tell EMM that you want to save it.

If you do not save it on a disc, it will be erased when you leave EMM or create another document. Even if you don't plan to use the document again and just want to print out a copy, it's always safer to save it first just in case something goes wrong before you get a chance to print it out.

In order for EMM to store and get back your documents, you must give each document a name.



What is a Document Name?

A document name identifies a document and distinguishes it from all others on a disc.

- Since the documents you name are stored as disc files, document names are actually file names.
- The rules for EMM document names are the same as for all other DOS file names. They can have a maximum of eight characters plus a three-character extension (see the next page for more information on extensions). The names can include the following characters:

- letters A through Z
- numerals 0 through 9
- dollar sign \$
- ampersand &
- pound sign #
- percent sign %
- apostrophe '
- parentheses ()
- underscore _
- at sign @
- caret ^
- braces { }
- tilde ~
- exclamation point !

- Do not use spaces in your file name.
- You can use lowercase letters, capitals, or both. EMM treats all letters in the name as capitals.
- Do not use DOS device names such as PRN, LST, CON, AUX, COM1, COM2, LPT1, and LPT2. (Check your DOS user's manual for a complete list of device names.)

- Document names can also have an extension—a suffix one to three characters long that is preceded by a period (for example, Jones.let). You can use the extensions to differentiate between different types of documents. For example:

this extension	could mean
.let	a letter
.mem	a memo
.nts	notes
.out	an outline
.rep	a report
.rev	a revised document

To refer to a series of letters written to Mr. Jones on different dates, you might use the following document names:

Joneslet.jan
Joneslet.feb
Joneslet.jun

- Don't use the extension .bak to indicate a backup file because .bak has a particular meaning for EMM.
- Each file in a particular directory on a disc must have a unique name. You can have Jones.let, Jones.pro, Jones2.let on the same disc. You can have copies or different files called Jones.let on different discs or in different directories.

- A full document name may include the drive name and the directory or subdirectory name. For example, the full document name B:\Jones.let tells you that the document named Jones.let is on a disc in Drive B (B:) in the main directory(\). If you store your documents in the default drive and directory, you only need to specify the document name. That's because unless you tell EMM otherwise, it will store and look for your documents in the default drive and directory.
- You can store a document on a drive other than the default drive by including the drive name when you name the document.
- You can also store your documents in directories other than the default directory by including the directory or subdirectory name as part of the document name. For example, you can create a directory for all documents dealing with the Jones account. Then you would use that directory name as part of the document's name. The document named B:\Jones\March3.let is the file March3.let stored in the Jones subdirectory. When you want to get the document later, you must include the directory or subdirectory name as part of the document name. (See **Creating a Directory** later in this chapter.)
- If you won't be keeping most or all of your documents in the default drive and/or directory, you can change the default drive and directory to be wherever you will be keeping your documents.

The Default Drive and Directory

When you create a file, you give it a name. Each file also has an address that tells EMM where to store it. The address consists of a drive name and one or more directory names, called the *pathname*. The drive name tells where the disc is. The pathname tells the directory or subdirectory in which the file is stored. A *fully-specified file name* includes the drive identifier, the pathname, and the file name plus optional extension.

There is a drive and directory in which EMM assumes you want to store your files. This is the *default drive and directory*. Unless you tell EMM otherwise, it will always look for and store your files there. In any task where EMM asks you for a file name, EMM automatically includes on the response line the default drive and directory as the pathname; all you need to type is the file name and, if applicable, the extension.

If you don't want to store your files in the default drive and directory, you can give your files a different address in one of two ways:

- You can type the full file specification yourself: on the response line, back up the cursor over the default drive and directory, and type in the drive, directory, file name, and, if applicable, extension.
- You can change the default drive and directory by using the File Manager in EMM. (See Chapter 16: **Changing Formats and Creating New Formats** for instructions.)

How to Tell Which is the Default Drive and Directory

If you don't change these defaults, the default drive is the drive that contains the EMM work copy disc. The default directory is the one in which you have installed the work copy. (Check the upper right corner for `Directory:`—this tells you what the default drive and directory are currently.)

For example, if you install the EMM work copy into the main directory of a flexible disc, and you insert the disc into drive A, then drive A is the default drive, and the main directory is the default directory. If tomorrow, you insert the work copy disc into drive B, then drive B is the default drive because that is where the work copy disc is located; the main directory is still the default directory.

If you change the defaults to a different drive and/or directory, these changes remain in effect until you exit EMM or change the defaults again. If you want EMM to retain these changes, save them in the automatic format file, `STARTUP.FMT`. Then EMM will use these new defaults every time you start EMM.

Selecting the File Type for Your Document

Whenever you save a document, you must select one of these file types for the file in which the document is to be saved:

- Document file (**Document File** on the Save Memo screen)
- ASCII file (**ASCII File** on the Save Memo screen)

You select the file type by choosing the function label for that file type; an asterisk will appear in that label, indicating it is the selected file type.

Use these guidelines for selecting the file type:

- **If you plan on using the document only with EMM,** select Document file.
- **If you want to use the document with WordStar,** select Document file.

You can use the **EMM** file as a document in WordStar; the enhancements and soft carriage returns (that is, lines which were ended as a result of word wrap) are preserved. However, **non-U.S. ASCII characters used in the EMM document file are not compatible with WordStar non-U.S. ASCII characters.** (Non-U.S. ASCII characters include special national characters and characters outside the code range of 32 through 127.)

- **If you want to use the document with applications other than EMM, or as a non-document file in WordStar,** select ASCII file.

Changing the File Type of an Existing Memo File

If you need to change the file type of an existing memo file, you can get the memo, then select the other file type before resaving the memo. The resaved memo file will be of the new type, while the original file becomes the backup file of the old type.

Creating a Directory

A directory is a grouping of files, just like a phone directory is a grouping of phone numbers. Every disc starts out having one main directory. But if you want to keep groups of files separate from one another or if you don't want one very large directory, you can create other directories. You can further divide these other directories into subdirectories.

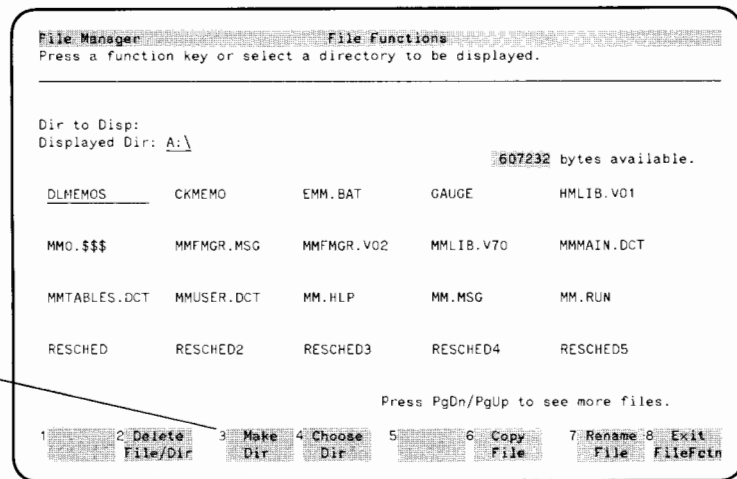
To create a directory or subdirectory, you use File Manager:

1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Save Memo**.

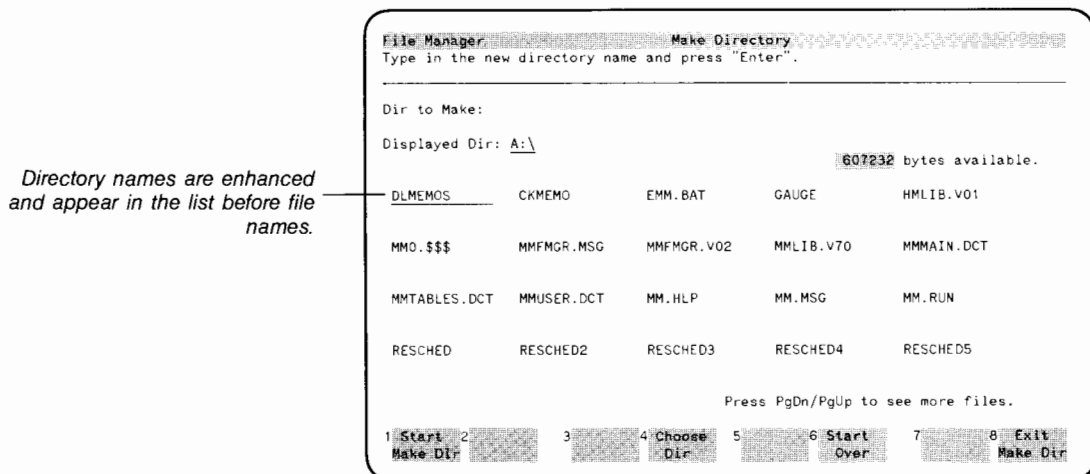
Note: You bring up the Save Memo screen so you can get to the File Manager, but you're not actually going to save a document.

3. On the Save Memo screen, choose **File Manager**.

4. On the File Manager screen, choose **File Funct'ns** to get to the File Functions screen.



5. On the File Functions screen, choose **Make Dir** to get to the Make Directory screen.



6. Type a directory or subdirectory name and press **Enter**.

Verify that you typed the directory name correctly.

```

File Manager: Make Directory
Press F1 ( Start Make Dir) if selection is correct.

Dir to Make: A:\jrcmemos\
Displayed Dir: A:\
607232 bytes available.

DLMEMOS      CKMEMO      EMM.BAT      GAUGE      HMLIB.V01
MM0.$$$      MMFMGR.MSG  MMFMGR.V02   MMLIB.V70  MMMAIN.DCT
MMTABLES.DCT MMUSER.DCT  MM.HLP       MM.MSG     MM.RUN
RESCHED      RESCHED2    RESCHED3     RESCHED4   RESCHED5

Press PgDn/PgUp to see more files.

1 Start 2 3 4 Choose 5 6 Start 7 8 Exit
Make Dir Dir Dir Over Make Dir

```

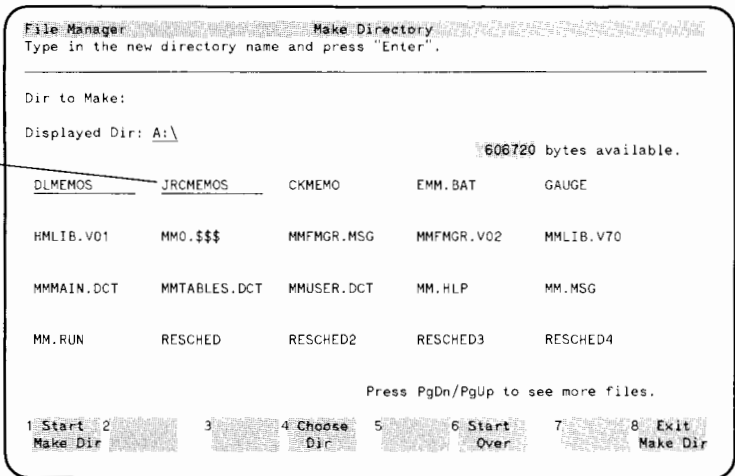
If the name is correct, choose this to begin making the directory.

If the name is incorrect, choose this and retype the name.

7. Check the name on the screen. If you made a mistake, choose **Start Over**. Then go back to Step 5.

- 8. When you are satisfied with the name, choose **Start Make Dir**.
After File Manager creates the new directory, the name appears in the list of directory and file names. (Directory names precede file names in the list.)

The directory you just made now appears in the list.



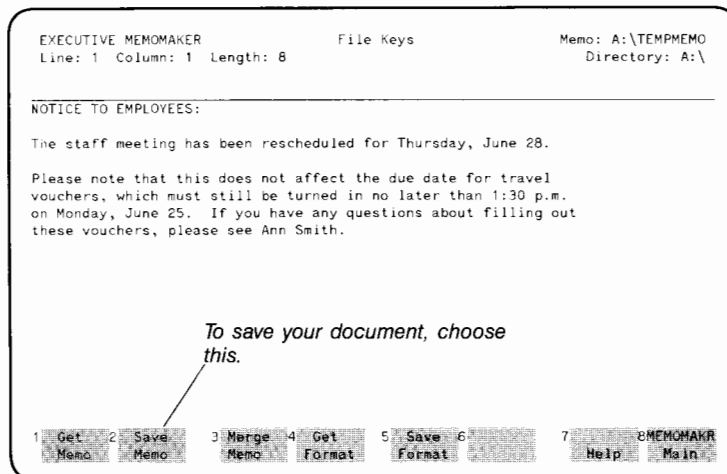
- 9. Choose function label 8 three times—once to exit the Make Directory screen, a second time to exit the File Functions screen, and the third time to leave File Manager and return to the EMM Save Memo screen.
- 10. Choose **Cancel Save** to return to the File Keys screen.
- 11. Choose **MEMOMAKR Main** to return to the Main Keys screen.



Naming and Saving a New Document

When you work with EMM documents, it's a good idea to save your work every 20 minutes or so as you are writing. That way, if the computer loses power you'll have a recent copy of your document saved on the disc.

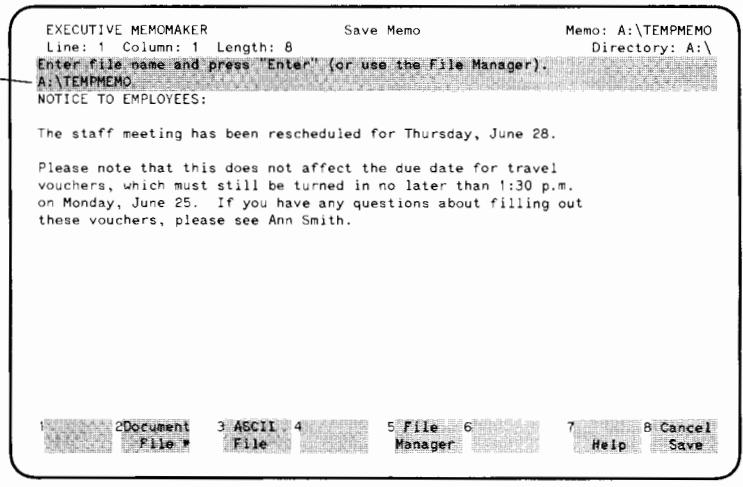
1. On the Main Keys screen, choose **File Keys**. EMM shows you the File Keys screen.



- 2. Choose **Save Memo**. EMM shows you the Save Memo screen.

The default file name appears on the response line on the top of the screen.

If you don't type in another file name, EMM will save your document under this default file name.



- 3. If you want to store your document in the default drive, check to see that there is a disc in the drive indicated at the upper right of the screen. If there isn't, insert one now. If you want to store your document on a disc in another drive, make sure that drive contains a disc.
- 4. If you want to save your document in a Document file, then an asterisk must appear in **Document File**. If **Document File** does not contain an asterisk, choose the label so that an asterisk appears. If you will be using this document with EMM or WordStar, save it in a Document file.

If you want to save your document in an ASCII file, then an asterisk must appear in **ASCII File**. If **ASCII File** does not contain an asterisk, choose the label so that an asterisk appears. If you will be using this document with applications other than EMM and WordStar, save it in an ASCII file.

(For more information on the Document files and ASCII files, read **Selecting the File Type for Your Document** on page 12-7 of this chapter.)

5. If you want to save the document under the name on the response line, press **[Enter]**.

If you want to use a different name, type a name that is different from any name on that disc and then press **[Enter]**. Remember, if you are not storing your document in the default drive or directory, include the drive and directory name as part of the document name.

(If you don't know whether there is already a document with the same name you plan to use, choose **File Manager** in the Save Memo screen to see a list of your files. Then choose **Back To MEMOMAKR** to return to the Save Memo screen.)

EMM creates a disc file for your document. The full document name appears in the upper right corner of your screen and the document remains in the workspace. You can work on the document again or go on to another document.

6. To clear the workspace for the next document, press **[Home]**, then press **[Alt] + [S]**. If text remains on line 1 between column 1 and the left margin, make sure the cursor is on line 1, then press **[Alt] + [D]** to delete the remaining text on the line.

This clears what is in the workspace, but in no way affects your permanent disc file.

7. Choose **MEMOMAKR Main** to return to the Main Keys screen.

Naming and Saving a Revised Document

When you get a document from a disc and revise it, you will have two versions of your document: the original disc file and the modified document in the workspace. You can:

- Save the modified document and have it replace the original version on your disc.
- Save the modified document as a different document and keep two versions of the document.
- Clear the changed document from the workspace and retain the original version as it existed before you made any changes. If you don't want to save the revised document, clear the workspace and tell EMM to discard the modified document.

To name and save your revised document:

1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Save Memo**.
The name of the original document appears on the response line at the top of the screen.
3. If you want to replace the original document with the revised document, press **Enter** and the revised document will be copied over the old document.
4. If you want to keep both the original document and the revised document, type a new document name and then press **Enter**. You might want to add the extension ".rev" to the new document name to indicate that you are saving a revised document (for example, Jones.rev).

