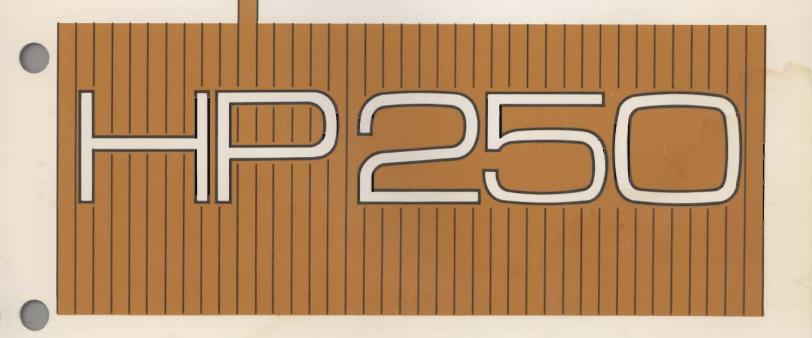
# TEXT/250 Self-Teaching Guide



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# TEXT/250 Self-Teaching Guide

Manual Part No. 45160-90000



# **Printing History**

New editions of this manual will incorporate all material updated since the previous edition. Update packages may be issued between editions and contain replacement and additional pages to be merged into the manual by the user. Each updated page will be indicated by a revised date at the bottom of the page. Note that pages which are rearranged due to changes on previous page are not are not considered revised.

The manual printing date and part number indicate its current edition. The printing date changes when a new edition is printed. (Minor corrections and updates which are incorporated at reprint do not cause the date to change.) The manual part number changes when extensive technical changes are incorporated.

October 1981 ..... First Edition

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#### Introduction

Welcome to the realm of Hewlett-Packard's text processing tool, TEXT/250. This self-study guide has been designed to introduce you to the capabilities of text processing on the HP 250.

Using TEXT/250, you will be able to produce error-free letters, reports, proposals, tables of financial data, and other documents in less time than it would take you with a standard typewriter, and with considerably less frustration.

As you begin to assimilate the information in this guide, here are a few things to keep in mind:

- If at any time, a command is not clear to you, use the built-in HELP feature to see an explanation on the screen. If you prefer, the same explanation can be found in the TEXT/250 Reference Manual, under the Commands tab.
- Don't be intimidated by the computer. It is your servant and like any good servant it will do exactly what you tell it to do.
- Don't worry about breaking the terminal or any other part of the computer. It is designed to withstand daily wear-andtear, and more!
- Don't be embarrassed when you make mistakes. Everyone makes mistakes from time to time, and you won't make any more than anyone else does.

Once you learn how to use TEXT/250, you will be amazed at how smoothly you handle your everyday workload. You can correct typographical errors easily, either at the time of original typing or after proofreading; formatting details like centering or setting margins are taken care of with instructions; therefore, you can do the initial typing very quickly, without the usual concerns about neatness and format that slow you down. Best of all, you never have to retype an entire document when it is changed.

# How To Use This Book

The "TEXT/250 Self-Teaching Guide" consists of three units.

#### I. Concepts

Computer concepts are presented in Unit I for those unfamiliar with the HP 250. Also, text processing concepts are presented for those unfamiliar with text processing. START HERE if you want to learn more about the HP 250 or about text processing.

#### II. Fundamental Operations (Lessons 1-5)

An introduction to the most frequently used TEXT/250 procedures is found in Unit II. This unit contains an overview, and five basic lessons on TEXT/250 operations. START HERE if you have not used TEXT/250 before, but are familiar with the HP 250 and text processing.

#### III. Advanced Operations (Lessons 6-12)

Lessons 6 through 12 are found in Unit III. These activities expand the basic operations learned in Lessons 1 through 5. You must complete Lessons 1-5 before starting Unit III.

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# **Concepts Overview**

Before you can actually run TEXT/250, you must possess certain knowledge about the HP 250, and about text processing in general. In this unit, you will deal with two sets of concepts:

- Computer concepts
- Text processing concepts

If you are familiar with the HP 250, skip the section dealing with computer concepts.

If you are familiar with text processing, you may want to skip the section that reviews text processing. However, do not skip the overview of text processing if you are accustomed to word processing; they are not necessarily the same thing.

After each concept or group of concepts is presented, a quiz is provided. Read the material concerning each topic, complete the quiz, then go back and re-read any information that gave you trouble on the quiz.

The computer and text processing concepts presented in this section will become more familiar to you as you work with TEXT/250, so don't be discouraged by the new or different ideas.



# **Computer Concepts**

The The The Disc Display Keyboard Printer Storage

#### NOTE

If you are already familiar with your HP 250, skip this section.

The exercises in this section are designed to familiarize you with the components of your HP 250. This section should answer such questions as:

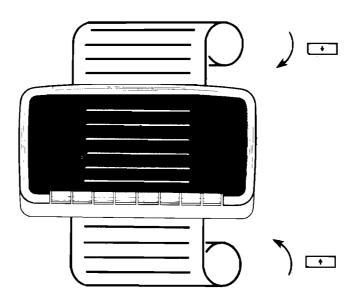
- How will I see my documents?
- How do I use the keys on the keyboard?
- How will I get a copy of a file on paper?
- Where will I keep my memos, letters, and other documents?

Read the material concerning each subject, then take the quiz at the end of Computer Concepts. Because there is so much to remember about keyboards, a separate keyboard quiz is provided after the keyboard information. Each concept being dealt with is listed in the right hand corner of every page. The question being addressed on that page is also listed.

# **Display**

How will I see my documents?

The display screen is used to view information entered from the keyboard. The display memory can store more information than you can see on the screen at one time. The screen holds 21 lines of up to 80 characters each. If the display screen has been filled, the top line rolls off the screen. As you type a line, the display will roll up to make room for a new line. When viewing display lines, you may access lines preceding or following those currently on the screen by pressing the cursor control keys + and + .



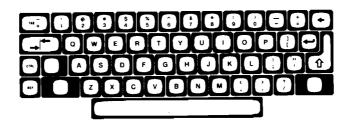
When your HP 250 is ready for operation, a blinking dash, known as the cursor, is visible on the screen; the cursor indicates the line you are working on.

How do I use the keys on the keyboard?

## Typewriter Block

One section of your keyboard should look familiar to you; this is the typewriter block. Just as with a typewriter, the alphabetic keys are normally lowercase; press SHIFT to obtain uppercase letters.

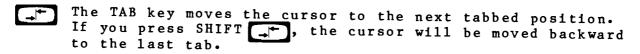
One difference between the typewriter block and a regular typewriter is the function of the SHIFT-lock key. The SHIFT-lock key on the keyboard locks the alphabetic keys. Press SHIFT manually to type upper symbols.

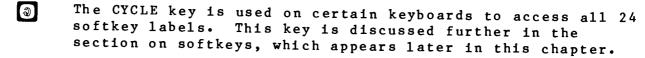


Several special control keys are located on the left and right sides of the keyboard block.

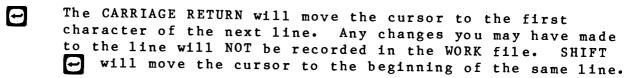
- The SHIFT key uppercases characters, and accesses upper symbols.
- The CAPS-LOCK key locks alphabetic keys to uppercase characters. Non-alphabetic keys are not locked; you must press the SHIFT key. For example, if you want to enter the \$ sign, you must press SHIFT 4, regardless of the state of the CAPS-LOCK key.
- The BACKSPACE key is used to move the cursor toward the left margin one space at a time.
- The SET TAB key allows you to set tabs and also clear them. You move the cursor to the desired position on the line and then press this key to set the tab. To delete any tab that you have set, move the cursor to the tab position, and press SHIFT . If you wish to store tabs with a WORK file, see TABS under the SET Parameter section of "TEXT/250 Reference Manual". Tabs stored with a WORK file are set differently.

# Keyboard





The SPACE BAR provides a space character; you may not space over other characters with this key because the space is a character itself.



- The CTRL key is used in conjunction with display editing keys to provide additional functions.
- The REP (repeat) key causes any other key to repeat as long as both keys are depressed. Note, however, that cursor control keys repeat in any case. An HP2622D terminal has no repeat key, as all keys repeat when depressed longer than one second.

## **Data Entry Pad**

Use this block of keys, located on the far right side of the keyboard to rapidly type in numbers.

Another ENTER key is placed on the side of the data entry pad for fast data entry.

## Display Editing Keys

These keys are used for changing lines or words on the screen.

- The DELETE key is used to delete the character above the cursor.
- Deletes the line containing the cursor from the screen ONLY; the document in your WORK file is not affected.
- The INSERT key allows you to insert characters to the left of the cursor.
- Use these keys to insert an entire blank line on the screen ONLY. Type a line number or command, then press ENTER if you wish to affect the document in your WORK file.
- Clears the line containing the cursor from the screen ONLY; does not affect the document in your WORK file.
- Clears the line from the cursor to the end. If a line number remains, you can press ENTER to record the change in document in your WORK file.
- Clears display memory from the cursor on; does not affect the document in your WORK file.

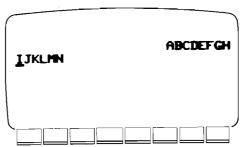
The next section will show you how to position the cursor.

## **Cursor Control Keys**

These keys move the cursor position to the left or right.

If you hold them down, the cursor will continue to move.

If you want the cursor to move rapidly, press SHIFT + or SHIFT + or the cursor will wrap around to the next line at the right side of the screen. For example:



## Keyboard

- These keys move the cursor up or down one line from the current position on the display. Pressing SHIFT + and SHIFT + moves the cursor to the previous and next display screen respectively. The sketch on page 4 describes this movement up or down, which is called scrolling.
- The HOME key moves the cursor to the upper left of the display. When SHIFT HOME is pressed, the cursor is moved to the first character of the display memory, which may be on a previous display screen.

## The ENTER Key

ENTER enters a line that you have typed on the screen into what is called a WORK file. ENTER will also be used when you respond to questions from TEXT/250. (For example, you may type "Y" to answer yes, then press ENTER.) If you see the expression "enter the information", you should type the information on the display screen, then press ENTER.