Default File Names for Documents You Save

Every document you save must have a name. Whenever you use **Save Memo**, you have two options for naming the document:

- You can type in a file name for the document, or
- You can use the *default file name* provided by EMM. This is a name EMM will give the document if you don't type in a name. (The default file name always appears on the response line after you choose **Save Memo**. If you type in a file name yourself, you type over the default file name.)

When you first start EMM, the default file name is TEMPMEMO. However, the default file name changes whenever you get or save a document. The last-used file name becomes the default, except when you clear the workspace—then TEMPMEMO becomes the default again.

For example, say that you've just started EMM, so TEMPMEMO is the default file name. Then you type a document, and you decide to save it under the name STATUS.REP. When you choose **Save Memo**, you must type in the name `status.rep`—otherwise, EMM will save the document under the name TEMPMEMO. Once you've saved the document under STATUS.REP, this file name is now the default. But the next time you save or get another document, the file name you use in that operation becomes the default.

Backup Files

Whenever you save a document under a particular name, EMM first checks to see if a file already exists with that name. If a file already exists, EMM will rename the old file using an extension “.bak”. For example, if the memo name is Jones.let and a file with that name already exists, EMM will rename the old file Jones.bak. After the Save Memo operation, Jones.let will contain the most recently saved document and Jones.bak will contain the previous version.

- If a file already existed with the “.bak” extension, the old “.bak” file will be replaced with the new version. That is, EMM only saves one previous version of a document.
- You may want to delete unnecessary “.bak” files periodically to save disc space. You can delete “.bak” files using the File Manager. (See Chapter 14: **Copying, Renaming, and Deleting Documents.**)
- If there is not enough space on the disc for EMM to save the most recent version of a file *and* its .bak file, EMM will not do the Save Memo operation. You should delete some files from the disc, then try the Save Memo operation again.

Keeping Track of Document Names

When you get a document from the disc using **Get Memo**, you must ask for it by the exact name you gave it when you saved it. There are several ways to keep track of document names:

- If you're saving documents on a flexible disc, write the names on the label of the disc.
- Use names that immediately suggest the contents of the document (for example, Jones.let for the Jones letter and Jones.pro for the Jones proposal).

If you forget a document name, you can use File Manager to get your document. (See **Getting a Document when You Can't Remember its Name** in Chapter 13.)

Getting a Document

After you have saved a document on a disc, you can get it back whenever you want to read it, change it, print it, or use it as part of another document. When you get a document from a disc, you really get a copy of what is on the disc. The document stays on the disc and you work with the copy in your workspace.

When you get a document in EMM:

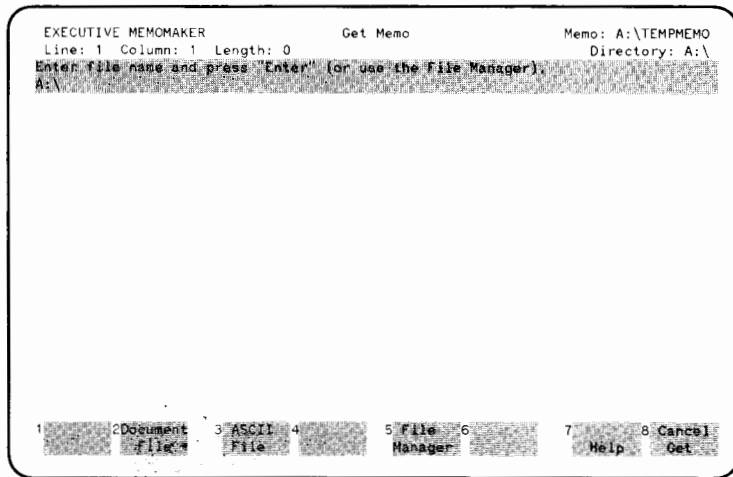
- You must ask for it by the exact name under which it is stored.
- You can have only one document in the workspace at a time.
- If there is a document already on the screen that has not been saved, you must save it or discard it so the screen can be cleared to make room for the document you want to get.

Getting a Document When You Know Its Name

If you know the name of the document you want to see, you can ask for it directly from the Main Keys screen.

To get a document from the default drive:

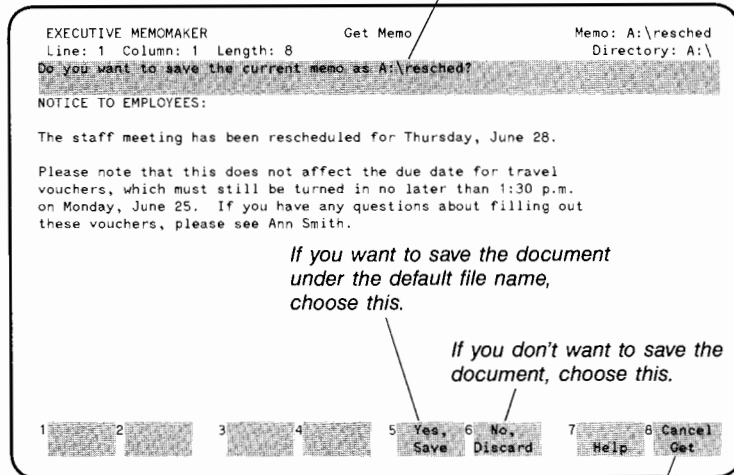
1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Get Memo** to get to the Get Memo screen.



If your screen is clear or has a document that has just been saved, go on to Step 3 on page 13-4.

If there is a document on the screen that has not been saved or that you have changed since you last saved it, EMM will ask you if you want to save it under the default file name.

You must do something with the document in the workspace before you can get another one.



If you want to save the document under the default file name, choose this.

If you don't want to save the document, choose this.

If you want to save the document under a different name, choose this. Then, follow the naming and saving procedure in Chapter 12.



- If you want to save the document under that name, choose **Yes, Save**.
- If you don't want to save the document, choose **No, Discard**.
- If you want to save the document under another name, choose **Cancel Get** and then follow the naming and saving procedure in Chapter 12.

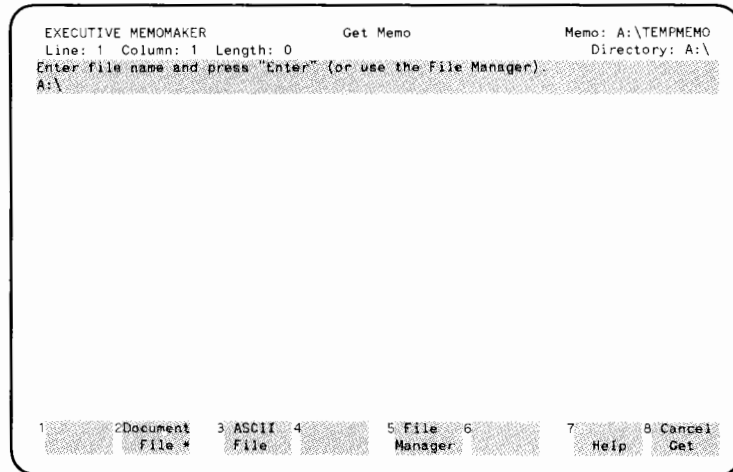
3. If the document you want to get is in a document file, then an asterisk must appear in `Document File`. If `Document File` does not contain an asterisk, choose the label so that an asterisk appears. (If you created the document using Executive MemoMaker, it will most likely be in a document file.)
If the file you want to get is an ASCII file, then an asterisk must appear in `ASCII File`. If `ASCII File` does not contain an asterisk, choose the label so that an asterisk appears.
If you are not sure which is the type of file you are getting, read **Choosing the File Type for Your Document** in Chapter 12.
4. To get a document on a flexible disc that is not in a drive: If you have an empty disc drive, insert the disc containing the document into that drive. If there is no available disc drive, take out the disc that does NOT contain the EMM work copy and replace it with the disc containing the document you want to get, making sure the drive's activity light is off when you switch discs.
5. Type the name of the file you want to get. If the file is not in the default drive and directory, back up the cursor in the response line and type the correct drive and directory over the defaults, then type the file name.
6. Press `Enter`. EMM shows you the document you asked for on the Main Keys screen.

Getting a Document When You Can't Remember Its Name

When you can't remember the name of the document you want to get, you can use the File Manager to see a list of all your documents and then get the document you want.

To get a document using File Manager:

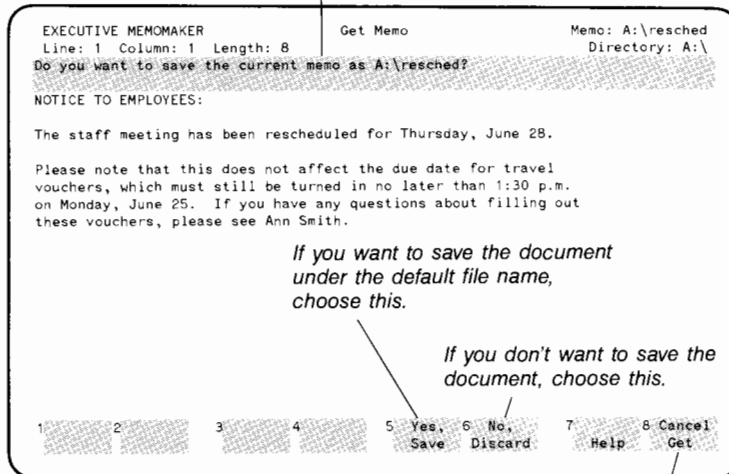
1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Get Memo**. EMM takes you to the Get Memo screen.



If your screen is clear or has a document that has just been saved, go on to Step 3 on page 13-7.

If there is a document on the screen that has not been saved or that you have changed since you last saved it, EMM will ask you if you want to save it under the default file name.

You must do something with the document in the workspace before you can get another one.



If you want to save the document under a different name, choose this. Then, follow the naming and saving procedure in Chapter 12.

- If you want to save the document under that name, choose **Yes, Save**.
- If you don't want to save the document, choose **No, Discard**.
- If you want to save the document under another name, choose **Cancel, Get** and then follow the naming and saving procedure in Chapter 12.

3. If the document you want to get is in a Document file, then an asterisk must appear in **Document File**. If **Document File** does not contain an asterisk, choose the label so that an asterisk appears. (If you created the document using Executive MemoMaker, it will most likely be in a Document file.)

If the file you want to get is an ASCII file, then an asterisk must appear in **ASCII File**. If **ASCII File** does not contain an asterisk, choose the label so that an asterisk appears.

If you are not sure which is the type of file you are getting, read **Selecting the File Type for Your Document** in Chapter 12.

4. Choose **File Manager**.

```
File Manager (Get Memo)
Press a function key or select a directory to be displayed.

Return File:
Return Dir:
Dir to Disp:
Displayed Dir: A:\

606720 bytes available.

DLMEMOS      JRCMEMOS      CKMEMO      EMM.BAT      GAUGE
HMLIB.V01    MM0. $$$      MMFMGR.MSG  MMFMGR.V02   MMLIB.V70
MMMAIN.DCT   MMTABLES.DCT MMUSER.DCT  MM.HLP       MM.MSG
MM.RUN       RESCHED       RESCHED2    RESCHED3     RESCHED4

Press PgDn/PgUp to see more files.

1 2MEMOMAKR 3MEMOMAKR4 Choose 5 File 6 7 8Back To
   Memo     Dir     Dir   Funct'ns MEMOMAKR
```

To tell File Manager that you want to get a document, choose this.

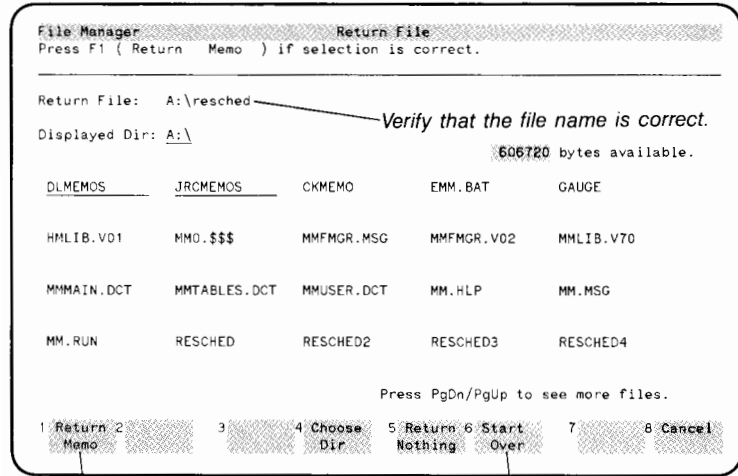
5. If you see the file name you want, go to Step 7. (Use `Pg Dn` or `Pg Up` to see the full listing on your disc.)
6. If you don't see the file name you want, make sure the disc containing the document is in your computer.
7. If the document you want is in a directory other than the displayed directory or if you just inserted a new disc, choose `Choose Dir`.

Then type in the name of the directory you want to see (for example, type "A:\\" to see the documents in the main directory on your work copy disc in Drive A) and press `Enter`. When the directory you want is displayed, choose `Exit Choose`.

8. When the file name you want is showing on the screen, choose `MEMOMAKR Memo`. File Manager shows you the Return File screen.

- Select the file name of the document you want. Do this by using **[Tab]** to move the arrow to the file name in the list, then pressing **[F10]** to highlight the name; or by typing the file name and pressing **[Enter]**. (If you have an HP Vectra with a touchscreen, you can simply touch the file name.)

File Manager shows you the full name of the document.



If the name is correct, choose this to return the selected file to EMM.

If the name is incorrect, choose this and enter the name again.

- If you made a mistake, choose **Start Over** and go back to Step 8.
- When your information is correct, choose **Return Memo**. File Manager shows you the File Manager (Get Memo) screen.
- Choose **Back To MEMOMAKR** to leave File Manager and return to EMM. EMM shows you the document you asked for on the File Keys screen.

14

Copying, Renaming, and Deleting Documents

Copying Documents

A major reason for copying a document is to move a document to another disc. You can also use copying to bring together documents that are scattered on several discs. Let's say you decide you'd like to have all the Jones documents on one disc; you might need to move documents from one disc to another to do this. You move documents by copying them.

Copying by Resaving

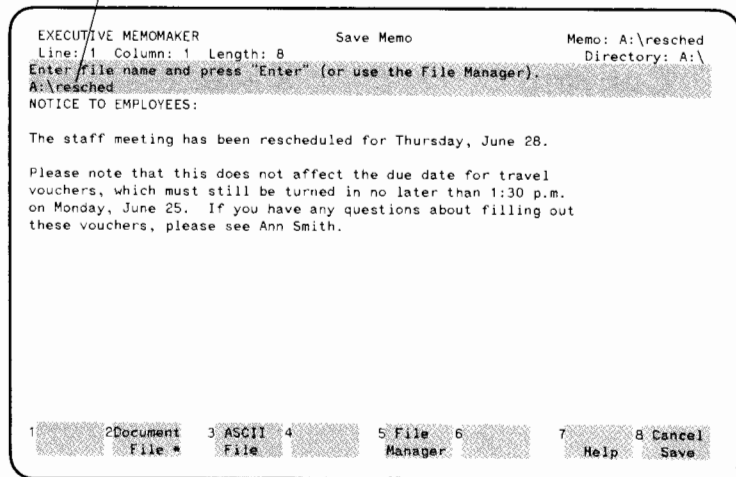
If you are copying the document in the workspace, you can resave it under another file name. This is useful when you want to copy the current document onto a different disc.

To copy the current document under a different file name:

1. In the Main Keys screen, choose **File Keys**.
2. In the File Keys screen, choose **Save Memo**.

EMM shows you the Save Memo screen. The current name of the document appears on the response line at the top of the screen.

Type the name of the file you want to copy to.



3. If you want to save the copy on a different disc, make sure the disc is in a drive.
4. If you want to name the copy different from the original, type the new name. If you are copying to a disc in a drive or directory other than the default drive and directory, be sure to include the new drive and directory when you type the new name.
5. Press

EMM creates a disc file for your document under the new name you just typed. The full file name appears in the upper right corner of your screen and the document remains on the screen.

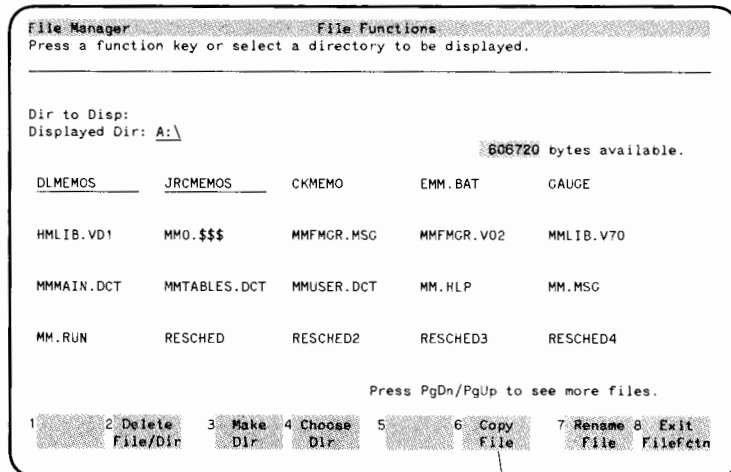
Copying Using File Manager

If you are copying a number of files, you may find it faster to use the File Manager to copy each file in turn.

1. In the Main Keys screen, choose **File Keys**.
2. In the File Keys screen, choose **Save Memo**.

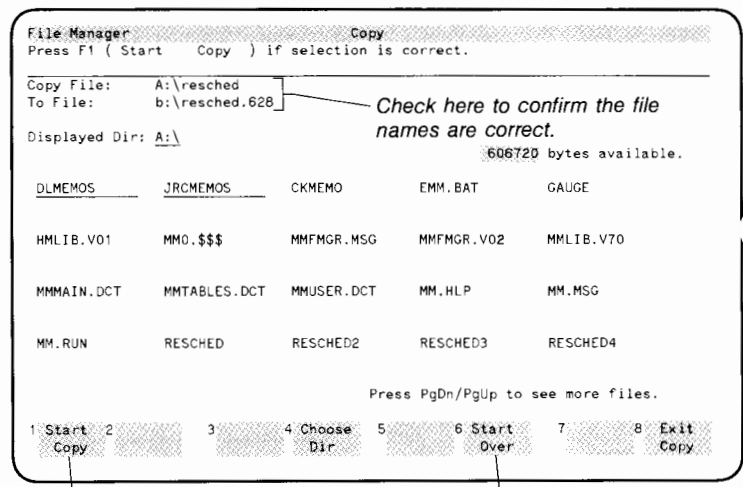
Note: You bring up the Save Memo screen so you can get to the File Manager, but you're not actually going to save a document.

3. In the Save Memo screen, choose **File Manager**.
4. In the File Manager screen, choose **File Funct'ns** to get to the File Functions screen.



To copy a file, choose this.

5. Choose **Copy File** to get to the Copy screen.
6. Select the name of the file you want to copy. Do this either by pressing **Tab** to move the arrow to the name in the list, then pressing **F10** to highlight the name (if you have an HP Vectra with a touchscreen, you can simply touch the name in the list); or by typing the file name and pressing **Enter**.
7. Type in a name for the file you're copying to. If you are not copying to a file in the default drive and directory, be sure to include the drive and directory you are copying to as part of your file name.
8. Press **Enter**.



If the names are correct, choose this to begin copying.

If the names are incorrect, choose this and enter them again.

14-4 Copying, Renaming, and Deleting Documents

9. Select one of the following actions:
 - **If you are satisfied with the file names you specified**, choose **Start Copy**. If the file you're copying to is in the default drive and directory, its name appears in the list when the copy is complete. If you want to copy another file, go back to Step 6.
 - **If you made a mistake**, choose **Start Over** and go back to Step 6.
 - **If you decide you don't want to copy anything**, go on to Step 10.
10. When you're finished copying, choose function label 8 three times—first to exit the Copy screen, second to exit the File Functions screen, and last to leave File Manager and return to the Save Memo screen in EMM.
11. Choose **Cancel Save** to return to the File Keys screen.
12. Choose **MEMOMAKR Main** to return to the Main Keys screen.

Renaming a Document

When you rename a document, you start with an old document, make no changes to the text, and simply give it a new name. This type of renaming is not the same as renaming a revised document—where you either erase the old version and just keep the new version or where you keep both the old and new versions. It's also different from copying a document and giving the copy a new name. In that case, you end up with two originals with different names.

There are two main reasons for renaming a document. One is if you simply want a different or better name. For example, you may create a document called Jones.let and then find that you will be writing a series of letters to Mr. Jones. So you might want to rename the Jones.let document Jones1.let so that you can name the second letter Jones2.let, and so on.

Another reason for renaming a document is if you want to store it in a different directory. For example, if you have two proposals named Jones.pro and Smith.pro and then decide to store all proposals in one directory, you can create a proposal directory and rename your files, for example, B:\proposal\ Jones and B:\proposal\Smith.

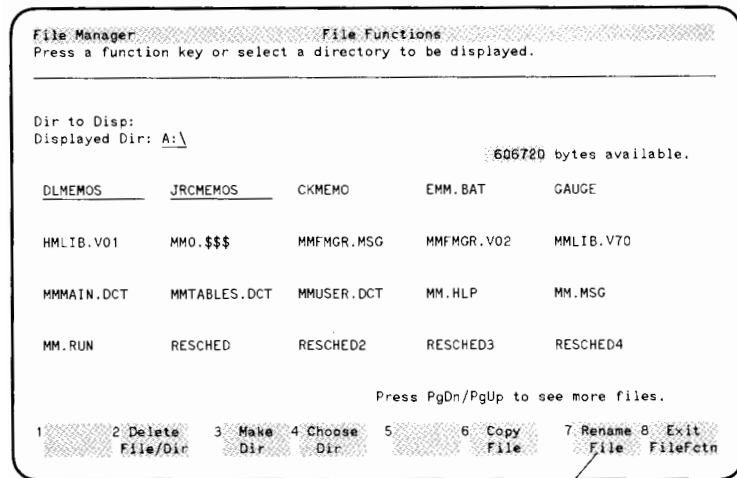
To rename a document:

1. From the Main Keys screen, choose **File Keys**.
2. From the File Keys screen, choose **Save Memo**.

Note: You bring up the Save Memo screen so that you can get to the File Manager, but you're not actually going to save a document.

3. From the Save Memo screen, choose **File Manager**.

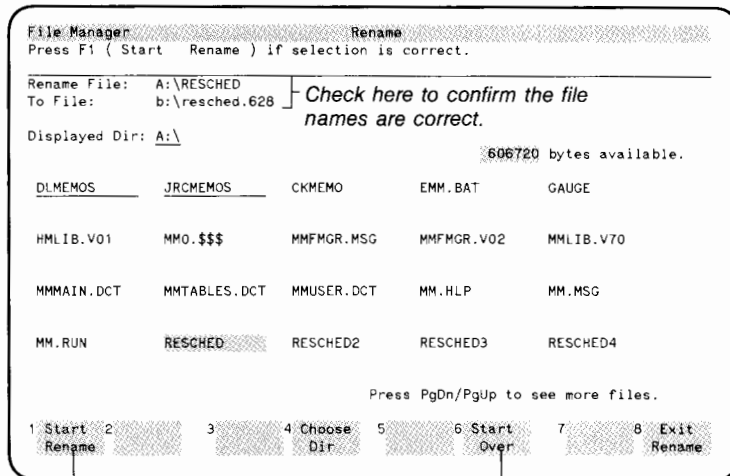
- From the File Manager screen, choose **File Funct'ns** to get to the File Functions screen:



To rename a file, choose this.

- From the File Functions screen, choose **Rename File**.
- Select the name of the file you want to rename. Do this either by pressing **Tab** to move the arrow to the name in the list, then pressing **F10** to highlight the name (if you have an HP Vectra with a touchscreen, you can simply touch the name in the list); or by typing the file name and pressing **Enter**.

7. Type in the new file name and press **Enter**.



If the names are correct, choose this to begin renaming.

If the names are not correct, choose this and enter them again.

8. Select one of the following actions:

- If you are satisfied with the file name you specified, choose **Start Rename**. After the document has been renamed, the old file name disappears from the list and the new file name appears. If you want to rename another file, go back to Step 6.
- If you made a mistake, choose **Start Over** and go back to step 6.
- If you decide you don't want to rename anything, go on to Step 9.

9. When you're finished renaming, choose function label 8 three times: once to exit the Rename screen, a second time to exit the File Functions screen, and a third time to leave File Manager and return to EMM's Save Memo screen.

10. Choose **Cancel Save** to return to the File Keys screen.

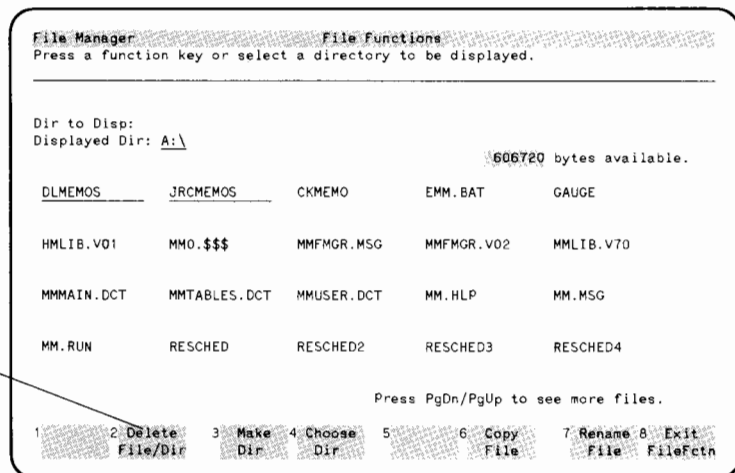
11. Choose **MEMOMAKR Main** to return to the Main Keys screen.

Deleting a Document

If you no longer need a document, you can delete it to provide space on your disc. However, be very careful when deleting files, since once you delete them there is no way to get them back.

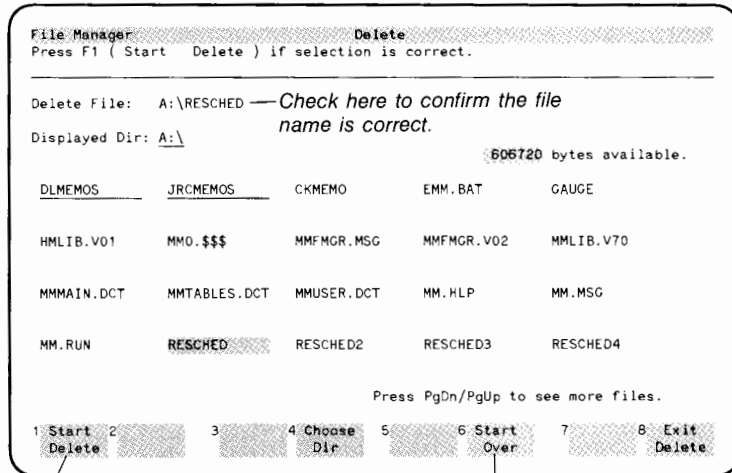
To delete a document:

1. In the Main Keys screen, choose **File Keys**.
2. In the File Keys screen, choose **Save Memo**.
Note: You bring up the Save Memo screen so that you can get to the File Manager, but you're not actually going to save a document.
3. In the Save Memo screen, choose **File Manager**.
4. In the File Manager screen, choose **File Funct'ns** to get to the File Functions screen:



5. In the File Functions screen, choose **Delete File/Dir**.

6. Select the name of the file you want to delete. Do this either by pressing **Tab** to move the arrow to the name in the list, then pressing **F10** to highlight the name (if you have an HP Vectra with a touchscreen, you can simply touch the name in the list); or by typing the file name and pressing **Enter**.



If the name is correct, choose this to delete the file.

If the name is incorrect, choose this and enter it again.

7. Select one of the following actions:

- If you are satisfied with the file name you specified, choose **Start Delete**. After the document has been deleted, the file name disappears from the screen. If you want to delete another file, go back to Step 6.
- If you made a mistake, choose **Start Over** and go back to step 6.
- If you decide you don't want to delete anything, go on to Step 8.

8. When you're finished deleting, choose function label 8 three times: once to exit the Delete screen, a second time to exit the File Functions screen, and a third time to leave File Manager and return to EMM's Save Memo screen.
9. Choose **Cancel Save** to return to the File Keys screen.
10. Choose **MEMOMAKR Main** to return to the Main Keys screen.

File Manager

While you are running Executive MemoMaker on your personal computer, you may want to perform some of the tasks that are normally available only as features of DOS—such as looking at the contents of a directory or copying a file. You will find many of these DOS features available when you use File Manager, and you do not need to exit from EMM to use them.

With File Manager, you can perform several tasks with files and directories (or subdirectories). You can:

- See the list of files in the EMM default drive and directory.
- Choose to see a list of the files in a different drive or directory.
- Get a memo file, picture file, or format file.
- Save a memo file, picture file, or format file.
- Make a new directory.
- Copy a file.
- Delete a file or directory.
- Change the default drive and directory.
- Rename a file.

The last five tasks are the counterparts of DOS tasks. If you want a further explanation of files, directories, subdirectories, and of how they work in DOS, consult your DOS user's guide.

You will find each File Manager function in the chapter that relates to that task:

- Choose to see files in a different directory: Chapter 13.
- Get a memo file: Chapter 13.
- Get or replace a picture file: Chapter 17.
- Save a memo file: Chapter 12.
- Get or save a format file: Chapter 16.
- Create a new directory: Chapter 12.
- Copy a file: Chapter 14.
- Delete a file: Chapter 14.
- Change the default drive and directory: Chapter 16.
- Rename a file: Chapter 14.

Displaying File Manager

Any time EMM asks you for a file name, you can choose **File Manager** at that screen to display File Manager. EMM asks you for a file name at these screens:

- Get Memo
 - Save Memo
 - Merge Memo
 - Get Format
 - Save Format
 - Get Picture
 - Replace Picture
 - Change Dictionary (in the Speller Main screen)
- (in the File Keys screen)
- (in the Picture Keys)

Even if the task you want to perform with File Manager does not involve specifying a file name for EMM to use (for example, you want to change the default drive and directory), you get to File Manager as described above.

16

Changing Formats and Creating New Formats

This chapter tells you how to change a format and how to create, save, and use a new format based on those changes.

What is a Format?



A *format* determines how your document will look. It is a collection of settings for margins, tab stops—everything that affects the appearance of your document. Whenever you change any of these setting values, you are, in effect, defining a new format. Typically, you define a format so documents you create with it will conform to a particular layout.

An EMM format specifies more than just settings which affect the appearance of documents. It also contains information about the operating environment; for example, whether the ruler line is on, or which printer to use.

The table on the next page shows the values that make up a format.

Changing Formats

You can change any of these values, and those changes become effective as soon as you make them. However, the changes are temporary and are in effect until you change them again, get a format file, or exit EMM. You can make the formats more permanent by saving them in a format file. (For more information on format files, see page 16-3.)

Items in a format:	Their default settings in STARTUP.FMT*:
left margin	column 1
right margin	column 79
tab stops	every 5 columns beginning with column 1
text enhancement	underline
justification	off (ragged right)
default drive and directory	The drive that contains your EMM application disc and the directory that EMM was installed into.
MemoSpeller personal dictionary	MMUSER.DCT
Ruler Line	off
Margin Release	off
file type	Document File
Display Page Breaks	off
All settings in the Print Menu	Print Menu default values (the picture on page 16-9 shows these defaults)

**When EMM starts, it automatically uses the values in this format file. See the next page for more information on format files and STARTUP.FMT.*

Format Files

Normally, if you change the margins and tab stops, these new values are lost when you exit EMM; you have to set them again when you restart EMM. But you can save the new values in a *format file* so you won't have to reset them yourself when you restart EMM—you simply tell EMM to get the format file and use the values stored in it.

A format file is useful when you often create documents that use the same format. It's more convenient to tell EMM to use the format file than to set the margins and tabs yourself every time you create such a document.

STARTUP.FMT—The Automatic Format File

Whenever you start EMM, it automatically gets the format file called STARTUP.FMT and makes those values active. You can change the values as described in the previous section; the changes only affect the active values, and not the values contained in STARTUP.FMT.

If you find the changes you make meet your day-to-day needs better than the values stored in STARTUP.FMT, you can make STARTUP.FMT contain your new values. Or, if the new values meet a particular but infrequent need (for example, a special format for interoffice stationery), you can save the values in a different format file. Then, when you want to create a document with those formatting values, you can get that new format file, and its values will be active.

Changing Format Values

This section contains a review of how to change each item in the format. Remember, the changes are temporary; you have to save them in a format file to make them permanent.

Changing the Margins

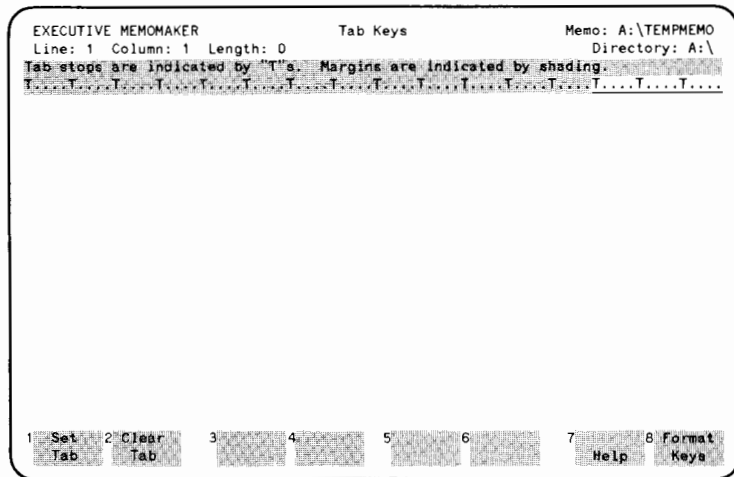
1. On the Main Keys, choose **Format Keys** to get to the Format Keys screen.
2. Use **▶** or **◀** (don't use the space bar) to move the cursor to the column where you want a new margin.
3. To set the left margin at the cursor position, choose **Left Margin**.