## The EXECUTE Key

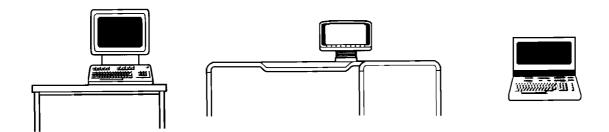
This key "executes" the line containing the cursor. While generally not used for TEXT/250, it may be used to provide calculator functions.

NOTE

mair,  $\frac{\omega}{2}$ , and are keys designed for system programmers; you will not use them for TEXT/250.

## Softkeys

Your softkey keys will be located in different places, depending on which type of terminal you are using. They all perform the same functions; determine which of the following you are using:



### Personal Workstation Softkeys



This workstation has only one physical set of softkeys, (A). Key (B) on this workstation will cycle through each group of softkeys. The labels that appear on the screen indicate which group of softkeys are active.

#### Integral Workstation Softkeys



The integral workstation has two physical sets of softkeys, C and D. Set C consists of softkeys 1-8, which are located at the bottom of your screen. The labels for those softkeys appear on the screen. The second set, D, is located on the upper left side of your keyboard. Unshifted, these are keys 9-16. Shifted, they are keys 17-24.

# Keyboard

### Remote/250 Softkeys



There is only one physical set of softkeys, (E), on this workstation. Key (F), which turns the light above the key on and off, is used to select each group of softkeys. When the light is on, softkeys 1-8 are available. Labels for these softkeys appear on the screen. With the light off, softkeys 9-16 are available, unshifted. Shifted, with the light still off, softkeys 17-24 are available.

# **Keyboard Concepts Evaluation**

Which two keys "sc past the screen?	roll" your	text in	the displ	lay up and	down
Match the keys wit	h the labe	ls that	describe	them:	
2		A. ENT	ER		
3. 💽		B. Bac	kspace		
4.		C. Tab	(move to	tab)	
5 • INSERT		D. Del	etes lette	rs or numb	ers
6. 🛨		E. Tab	set/clear		
<sup>7</sup> ٠ 🚽		F. Shi	ft		
8 . DELETE		G. A11	ows insert	ion of wor	is
9.		H. Mov	es the cur	sor forward	i
10. What do you u	se to move	past wo	rds withou	t erasing	them?
B. the	e as creato key key	ed by th	e space ba	ır	
ll. Which key wou you have alre	ld you use ady typed?	to put	one more w	ord into a	line that
A	В.	DELETE		C • INSERT	
12. How could you display scree	get the con with one	ursor to keystro	line one, ke?	column on	e of the
A. 🔨		В.		C •	<b>9</b>
13. What key woul have already t	d you use yped?	to remov	ve letters	from a lin	e that you
A DELETE		В• [	INSERT	C.	<u> </u>

# **Keyboard Concepts Evaluation**

# **Answers**

- 1. •
- 2. E
- 3. H
- 4. F
- 5. G
- 6. B
- 7. A
- 8. D
- 9. c
- 10. B
- 11. c
- 12. A
- 13. A

# **Keyboard Practice**

Turn your system on (see General Procedure). Use the keys that you have read about to manipulate the cursor on the screen in the following exercise.

Type: RRRRTTTTPPPPQQQ_	`
here is the cursor	
- Use the [+] key to back the cursor to the first P.	
- Use the key to move down one line.	
- Use the key to move back up a line.	
- Press Now you are at the top left of the screen.	
- Press Now you are at the top left of the state	
- Position the cursor at the last T.	
- Move it to the first $R_{ullet}$	
- Use the cursor keys to move the cursor to the first T.	
- Press the key to set a tab at the first T.	
- Move the cursor to the first P; set another tab.	
- Set a tab at the first Q.	
- Press to move the cursor to each tab.	
- Remove the tabs by moving to each one and pressing SHIFT	

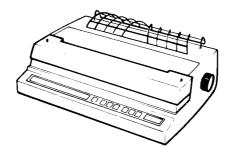
Note that a new line is started when the tabs on a line are complete.

# **Keyboard Practice**

Use all of the display editing keys in the following exercise:

- Type RRRRTTTTPPPPQQQQ if you have not yet
- Position the cursor at the first T.
- Press the DELETE key four times.
- Now, you should have RRRRPPPPQQQQ.
- Position the cursor at the first Q.
- Press Note the yellow light is blinking).
- Type YYYY.
- Press MSERT again to turn it off.
- Now, you should have RRRRPPPPYYYYQQQQ.
- Home the cursor to line 1, column 1.

How will I get a copy of my file on paper?



You can see your document on paper by directing a copy to your printer. If you are still editing, you may wish to send a copy of the document with line numbers provided for reference. If this is a final copy, you will want to send a formatted copy to the printer.

If you wish to preview what your printed paper copy will look like, you may "print" your document on the screen before you put it on paper.

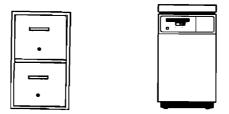
#### NOTE

See the LIST and PRINT commands in Lesson 4 for more information.

# Disc Storage

Where will I keep my memos, letters, and other documents?

Instead of keeping your documents in a file cabinet, you will be keeping files magnetically on a disc.



Files can be any size, as long as you have enough room for them.

HP 250 files are stored magnetically (by name) on the surface of a disc designed for this purpose. They are retrieved by the same name.

Discs are not all the same size; some have greater capacity than others. The capacity of a disc is measured in how many "bytes" or characters the disc can hold. Speaking of a 10 megabyte disc can be compared to referring to a 10 drawer file with one million characters in each drawer.

# Computer Concepts Evaluation

1.	What would happen if you spaced over a word with the space bar? (Try it)
	A. The word would be left intact.  B. Space characters would replace the word.  C. You cannot space over a word.
2.	What is the difference between a disc and a file cabinet?
	A. A disc is magnetic.  B. You don't have to physically touch the disc.  C. A disc can hold more information in the same area.  D. All of the above.
3.	The cursor shows your position on the screen.
	A. True B. False
4.	There is no way to move the cursor, except by typing.
	A. True B. False
5.	Can tabs be set for TEXT/250?
	A. Yes B. No
6.	What does this key do?
	A. Positions the cursor  B. Enters a line to the file in memory  C. Causes you to exit TEXT/250
7.	Is there anyway to insert a new character in the middle of an old line without retyping the line?
	A. Yes, use Insert B. No

# **Computer Concepts Evaluation**

# **Answers**

- 1. B
- 2. D
- 3. A
- 4. B
- 5. A
- 6. B
- 7. A

# Summary — Computer Concepts

In this section of Unit I, you learned about your system components:

Display screen Keyboard Printer Discs

A lot of information was presented here. If you feel comfortable with the keyboard and the screen, go on to the Text Processing Concepts section.

If you feel that you want to become more familiar with your keyboard, refer to your HP 250 Operator's Guide, or simply experiment with various keys.

You will be using system components further in Lessons 1-12.

# **Text Processing Concepts**

Work Flow Wraparound

Formatting System Communication

Softkeys Document Files

This section deals with concepts unique to TEXT/250. The following questions are addressed here:

- How is text processing different from typing on a typewriter?
- How and when do I communicate with the HP 250?
- What are softkeys and how do I use them?
- How do I store my documents?



# **Typical Work Flow**

How is text processing different from using a typewriter?

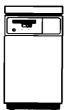
A typewritten document is produced in one stage or operation, and is completely redone if any change is made. A text processing document, on the other hand is produced only once, going through several typical stages before completion. This is only one of the differences between text processing and typing.



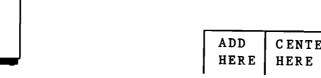
 Enter information to a WORK file, using the keyboard.



4. Store the completed document in a permanent TEXT file on your storage disc.



Make changes to the text using softkeys, TEXT/ 250 commands, or overtyping.







When you are satisfied with your document, print it out.



# Wraparound

How is text processing different from using a typewriter?

When you are typing on a typewriter, you cannot type past the right margin or the words will go off of the page. You must press RETURN before you get to the right margin.

When using TEXT/250 you may type up to two screen-lines before pressing ENTER. Excess characters will automatically be placed on a new line, and the cursor will appear for you to continue typing. This action is called wraparound.

If you change your AUTOMARGIN parameter to OFF, you turn off the wraparound feature. In this case, you can't go past the right boundary (RBOUND) at all.

WHAT YOU SEE WITH AUTOMARGIN ON

ENTER will wrap the

line.

text around to the next

EXPLANATION

after each line.

RBOUND  If you type on and pass   the boundary	A line is typed that is too long
If you type on and pass the boundary	ENTER Key pressed Wraparound occurs
If you type on and pass the boundary, pressing	Continue to type, pressing the ENTER key

NOTE

If you type a line over two screen-lines long, the message: LINE TOO LONG will appear. Shorten the line, then press ENTER again.

# Formatting With SET Parameters

How is text processing different from using a typewriter?

With TEXT/250, each document is created and changed in what is called a WORK file. This WORK file always has a set of parameters (or environment rules). These parameters include:

- turning "wraparound" on or off
- setting the bottom space on a printed page
- declaring a footing for all printed pages
- declaring a heading for all printed pages
- having words exceeding the right margin during changes presented for hyphenation
- having certain words treated as line labels, with text moved to the right to set them off
- margins
- pagesize
- how many lines list on the screen at a time
- which printer to use most of the time
- tabs
- the topspace on a printed page

There are other environment controls that deal only with text processing. All of these SET Parameters, as they are called, exist with every document you create. If you do nothing about them, a group of "common" settings will go into effect. These settings are called default parameters.

# Formatting With Print-Format Commands

How is text processing different from using a typewriter?

When you type on a typewriter, you type a document exactly as you want it to look. With text processing, you may type print-format commands (or "dot commands") on lines to format your document. The following formatting could be done within your document with print-format commands:

- underline
- cause page breaks
- determine page headings and footings, overriding SET HEADING and SET FOOTING
- request that a group of lines (e.g., a chart) stay together on a page
- determine page numbering
- cause lines to be skipped
- alter spacing for certain lines
- overprint a line
- "protect" certain lines from change by certain commands
- eject to the next page before a page is full
- eject to the next odd page before a page is full
- print a flag in the right margin to mark certain paragraphs

Print-format commands are used in Lesson 4. The "TEXT/250 Reference Manual" also has a section entitled "Print-Format Commands".

Print-format commands are instructions within the file; most instructions are only carried out during a PRINT.

# Formatting With TEXT/250 Commands

How is text processing different from using a typewriter?

Even after a document has been typed, there are various commands that you can use to change all or part of the document. For example, these changes are possible after all or part of a document is finished:

- change, insert, or delete words
- adjust lines so as many words as possible fit on each line
- insert spaces so that each line meets the left and right boundaries like newspaper text does
- change one or every occurrence of a word or phrase to something else
- find one, some, or every occurrence of a word or phrase and list them on the screen
- remove lines from the file
- copy lines so that they exist in two places in the file
- move lines
- add more lines
- center lines
- reverse the process that put extra spaces in to meet boundaries, or simply remove extra spaces from lines
- merge parts or all of another document

Instead of doing these things as you type, you can do or redo them afterward. This makes it much easier to modify a document without having to retype it in its entirety.

# System Configuration

How and when do I give a system command to the HP 250?

When you run TEXT/250, you are getting into a program. Think of the HP 250 as a hotel, and each program as a suite in that hotel. Once you enter RUN "TEXT", you are in the TEXT/250 "suite". Entering EXIT or pressing EXIT TEXT/250 will get you out. You may only enter TEXT/250 commands when you are in the TEXT/250 program.

Because you sometimes need to communicate with the HP 250 or "hotel", a way is provided to temporarily leave the TEXT/250 program or "suite", to talk to the HP 250.

Type a colon (:), then type your system command (system commands are listed below). The colon tells TEXT/250 that you wish to enter a system command. Note that system commands must all be uppercase, and all filenames used with them are enclosed in quotes.

Use system commands to:

- Get a list of files on a disc (:CAT)
- Copy a file or document that you aren't currently using, to another location (:COPY)
- Direct files that you aren't currently using to a storage disc (:MASS STORAGE IS)
- Delete a document file (that you aren't currently using) from a disc (:PURGE)

You will learn to use two system commands in Lesson 11. They are no more complicated than TEXT/250 commands once you understand how to use them. Look at Appendix A in the "TEXT/250 Reference Manual" if you want to know more about system commands.

NOTE

Be sure line numbers are not present on the line you type a system command on.

What are softkeys and how should I use them?

In TEXT/250, softkeys (user keys) are primarily typing aids; that is, you can press a softkey instead of typing a command. Every attempt has been made to choose the commands you use most, so that you can use typing aid softkeys for the majority of your commands. Not all variations of a command are on a softkey, however; there are too many different options for each command.

Softkey labels appear in 8 boxes at the bottom of your screen when you are in TEXT/250. There are three sets of labels, corresponding to 24 different softkeys. Rotate sets of softkeys by the cycle key if you have one. Some keyboards cannot cycle sets of labels; in this case, you will use the plastic overlay for keys. This plastic template fits over your softkeys; labels are printed on the template to indicate what the key will do.

To use the template, place it over the softkeys. The shifted softkey commands (16-24) are above the key. The unshifted softkey commands (9-16) are below the key. Commands 1-8 appear on the screen.

Note that you have 24 softkeys available to you, with 21 different commands at your disposal (keys 8, 16, and 24 are all EXIT TEXT/250):

ADD HERE	CENTER HERE	RENUMBER DOCUMENT	DELETE HERE	SET ALL	LIST DOCUMENT	CLEAR SCREEN	EXIT TEXT/250
FIND	CHANGE	COPY LINES	MOVE LINES	ADJUST LINES	JUSTIFY LINES	COMPRESS LINES	EXIT TEXT/250
PRINT TO LETTER	PRINT TO	PRINT TO SCREEN	PRINT DRAFT	TEXT FILE	KEEP FILE	HELP	EXIT TEXT/250

A brief description of each softkey function is included below; softkeys will be described in further detail as they are used in Lessons 1-12.

Some softkeys execute a command as soon as they are pressed. You don't need to do anything but press the softkey. These softkeys are:

ADD	Adds lines after the line of the document
HERE	containing the cursor, or at the end of the
	document if the cursor is in a blank line.

CENTER	Centers the contents of the line of the
HERE	document containing the cursor between the
	margins (LBOUND and RBOUND).

RENUMBER	Renumbers lines,	starting	with	1,	increasing	Ъy
DOCUMENT	1 (e·g·, 1, 2, 3	,).				

DELETE	Removes	the	line	οf	the	document	containing	the
HERE	cursor.							

SET	Presents all parameters (such as margins) in
ALL	two screens; change any of the 21 parameters.
	Press PROCESS CHANGES.

LIST	Lists the	document	yo u	create	o n	the	screen
DOCUMENT	with line	numbers.					

CLEAR	Clears the	screen	without	changing	your
SCREEN	document.				

PRINT TO	Prints the document in memo format to a letter-
LETTER	quality printer (address 15) with left margin
	at column 10.

PRINT TO	Prints the document in memo for	rmat to the
	regular printer (left margin a	

PRINT TO	Prints the document in memo	format (no header
SCREEN	or footer on page 1) on the	screen.

PRINT	Prints the document on the regular printer,
DRAFT	with line numbers included for editing (left
	margin at column 10).

HELP	Lists all commands in TEXT/250, with
	instructions on how to get more information.

EXIT	Closes	current	WORK	file,	ends	TEXT/250.
TEXT/250						

Other softkeys put part of a command on the screen; you must complete the command by giving a document name and/or range of lines from your document. The commands that you must finish are:

FIND Locates words for you in your document.

Supply the characters or words you want found;

press ENTER.

CHANGE Changes old words to new words. Supply the

old word(s) and the new word(s) you want

substituted; press ENTER.

COPY LINES Copies lines to a new location, resulting in

the same lines in two places. Provide the lines to be copied (if the cursor is in a line when the key is pressed that line number is included automatically), and the destination.

Press ENTER.

MOVE LINES Moves lines to a new location, deleting the

lines in the old location. Provide the linerange to be moved (if the cursor is in a line when the key is pressed, that line number is included automatically) and the destination;

press ENTER.

ADJUST LINES Arranges words so that as many words of a

document as possible fit on a line. Use to "clean up" after editing. Provide the range of lines to be adjusted; press ENTER. If the cursor is in a line when ADJUST is pressed,

that line is included automatically.

JUSTIFY LINES Inserts spaces in lines so that the document

lines up at the left and right margins.

Provide a range of lines; press ENTER.

(If the cursor is in a line when JUSTIFY is

pressed, that line number is included.)

COMPRESS LINES Takes extra spaces out of lines. Provide a

range of lines; press ENTER. (If the cursor is in a numbered line when COMPRESS is

pressed, that line number is included.)

TEXT FILE Moves a TEXT file into a WORK file. Provide

a TEXT file name; press ENTER. (See the next page for a description of files.)

KEEP FILE Creates a TEXT file. Provide a name; press

ENTER.

Softkeys are used in every lesson in this guide. The lessons show that softkeys are primarily typing aids. You could certainly use TEXT/250, without ever touching a softkey, by entering all of the commands yourself on the keyboard.

If you choose to type all commands yourself, be sure to type the correct commands as found in the "TEXT/250 Reference Manual". Do NOT type the words you see as softkey labels.

## **Document Files**

How do I store my documents?

## **WORK Files**

Think of a WORK file as a chalkboard inside the machine. You can't see the "chalkboard", but you can bring a copy of what is on it to the screen to look at. You can also erase and rearrange the sentences and words in the WORK file as you wish. You erase and change your WORK file by making changes on the screen, then pressing ENTER. You only use the screen to see parts of the file and to make changes; the actual WORK file is stored on disc.

All of the work of creating a document is done in WORK files. You add lines, format, make changes, and make other alterations only in WORK files. You will deal with WORK files in all of the lessons in this book.

WORK files are not a good place to permanently store documents. Because it is easy to make changes to a WORK file, you may accidentally change or delete something when you are working on your document. For this reason, another place is provided to keep documents in unchangeable form.

## **TEXT Files**

Permanent files are called TEXT files; think of TEXT files as photographs. TEXT files stay the exact way they were when you created them; you either hang onto that unchangeable "photograph" or you throw it away (:PURGE it). When you store an updated version of a document under the same name, the old TEXT file is purged, and the new one takes its place. You will create a TEXT file in Lesson 7.

# **Text Processing Concepts Evaluation**

1.	How many typical stages are there to creating a document with TEXT/250?
	A 1 B 2 C 4 or more
2.	Wraparound means:
	A. All text entered beyond the right boundary is lost.  B. Text past the right boundary is brought back to the next line.  C. The AUTOMARGIN must be off.
3.	Print-format commands cause:
	A. Document formatting B. Text with no margins C. Explosions in the printer
4.	When would you need to communicate with the system?
	A. To create wraparound.  B. To read softkey labels.  C. To list the contents of a storage disc.
5.	If you are using a remote without a cycle key, and the yellow light is on, which softkeys are you using?
	A. Keys 1 - 8  B. Keys 9 - 16  C. Keys 17 - 24
6.	Where are documents safely and permanently stored?
	A. WORK files (on discs) B. TEXT files (on discs) C. In the system commands
Ch	eck your answers with those on the next page.

# **Text Processing Concepts Evaluation**

# **Answers**

- 1. C
- 2. B
- 3. A
- 4. C
- 5. A
- 6. B

# **Text Processing Concepts Summary**

In this section, you learned the differences between text processing and typing. Several advantages, such as wraparound and print-format commands, were presented that will make your job easier than before. Don't worry if you did not remember every detail. The lessons in Unit II will provide practice to help you remember.

# General Procedure

# How to Start TEXT/250

- Turn your workstation on
- Wait for the cursor to appear
- Type RUN "TEXT", press ENTER.



# Getting Out of TEXT/250

- Press the "EXIT TEXT/250" softkey
- Wait for the message "End of TEXT/250"
- Turn off your workstation, if you wish

#### NOTE

When you enter RUN "TEXT", a screen appears, asking you which WORK file you wish to use. Also on this screen, you are asked which User Keys you wish to use. The word "Standard" is already indicated; if you do nothing about this, you get standard keys. Standard keys are the softkeys that you have read about in this section. Your other option is "None"; in this case you type your own commands. The softkeys as you saw them in this section would not appear. The advantage to using "None", or no TEXT/250 softkeys is that TEXT/250 runs faster without them.