To set the right margin at the cursor position, choose **Right Margin**.

If you change the margins after a document has been typed, you may need to align the text to fit within the new margins. (See **Realigning Text After Changing Margins**, page 6-10a, for instructions.)

Changing the Tab Stops

1. On the Main Keys, choose **Format Keys**.
2. On the Format Keys screen, choose **Tab Keys** to get to the Tab Keys screen.

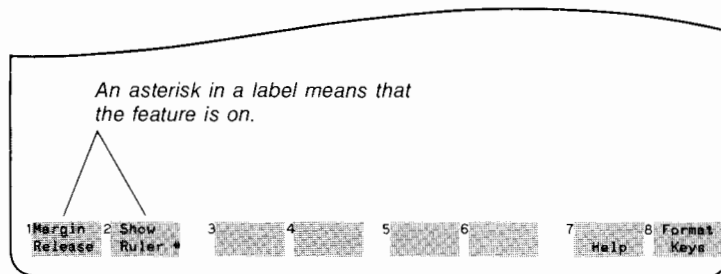


- To set a tab stop: use or (don't use the space bar) to move the cursor to the column where you want the tab, then choose **Set Tab**.

To clear a tab stop: use or to move the cursor to the tab, then choose **Clear Tab**.

Turning On/Off Margin Release and Ruler Line

- On the Main Keys screen, choose **Format Keys**.
- On the Format Keys screen, choose **Display Keys** to get to the Display Keys screen.

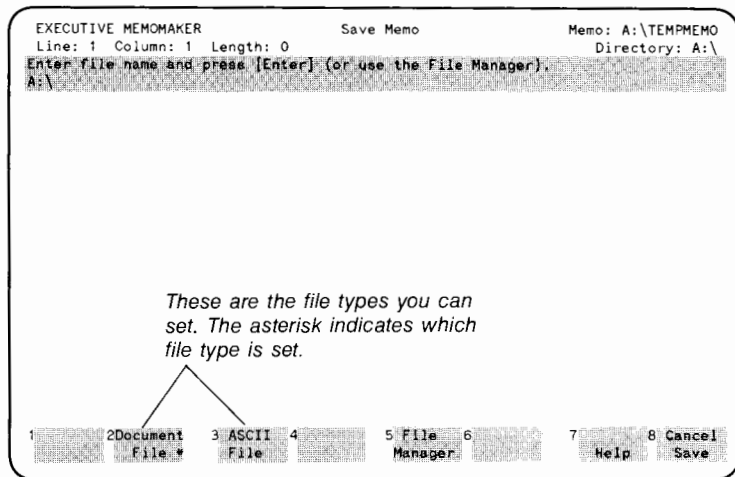


Setting the File Type

3. If you want a feature on but the asterisk does not appear in the label, choose the label to display the asterisk.

If you want a feature off but the asterisk appears, choose the label to remove the asterisk.

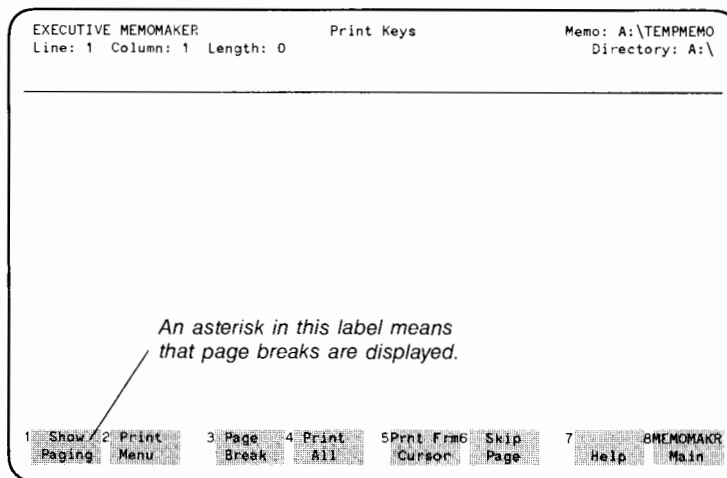
1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Save Memo** to display the Save Memo screen.



3. Choose the label of the file type you want so that an asterisk appears in it.

Displaying Page Breaks

1. On the Main Keys screen, choose **Print Keys** to get to the Print Keys screen.



2. If you want page breaks displayed but the asterisk does not appear in the label, choose **Show Paging** so that the asterisk appears.

If you do not want page breaks displayed but the asterisk appears, choose **Show Paging*** to remove the asterisk.



Changing the MemoSpeller Personal Dictionary

1. On the Main Keys screen, choose **MemoSpeller**.
2. On the Speller Main screen, choose **Change Dictnry** to get to the Change Dictionary screen.
3. If you want to save the dictionary name in a format file without having to use **Save Format**, make sure an asterisk appears in **Save Dct Name**.

The name will be saved in the last format file you got; if you haven't gotten a format file, it will be saved in STARTUP.FMT.

4. Type the name of the personal dictionary and press **Enter**.

Changing Printing Instructions

1. On the Main Keys screen, choose **Print Keys**.
2. On the Print Keys screen, choose **Print Menu** to get to the Print Menu.

EXECUTIVE MEMOMAKER		Print Menu	
Set the proper values below for your printer.			
Top Margin	<u>5</u>	Printer Model	<u>HP ThinkJet/LPT2</u>
Bottom Margin	<u>6</u>	Auto Feed	<u>Yes</u>
Left Margin	<u>0</u>	Compress Print	<u>No</u>
Right Margin	<u>0</u>	Lines Per Inch	<u>6</u>
Print Width	<u>80</u>		
Lines Per Page	<u>66</u>		
Printer Setup String			
Double Space	<u>No</u>	Resolution	<u>96 x 96</u> dpi
Form Feed	<u>Yes</u>	Color Pictures	<u>Yes</u>
Print Page Numbers	<u>No</u>		
Starting Page Number	<u>1</u>		
1 Load Values	2	3 Previous Choice	4 Next Choice
		5 Save Values	6 Default Values
		7 Help	8 Print Keys

3. Use **Tab** or **Shift + Tab** to move the highlighting to the field whose value you want to change.
4. If you are changing the **Printer Setup String**: type in the new contents, then delete any characters which may remain from the old contents; if you are changing **any other field**: choose **Next Choice** or **Previous Choice** to cycle through the legal values for that field.
5. If you want to save the values in a format file without having to use **Save Format**, choose **Save Values**.
EMM saves the values in the last format file you got; if you haven't gotten a format file, the values are saved in STARTUP.FMT.

Changing the Default Drive and Directory

When you first start up EMM, the default drive is the drive that contains your EMM work copy disc and the default directory is the directory that contains the EMM application.

If you will be storing most of your documents on a drive or directory other than the current default drive or directory, you may want to change EMM's default drive and directory.

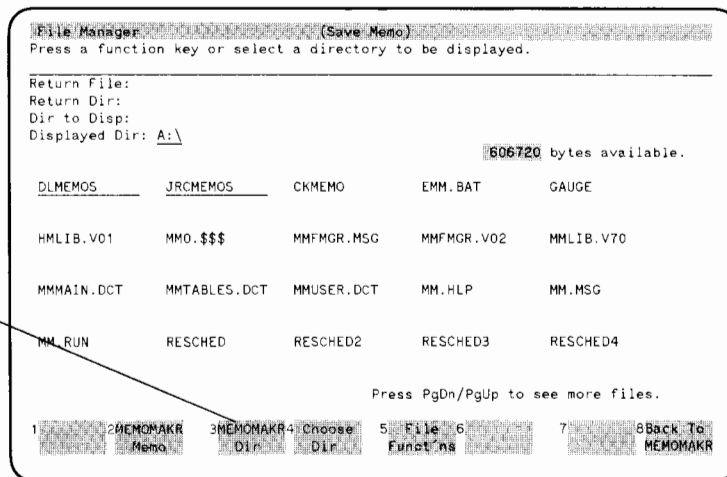
To change the default drive and directory:

1. On the Main Keys screen, choose **File Keys**.
2. On the File Keys screen, choose **Save Memo**.

Note: You bring up the Save Memo screen so you can get to the File Manager, but you're not actually going to save a document.

3. On the Save Memo screen, choose **File Manager** to get to File Manager.

Choose this to change the default drive and directory in EMM.



4. On the File Manager screen, choose **MEMOMAKR Dir**. File Manager shows you the Return Directory screen.

5. If you only want to change the drive instruction, just type a drive name (for example to change the default drive from B to A, type `A:\`). Now EMM is set to store files in the main directory on Drive A.

If you want to change either the directory name or both the drive and the directory name, type both the drive name and the directory or subdirectory name you want. (For example, if your default drive is B and your default directory is the main directory, you would type `A:\Smith` to make the Smith directory on the disc in Drive A the new default drive and directory.)

If you just type a directory or subdirectory name, that name will be appended to the current default directory. For example, if your default directory is currently `B:\Jones` and you want to change the default directory to `B:\Smith`, you must type `B:\Smith`. If you simply type `Smith`, you will change the default to `B:\Jones\Smith`, if such a directory exists.

6. After you have typed in your drive and directory names, press **Enter**.

If the drive and directory are correct, choose this to make them the defaults.

```

File Manager          Return Directory
Press F1 ( Return Dir ) if selection is correct.

Return Dir:  B:\STATUS\  _____ Check here to confirm the drive
Displayed Dir: A:\          and directory are correct.
                               606720 bytes available.

DLMEMOS      JRCMEMOS      CKMEMO      EMM.BAT      GAUGE
HMLIB.V01    MM0.$$$      MMFMGR.MSG  MMFMGR.V02   MMLIB.V70
MMMAIN.DCT   MMTABLES.DCT MMUSER.DCT  MM.HLP       MM.MSG
MM.RUN       RESCHED      RESCHED2    RESCHED3     RESCHED4

Press PgDn/PgUp to see more files.

1 Return 2 3 4 Choose 5 Return 6 Start 7 8 Cancel
  Dir      Dir      Dir      Nothing Over

```

If the drive and directory are not correct, choose this and enter them again.

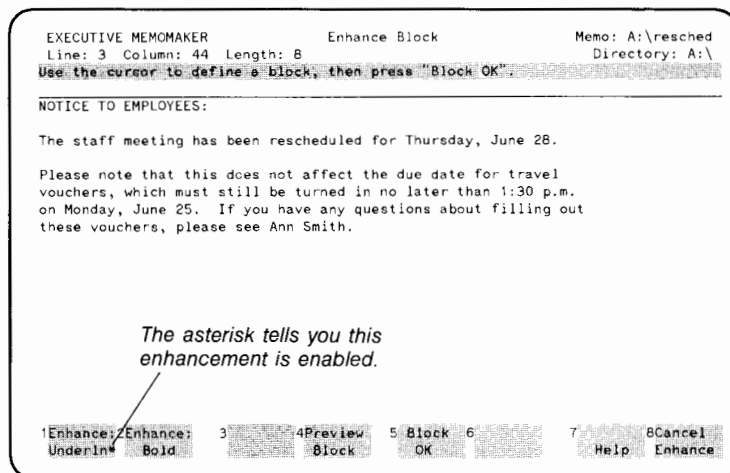
7. Choose **Return Dir**.
8. Choose **Back To MEMOMAKR** to return to EMM's Save Memo screen.
9. Choose **Cancel Save** to return to the File Keys screen.

Changing the Enhancement Setting

Chapter 6 discusses text enhancements and how to change those settings. This section recaps the procedures for making these changes.

To add or remove enhancement from text:

1. On the Main Keys screen, choose **Block Keys** to get to the Block Keys screen.
2. On the Block Keys screen, choose **Enhance Block**. EMM takes you to the Enhance Block screen.
3. On the Enhance Block screen, look at the first two function labels from the left to see which ones contain an asterisk.



4. If you want to turn an enhancement on, make sure an asterisk appears in the enhancement's function label. If the function label does not currently contain an asterisk, choose the label. The asterisk appears in that function label, indicating the enhancement is on.
5. If you want to turn an enhancement off, make sure the asterisk does not appear in the enhancement's function label. If the function label contains an asterisk, choose the label. The asterisk disappears from that function label indicating the enhancement is off.

Using Format Files

When you change your format, the changes are temporary until you name and save the values in a format file. This section tells you how to name and save values in a new format file, how to create a new startup format, and how to retrieve a format file for later use.

Naming and Saving a Format File

The information about document file names in Chapter 12 also applies to format file names. To recap:

- A format file name can have a maximum of eight characters. It can include the following characters:
 - letters A through Z
 - numerals 0 through 9
 - dollar sign \$
 - ampersand &
 - pound sign #
 - percent sign %
 - apostrophe '
 - parentheses ()
 - underscore _
 - at sign @
 - caret ^
 - braces { }
 - tilde ~
 - exclamation point !
- Do not use spaces in your file name.
- You can use lower case letters, capitals, or both. EMM treats all letters in the name as capitals.
- A format file name can have a three-letter extension preceded by a period.
- Each file in a particular directory on a disc must have a unique name.

When you use File Manager to look at your files, they are all listed together. There is no way to tell which are document files and which are format files unless you have indicated it in your names. Therefore, when naming format files, you will probably want to use the suffix, ".fmt" to indicate that the file is a format. You might use `outline.fmt` for an outline format file, `proposal.fmt` for a proposal format file, `table.fmt` for a table format file, and so on. Or if all work done for the Jones account requires a special format file, you might create a `Jones.fmt`.

Another way to name format files is to begin all format file names with "format" and use the extensions to distinguish different format types. For example, `format.let` might be your letter format file, `format.ind` our indented format file, `format.pro` your proposal format file. If you use the same extension on a file name, you can remind yourself which format you used for that file. For example, `Jones.let` would be in letter format, `Jones.pro` would be in proposal format, and so on.

To name and save a new format file:

1. Make all the changes you want in the format, using the previous sections of this chapter.
2. Return to the Main Keys screen.
3. On the Main Keys screen, choose **File Keys** to get to the File Keys screen.
4. On the File Keys screen, choose **Save Format** to get to the Save Format screen.

The name of the format file that EMM was using before you made changes appears on the response line at the top of your screen.

```

EXECUTIVE MEMOMAKER          Save Format          Memo: A:\resched
Line: 4 Column: 1 Length: 8   Directory: A:\
Enter file name and press "Enter" (or use the File Manager).
A:\STARTUP.FMT
NOTICE TO EMPLOYEES:

The staff meeting has been rescheduled for Thursday, June 28.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, June 25. If you have any questions about filling out
these vouchers, please see Ann Smith.

If you want to save the format in a
different format file, type its name
here.

1 2 3 4 5 File 6 7 8 Cancel
   Manager   Help   Save

```


5. If you want to replace the values in that format file with the active values, press `Enter`. EMM erases the old format file and stores the new values in it.
6. If you want to keep the values in a new format file, type a name different from any other format file name on that disc and then press `Enter`. (You should add the extension “.fmt” to the file name so you can easily distinguish a format file from a file containing a document. (If you don’t know whether there is a file with the same name that you plan to use, choose `File Manager` to see a list of your files. Choose `Back To MEMOMAKR` to return to EMM.) EMM saves the active values in the format file you specified.
7. Choose `MEMOMAKR Main` to return to the Main Keys screen.

Saving a New Format into STARTUP.FMT

If you want to change the format that is used whenever you start EMM, follow the procedure we’ve just explained, naming the new format file STARTUP.FMT, and storing it on your EMM application disc. EMM will erase the old STARTUP.FMT and replace it with your new STARTUP.FMT.

Getting a Format File

There is a separate function label for getting a format file as opposed to getting a document file.

To get a format file:

1. On the Main Keys screen, choose `file Keys`.

Changing Values in Format File

To change the values in a format file:

1. Get the format file whose settings you want to change.
2. Change the settings to what you want them to be in the format file. For example, if you want the format file to contain margin values of 11 and 66, set the left and right margins to those settings now.
3. When you've finished making all of the changes, save the format in the same format file you got in Step 1.

Using Pictures

With the Picture Keys, you can merge picture files into your document. Picture files may come from these sources:

- Charting Gallery .GAL files
- Drawing Gallery files
- Graphics Gallery Portfolio files
- HP 3000 figure files (from HP Draw, HP EasyChart, HP Map, DSG/3000) which have been converted into Gallery-compatible files using HP Graphics Curator/3000, then transferred to your personal computer
- Lotus 1-2-3 charts which have been converted into .GAL files via Charting Gallery

The Picture Keys also let you:

- Display the picture on your screen.
- Change the position of the picture.
- Center the picture within the margins.
- Change the size of the picture.
- Replace the picture with another picture.
- Delete the picture.