# Fundamental Operations Overview

In Unit I, you learned the basic concepts of text processing - formatting, file storage, system communication, and work flow. You also learned about the computer parts or components that you will be using. Unit II will now focus on using TEXT/250. This unit does not deal with concepts, but instead provides hands-on interactive lessons.

Each lesson in Unit II consists of one work session. The most basic lesson is Lesson 1. Each successive lesson is a little more advanced. If you want to learn the very basic commands needed to produce a document, complete Lessons 1 and 2. Gradually, as you want to do more file manipulations, complete more lessons at your own pace.

Several new commands are introduced in each lesson. The following page lists the new commands for Lessons 1 through 5. Also, any commands introduced in a lesson are printed in a box on the top of the first page.

Do not feel compelled to complete the entire self teaching course. Only you know what your needs are; only go through as many lessons as you need, but do go in sequence beginning with Lesson 1.

# Fundamental Operations Introductions of Commands

#### LESSON 1

- RUN "TEXT"
- ADD
- LIST
- PRINT
- EXIT TEXT/250

#### LESSON 2

- Full-screen editing
- ADJUST
- ADD

#### LESSON 3

- DELETE
- CENTER
- MOVE
- COPY
- ADJUST
- RENUMBER
- SET HYPHENATION
- SET HEADING
- SET FOOTING

#### LESSON 4

- SKIP
- UNON
- UNOFF
- NEWPAGE
- SUPPRESS
- .HEADING

#### LESSON 5

- LIST
- PRINT

RUN "TEXT"	ADD Lines / Wraparound
Create a WORK File	LIST

In this lesson, you will create a WORK file that you will use both here and in Lesson 2. Be sure that your HP 250 is turned on before you try to RUN "TEXT".

Access TEXT/250 by typing:

RUN "TEXT" (press ENTER)

You will be asked to name a WORK file. For this lesson, use your first and last initial, followed by WORK (e.g. MLWORK); press PROCESS DATA. Take note of any capitals you use; MEMO, Memo, and memo specify different files.

HEWLETT-PACKARD TEXT PROCESSING SYSTEM

REVISION A.01.00

Enter the name of the WORK file you would like to use (with any necessary volume names or passwords):

Current User keys selected:

Please complete the form and press a softkey.

PROCESS DATA STANDARD NO USER KEYS USER KEYS USER KEYS TEXT/250

## Create WORK File

Before TEXT/250 creates your WORK file, it checks with you to be sure this is the file name you want. Press ENTER or softkey CONTINUE if the file name is correct.

WORK file? MLWORK

New WORK file "MLWORK" about to be created.

Continue (Y or N)? Y

Next, you are asked how many lines long your new WORK file should be. You will only be asked this question when you create a new WORK file. Make this file 100 lines long. Type 100, then press ENTER.

WORK file? MLWORK
Maximum number of lines? 100
0 lines of text in work file: MLWORK

You now have a new WORK file that can hold approximately 100 lines. The file is empty at this time. To create lines in your WORK file, press the softkey labeled ADD HERE.

 Notice that you are now given line numbers followed by colon prompts; everything that you type now becomes part of your WORK file. Whenever you are in ADD mode, you will see the colon and line numbers. If you decide to give another command, you must exit ADD first. In this lesson, you will create this memo:

FROM: Your Name

TO: Distribution

DATE: mm/dd/yy
SUBJECT: TEXT/250

This memo is my first document produced on the HP 250 using TEXT/250 as a text processor. What you see is a printed copy of a WORK file. Stay tuned!!

If you make a mistake entering the memo, don't worry. You will modify the memo in Lesson 2. If you do need to start over, press EXIT ADD, CLEAR SCREEN, then type: DELETE ALL. Press ENTER. Start again with the next paragraph.

To leave a line blank, press ENTER. Leave lines 1,2,3 blank. On line 4, type FROM: Your Name DATE: the date, press ENTER. On line 5, type TO: Distribution SUBJECT: TEXT/250, press ENTER. Leave lines 6 and 7 blank.

On line 8, try out the wraparound feature by typing past the right boundary (column 65) before pressing ENTER. Type "This memo is my first document produced on the HP 250 using TEXT/250"

1							
2							
2 3 4 5 6 7	FROM: Mar			DATE: Sep	tember 1	5, 1981	
5 6	TO: Distr	ibution		SUBJECT:	TEXT/250		
7 8	:This memo	is my fir	st document	produced	on the h	IP 250 using	TEXT/250_
_		<b>,</b> · - ·		•		J	_
							EXIT AD

Press ENTER.

## Wraparound

```
WORK file? MLWORK
Maximum number of lines? 500
O lines of text in work file: MLWORK
ADD
  2
   3
   4
        FROM: Mary
                                            DATE: September 15,1981
   5
        TO: Distribution
                                            SUBJECT: TEXT/250
   6
  8
       This memo is my first document produced on the HP 250 using
       :TEXT/250
                                                                         EXIT ADD
```

Notice that the "extra" letters on line 8 were brought around to line 9. This is wraparound.

Finish the memo as shown below, pressing ENTER after each line. Type beyond the right margin (RBOUND) if you wish to use the wraparound again. Don't be afraid to experiment. Do remember though, that you must press ENTER every time you want a line to be written to the "chalkboard" of your WORK file. Just because a line is on the screen does NOT mean it is in your WORK file. Always press ENTER after each line.

```
WORK file? MLWORK
Maximum number of lines? 500
O lines of text in work file: MLWDRK
ADD
  2
  3
        FROM: Mary
                                           DATE: September 15,1981
       TD: Distribution
  5
                                           SUBJECT: TEXT/250
  6
  8
       This memo is my first document produced on the HP 250 using
  9
       TEXT/250 as a text processor. What you see is a printed
  10
       copy of a WORK file. Stay tuned!!
  11
                                                                        EXIT ADD
```

Stop the ADD process at line 11 by pressing EXIT ADD. You are now out of the ADD mode, and can enter other commands. You can tell you are out of the ADD mode because the line numbers and colon prompt don't appear any more, and the EXIT ADD softkey is no longer on the screen.

You aren't limited to ADDing to the end of the file. You can ADD lines anywhere. To practice, put another 2 blank lines after the heading. Move the cursor to the line number in line 7; press ADD HERE. You will be shown the contents of line 7, then the ADD begins. Remember, just press ENTER for a blank line. Press EXIT ADD to stop the ADD.

```
AORK file? MLWORK
Maximum number of lines? 500
O lines of text in work file: MLWORK
ADD
  2
  3
                                            DATE: September 15,1981
        FROM: Mary
   4
                                            SUBJECT: TEXT/250
        TO: Distribution
  5
   6
ADD
   7.1
        This memo is my first document produced on the HP 250~\mathrm{using}
   8
        TEXT/250 as a text processor. What you see is a printed
  9
        copy of a WORK file. Stay tuned!!
  10
                                                                          EXIT ADD
```

After adding two lines and getting out of the ADD mode, your screen should look like this:

```
ABRK file? MLWORK
Maximum number of lines? 500
O lines of text in work file: MLWORK
ADD
                                            DATE: September 15,1981
        FROM: Mary
                                           SUBJECT: TEXT/250
   5
        TO: Distribution
   6
ADD
   7
   7.1
   7.2
        This memo is my first document produced on the HP 250 using
   8
        TEXT/250 as a text processor. What you see is a printed
   9
        copy of a WORK file. Stay tuned!!
  10
                                                                           FXIT
                                                                 CLEAR
                     RENUMBER
                                             SET
                                                      LIST
                                DELETE
           CENTER
  ADD
                                                               SCREEN
                                                                        TEXT/250
                                                    DOCUMENT
                                             ALL
                    DOCUMENT
                                 HERE
  HERE
            HERE
```

Let's see what you have entered. Press CLEAR SCREEN, then LIST DOCUMENT to see the entire contents of the WORK file.

```
LIST
  3
       FROM: Mary
                                            DATE: September 15,1981
  5
       TO: Distribution
                                           SUBJECT: TEXT/250
  6
  7
  7.1
  7.2
  8
       This memo is my first document produced on the HP 250 using
       TEXT/250 as a text processor. What you see is a printed
  9
       copy of a WORK file. Stay tuned!!
 10
          CENTER
  ADD
                    RENUMBER
                               DELETE
                                            SET
                                                      LIST
                                                                CLEAR
                                                                           EXIT
  HERE
           HERE
                   DOCUMENT
                                HERE
                                            ALL
                                                   DOCUMENT
                                                                SCREEN | TEXT/250
```

To get a copy of your WORK file on paper, type: LIST OFFLINE Then, press  ${\tt ENTER.}$ 

```
LIST
   2
   3
        FROM: Mary
                                            DATE: September 15,1981
   5
        TD: Distribution
                                            SUBJECT: TEXT/250
   6
   7.1
   7.2
        This memo is my first document produced on the HP 250 using
   8
        TEXT/250 as a text processor. What you see is a printed
   9
        copy of a WDRK file. Stay tuned!!
  10
LIST OFFLINE
Listing complete.
  ADD
           CENTER
                    RENUMBER
                               DELETE
                                             SET
                                                      LIST
                                                                CLEAR
                                                                           EXIT
  HERE
            HERE
                    DOCUMENT
                                HERE
                                             ALL
                                                   DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
```

Assuming that your printer is properly hooked up and not in use, your WORK file will begin listing immediately. Notice that a LIST gives you line numbers, so that you can look over your document and make corrections. (PRINT gives a final draft.)

Press softkey PRINT TO SCREEN. Now you can see on the screen what your final draft will look like. If you have made typing mistakes, don't worry; you will correct them in Lesson 2.

If your printed copy shoots past the screen, scroll it back down with [+].

Press PRINT TO FAST to see a copy of your document on paper.

FROM: Mary TO: Distribution DATE: September 15,1981 SUBJECT: TEXT/250

This memo is my first document produced on the HP 250 using TEXT/250 as a text processor. What you see is a printed copy of a WDRK file. Stay tuned!!

PRINT OFFLINE, MEMO, LEFT=10 Printing complete.

ADD	CENTER	RENUMBER	DELETE	SET	LIST	CLEAR	EXIT
HERE	HERE	DOCUMENT	HERE	ALL	DOCUMENT	SCREEN	TEXT/250

To end this session, press softkey EXIT TEXT/250.

#### NOTE

If you receive the message: "Waiting for the printer; press STOP WAIT to abort wait.", it means that the printer is being used. If you do not press STOP WAIT, you will remain in line for the printer.

# Lesson 1 Evaluation

bes	t answer for each question.	
1.	What name did you give your WORK file?	-
2.	How many letters long was your WORK file name? (This is the maximum length.)	
3.	What is the greatest number of lines that will fit in this WORK file?	
4.	How many lines are actually in the WORK file now?	
5.	Wraparound means that:	· ·
	A. Text past the right boundary is lost.	
	B. Text past the right boundary is moved to the next line when you press ENTER.	
	C. You may not type past the right boundary.	
6.	Which command gives you a copy of your document with line numbers, on paper?	
	A. PRINT OFFLINE	
	B. LIST	#5
	C. LIST OFFLINE	
7•	What command did you use to put lines into your WORK file?	
	A. ADD C. PRINT	
	B. LIST D. RUN	

Complete this page, without looking back if you can. Choose the

## **Lesson 1 Evaluation**

## **Answers**

- 1. XXWORK (XX = your initials) Be sure to use capitals just as you did when you created the file. "THIS" is not "this" is not "This".
- 2. 6 characters long
- 3. 100
- 4. 12 existing lines if you did only what was required
- 5. B
- 6. C
- 7. A

## Lesson 1 Summary

You will create many WORK files as you continue to use TEXT/250. There are two methods of creating these files; one you learned in Lesson 1 and the other you will learn in Lesson 7.

You named your WORK file with your initials at the beginning of the name. This is not necessary, but is recommended if you do not have an entire storage disc to yourself. If you always put your initials on a file, you will be able to spot all of your files at a glance, long after you have forgotten exactly why you created them or what their contents are. Also, you will be able to create a catalog of your files with a command that will pick up all files beginning with the same initials.

If every document was published just as it was written the first time, you could probably stop here and forget about the rest of the TEXT/250 capabilities. However, editing changes are a fact of life; you may think of better ways to state a fact, a date or detail may change at the last minute, or you may have made a typographical error.

In Lesson 2 you will make changes to the lines you have created here in Lesson 1. There are many ways to make changes, but the most common ones are presented in Lesson 2.



Line Editing - Insert, Replace, and Delete Characters
Add Lines Using Full-Screen Edit

In this lesson, you will do the kind of editing that is most commonplace. You will assume that changes must be made to the memo you created in Lesson 1. Correct any typing mistakes you made in the last lesson whenever you feel you know how.

Access TEXT/250 the same way you did in Lesson 1. When prompted for a WORK file name, give the name of the file that you created in Lesson 1. TEXT/250 tells you how many lines are in your WORK file.

WORK file? MLWORK
12 lines of text in work file: MLWORK

Press the LIST DOCUMENT softkey to see the contents of the  $\mathtt{WORK}$  file.

Assume that you want to make the following changes:

TO: Distribution FROM: You

DATE: September 15, 1981 SUBJECT: TEXT/250

This memo is my first document produced on the HP 250 using TEXT/250 as a text processor. What you see is a printed copy of a WORK file. Stay tuned!!

Here in this memo

2 - 1

## **Insert Words**

You will need to insert "very", "here in this memo", and "for more".

Do the insertions, beginning with "very". Position the cursor at the space between "my" and "first", as shown below.

```
WORK file? MLWORK
12 lines of text in work file: MLWDRK
LIST
   2
   3
   4
         FROM: Mary
                                                  DATE: September 15,1981
   S
         TO: Distribution
                                                  SUBJECT: TEXT/250
   6
   7.1
   7.2
         This memo is my_first document produced on the HP 250 using TEXT/250 as a text processor. What you see is a printed
   8
   9
         copy of a WORK file. Stay tuned!!
   ADD
            CENTER
                       REHUMBER
                                    DELETE
                                                   SET
                                                              LIST
                                                                          CLEAR
                                                                                     EXIT
   HERE
                      DOCUMENT
                                                                          SCREEN TEXT/250
             HERE
                                    HERE
                                                   ALL
                                                           DOCUMENT
```

Press the MSERT key on the keyboard, then type "very" (don't forget the space).

```
WORK file? MLWORK
12 lines of text in work file: MLWORK
LIST
   2
   3
        FROM: Mary
                                            DATE: September 15,1981
   5
        TO: Distribution
                                            SUBJECT: TEXT/250
   6
   7.1
   7.2
        This memo is my very_first document produced on the HP 250 using
   8
  9
        TEXT/250 as a text processor. What you see is a printed
        copy of a WDRK file. Stay tuned!!
  10
           CENTER
                    RENUMBER
   ADD
                               DELETE
                                            SET
                                                     LIST
                                                                CLEAR
                                                                          EXIT
   HERE
           HERE
                   DOCUMENT
                                HERE
                                            ALL
                                                   DOCUMENT
                                                                SCREEN | TEXT/250
```

You now have your change on the screen, but it is not written in the WORK file yet. Press ENTER to change the line in your WORK file.

Adding "very" to line 8 did not cause the line to exceed the right boundary. Your next insert will be longer, and will exceed the right boundary. Note the way your text will wrap to a new line.

Position the cursor between "see" and "is" in line 9. Press then type "here in this memo". The result will be:

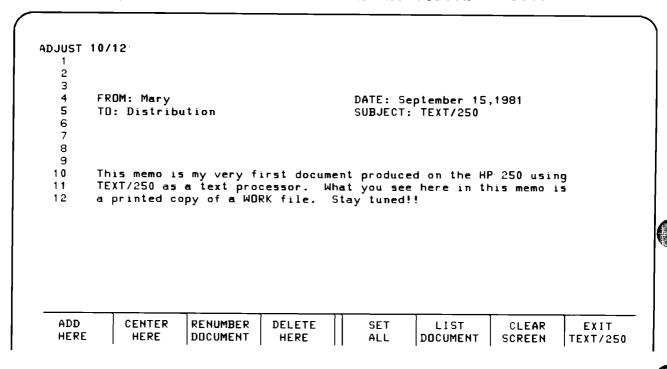
```
WORK file? MLWORK
12 lines of text in work file: MLWORK
LIST
   2
   3
                                           DATE: September 15,1981
        FROM: Mary
                                           SUBJECT: TEXT/250
       TO: Distribution
   5
   6
   7
   7.1
   7.2
        This memo is my very first document produced on the HP 250 using
   8
        TEXT/250 as a text processor. What you see here in this memo is a print
   9
ed
        copy of a WORK file. Stay tuned!!
  10
                               DELETE
                                            SET
                                                     LIST
                                                               CLEAR
                                                                         EXIT
                    RENUMBER
           CENTER
   ADD
                                                   DOCUMENT
                                                               SCREEN TEXT/250
                   DOCUMENT
                                HERE
                                            ALL
            HERE
   HERE
```

Press ENTER to change the line in your WORK file.

```
WORK file? MLWORK
12 lines of text in work file: MLWORK
LIST
  1
  2
  3
                                           DATE: September 15,1981
       FROM: Mary
  4
                                           SUBJECT: TEXT/250
       TD: Distribution
  5
   7
   7.1
        This memo is my very first document produced on the HP 250 using
       TEXT/250 as a text processor. What you see here in this memo is
  9.1 a printed
       copy of a WORK file. Stay tuned!!
```

## **ADJUST**

The automatic wraparound created line 9.1 for the excess on line 9. The problem now is the gap in the paragraph. To remedy this, first press CLEAR SCREEN. Then, press softkey ADJUST, type 10/12 as linerange, and delete "/ L" from the screen. Press ENTER.



There is one more insertion to do. Misspell "more" (moer) so you can practice replacing letters. Position your cursor between "tuned" and "!"; press wesen; type "for moer".

```
ADJUST 10/12
   2
   3
   4
         FROM: Mary
                                                   DATE: September 15,1981
   5
         TD: Distribution
                                                   SUBJECT: TEXT/250
   6
   8
   9
  10
         This memo is my very first document produced on the HP 250 using
         TEXT/250 as a text processor. What you see here in this memo is a printed copy of a WDRK file. Stay tuned for moer!!
  11
   ADD
            CENTER
                       RENUMBER
                                    DELETE
                                                    SET
                                                              LIST
                                                                           CLEAR
                                                                                      EXIT
                       DOCUMENT
  HERE
             HERE
                                     HERE
                                                    ALL
                                                            DOCUMENT
                                                                          SCREEN | TEXT/250
```

# Replace Words

Press ENTER to make the change in your WORK file. Now your screen should look like this:

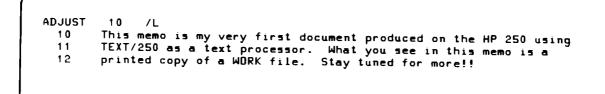
```
ADJUST 10/12
   3
                                                   DATE: September 15,1981
         FROM: Mary
                                                   SUBJECT: TEXT/250
   5
         TO: Distribution
   6
   9
         This memo is my very first document produced on the HP 250 using
  10
         TEXT/250 as a text processor. What you see here in this memo is a printed copy of a WDRK file. Stay tuned for moer!!
  12
                                                                                        EXIT
                        RENUMBER
                                     DELETE
                                                     SET
                                                                LIST
                                                                            CLEAR
   ADD
             CENTER
                                                                            SCREEN TEXT/250
                                                             DOCUMENT
              HERE
                        DOCUMENT
                                      HERE
                                                     ALL
   HERE
```

Press CLEAR SCREEN. Type: LIST 12, then press ENTER. Type "more" over "moer". Press ENTER to change the line in your WORK file.

```
LIST 12
        a printed copy of a WDRK file. Stay tuned for more!!
  12
                                                                 CLEAR
                                                                           EXIT
                                              SET
                                                       LIST
                     RENUMBER
                                DELETE
           CENTER
  ADD
                                              ALL
                                                    DOCUMENT
                                                                SCREEN
                                                                         TEXT/250
                    DOCUMENT
                                 HERE
  HERE
            HERE
```

### Delete Words / Add Lines

Let's say that you decide to take out the word "here". Move your cursor up to the "h" in "here". Press ORLETT five times; press ENTER to change the line in your WORK file. Press CLEAR SCREEN, then ADJUST 10/L to readjust the words on the lines.