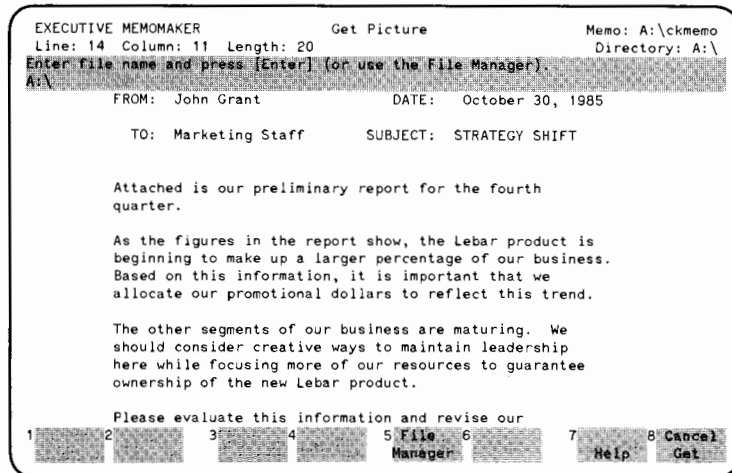
Merging a Picture File

For a list of picture file sources, refer to page 17-1.

To merge a picture file:

1. From the Main Keys screen, choose **Picture Keys**.
2. At the Picture Keys screen, position the cursor where you want the upper left corner of the picture box to be merged.
3. From the Picture Keys screen, choose **Get Picture**.

The *Get Picture* screen appears:



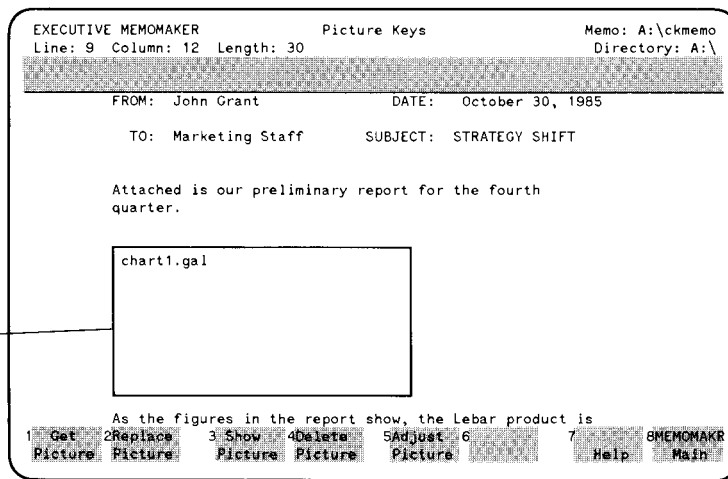
- 4. Type the file name you want to merge; or, if you can't remember the name of the picture file, use File Manager as described on page 17-5.

If you don't type an extension to the file name, EMM will look for a file with the .GAL extension. If your picture file name does not have an extension, you must append a period to it (for example, "CHART1.") so that EMM will look for the correct name.

- 5. Press **Enter**. (**Note:** If the GOLD work disc is not in a disc drive, EMM will prompt you to insert the disc and type the drive it's in. If you are using a document disc, you should remove it first, then insert the GOLD work disc.)

EMM gets the picture and displays the picture box on the Picture Keys screen:

*When you merge a picture file, EMM displays a **picture box** instead of the actual picture. (To display the actual picture, refer to page 17-7.)*



Be sure to read **Helpful Facts About Merging a Picture File** on the next page. It can help you better use this feature of EMM.

Helpful Facts About Merging a Picture File

This information can help you avoid problems and surprises when you merge a picture file.

- EMM can't always merge the upper left corner of the picture where you position the cursor (Step 2 on page 17-2):
 - If you position the cursor on a line with text or on the top line of a picture, EMM will merge the picture one line up from the cursor at the same column.
 - If the cursor position would cause the picture to extend beyond column 79, EMM will merge the picture so that the right side of its box is at column 79.
- In general, the proportions of the picture box are true to those of the actual picture; for example, if you created a picture of a pencil standing on its point, the picture box would be tall and narrow. The exception to this is a Drawing Gallery picture created in partial-view mode. If the picture is completely within the partial-view window, the "white space" between the window border and the picture is included in the picture file. Thus, the corresponding picture box in EMM will have the proportions of the window, not of the picture itself.
- If your picture was created with Graphics Gallery, characteristics such as line styles and fonts will appear in EMM as they do in Graphics Gallery. If your picture is a converted HP 3000 figure file (converted by HP Graphics Curator/3000), the characteristics may be different. For details, refer to Appendix B in the Graphics Curator manual.
- You don't need to leave blank lines between a picture and its surrounding text to make the printed document look neat. EMM will automatically insert two blank lines — one above and one below the picture — into the *printed* document. (EMM will not insert them in the workspace, so the document will look more crowded on the screen than on paper.)

- You can't type nor merge another picture on the lines which already contain a picture.
- It's a good idea to display page breaks (page 11-13) when your document has pictures in it. This can help you avoid splitting a picture across pages.

Using File Manager

When you can't remember the name of the picture file you want to merge or replace in your document, you can use the File Manager to see the names of your picture files. (If you've used File Manager to get a document, then this procedure will look familiar to you.)

This replaces Steps 4 and 5 of both the picture-merging procedure (page 17-3) and the picture-replacing procedure (pages 17-12 and 17-13).

To get a picture file using File Manager:

1. From the Get Picture or Replace Picture screen, choose **File Manager**.
The names of the files in the default directory appear. Use **Pg Dn** or **Pg Up** to see the full listing of files in the default directory.
2. If the picture file you want is in a directory other than the default directory, choose **Choose Dir** to display the Choose Directory screen. Then type the name of the directory you want to see (for example, **A:** to see the documents in the root directory on your application disc in Drive A) and press **Enter**. When the directory you want is displayed, choose **Exit Choose**.

3. When the file name you want is showing on the screen, choose **MEMOMAKER Picture** to display the Return File screen.
4. Use **Tab** to move the highlighting to the picture file you want, then press **F10** (if you have an HP Vectra with a touchscreen, you can simply touch the file name).
Or, type the file name and press **Enter**. If you don't type an extension to the file name, EMM will look for a file with the `.GAL` extension. If your picture file name does not have an extension, you must append a period to it (for example, "CHART1.") so that EMM will look for the correct name.
File Manager shows you the full name of the picture file in the `Return File` field.
5. If you made a mistake, choose **Start Over** and go back to Step 4.
6. When your information is correct, choose **Return Picture** to display the File Manager (Get Picture) or (Replace Picture) screen.
7. Choose **Back To MEMOMAKER** to leave File Manager and return to EMM. (**Note:** If the GOLD work disc is not in a disc drive, EMM will prompt you to insert the disc and type the drive it's in. If you are using a document disc, you should remove it first, then insert the GOLD work disc.)
EMM gets the picture and displays the picture box in the Picture Keys screen.

Displaying the Picture

After you merge a picture, you may want to see how the actual picture looks in your document. **Show Picture** replaces a picture box with the actual picture it represents.

Note: If your computer uses a monochrome video board with no graphics capability, EMM cannot display the actual picture.

To display the actual picture on the screen:

1. From the Main Keys screen, choose **Picture Keys**.
2. On the Picture Keys screen, position the cursor on any line that the picture box appears on.
3. Choose **Show Picture**. (**Note:** If the GOLD work disc is not in a disc drive, EMM will prompt you to insert the disc and type the drive it's in. If you are using a document disc, you should remove it first, then insert the GOLD work disc and type the drive.)

EMM draws the picture on your screen.

Note: If you have a color monitor that does not support graphics, EMM temporarily goes into monochrome mode to draw the picture; it returns to color mode when you do Step 4.

Note: If your computer has 256 Kb or less of memory, EMM may take a long time to draw the picture.

4. When you are finished looking at the actual picture, choose **Cancel Show** to restore the picture box and return to the Picture Keys screen.

Be sure to read **Helpful Facts About Displaying Pictures** on the next page. It can help you better use this feature of EMM.

Helpful Facts About Displaying Pictures

This information can help you avoid problems and surprises when you display the actual picture.

- When you choose **Show Picture**, EMM expects the picture file to be in the same drive and directory as when you merged the picture. If it is not, EMM won't be able to display the picture.
- If a picture is created with a border or surrounding "white space," these features will appear when you merge the picture into your document. You can't remove them within EMM — use Drawing Gallery to edit the picture file.
- When you display a picture, the actual picture may appear to be too close to the surrounding text. But when you *print* the document, EMM will insert a blank line above and below the picture to make the document look neater.

Adjusting the Picture

After you see the text and picture together, you may want to make adjustments to the picture. **Adjust Picture** lets you change the size and lateral position of the picture.

To reposition or change the size of a picture:

1. From the Main Keys screen, choose **Picture Keys**.
2. Choose **Adjust Picture**. (Note: If the GOLD work disc is not in a disc drive, EMM will prompt you to insert the disc and type the drive it's in. If you are using a document disc, you should remove it first, then insert the GOLD work disc and type the drive.)

The *Adjust Picture* screen appears:

```

EXECUTIVE MEMOMAKER          Adjust Picture          Memo: A:\ckmemo
Line: 9 Column: 12 Length: 30          Directory: A:\

-----
FROM: John Grant              DATE: October 30, 1985
TO: Marketing Staff          SUBJECT: STRATEGY SHIFT

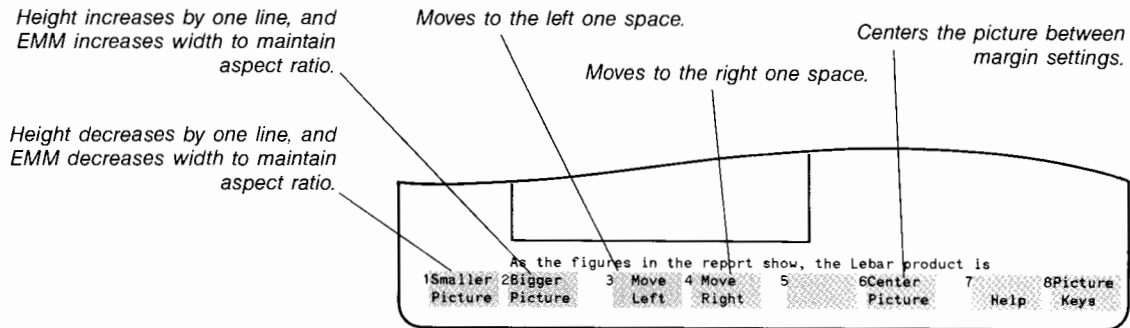
Attached is our preliminary report for the fourth
quarter.

chart1.gal

As the figures in the report show, the Lebar product is
1Smaller 2Bigger 3 Move 4 Move 5 Center 7 Picture
Picture Picture Left Right Picture Help Keys
  
```

3. On the Adjust Picture screen, position the cursor on any line that the picture box appears on.

4. Choose the function label which performs the desired adjustment:



5. Choose **Picture Keys** when you're finished adjusting the picture to return to the Picture Keys screen.

Helpful Facts About Adjusting Pictures

This information can help you adjust pictures without getting any surprises.

- If you change the size of the picture, EMM preserves its *aspect ratio* — that is, the width-to-height ratio of the box. You control the *height* of the picture box, and EMM adjusts its *width* accordingly.
- A picture box may be no wider than 79 columns. However, a picture box might be less than 79 columns at its maximum, as EMM won't let you increase its height if the resulting width would be greater than 79 columns.
- If you will be printing your document on a LaserJet printer in a font other than Courier, a picture centered on the screen will not be centered when it's printed. For more information, see Appendix B: **Customized Format Files for LaserJet Users**.
- If a picture was created with "white space" around it, the "white space" will appear when you display the picture in your document. You can't adjust the actual picture to remove the "white space" — you must edit it out of the picture file using Drawing Gallery.

- A picture may extend beyond the margin settings with no effect on how it is printed.
- If a picture extends beyond page boundaries (use Display Page Breaks to see if a picture does), EMM will split the picture over those pages.
- You may use the Block Keys (see **Editing Blocks of Text** starting on page 7-10) to:
 - **Copy Block** – copy the picture box to a buffer.
 - **Paste Block** – paste picture box to another area
 - **Cut Out Block** – delete the picture box

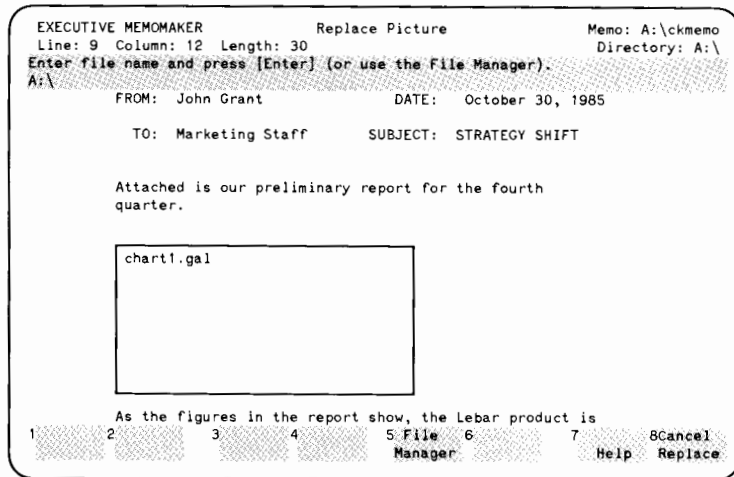
When you use the block keys on the picture box, the entire box will be used. EMM will not perform any block procedure on a partial picture.

Replacing a Picture

To replace a picture within your document:

1. From the Main Keys screen, choose **Picture Keys**.
2. On the Picture Keys screen, position the cursor on any line that the picture box appears on.
3. Choose **Replace Picture**.

The *Replace Picture* screen appears:



4. Type a picture file name; or, if you can't remember the file name, use File Manager as described on page 17-5.

If you don't type an extension to the file name, EMM will look for a file with the `.GAL` extension. If your picture file name does not have an extension, you must append a period to it (for example, "CHART1.") so that EMM will look for the correct name.

5. Press **Enter**. (**Note:** If the GOLD work disc is not in a disc drive, EMM will prompt you to insert the disc and type the drive it's in. If you are using a document disc, you should remove it first, then insert the GOLD work disc.)

The current picture is replaced with the picture you just specified in the Picture Keys screen.

Deleting a Picture

To delete a picture:

1. From the Main Keys screen, choose **Picture Keys**.
2. On the Picture Keys screen, position the cursor on any line that the picture box appears on.
3. Choose **Delete Picture**.
EMM deletes the picture.



Error Messages

Message: Cannot access internal Dictionary file <file name>.

Condition: A file which should have been copied from the Dictionary Master disc to the work disc during installation cannot be found.

Remedy A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc, copy the files \EMMFILES** from the EMM Dictionary Master disc to your EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the file to your dictionary work disc.

Remedy B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Message: Cannot access internal GOLD file <file name>.

Condition: A file which should have been copied from the EMM GOLD Master disc to the work disc during installation cannot be found.

Remedy A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc, copy the files \EMMFILES** from the EMM GOLD Master disc to your EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the files to your GOLD work disc.

Remedy B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Message: Cannot access internal MEMOMAKER file <file name>.

Condition: A file which should have been copied from the EMM Application Master disc to the work disc during installation cannot be found.

Remedy A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc, copy the indicated file from the \EMMFILES directory on the EMM Application Master disc to your EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the file to your EMM work copy disc.

Remedy B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Message: Cannot access personal dictionary <file name>.

Condition: The personal dictionary file, currently named <file name>, cannot be opened or created. Under normal conditions, the only cause for this error would be that the directory does not exist.

Remedy: You should enter the correct drive, directory, and file name of the personal dictionary you want to use (or create).

Message: Cannot access the printer. Check configuration. (#)

Condition 1: The printer specified as the Printer Model in the Print Menu is not properly connected.

Remedy 1: Connect your printer properly. Refer to your printer and computer manuals for instructions.

Condition 2: The printer interface (for example, LPT1 or COM1) specified with the Printer Model in the Print Menu is not properly configured.

Remedy 2: Configure the printer interface properly. Refer to your computer manual for instructions.

Message: Cannot access video information. Run the DEVICEID program.

Condition: The file HPVIDDB.BIN does not exist.

Remedy: Run the DEVICEID (Identify Devices) program and identify a video monitor.

Message: Cannot call the File Manager.

Condition 1: A file used by the File Manager which should have been copied from the EMM Application Master disc to the work disc during installation cannot be found.

Remedy 1A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc, copy the files \EMMFILES\MMFMGR.* from the EMM Application Master disc to your EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the files to your EMM work copy disc.

Remedy 1B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Condition 2: There is not enough memory in which to load the File Manager program.