ADD	CENTER	RENUMBER	DELETE	SET	LIST	CLEAR	EXIT
HERE	HERE	DOCUMENT	HERE	ALL	DOCUMENT	SCREEN	TEXT/250

Press PRINT TO FAST to get a copy of your edited memo on paper.

So far, you have generated lines by positioning the cursor, and pressing the ADD HERE softkey. Because you have a full-screen line edit, you can also create lines by typing your own line numbers. Press CLEAR SCREEN. Now, type the following:

1.1 MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!

Press ENTER.

Notice that your text was moved to column 9 and the cursor is now on the following line.

New lines can be added or existing lines can be replaced at any column position on the screen, but the column position at which text is added will affect its placement when ENTER is pressed. Refer to Appendix A for more information.

# Add Lines Using Full-Screen Edit

Use the cursor control key to backspace, then type line 6.1 under line 1.1:

6.1 This is a practice line.

Press ENTER.

```
MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!
6.1 This is a practice line.
                                                   LIST
                                                              CLEAR
                                                                        EXIT
                 RENUMBER
                            DELETE
                                          SET
ADD
        CENTER
                                                              SCREEN | TEXT/250
                                          ALL
                                                 DOCUMENT
                 DOCUMENT
                             HERE
         HERE
HERE
```

You just added two lines to your WORK file. They were placed in order according to line number. Press CLEAR SCREEN, then LIST DOCUMENT.

```
LIST
   1.1 MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!
   3
                                                 DATE: September 15,1981
         FROM: Mary
   4
                                                 SUBJECT: TEXT/250
   5
         TO: Distribution
   6
        This is a practice line.
   6.1
   8
   9
         This memo is my very first document produced on the HP 250 using
  1.0
         TEXT/250 as a text processor. What you see in this memo is a printed copy of a WORK file. Stay tuned for more!!
  11
  12
                                                                                     EXIT
                                                                         CLEAR
                                                              LIST
                                    DELETE
                                                    SET
              CENTER
                        RENUMBER
   ADD
                                                                        SCREEN
                                                    ALL
                                                           DOCUMENT
                                                                                  TEXT/250
              HERE
                       DOCUMENT
                                     HERE
   HERE
```

# Add Lines Using Full-Screen Edit

Notice that lines 1.1 and 6.1 appear in order, although you did not type them in order.

You may want to practice insertion, deletion, replacement, (in line 6.1 for example) and line addition further. Go ahead and change this memo if you wish; just leave it in some sort of memo format for use in Lesson 12.

Press EXIT TEXT/250 if you wish to stop the lessons, and leave TEXT/250.

# Lesson 2 Evaluation

1.	Why do you have to press ENTER after modifying a line?
	A. To move the cursor
	B. To create or change the line in the WORK file
	C. To delete lines
2.	The only way to add lines to a file is by pressing ADD HERE.
	A. True
	B. False
3.	What should you do if you make an insertion to a line that causes the line to exceed the right boundary?
	A. Panic, you have lost text beyond the RBOUND.
	B. Let the default wraparound create a new line.
	C. You can't exceed the RBOUND under any circumstances
4.	You learned how to delete a word (for deleting a line, see Lesson 4.) How does DELETE work?
	A. A letter above the cursor disappears when pressed.
	B. A word above the cursor disappears when DELETE is pressed.

# **Lesson 2 Evaluation**

# **Answers**

- 1. B
- 2. B
- 3. B
- 4. A

## Lesson 2 Summary

In Lesson 2, you changed existing lines in your WORK file. The ability to add, remove, or replace words is useful when you decide to edit a document.

You also learned to add lines by typing a line number that does not yet exist, and then typing the contents of that line. You could do this because you have full-screen line edit.

Other editing changes you will make deal with more than just a line at a time. In Lesson 3, you will renumber, copy, move, and delete entire groups of lines at a time. Also in Lesson 3, you will deal with margins affecting your whole document.

Not all of the advantages of full-screen editing were presented in this lesson. In Lesson 6, MORE EDITING, you will learn more editing techniques that you can use.

SET	DELETE	CENTER	MOVE
COPY	ADJUST	RENUMBER	

In this lesson, you will do more WORK file editing. You will examine parameters, such as RBOUND (right margin). The differences between copying and moving lines will be demonstrated. You will also center lines, renumber lines, delete lines and adjust lines to fill in gaps in paragraphs.

In this lesson, you will create a WORK file that you will also use in Lessons 4 and 5.

- RUN "TEXT"
- Create a WORK file named XXHALI (XX = your initials.)
- Use standard typing aid keys
- Indicate 200 for maximum number of lines

In every WORK file, there is an environment. This environment is created by setting parameters. You did not deal with these in Lessons 1 and 2, but they were set nonetheless by TEXT/250. You simply left them set the way TEXT/250 always sets them; the values automatically set by the TEXT/250 program are called default values.

Look at all of your parameters and their default values by pressing the SET ALL softkey.

### **SET Parameters**

#### TEXT/250 SET PARAMETERS - FORM 1 DF 2

LBOUND..... RBOUND..... AUTOMARGIN.. HYPHENATION. PRINTER IS.. WARNINGS.... LABELS..... //COMMANDS.. INCREMENT... FILLER..... DISPLAY.... ECHO..... PAUSE..... NONPRINT....

Left boundary for TEXT operations, left margin Right boundary for TEXT operations, right margin Automatic adjustment of right margin Hyphenation during ADJUST command Number of printer to be used when OFFLINE is specified TEXT warning messages Enable or disable recognition of labels Set OFF to ADD or INSERT a line beginning with // Line number increment for adding text Character used in place of spaces in text Enable or disable display for certain commands Display of expanded DEFINE command strings Number of lines displayed before pausing for input Character to be displayed for nonprinting characters

Please change any settings on the form above and press PROCESS CHANGES.

**PROCESS** RESTORE **NEXT PAGE** EXIT CHANGES STANDARD SET/ ALL

There are two screens of parameters. Press "NEXT PAGE".

#### TEXT/250 SET PARAMETERS - FORM 2 OF 2

PAGESIZE..... 60 Number of lines per page
TOPSPACE.... 2, 2 Number of blank lines preceding, following heading
BOTTOMSPACE. 2, 0 Number of blank lines preceding, following footing FACING..... Off DEFAOTISE Binding offset in columns for facing pages

HEADING ... . CENTER UFF , LEFT , RIGHT , CENTER , FACING Position of text shown below

FOOTING.... CENTER DEF LEFT, RIGHT, CENTER, FACING Position of text shown

TABS Mark top positions with any character (magazinum of 10 tabs)

123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789

settings on the form above and press PROCESS CHANGES.

**PROCESS** RESTORE PREVIOUS EXIT CHANGES STANDARD PAGE SET ALL

Press "PREVIOUS PAGE". Use the key to move through all of the options. Next, change your right margin. Move the cursor to 65. Type 50 in place of the 65 to change the right margin to column 50.

### TEXT/250 SET PARAMETERS - FORM 1 OF 2

LBOUND 1-144	Left boundary for TEXT operations, left margin
LBOUND 1 1-144 1, RBOUND 50 1-144	Right boundary for TEXT operations, right margin
AUTOMARGIN DN DN/OFF	Automatic adjustment of right margin
HYPHENATION. OFF ON/OFF	Hyphenation during ADJUST command
PRINTER IS 0 0-20	Number of printer to be used when OFFLINE is specified
WARNINGS ON ON/OFF	TEXT warning messages
LABELSON DN/OFF	Enable or disable recognition of labels
//COMMANDS ON ON/OFF	Set OFF to ADD or INSERT a line beginning with //
INCREMENT	Line number increment for adding text
FILLER DFF DFF/char	Character used in place of spaces in text
DISPLAY ON ON/OFF	Enable or disable display for certain commands
ECHOOFF ON/OFF	Display of expanded DEFINE command strings
PAUSE OFF OFF/lines	Number of lines displayed before pausing for input
NONPRINT OFF OFF / char	Character to be displayed for nonprinting characters
Please change any setting	s on the form above and press PROCESS CHANGES.

	 		1	1		
PROCESS		RESTORE		NEXT	PAGE	EXIT
		STANDARD		1		SET ALL
CHANGES		SIHNDHKD		l		JET NEE

Press the softkey labeled "PROCESS CHANGES". Your margins are now at column 1 and column 50.

## TEXT/250

_BOUND	1-144	Left boundary for T			
≀BOUND	io 1-144	Right boundary for	EXT operations	, right mar	.gru
AUTOMARGIN		Automatic adjustmen	of right margi	i n	
IYPHENATION.	F ON/OFF	Hyphenation during (	DJUST command		
RINTER IS		Number of printer to	be used when (	OFFLINE is	specified
IARNINGS	JN DN/DFF	TEXT warning message	:5		
ABELS	ON ON/OFF	Enable or disable re			
//COMMANDS	ON ON/OFF	Set OFF to ADD or II	ISERT a line beç	ginning wit	th //
NCREMENT	.01-100	Line number increme	it for adding to	éxt	
ILLER	FF OFF/char	Character used in p	ace of spaces :	in text	
ISPLAY	IN ON/OFF	Enable or disable d	splay for certa	ain command	is et
CHO	F ON/OFF	Display of expanded	DEFINE command	strings	
AUSE	F OFF/lines	Number of lines disp	layed before pa	susing for	input
ONPRINT	SE OFF/chars	Character to be dis	olayed for nombi	rinting cha	aracters
		<del></del>			_
Specified char	iges have be	en made.			
	_				
PROCESS		RESTORE		NEXT PAGE	EXIT

Press EXIT SET ALL.

### **ADD Lines**

Remember that you can only alter the line you are currently ADDing. If you wish, you can backspace within that line, and make changes, but you cannot move your cursor to a previously created line. Wait until you are out of ADD mode to make changes to any line other than the one you are entering.

Press softkey ADD HERE, and enter the following text:

HALID THE SCAMP A TURKISH FOLK TALE

There once was a young man named Halid who lived by his wits. One day he took a friend named Osman and went to a nearby city. As soon as they arrived in the marketplace, Halid feigned a terrible heart attack and fell down, pretending to be dead. Osman covered Halid's face with a sack and sat beside him to mourn the sad fate of the stranger who had died in this city and had no money for burial.

The passersby were touched by this sad tale and generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and come to collect the fee from the vizier.

So it was that Halid was carried off to the mosque, and Osman went home with the money.

#### NOTE

If at any time you get an error message, you may press LEAVE MESSAGE to keep the message on the screen. Press ENTER to remove the message from the screen. Continue with what you were doing.

## Set Tabs / DELETE Lines

Set six tabs on line 25 with the with the key. Press ENTER to move to line 26. Type an asterisk at each tab on line 26. (Press to move the cursor to the tab.) Press ENTER.

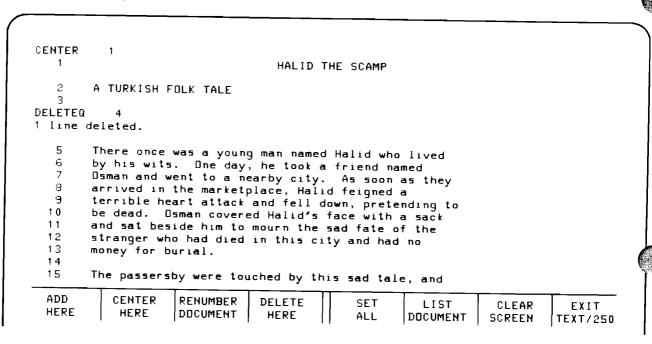
```
by his wits. One day, he took a friend named
     Osman and went to a nearby city. As soon as they
     arrived in the marketplace, Halid feigned a
8
      terrible heart attack and fell down, pretending to
9
     be dead. Osman covered Halid's face with a sack
10
     and sat beside him to mourn the sad fate of the
11
      stranger who had died in this city and had no
12
     money for burial.
13
14
      The passersby were touched by this sad tale, and
15
      generously contributed to the burial fund. Just
16
      as Halid was about to decide that they had gotten
17
      enough money, the grand vizier himself came by.
18
      When the vizier heard the story, he told an imam
19
      standing nearby to take the "corpse", bury it, and
20
      come to collect the fee from the vizier.
21
22
23
      So it was that Halid was carried off to the mosque,
      and Osman went home with the money.
24
25
26
                                                                      EXIT ADD
```

Press the EXIT ADD softkey. Now, delete line 4. Position the cursor at line 4; press DELETE HERE.

```
3
DELETEQ
1 line deleted.
        There once was a young man named Halid who lived
        by his wits. One day, he took a friend named
        Osman and went to a nearby city. As soon as they
        arrived in the marketplace, Halid feigned a
   8
        terrible heart attack and fell down, pretending to
   9
        be dead. Osman covered Halid's face with a sack
  10
        and sat beside him to mourn the sad fate of the
  11
        stranger who had died in this city and had no
  1.2
        money for burial.
  13
  14
        The passersby were touched by this sad tale, and
  15
        generously contributed to the burial fund. Just
  16
        as Halid was about to decide that they had gotten
  17
        enough money, the grand vizier himself came by.
  18
        When the vizier heard the story, he told an imam
  19
        standing nearby to take the "corpse", bury it, and come to collect the fee from the vizier.
  2.0
  21
                                                         LIST
                                                                    CLEAR
                                                                               EXIT
                     RENUMBER
                                 DELETE
                                               SET
            CENTER
                                                                            TEXT/250
                                                       DOCUMENT
                                                                   SCREEN
             HERE
                     DOCUMENT
                                  HERE
                                               ALL
  HERE
```

## **CENTER Lines**

Center the title by positioning the cursor at line 1 and pressing softkey 2, CENTER HERE.



Do the same for line 2.

```
CENTER
                                  HALID THE SCAMP
CENTER
   2
                                A TURKISH FOLK TALE
DELETEQ
1 line deleted.
        There once was a young man named Halid who lived
        by his wits. Dne day, he took a friend named
        Osman and went to a nearby city. As soon as they
  8
        arrived in the marketplace, Halid feigned a
        terrible heart attack and fell down, pretending to
  9
        be dead. Osman covered Halid's face with a sack
 10
        and sat beside him to mourn the sad fate of the
 1 1
 12
        stranger who had died in this city and had no
 13
        money for burial.
 14
           CENTER
 ADD
                    RENUMBER
                               DELETE
                                             SET
                                                      LIST
                                                                 CLEAR
                                                                           EXIT
 HERE
            HERE
                    DOCUMENT
                                HERE
                                             ALL
                                                    DOCUMENT
                                                                SCREEN
                                                                         TEXT/250
```

#### NOTE

If you press CENTER HERE when the cursor is not in any line, the line at the position of the pointer is centered.

Let's say you decide that you want the asterisks to be at the beginning of the story instead of at the end. Line 26 currently has the asterisks in it. To move the asterisks under the title, position the cursor at line 26. Press MOVE LINES, and alter the statement to read: MOVE 26 TO 1.2
TEXT/250 will show you the results of the move in this way:

MOVE 26 TD 1.2 26 => 1.2

Press LIST DOCUMENT. Notice that line 26 is gone, and line 1.2 has been created.

1	HALID THE SCAMP
1.2	• • • • • • • • • • • • • • • • • • • •
2	A TURKISH FOLK TALE
2 3 5 6 7	There once was a young man named Halid who lived
6	by his wits. One day, he took a friend named
7	Osman and went to a nearby city. As soon as they
8	arrived in the marketplace, Halid feigned a
9	terrible heart attack and fell down, pretending to
1 0	be dead. Osman covered Halid's face with a sack
11	and sat beside him to mourn the sad fate of the
12	stranger who had died in this city and had no
13	money for burial.
14	
15	The passersby were touched by this sad tale, and
16	generously contributed to the burial fund. Just
17	as Halid was about to decide that they had gotten
18	enough money, the grand vizier himself came by.
	When the vizier heard the story, he told an imam
19	
19 20	standing nearby to take the "corpse", bury it, and
19	come to collect the fee from the vizier.
19 20	come to collect the fee from the vizier.  CENTER RENUMBER DELETE SET LIST CLEAR EXIT

#### NOTE

You must indicate a line that does not yet exist as the starting line destination in a MOVE; lines are created by MOVE as needed.

### **COPY Lines**

What if you had wanted the row of asterisks to appear both at the beginning and at the end of the story? In this case, you would want to COPY the line, not MOVE it.

COPY the asterisks to the end of the story by positioning the cursor at line 1.2 and pressing COPY LINES. Alter the statement, then press ENTER.

```
COPY 1.2 TO 26
1.2 *=> 26
```

LIST the file again. The COPY just duplicated the original line. You did not lose line 1.2.

```
HALID THE SCAMP
 1.2
                       A TURKISH FOLK TALE
 3
       There once was a young man named Halid who lived
       by his wits. One day, he took a friend named
       Osman and went to a nearby city. As soon as they
       arrived in the marketplace, Halid feigned a
       terrible heart attack and fell down, pretending to
      be dead. Osman covered Halid's face with a sack
11
      and sat beside him to mourn the sad fate of the
      stranger who had died in this city and had no
12
13
      money for burial.
14
15
      The passersby were touched by this sad tale, and
16
       generously contributed to the burial fund. Just
      as Halid was about to decide that they had gotten enough money, the grand vizier himself came by.
17
18
19
      When the vizier heard the story, he told an imam
20
      standing nearby to take the "corpse", bury it, and
21
       come to collect the fee from the vizier.
22
23
      So it was that Halid was carried off to the mosque
24
      and Osman went home with the money.
25
26
ADD
         CENTER
                   RENUMBER
                               DELETE
                                             SET
                                                       LIST
                                                                  CLEAR
                                                                            EXIT
                                                                          TEXT/250
HERE
          HERE
                   DOCUMENT
                                HERE
                                             ALL
                                                    DOCUMENT
                                                                SCREEN
```

#### NOTES

You must indicate a destination line number that does not yet exist; COPY creates lines as needed.

Also, if you wanted to copy more than 1 line, you would use 1,3,5 to indicate single lines, or 6/12 to indicate a block of lines.

## ADJUST With HYPHENATION ON

To make sure you have as many words as possible on each line, press CLEAR SCREEN, then ADJUST LINES. Type ALL for linerange, and press ENTER.

ADJUST	ALL
1	HALID THE SCAMP
2	
3	A TURKISH FOLK TALE
4	
5	There once was a young man named Halid who lived
6	by his wits. One day, he took a friend named
7	Osman and went to a nearby city. As soon as they
8	arrived in the marketplace, Halid feigned a
9	terrible heart attack and fell down, pretending to
10	be dead. Osman covered Halid's face with a sack
1.1	and sat beside him to mourn the sad fate of the
12	stranger who had died in this city and had no
13	money for burial.
14	
15	The passersby were touched by this sad tale, and
16	generously contributed to the burial fund. Just
17	as Halid was about to decide that they had gotten
18	enough money, the grand vizier himself came by.
19	When the vizier heard the story, he told an imam
2 <b>0</b>	standing nearby to take the "corpse", bury it, and
ADD	CENTER RENUMBER DELETE SET LIST CLEAR EXIT
HERE	HERE DOCUMENT HERE ALL DOCUMENT SCREEN TEXT/25

During an ADJUST, words exceeding the right margin (RBOUND) are wrapped to a new line. You have the option, however, of hyphenating words at the end of lines.

At this time, activate HYPHENATION. Press the SET ALL soft-key.

#### **TEXT/250** SET PARAMETERS - FORM 1 OF 2 LBOUND..... 1-144 RBOUND..... 50 1-144 AUTDMARGIN. BN DN/DFF HYPHENATION. FF DN/OFF 1-144 Left boundary for TEXT operations, left margin Right boundary for TEXT operations, right margin Automatic adjustment of right margin Hyphenation during ADJUST command Number of printer to be used when OFFLINE is specified PRINTER IS.. 0 0-20 WARNINGS....ON DN/OFF TEXT warning messages LABELS....DH DN/OFF //COMMANDS..DH DH/OFF INCREMENT...1 .01-100 Enable or disable recognition of labels Set OFF to ADD or INSERT a line beginning with // Line number increment for adding text .01-100 Character used in place of spaces in text FILLER..... OFF OFF/char DISPLAY.....ON ON/OFF Enable or disable display for certain commands ECHD......DFF DN/DFF Display of expanded DEFINE command strings PAUSE......DFF DFF/lines Number of lines displayed before pausing for input Display of expanded DEFINE command strings NONPRINT.... DEF OFF/char Character to be displayed for nonprinting characters Please change any settings on the form above and press PROCESS CHANGES. RESTORE NEXT PAGE EXIT **PROCESS** SET ALL STANDARD CHANGES

## ADJUST With HYPHENATION ON

Look at the screen. Find HYPHENATION. It is set to OFF.