Remedy 2: Save the document currently in the workspace, then clear the workspace and try using File Manager again.

Message: Cannot create <file name>.

Condition 1: The drive on which you are saving <file name> does not contain a disc.

Remedy 1: Insert a disc into that drive.

Condition 2: The disc in the drive does not contain the directory indicated in the file name.

Remedy 2: Type the name of a directory that exists on the disc in the drive or use File Manager to create the directory indicated in the file name.

Condition 3: The disc you are trying to save your file on is damaged.

Remedy 3: Use another disc.

Condition 4: The disc is write protected.

Remedy 4: Replace the write protected tab on the disc.

Message: Cannot draw picture due to bad font file.

Condition: A font file contains bad data.

Remedy A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc, copy the files \EMMFILES** from the EMM GOLD Master disc to your EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the files to your GOLD work disc.

Remedy B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Message: Cannot find any picture.

Condition: You are trying to perform a picture operation, but no pictures are in the document.

Remedy: Get a picture first.

Message: Cannot find the Dictionary disc.

Condition: The main dictionary file MMMAIN.DCT cannot be found on the indicated drive and directory.

Remedy A: Insert the dictionary work disc into the indicated drive.

Remedy B: Type the correct drive and directory for the dictionary work disc, then press .

Message: Cannot find the GOLD disc.

Condition: The GOLD disc files cannot be found on the indicated drive and directory.

Remedy: If EMM is installed on double-sided (360 Kb) flexible discs, insert the EMM GOLD work disc into the indicated drive (if your document disc is in that drive, remove it first). If EMM is installed on a hard disc or a high-capacity (1.2 Mb) flexible disc, copy \EMMFILES** from the EMM GOLD Master disc to the indicated drive and directory.

Message: Cannot find picture file <file name>.

Condition: The picture file <file name> cannot be found on the indicated drive and directory.

Remedy A: Insert the disc containing the picture file into the indicated drive.

Remedy B: Type the correct drive and directory for the picture file, then press .

Message: Cannot get a picture inside another picture.

Condition: You are trying to merge a picture, but the cursor is on a line where a picture box already appears.

Remedy: Move the cursor to a line where a picture box does not appear.

Message: Cannot get picture file. Picture too wide for MEMOMAKER.

Condition: The picture you are trying to merge is wider than 79 columns.

Remedy: Use Drawing Gallery to make the picture smaller.

Message: Cannot load the printer driver. (#)

Condition 1: You are trying to print a document which contains a picture, but the printer driver (that is, the printer controller program) for the Printer Model in the Print Menu cannot be found.

Remedy 1A: Reidentify printer. See *Setting Up Executive MemoMaker* for instructions.

Remedy 1B: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc copy, the files \EMMFILES** from the EMM GOLD Master disc to the EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the files to your GOLD work disc.

Remedy 1C: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Condition 2: There is insufficient memory into which to load the printer driver.

Remedy 2A: Segment the document into multiple files, then edit each file separately.

Remedy 2B: Get more memory for your computer.

Message: Cannot merge memo inside a picture.

Condition: You are trying to merge another document, but the cursor is on a line where a picture box already appears.

Remedy: Move the cursor to a line where a picture box does not appear.

Message: Cannot paste block inside a picture.

Condition: You are trying to paste a block, but the cursor is on a line where a picture box already occurs.

Remedy: Move the cursor to a line where a picture box does not appear.

Message: Cannot print page numbers unless bottom margin is greater than 1.

Condition: You tried to set Print Page Numbers to Yes, but the Bottom Margin value is less than 2.

Remedy: Set the Bottom Margin value to 2 or more, then set Print Page Numbers to Yes.

Message: Cannot show partial picture of size less than 4 lines.

Condition: An insufficient amount of the picture box appears.

Remedy: Scroll the display so that at least four lines of the picture box appears on the screen, then choose **Show Picture**.

Message: Cannot show picture with this video configuration.

Condition: Your monochrome video board does not have graphics capabilities.

Remedy: Get a video board which has graphics capabilities, or avoid using **Show Picture**.

Message: Current line is not a picture.

Condition: You are trying to perform a picture operation, but the cursor is not on a line where a picture box appears.

Remedy: Move the cursor to a line where a picture box appears.

Message: Dictionary disc removed. Replace disc and press [Enter].

Condition: You removed the main dictionary disc while doing a MemoSpeller Keys operation.

Remedy: Replace the main dictionary disc and press .

Message: <file name> does not exist.

Condition 1: You asked for a file that doesn't exist.

Remedy 1: Check for spelling errors. Make sure you have correctly indicated the drive and directory names (if the file is not in the default drive and directory).

Condition 2: You tried to retrieve <file name> from a disc that doesn't contain it.

Remedy 2: Use File Manager to see what files are on the disc.

Message: GOLD disc removed. Replace disc and press [Enter].

Condition: You removed the GOLD disc while doing a picture operation.

Remedy: Reinsert the GOLD disc, then press [Enter].

Message: End of text encountered.

Condition: You pressed [Check Word] or [Search Forward] with the cursor positioned at a point in the text where no more words remain.

Remedy: Realize that there was nothing that qualified as a word at or past the cursor position when you pressed [Check Word] or [Search Forward]. Move the cursor to the correct place to check.

Message: Error while accessing personal dictionary.

Condition: There was an error while reading the personal dictionary file in from the disc, or when trying to add a new word to the personal dictionary file (using [Add to Dictnry]). A possible cause is that the personal dictionary disc has been removed. Other possible causes are that the personal dictionary file is on a write-protected disc or a full disc.

Remedy: Check that the personal dictionary disc is still inserted, is not write-protected, and is not full.

Message: Input error while reading <file name>.

Condition 1: Before you finished getting <file name>, you removed the disc it was stored on.

Remedy 1: Get <file name>, this time without removing the disc.

Condition 2: You tried to get a file that is stored on a damaged disc.

Remedy 2: There is no way to get a file from a damaged disc. If you made a duplicate copy of the file, get the file from the disc with the duplicate copy.

Message: Input error while reading the picture file. (#)

Condition: The picture file contains bad data.

Remedy: In Drawing Gallery, get the picture and resave it. Then in EMM, get the picture again.

Message: INTERNAL ERROR: #.# Press [Enter] to terminate.

Condition: Conditions vary; #.# indicates the error.

Remedy: Write down the number (#.#), write down what you did that led to the error message, and call or contact the appropriate HP support representative (Dealer, Systems Engineer, or National Response Center).

Message: `<directory>` is an illegal directory name.

Condition: `<directory>` is an illegal directory name for the main dictionary or GOLD disc.

Remedy: Type the correct directory name.

Message: `<file name>` is an illegal file name.

Condition: `<file name>` contains characters other than those that can be used in a file name, or it deviates from EMM's rules for file names in some other way.

Remedy: Use a legal file name. (See Chapter 12.)

Message: Lines in the input file were split because they were too long.

Condition: You got a file—probably a WordStar file—that contains lines longer than EMM's maximum line length of 79 columns. The lines have been split at column 79 and wrapped to fit a 79-column line.

Remedy: Check the document for split words at the end of split lines. Use editing keystrokes to join them back together. Use **Align Block** to realign the document.

Message: MEMOMAKER disc removed or protected. Replace disc and press `[Enter]`.

Condition: You removed the EMM work copy disc while EMM was running.

Remedy: Replace the EMM work copy disc and press `Enter`.

Message: MemoSpeller internal error #.

Condition: EMM encountered serious problems which terminated MemoSpeller operation.

Remedy: Write down the number (#), save your document, and exit EMM. Call your Appropriate HP support representative (Dealer, Systems Engineer or National Response Center).

Message: No more suggested corrections for suspect word.

Condition: You pressed **Pg Dn** in the Suggest Words screen, but no more suggested corrections for the suspect word could be found.

Remedy: Use one of the suggestions already found, or choose **Cancel Suggest** to return to the Corrections Options screen. Here you can correct the word yourself using **Edit Word**, **Ignore Once** or **Add to Dictnry**.

Message: No suggested corrections for suspect word.

Condition: You pressed **Suggest Words**, but no suggested corrections for the suspect word could be found.

Remedy: Correct the word yourself using **Edit Word**. Or, you could use **Ignore Once** or **Add to Dictnry**.



Message: Not enough file handles to run. Check "Setting Up EMM"; press [Enter].

Condition: The FILES setting is too low or does not exist in the file CONFIG.SYS on your DOS work copy disc.

Remedy: Run the program NEWCONFIG from the EMM Utility Master disc to correct the condition.

Message: Not enough memory or cannot find a font. (#)

Condition 1: EMM cannot find the font file needed to draw or show your picture.

Remedy 1A: If EMM is installed on a hard disc or high-capacity (1.2 Mb) flexible disc copy, the files \EMMFILES** from the EMM GOLD Master disc to the EMM subdirectory. If EMM is on double-sided (360 Kb) flexible discs, copy the files to your GOLD work disc.

Remedy 1B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Condition 2: You are trying to print or show a picture, but there is insufficient memory into which to load the font file.

Remedy 2A: Segment the document into multiple files, then edit each file separately.

Remedy 2B: Get more memory for your computer.

Message:

Not enough memory or cannot find GOLD library
<lib name>.

Condition 1: EMM could not find the library <lib name>
on the GOLD disc.

Remedy 1A: If EMM is installed on a hard disc or high-
capacity (1.2 Mb) flexible disc copy, the files
\EMMFILES** from the EMM GOLD Master disc to the
EMM subdirectory. If EMM is on double-sided (360 Kb)
flexible discs, copy the files to your GOLD work disc.

Remedy 1B: Reinstall EMM. See *Setting Up Executive
MemoMaker* for instructions.

Condition 2: There is insufficient memory into which to
load the library <lib name>.

Remedy 2A: Segment the document into multiple files,
then edit each file separately.

Remedy 2B: Get more memory for your computer.

Message:

Not enough memory. Press [Enter] to save and exit,
or choose "Exit".

Condition: You are editing a large document and/or your
disc is full.

Remedy: Press to save and exit, then restart EMM
and segment the document into multiple files. Edit each
file separately.

Message: Not enough memory to load the font file.

Condition: You are trying to print or show a picture, but there is insufficient memory into which to load the font file.

Remedy A: Segment the document into multiple files, then edit each file separately.

Remedy B: Get more memory for your computer.

Message: Not enough memory to run Executive MemoMaker. Press [Enter].

Condition: There is not enough available memory to start EMM.

Remedy: Get more memory for your computer.

Message: Output error while writing <file name>. Check free disc space.

Condition: You tried to save <file name> to a disc that doesn't have enough space to hold it.

Remedy: If the disc you are trying to save to is not the EMM work copy disc, take the disc out of the drive and put in a new disc that has more space. Or save the file to another drive that has a disc with more space by including that drive name as part of your file name (for example, B:\<file name>).

Message: Output error while printing. Check the printer.

Condition: Your printer was turned off when you began printing or you turned the printer off during printing.

Remedy: Make sure the printer is on before you start printing and leave it on during printing.

Message: Personal dictionary full - cannot add word.

Condition: You tried to **Add to Dictionary** a suspect word, but the personal dictionary already contains the maximum number of entries (about 750).

Remedy: Use a smaller personal dictionary. Perhaps edit the personal dictionary and remove some of the less important entries.

Message: Replacement word must be 1 or more characters.

Condition: In the Edit Word screen, you attempted to enter a blank string as the replacement for a word.

Remedy: Enter a non-blank string.

Message: The cursor is beyond the end of the document.

Condition: You tried to search the text using Find and Replace or MemoSpeller, but the cursor was beyond the end of text.

Remedy: Move the cursor to where you want to start searching.

Message: The "Help" file is not available.

Condition: You ask for help, but the help file (MM.HLP) is not on the EMM work copy disc.

Remedy: Copy MM.HLP from your EMM Application Master Disc to your work copy disc.

Message: Warning: Insufficient file handles. Check "Setting Up EMM."

Condition: The CONFIG.SYS file on your DOS work copy disc does not have the line "FILES=20".

Remedy A: Run the program NEWCONFIG from the EMM Utility Master disc to correct the condition.

Remedy B: Reinstall EMM. See *Setting Up Executive MemoMaker* for instructions.

Message: Warning: Not enough memory to complete this operation.

Condition: You attempted an operation that requires more memory and/or disc space than is available. You do not have to exit EMM; you can proceed with other operations that may require less memory.

If the error keeps coming back there may be no more memory available. You will have to exit EMM (you might want to save the document you are working on).

Remedy: If the problem persists, you may need to buy more memory for your personal computer.

Message: Warning: Not enough memory to use all of personal dictionary.

Condition: You specified a personal dictionary file that contains too many words (about 750 maximum). Words at the end of the dictionary file were not used.

Remedy: Use a smaller personal dictionary. (Note: for the personal dictionary to have become too large, it must have been edited directly by you, rather than built up by MemoSpeller with **Add to Dictionary**).

Message: Warning: Unsupported characteristics in picture file were ignored. (#)

Condition: Picture features (e.g. fonts, line styles) not supported by this version of EMM are in the picture. EMM is unable to display or print such features.

Remedy: If the picture file is a converted HP 3000 figure file, refer to the HP Graphics Curator manual for a list of conversion considerations. Redo the figure to eliminate unsupported characteristics. Convert it into a picture file and transfer to your personal computer. Then get the picture file and show or print the picture.

Message: Word is too long to be added to dictionary.

Condition: You tried to **Add to Dictionary** a word longer than 32 characters.

Remedy: Limit personal dictionary entries to 32 characters.



Appendix A



Customized Format Files for LaserJet Users

EMM provides several format files for use with an HP LaserJet or LaserJet Plus printer. They are designed to get you started quickly with the most commonly-used fonts. Use them as a starting point from which you can develop a format that best meets your needs.

These format files are:

- LASERJET.FMT: built-in Courier font (page B-3)
- COURIER.FMT: for Courier font including italics and bold (page B-5)
- TMSRMN.FMT: for Proportional Times Roman font (page B-7)
- PRESTIGE.FMT: for Prestige Elite font (page B-10)
- GOTHIC.FMT: for Gothic font (page B-13)

How to Use These Format Files

1. Get the format file you want. (For instructions, see **Getting a Format File**, page 16-18.)
2. On the Print Menu, make sure that **Printer Model** is set to your LaserJet printer. (See **Displaying the Printing Options**, page 11-2.)
3. Try out the format by creating and/or printing a document; or, look at a sample printed document which appears in the section on the format file you got. You may need to change some of the format settings to suit your needs better.

4. If you made any changes in Steps 2 and 3, save the format file. (See **Naming and Saving a Format File**, page 16-15.) If you will be using this format most of the time, you may want to save it in STARTUP.FMT.

Be aware of these characters in the Printer Setup Strings in the Print Menu of the format files:

- 1 is *lowercase L*; 1 is *one*
 - 0 is *uppercase o*; 0 is *zero*
 - ^[] is the *escape character* (that is, the character that appears when you press ESC)
-

LASERJET.FMT: For Built-In Courier Font

Use this format file with LaserJet's built-in Courier font — no font cartridge is necessary.

LASERJET.FMT Settings Which Differ from Defaults

Item:	Setting in LASERJET.FMT:
Left Margin	9
Right Margin	73
Show Ruler	On
Display Page Breaks	On
<i>Print Menu Items:</i>	
Top Margin	3
Bottom Margin	3
Left Margin	1
Page Length	60
Print Page Numbers	Yes
Printer Setup String	^E ^&1 lX ^&10L ^&100 ^[(8U^[(s0p10h12v0s0b3T

where

- ^E resets the LaserJet
- ^&1 lX sets number of copies to 1 (you can change the **l** to the number of copies you want)
- ^&10L turns off perforation skip
- ^&100 turns on portrait mode
- ^[(8U^[(s0p10h12v0s0b3T sets the primary font to Courier in ROMAN8

For more information about these escape sequences, refer to your LaserJet and font cartridge manuals.

Features and Restrictions

- Underline enhancement will be printed.
- Bold and italics enhancements will not be printed.

A Sample Created and Printed with LASERJET.FMT

This sample page was created and printed with LASERJET.FMT as the active format.

SAMPLE MEMO PRINTED WITH LASERJET.FMT

This is a sample memo printed with LASERJET.FMT. LASERJET.FMT accesses the built-in Courier font of the LaserJet Printer.

LASERJET.FMT sets up EMM environment for using the LaserJet Printer with the Courier font, such that "nice" margins will be established and the pages are numbered. To do this, the Left and Right Margins in the "Format Keys" level are set to 9 and 73 respectively. This page keeps within those margins except for the following two lines which span columns 1 through 79.

12345678901234567890123456789012345678901234567890123456789
1 2 3 4 5 6 7

Underline enhancements are always printed when using LASERJET.FMT.

This paragraph is justified. The other paragraphs are not justified. Since Courier is a non-proportional font, aligned paragraphs look good. Also, page numbers are properly centered, and "Center"ed pictures print centered, i.e.:

MCDJANRY

The LASERJET.FMT format file values which are different from the normal defaults include (but are not limited to):

1. Left Margin (Format Keys) = 9, Right Margin = 73
Sets up a WYSIWYG correlation between the screen and the printed page including white space on the left and right. Text typed in the margins on the screen will be printed in the margins on the paper. The left margin on paper is 1 and 1/16", and the right margin is 15/16".
2. Show Ruler = ON
Draws your attention to the margins.
3. Show Paging = ON
Draws your attention to page breaks.

This sentence occupies the last line of text on this page.

1

COURIER.FMT: For Courier Font Cartridges

Use this format file with LaserJet font cartridges 92286A, C, H, L, and Q.

COURIER.FMT Settings Which Differ from Defaults

Item:	Setting in COURIER.FMT:
Left Margin	9
Right Margin	73
Show Ruler	On
Display Page Breaks	On
<i>Print Menu Items:</i>	
Top Margin	3
Bottom Margin	3
Left Margin	1
Page Length	60
Print Page Numbers	Yes
Printer Setup String	^E ^[&1 1X ^[&10L ^[&100 ^[(s0p10h12v0s0b3T ^[)s0p10h12v1s0b3T

where

- ^E resets the LaserJet
- ^[&1 1X sets number of copies to 1 (you can change the 1 to the number of copies you want)
- ^[&10L turns off perforation skip
- ^[&100 turns on portrait mode
- ^[(s0p10h12v0s0b3T sets the primary font to Courier
- ^[)s0p10h12v1s0b3T sets the secondary font to Courier italics

For more information about these escape sequences, refer to your LaserJet and font cartridge manuals.

Features

- Underline and bold enhancements will be printed.
- Italics enhancement will be printed. Begin italics by typing ^N (that is, by pressing [CTRL]+[N]) at the beginning of text to be italicized; end italics by typing ^O ([CTRL]+[O]) at the end of text to be italicized. A begin/end pair adds two non-printing characters which may affect alignment.

A Sample Created and Printed with COURIER.FMT

This sample page was created and printed with COURIER.FMT as the active format.

SAMPLE MEMO PRINTED WITH COURIER.FMT

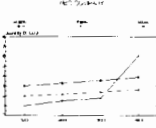
This is a sample memo printed with COURIER.FMT, which uses the Courier font, including Courier bold and italics, available on LaserJet font cartridges 92286A, C, H, L and Q.

COURIER.FMT sets up EMM environment for using the LaserJet Printer with the Courier font, such that "nice" margins are established and the pages are numbered. To do this, the Left and Right Margins in the "Format Keys" level are set to 9 and 73 respectively. This page keeps within those margins except for the following two lines which span columns 1 through 79.

123456789012345678901234567890123456789012345678901234567890123456789
1 2 3 4 5 6 7

Underline enhancements are printed when using COURIER.FMT. **Bold** enhancements show up, and *italics* is available. Insert "Ctrl N" in the text to turn on italics, and a "Ctrl O" to turn it off. This adds two extra non-printing characters in the text which may affect alignment.

This paragraph is justified. The other paragraphs are not justified. Since Courier is a non-proportional font, aligned paragraphs look good. Also, page numbers are properly centered, and "Center"ed pictures print centered, i.e.:



The COURIER.FMT format file values which are different from the normal defaults include (but are not limited to):

1. **Left Margin (Format Key=1 = 9, Right Margin = 73)**
Sets up a WYSIWYG correlation between the screen and the printed page including white space on the left and right. Text typed in the margins on the screen will be printed in the margins on the paper. The left margin on paper is 1 and 1/16", and the right margin is 15/16".
2. **Show Ruler = ON**
Draws your attention to the margins.

This sentence occupies the last line of text on this page.

1

TMSRMN.FMT: For Proportional Times Roman Font

Use this format file with LaserJet font cartridges 92286B, F, and K. You may also use this with 92286P if you first modify the Printer Setup String to use the ROMAN8 symbol set instead of USASCII (see **Features and Restrictions** on the next page).

TMSRMN.FMT Settings Which Differ from Defaults

Item:	Setting in TMSRMN.FMT:
Show Ruler	On
Display Page Breaks	On
<i>Print Menu Items:</i>	
Top Margin	3
Bottom Margin	3
Left Margin	21
Page Length	60
Print Width	122
Print Page Numbers	Yes
Printer Setup String	^[E ^[&l lX ^[&l0L ^[&l00 ^[(0U^[(s1p10v0s0b5T ^[])0U^[]s1p10v1s0b5T

where

- ^[E resets the LaserJet
- ^[&l lX sets number of copies to 1 (you can change the l to the number of copies you want)
- ^[&l0L turns off perforation skip
- ^[&l00 turns on portrait mode
- ^[(0U^[(s1p10v0s0b5T sets the primary font to Times Roman in USASCII
- ^[])0U^[]s1p10v1s0b5T sets the secondary font to Times Roman italics in USASCII

For more information about these escape sequences, refer to your LaserJet and font cartridge manuals.

Features and Restrictions

- To use TMSRMN.FMT with the 92286P cartridge, or to access the ROMAN8 symbol set on the 92286F or K, delete this text from the Printer Setup String: $\wedge \uparrow (\text{OU}$ and $\wedge \downarrow) \text{OU}$.
- Underline and bold enhancements will be printed.
- Italics enhancement will be printed. Begin italics by typing $\wedge \text{N}$ (that is, by pressing $\text{CTRL} + \text{N}$) at the beginning of text to be italicized; end italics by typing $\wedge \text{O}$ ($\text{CTRL} + \text{O}$) at the end of text to be italicized. A begin/end pair adds two non-printing characters which may affect alignment.
- Justified text will not be justified when printed, as EMM doesn't support proportional spacing.
- Uppercase letters are very wide compared to lowercase letters, which may cause line overflow for lines with many uppercase letters.
- A picture centered on screen will be *printed* to the right of center. You can position the picture so that it prints approximately centered by doing the following:
 1. Calculate the *picture box width* =
right-side column of box – left-side column of box + 1
 2. Calculate the *left page-centered column* =
 $19 - 3/8 * \text{picture box width}$
Note: if this value is less than 1, you won't be able to center the picture.
 3. Move the left side of the picture box to the left page-centered column using the labels in the Adjust Picture screen. This is an approximation, so you may need to make further adjustments once you've examined your printed document.

**A Sample Created
and Printed with
TMSRMN.FMT**

This sample page was created and printed with
TMSRMN.FMT as the active format.

SAMPLE MEMO PRINTED WITH TMSRMN.FMT

This is a sample memo printed with TMSRMN.FMT, which utilizes the Times Roman font available on LaserJet font cartridges 92286B, F, and K. TMSRMN.FMT will also work with the 92286P on a LaserJet Plus if you modify the Printer Setup String.

TMSRMN.FMT sets up EMM environment for using the LaserJet Printer with the Times Roman font, such that "nice" margins are established and the pages are numbered. To do this, the Left and Right Margins in the "Format Keys" level are set to 1 and 79 respectively, while the "Left Margin" in the Print Menu is set to 21. The margins on the printer look rather wide, but they cannot be narrowed since the EMM text is at its maximum width of 79.

Underline enhancements are printed when using this format file. **Bold** enhancements appear, and *Italics* is available. Insert a "Ctrl N" in the text to turn on italics, and a "Ctrl O" to turn it off. This adds two extra non-printing characters in the text which may affect alignment.

Most of this text fits nicely on the page. However, Times Roman is a proportional font and the capital letters are very wide compared to lowercase letters. For example,

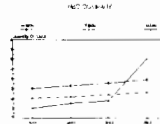
"THIS IS A RATHER SHORT SENTENCE CONTAINING ONLY CAPITAL LETTERS"

almost overflows the line.

This paragraph is justified. The other paragraphs are not justified. Since Times Roman is a proportional font, aligned paragraphs will not look aligned when printed.

Although Times Roman is a non-proportional font, the Print Width is set so that page numbers will print centered.

"Center"ed pictures will not print centered. See the procedure on page B-8 which helps you to calculate the *approximately* centered position.



This sentence occupies the last line of text on this page.

PRESTIGE.FMT: For Prestige Font

Use this format file with LaserJet font cartridges 92286D, G, J, and M.

PRESTIGE.FMT Settings Which Differ from Defaults

Item:	Setting in PRESTIGE.FMT:
Show Ruler	On
Display Page Breaks	On
<i>Print Menu Items:</i>	
Top Margin	3
Bottom Margin	3
Left Margin	10
Page Length	60
Print Width	89
Print Page Numbers	Yes
Printer Setup String	^fE ^f&l 1X ^f&l0L ^f&l00 ^f(s0p12h10v0s0b8T ^f)s0p12h10v1s0b8T

where

^fE resets the LaserJet
^f&l 1X sets number of copies to 1 (you can
change the 1 to the number of copies you want)
^f&l0L turns off perforation skip
^f&l00 turns on portrait mode
^f(s0p12h10v0s0b8T sets the primary font to
Prestige
^f)s0p12h10v1s0b8T sets the secondary font
Prestige

For more information about these escape sequences, refer
to your LaserJet and font cartridge manuals.

Features and Restrictions

- Underline and bold enhancements will be printed.
- Italics enhancement will be printed. Begin italics by typing $\wedge N$ (that is, by pressing $\boxed{\text{CTRL}} + \boxed{N}$) at the beginning of text to be italicized; end italics by typing $\wedge 0$ ($\boxed{\text{CTRL}} + \boxed{0}$) at the end of text to be italicized. A begin/end pair adds two non-printing characters which may affect alignment.
- A picture centered on screen will be *printed* to the right of center. You can position the picture so that it prints approximately centered by doing the following:
 1. Calculate the *picture box width* =
right-side column of box – left-side column of box + 1
 2. Calculate the *left page-centered column* =
 $30 - 3/8 * \text{picture box width}$
Note: if this value is less than 1, you won't be able to center the picture.
 3. Move the left side of the picture box to the left page-centered column using the labels in the Adjust Picture screen. This is an approximation, so you may need to make further adjustments once you've examined your printed document.

A Sample Created and Printed with PRESTIGE.FMT

This sample page was created and printed with
PRESTIGE.FMT as the active format.

SAMPLE MEMO PRINTED WITH PRESTIGE.FMT

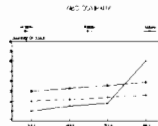
This is a sample memo printed with PRESTIGE.FMT, which utilizes the LaserJet's Prestige font available on font cartridges 92286D, G, J, and M.

PRESTIGE.FMT sets up EMM environment for using the LaserJet Printer with the Prestige font, such that "nice" margins are established and the pages are numbered.

Underline enhancements are printed when using PRESTIGE.FMT. Bold enhancements appear, and *italics* is available. Insert "Ctrl N" in the text to turn on italics, and a "Ctrl O" to turn it off. This adds two extra non-printing characters in the text which may affect alignment.

This paragraph is justified. The other paragraphs are not justified. Since Prestige is a non-proportional font, aligned paragraphs look good. Also, page numbers are properly centered.

"Center"ed pictures do not print centered when using PRESTIGE.FMT. Follow the procedure on page B-11 to calculate the approximately centered position.



The PRESTIGE.FMT format file values which are different from the normal defaults include (but are not limited to):

1. Show Ruler = ON
Draws your attention to the margins.
2. Show Paging = ON
Draws your attention to page breaks.
3. Top Margin = 3
Combined with the LaserJet's "unprintable region" at the top of the page, results in a 1" inch top margin.
4. Bottom Margin = 3
Combined with the LaserJet's "unprintable region" at the bottom of the page, results in a 1" bottom margin which includes the page number 2 lines below the end of text.

This sentence occupies the last line of text on this page.

GOTHIC.FMT: For Gothic Font

Use this format file with LaserJet font cartridges 92286E, N, and Q. (It does not work with the Gothic font on cartridge 92286W.)

GOTHIC.FMT Settings Which Differ from Defaults

Item:	Setting in GOTHIC.FMT:
Show Ruler	On
Display Page Breaks	On
<i>Print Menu Items:</i>	
Top Margin	3
Bottom Margin	3
Left Margin	10
Page Length	60
Print Width	89
Print Page Numbers	Yes
Printer Setup String	^E ^[&1 1X ^[&10L ^[&100 ^[(8U^[(s0p12h12v0s0b6T ^[]8U^[]s0p12h12v1s0b6T

where

^E resets the LaserJet
 ^[&1 1X sets number of copies to 1 (you can change the 1 to the number of copies you want)
 ^[&10L turns off perforation skip
 ^[&100 turns on portrait mode
 ^[(8U^[(s0p12h12v0s0b6T sets the primary font to Gothic in ROMAN8
 ^[]8U^[]s0p12h12v1s0b6T sets the secondary font to Gothic in ROMAN8

For more information about these escape sequences, refer to your LaserJet and font cartridge manuals.

Features and Restrictions

- Underline and bold enhancements will be printed.
- Italics enhancement will be printed with cartridges E and N. Begin italics by typing $\wedge N$ (that is, by pressing $\boxed{\text{CTRL}} + \boxed{N}$) at the beginning of text to be italicized; end italics by typing $\wedge O$ ($\boxed{\text{CTRL}} + \boxed{O}$) at the end of text to be italicized. A begin/end pair adds two non-printing characters which may affect alignment.
- A picture centered on screen will be *printed* to the right of center. You can position the picture so that it prints approximately centered by doing the following:
 1. Calculate the *picture box width* =
$$\text{right-side column of box} - \text{left-side column of box} + 1$$
 2. Calculate the *left page-centered column* =
$$30 - 3/8 * \text{picture box width}$$

Note: if this value is less than 1, you won't be able to center the picture.
 3. Move the left side of the picture box to the left page-centered column using the labels in the Adjust Picture screen. This is an approximation, so you may need to make further adjustments once you've examined your printed document.

A Sample Created and Printed with GOTHIC.FMT

This sample page was created and printed with
GOTHIC.FMT as the active format.

SAMPLE MEMO PRINTED WITH GOTHIC.FMT

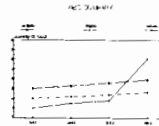
This is a sample memo printed with GOTHIC.FMT, which utilizes the LaserJet's Gothic font available on font cartridges 92286E, N and Q. It does not work with the 92286W cartridge, which has "Gothic font" but in a larger size.

GOTHIC.FMT sets up EMM environment for using the LaserJet Printer with the Gothic font, such that "nice" margins are established and the pages are numbered.

Underline enhancements are printed when using GOTHIC.FMT. Bold enhancements appear. *Italics* is available with cartridges 92286E and N. Insert "Cnt! N" in the text to turn on italics, and a "Cnt! O" to turn it off. This adds two extra non-printing characters in the text which may affect alignment.

This paragraph is justified. The other paragraphs are not justified. Since Gothic is a non-proportional font, aligned paragraphs look good. Also, page numbers are properly centered.

"Center"ed pictures do not print centered when using GOTHIC.FMT. See the procedure on page B-14 for calculating the *approximately* centered position.



The GOTHIC.FMT format file values which are different from the normal defaults include (but are not limited to):

1. Show Ruler = ON
Draws your attention to the margins.
2. Show Paging = ON
Draws your attention to page breaks.
3. Top Margin = 3
Combined with the LaserJet's "unprintable region" at the top of the page, results in a 1" inch top margin.
4. Bottom Margin = 3
Combined with the LaserJet's "unprintable region" at the bottom of the page, results in a 1" bottom margin which includes the page number 2 lines below the end of text.

This sentence occupies the last line of text on this page.

1



Using EMM with Other Applications

EMM's ability to work with other applications comes in two forms:

- You can merge *files from other applications* into an EMM document.
- You can create an EMM file *for use with other applications*.

This appendix presents two scenarios which demonstrate this ability. For more information and scenarios, refer to *HP Fast Trak: An Expert's Guide to Executive MemoMaker* (Product Number 89915F), Chapter 7: Integration.

Scenario 1: Merging 1-2-3 Worksheets and Charts into a Report

Scenario: You, the Accounting Manager of ABC Company, have developed a pricing model worksheet using Lotus 1-2-3. You've put data into the worksheet and generated a pie chart within 1-2-3. You will be using EMM to create your pricing model report and you want to include the worksheet data and pie chart in it.

Necessary software: Executive MemoMaker, Lotus 1-2-3, Charting Gallery

1. In 1-2-3, create a print file (.PRN extension) of the worksheet data. Use the /Print File command to do this.

In creating the print file:

- Make the left margin 0 (1-2-3 command /Print Options Margins Left 0).
- Align it (/Print Align).
- Make it unformatted (/Print Options Other Unformatted).
- Limit the width of the range to 79 characters.

For details on the commands, refer to the 1-2-3 manual.

2. In the Charting Gallery pie chart application, create a picture file (.GAL extension) of the pie chart. This is a two-stage process:
 - a. First, get the 1-2-3 worksheet file, then get the pie chart graph from the file. (For details, see **Transferring Graphs from Lotus 1-2-3 or Symphony** in Chapter 7 of the Charting Gallery reference manual.)
 - b. Save the pie chart as a picture file. (See **Transferring a Chart to Executive MemoMaker**, also in Chapter 7 of the Charting Gallery reference manual.)
3. In EMM, type the report.
4. Merge the worksheet data (that is, the print file from Step 1) into the report by using **Merge Memo** in the File Keys screen. Merge it as an ASCII File, and remember to include .PRN in the file name. (See **Merging a Text File Into Your Document** on page 7-23.)

5. Merge the pie chart into the report by using **Get Picture** in the Picture Keys screen. (See **Merging a Picture File** on page 17-2.)
6. Print the report.

Helpful Facts

- After you transfer the pie chart to Charting Gallery (Step 2a), you can use the Edit and Draw screen to enhance the chart's appearance. You can add titles and annotations, assign colors and texture patterns, and select fonts and font sizes.

If necessary, you can also edit the data in Charting Gallery's Data screen. This affects only the pie chart; the 1-2-3 worksheet file and print file retain the original data.

- If you save the report, you can save it as a Document File, even though you merged the worksheet as an ASCII File.

Scenario 2: Creating an HP DeskManager Mail Message

Scenario: You, the Marketing Manager of ABC Company, are developing next year's strategic plan. You've created a first draft using EMM and now wish to distribute it for review via HP DeskManager.

Necessary software: Executive MemoMaker, AdvanceLink 2392, HP DeskManager

1. In EMM, save the draft as an ASCII File.
2. In AdvanceLink 2392, transfer the draft up to the HP 3000. Use STANDARD ASCII mode.

3. In HP DeskManager Work Area, copy the draft file; use the command `copy text from (filename)`, where *filename* is the name of the draft file on the HP 3000.
4. In the Work Area, send the file; use the command `send n`, where *n* is the number of the draft file in the Work Area.

Helpful Facts

- The optimal EMM margin settings for documents which will be distributed by HP DeskManager are columns 1 and 79.
- The underline and boldface enhancements of EMM will not be displayed in HP DeskManager. If you want enhancements, you must use the *escape sequences* which the HP 3000 uses. For details, refer to the AdvanceLink 2392 manual.



Index

- A**
- active format, 2-12, 16-3
 - AdvanceLink 2392, 5, C-3
 - aligning, text, 1-19, 8-1
 - after changing margins, 6-11
 - a paragraph, 1-19
 - ASCII file type, 12-7
 - aspect ratio, 17-10
 - automatic paper feed (auto feed), 11-6
- B**
- backup (.bak) files, 12-17
 - before you begin using EMM, 1-1, 5-1
 - block, 1-19
 - aligning, 1-19, 8-1
 - copying and pasting, 7-16
 - cutting and pasting, 3-7, 7-14
 - deleting, 7-11
 - enhancing, 6-17
 - justifying, 8-5
 - functions, 3-1
 - pasting, 7-16
 - tips for successfully moving, 3-12
 - block of text *see* block
 - block-style paragraphs, 1-15, 6-3
 - boldfaced text, 3-3, 6-17
 - border, picture, 17-8
 - buffer for deleting and erasing, 7-10

- C** Caps lock, 5-14
- caps lock mode, status indicator, 5-10
 - typing lower-case letters in, 5-14
 - case sensitivity in finding and replacing, 9-2
 - centering a line, 6-16
 - changing, format values, 16-4
 - margins, 1-11, 6-10, 16-5
 - tabs, 2-12, 16-4
 - character sets, non-U.S., 6-6
 - characters, non-U.S. ASCII, 12-7
 - characters per line (print width), 11-3
 - Charting Gallery, 17-1
 - converting Lotus graphs via, C-2, C-3
 - choosing a function label, 2
 - CKMEMO, 4-5, 6-5
 - clearing the workspace, 1-13, 7-8
 - color monitor, enhancements on, 3-6, 6-14, 6-19
 - color pictures, printing, 11-7
 - compressed characters, 11-6
 - continuous form paper, 11-6
 - copying a document, by File Manager, 14-3
 - by resaving, 14-1
 - copying text, 7-16
 - correcting spelling errors *see* MemoSpeller
 - COURIER.FMT, B-5
 - cursor, 6-3
 - moving, 1-10, 6-7
 - cursor arrow keys (◀, ▶, ▲, ▼), 1-10, 5-17
 - in scroll lock mode, 5-18
 - cursor control keys, 1-10, 5-17, 6-7
- D**
- default drive and directory, 12-5, 12-6
 - changing, 16-10
 - location on screen, 1-7
 - default file name, 12-16
 - location on screen, 1-7
 - default format in STARTUP.FMT, 16-2

`DEL`, 5-17
 deleting, all text in the workspace, 1-13, 7-8
 a block, 7-11
 a character, 1-18, 7-2
 a file, 14-9
 files for creating longer documents, 6-5
 if you make a mistake, 7-7
 a line, 1-18, 7-6
 the previous character in insert mode, 1-18
 directory, creating, 12-8
 directory, default *see* default drive and directory
 disc, flexible *see* flexible disc
 disc, hard *see* hard disc
 displaying, next line in the document, 6-9
 margins and tabs, 6-15, 16-5
 next screenful of the document, 6-9
 page breaks, 11-12, 16-7
 previous line in the document, 6-9
 previous screenful of the document, 6-9
 ruler line, 6-15, 16-5
 document disc, 5-6
 Document file type, 12-7
 dots per, inch (dpi), 11-7
 millimeter (dpm), 11-7
 double spacing, 11-4
 Drawing Gallery, 17-1, 17-4, 17-8, 17-10
 DSG/3000, 17-1

E editing keys, 5-17
 `End`, 5-17
 enhancement, appearance on different monitors, 3-6, 6-21
 enhancing text, 3-3, 6-17, 16-18
 removal of enhancement, 3-5, 6-20
 `Enter`, 5-15
 erasing, a character, 7-3
 a line, 1-18, 7-6
 if you make a mistake, 7-7
 error messages, A-1
 `ESC`, 5-15

- escape sequence, to control the printer, 11-4
 - typing, 5-15
- Executive Card Manager, 5
- Executive Card Manager: Templates, 5
- Executive Series, 5
- Executive SpreadSheet, 5
- exiting EMM, 1-31, 5-21

- F** File Manager, 15-1
 - changing the default drive and directory, 16-10
 - copying a file, 14-3
 - creating a directory, 12-8
 - deleting a file, 14-9
 - displaying, 15-2
 - getting a document, 13-5
 - getting a picture, 17-5
 - renaming a file, 14-6
- file types, 12-7
 - setting, 16-6
- find string, 9-1
- finding and replacing, 9-1
 - automatically, 9-1, 9-8
 - enhanced text, 9-3
 - finding modes, 9-2
 - manually, 9-1, 9-8
 - types of operations, 9-1
 - upper- and lower-case letters, 9-2
- finding modes, 9-2
- finding only, 9-4
- fixed disc, 5-3
- flexible disc, capacity, 5-4
 - care in using, 5-6
 - document discs, 5-6
 - double-sided, 5-4
 - high capacity (1.2 Mb), 5-4
 - preventing damage to, 5-6
 - tips for users, 5-6

- fonts, LaserJet, **B-1**
 - Courier, **B-3, B-5**
 - Gothic, **B-13**
 - Prestige Elite, **B-10**
 - Times Roman, **B-7**
- forcing page breaks, **11-13**
- format, **2-1, 16-1**
 - active, **2-12, 16-3**
 - changing, **6-3, 16-1**
 - contents, **6-2, 16-2**
 - default in STARTUP.FMT, **16-2**
 - effect on documents created with a different format, **2-16**
 - file *see* format file
 - for interoffice letter stationery, **2-5**
 - motivation for creating, **2-1**
 - saving values in a format file, **16-17**
 - saving values in STARTUP.FMT, **16-18**
- format file, **6-2, 16-3**
 - automatic, **2-18, 16-3**
 - changing values in, **16-20**
 - COURIER.FMT, **B-5**
 - defaults in STARTUP.FMT, **16-2**
 - differences from a memo file, **2-16**
 - getting, **2-17, 16-18**
 - GOTHIC.FMT, **B-13**
 - LaserJet, **11-11, Appendix B**
 - LASERJET.FMT, **B-3**
 - motivation for creating, **2-3**
 - naming guidelines, **2-14, 16-15**
 - PRESTIGE.FMT, **B-10**
 - saving, **2-14, 16-15**
 - STARTUP.FMT, **2-18, 6-2**
 - TMSRMN.FMT, **B-7**
- form feed, **11-4**
- function keys, **5-12**
- function labels, **5-10**
 - choosing, **2**
 - how to use, **5-12**

- G**
- .GAL files, 17-1, C-2
 - GAUGE, 2-6, 6-5
 - how to use it, 2-9
 - picture of, 2-8
 - getting a document, 1-29
 - when you can't remember its name, 13-5
 - when you know its name, 1-29, 13-2
 - getting a file, containing a document, 13-2
 - containing a format, 16-18
 - containing a personal dictionary, 10-15
 - GOTHIC.FMT, B-13
 - graphics *see also* pictures
 - print resolution, 11-7
 - Graphics Curator *see* HP Graphics Curator/3000
 - Graphics Gallery Portfolios, 17-1
 - grey-scale monitor, enhancements on an HP Vectra, 3-6, 6-20
- H**
- hard disc, 5-3
 - Help function, 1-9, 5-11
 - highlighting an item in a list, 2
 - HP DeskManager, creating EMM files for use with, C-3
 - HP EasyChart, 17-1
 - HP Fast Trak: An Expert's Guide to Executive MemoMaker*, C-1
 - HP Graphics Curator/3000, 17-1, 17-4
 - HP LaserJet, format files for, 11-11, **Appendix B**
 - HP Map, 17-1
 - HP Vectra, cursor control keypad, 5-20
 - function keys, 5-12
 - Home**, 5-17
- I**
- ignore case mode, 9-2
 - Ins**, 5-17
 - insert mode, 1-18, 7-1
 - status indicator, 5-10
 - inserting, a character, 7-1
 - a line, 1-18, 7-4

- J** joining two lines, 1-18, 7-5
justifying text, 8-5



- K** keyboard, picture of HP Vectra, 3
picture of IBM PC-AT, 4

- L** LASERJET.FMT, B-3
LaserJet, format files for, 11-11, **Appendix B**
Lotus 1-2-3, merging files from, 7-23, C-1
learning EMM, tips on, 1-6
leaving EMM, 1-31, 5-21
lines per inch, printed, 11-6
lines per page, printed, 11-3

- M** Main Keys screen, 1-8
manual, how to use it, 1
manual paper feed, 11-6
Map to EMM, 1-9, **back cover**
margins, color of text beyond, 6-14
 - displaying, 6-15
 - fitting text neatly within, 8-1
 - Print Menu, 11-7
 - ragged right, 8-5
 - releasing 6-13, 16-5
 - setting, 1-11, 6-10, 16-5
 - top and bottom, 11-7match case mode, 9-2


MemoSpeller, before you begin, **10-1**
 checking all words, **4-5, 10-6**
 checking one word, **10-12**
 dictionaries not found, **10-3**
 getting suggestions from, **4-11, 10-8**
 main dictionary, **4-4, 10-2**
 manually correcting a word, **4-6, 10-10**
 on a double-sided (360 Kb) flexible disc, **10-5**
 on a hard disc, **10-4**
 on a high-capacity flexible disc, **10-4**
 personal dictionary *see* personal dictionary
 starting, **4-2**
 suspect word, **4-5, 10-6**
 with hyphenated words, **10-13**
 merging a picture file, **17-2**
 a text file, **7-23**
 monochrome monitor, enhancements on, **1, 3-6, 6-21**
 moving a paragraph, **3-7**
 tips for successful moving, **3-12**
 moving text, within a document, **3-7, 7-14**
 between documents, **7-20**
 moving the cursor, **1-10, 6-7**
 to the beginning of a document, **6-8**
 to the beginning of a line, **6-8**
 to the end of a document, **6-8**
 to the end of a line, **6-8**

N naming a document, **1-25**
 guidelines, **12-2**
 keeping track of names, **12-18**
 TEMPMEMO, **12-16**
 default file name, **12-16**
 new page, start printing a, **11-12**
 Num lock, **5-19**
 num lock mode, **5-19**
 status indicator, **5-10**
 numeric keypad, **5-16**
 in cursor control/editing mode, **5-16**
 in num lock mode, **5-19**
 in scroll lock mode, **5-18**

- P**
 - page breaks, displaying and turning off, 11-12, 16-7
 - forcing and clearing, 11-13
 - page numbers, on screen, 11-12
 - printing, 11-4
 - paging, 6-9
 - PAM, 1-2, 5-2
 - paper feed, 11-6
 - paragraphs, block-style, 1-15, 6-3
 - Personal Applications Manager, 1-2, 5-2
 - personal dictionary, 4-4, 10-2
 - adding a word to, 4-9, 10-13
 - creating, 10-14
 - default, 10-14
 - editing, 4-10, 10-15
 - selecting, 10-14
 - size limitations, 10-16
 - , 5-17, 6-9
 - , 5-17, 6-9
 - picture, adjusting, 17-9
 - border, 17-8
 - box, 17-2, 17-4
 - changing position and size of, 17-9
 - deleting, 17-13
 - displaying the actual, 17-7
 - merging, 17-2
 - printing, 11-7, 11-18
 - replacing, 17-12
 - sources of, 17-1
 - “white space” surrounding, 17-4, 17-10
 - PRESTIGE.FMT, B-10
 - Print Menu, changing values in, 11-8, 16-9
 - customized values for LaserJet, 11-11, **Appendix B**
 - default values, 11-10
 - loading saved values, 11-9
 - saving values, 11-9
 - printer, checking before printing, 11-14
 - LaserJet, format files for, 11-11, **Appendix B**
 - selecting, 11-5

printing, 1-23, 11-15
 automatic paper feeding (auto feed), 11-6
 characters per line (print width), 11-3
 color pictures, 11-7
 compressed characters, 11-6
 continuous form paper, 11-6
 double spacing, 11-4
 escape sequences to control the printer, 11-4
 graphics resolution, 11-7
 form feed, 11-4
 lines per inch, 11-6
 lines per page, 11-3
 manual paper feeding, 11-6
 page numbers, 11-4
 part of a document, 11-15, 11-16
 pictures, 11-7, 11-18
 print margins, 11-3
 skipping pages, 11-16
 text lines per page, 11-12
 with the HP LaserJet, 11-11, Appendix B
 prompt line, 1-6, 5-8

R realigning *see* aligning
 removing forced page breaks, 11-13
 renaming a file, 14-6
 replacement string, 9-1
 response line, 1-7, 5-8
 ruler line, 1-10
 displaying, 6-15, 16-5

S sample files, 1-29, 4-5
 SAMPLLET, 1-29, 6-5
 saving a document, 1-25, 12-12
 from part of an old document, 7-22
 in an existing file, 12-14
 screen name, 1-7, 5-8
, 5-18, 6-9
 scroll lock mode, 5-18
 status indicator, 5-10

- scrolling, 6-9
- search and replace *see* finding and replacing
- size limitations, of a document, 6-4
 - personal dictionary, 10-16
- Shift**, in caps lock mode, 5-14
 - with **Tab**, 5-14
- skipping printed pages, 11-16
- space bar, erasing with, 5-13, 6-3
- spelling correction *see* MemoSpeller
- splitting a line, 1-18, 7-5
- starting a new page when printing, 11-12
- starting EMM, 1-2, 5-2
 - from a flexible disc, 1-4, 1-5, 5-4, 5-5
 - from a hard disc, 1-3, 5-3
 - from DOS, 1-3, 1-5, 5-3, 5-5
 - from PAM, 1-3, 1-4, 5-3, 5-4
 - preparation for, 1-1, 5-1
- STARTUP.FMT, 2-18, 16-3
 - default values, 6-2, 16-2
- status information, 5-8
- status indicators, 1-7, 5-10
- strings, text, 9-1
- suspect word, 4-5, 10-6

T

- tabbing, 5-14
 - back, 5-14
- Tab** + **Shift**, 5-14
- tab stops, 2-12, 16-4
 - displaying, 6-15, 16-5
- terminology used in manual, 2
- text lines per page, 11-12
- TMSRMN.FMT, B-7
- tips on learning EMM, 1-6
- touchscreen, using with EMM, 2

- U**
 - underlining and boldfacing text, 3-3, 6-17
 - underlining text, 3-3, 6-17

- W**
 - ways of typing, 1-18
 - "white space" surrounding a picture, 17-4, 17-10
 - WordStar, using EMM files with, 12-7
 - word wrap, 1-15, 5-15, 6-4
 - work copy disc, 1-1
 - workspace, clearing, 7-8
 - dimensions, 5-9
 - writeover mode, 1-18, 6-3