Move your cursor to HYPHENATION. Replace the word OFF with ON. Press the key PROCESS CHANGES, then press EXIT SET ALL. You can now hyphenate words before lines are adjusted if you wish.

Enter: ADJUST ALL

ADJUST ALL
Hyphenate the following word(s):

Osm an

EXIT
HYPHENATE

Because you have set HYPHENATION to ON, you are presented with words to hyphenate. There is a space inserted somewhere in the word. The space indicates the right margin (RBOUND); you cannot indicate a hyphen after the space. For example:

Osm an could be hyphenated anywhere before the "a" terri ble could be hyphenated anywhere before the "b" stran ger could be hyphenated anywhere before the "g"

You would probably hyphenate these words as follows:

Osm an

Press ENTER or EXIT HYPHENATE to keep the word whole.

## ADJUST With HYPHENATION ON

terri ble

Type a hyphen beneath the second "r" to indicate the hyphen goes before that "r"; press ENTER.

stran ger

Type a hyphen beneath the space because that is where you want the hyphen.

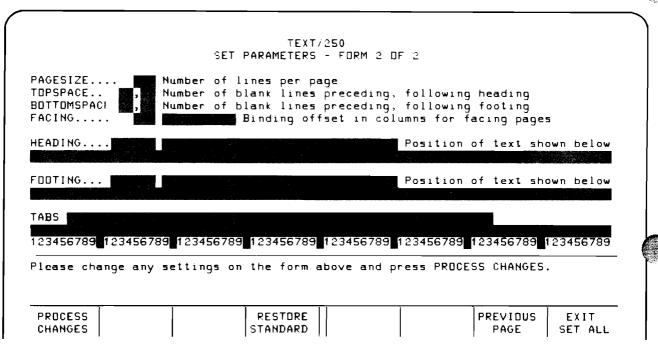
Continue to hyphenate words presented to you. After the last word is presented, all lines will list on the screen.

2	
3	A TURKISH FOLK TALE
4	
5	There once was a young man named Halid who lived
4 5 6	by his wits. One day, he took a friend named
7	Osman and went to a nearby city. As soon as they
8	arrived in the marketplace, Halid feigned a ter-
9	rible heart attack and fell down, pretending to be
10	dead. Osman covered Halid's face with a sack and
1 1	sat beside him to mourn the sad fate of the stran-
12	ger who had died in this city and had no money for
13	burial.
14	
15	The passersby were touched by this sad tale, and
16	generously contributed to the burial fund. Just
	as Halid was about to decide that they had gotten
17	enough money, the grand vizier himself came by.
17 18	
18 19	When the vizier heard the story, he told an imam
18	When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and
18 19	When the vizier heard the story, he told an imam
18 19 20	When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and
18 19 20 21	When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and

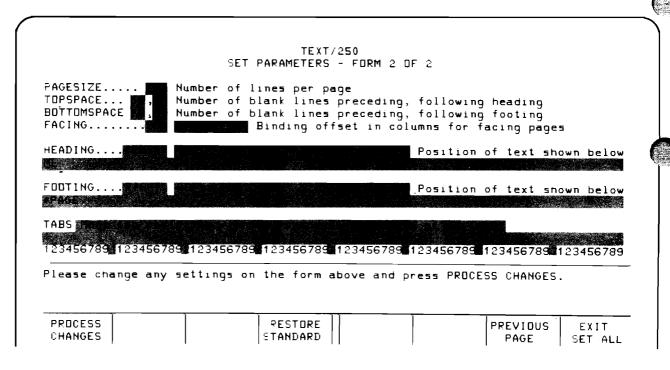
The next thing you will do is provide an automatic heading and footing for each page of your document.

## SET HEADING/SET FOOTING

Change your heading to your initials by pressing softkey 5 (SET ALL). Look at the NEXT PAGE. Type your initials in the space beneath HEADING.



Move the cursor down to FOOTING. Change the position to RIGHT.



Press PROCESS CHANGES, then EXIT SET ALL.

## **RENUMBER Lines**

The last command used in lesson 3 is RENUMBER. Press CLEAR SCREEN, then RENUMBER DOCUMENT. This will renumber lines so that the first line number is 1, with each subsequent line incremented by 1. This:

```
HALID THE SCAMP
1.2 *
                     A TURKISH FOLK TALE
     There once was a young man named Halid who lived
     by his wits. One day, he took a friend named
     Osman and went to a nearby city. As soon as they
     arrived in the marketplace, Halid feigned a ter-
     rible heart attack and fell down, pretending to be
     dead. Dsman covered Halid's face with a sack and
     sat beside him to mourn the sad fate of the stran-
1.0
     ger who had died in this city and had no money for
1.1
12
     Burial.
13
     The passersby were touched by this sad tale, and
      generously contributed to the burial fund. Just
15
      as Halid was about to decide that they had gotten
16
      enough money, the grand vizier himself came by.
1.7
      When the vizier heard the story, he told an imam
18
      standing nearby to take the "corpse", bury it, and
19
                                                                        EXIT
                                                    LIST
                                                              CLEAR
         CENTER
                  RENUMBER
                             DELETE
                                           SET
ADD
                                                 DOCUMENT
                                                             SCREEN
                                                                     TEXT/250
                  DOCUMENT
                              HERE
                                           ALL
         HERE
HERE
```

### will look like this after a RENUMBER:

1	HALID THE SCAMP
2	
3	A TURKISH FOLK TALE
4	
5	There once was a young man named Halid who lived
<b>5</b> 6 7	by his wits. One day, he took a friend named
	Osman and went to a nearby city. As soon as they
8 9	arrived in the marketplace, Halid feigned a ter-
	rible heart attack and fell down, pretending to be
1 0	dead. Dsman covered Halid's face with a sack and
11	sat beside him to mourn the sad fate of the stran-
12	ger who had died in this city and had no money for
13	burial.
14	
15	The passersby were touched by this sad tale, and
	generously contributed to the burial fund. Just
16	
16 17	as Halid was about to decide that they had gotten
16 17 18	enough money, the grand vizier himself came by.
16 17 18 19	enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam
16 17 18 19 20	enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and
16 17 18 19	enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam
16 17 18 19 20	enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and come to collect the fee from the vizier.

## Lesson 3

Look at the results of what you have done in Lesson 3 by typing PRINT OFFLINE. Look at the printout. Notice:

- Your heading
- Your footing
- Hyphenated words
- The lines you copied
- The centered title
- Your asterisks created using tabs set at the terminal
- Your left and right margins or boundaries

#### NOTE

You may not want to renumber lines if you haven't finished making changes from a numbered draft copy on paper; line numbers are much easier to locate when both your correction copy and file copy match.

# **Lesson 3 Evaluation**

1.	Parameters which create the "environment" of your file include:
	A. RBOUND, HEADING, and FOOTING  B. ADD, DELETE, and EXIT  C. COPY and MOVE
2.	To remove the current line from a WORK file, press:
	A. ADD HEREB. DELETE HEREC. CENTER HERE
3.	How do you know which line is centered when you press CENTER HERE?
	A. The last numbered line of the file is always centered.  B. The first numbered line of the file is always centered.  C. The numbered line containing the cursor is centered.
4.	When doing a MOVE, the destination given must be:
	A. A single line that already exists in the file B. A single line that does not yet exist in the file C. A block of lines that do not yet exist in the file
5.	The difference between a MOVE and a COPY is:
	A. A MOVE is easier to do.  B. A COPY is easier to do.  C. A COPY leaves the lines in both the original location, and in the new location.
6.	If the parameter HYPHENATION is set to ON during ADJUST:
	A. Words across RBOUND will be presented for HYPHENATIONB. The last word of every sentence is presented for hyphenationC. Words across RBOUND will be moved to the next line.
7.	After editing, you fill in gaps within paragraphs by:
	A. SET ALLB. ADJUST LINESC. ADD HERE
8.	Entering RENUMBER will:
	A. Rearrange the lines in a WORK fileB. Remove lines from a WORK fileC. Cause lines to be numbered 1, 2, 3, 4,

# **Lesson 3 Evaluation**

# **Answers**

- 1. A
- В 2.
- 3. С
- 4. 5. B C
- 7 **.** 8 **.**

## Lesson 3 Summary

This lesson dealt with changes made in a WORK file. Formatting was introduced by use of parameters.

In Lesson 3, you changed four of the 21 parameters: RBOUND, HYPHENATION, HEADING, and FOOTING. See the SET Parameters section of the "TEXT/250 Reference Manual" for details concerning these and all remaining parameters.

Also in this lesson, you deleted a line, centered lines, moved a line, and copied a line to a new location. You set tabs on your terminal, and renumbered the lines in your WORK file.

SET parameters affect formatting of your whole document. In the next lesson, you will learn about "one time" format instructions you can use.

• SKIP	.UNON .SUPPRESS	.UNOFF
.NEWPAGE	• BOII KEBB	

In this lesson you will use some print-format commands on the WORK file that you created in Lesson 3. These print-format commands are also referred to as "dot commands" because they are always preceded by a period.

You will use print-format commands to:

- Leave room within your document for a chart to be inserted
- Underline
- Trigger a page eject before a page is full



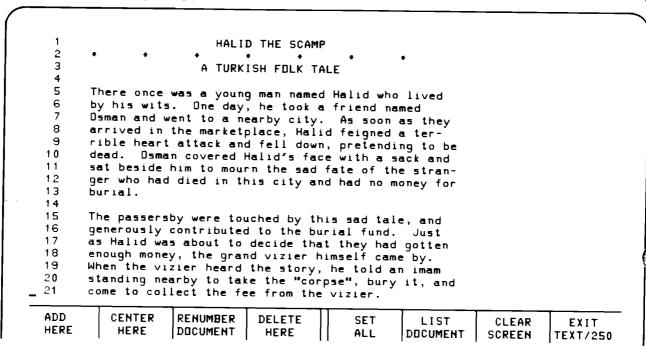
- Cause two lines to be printed, one on top of the other
- Print an automatic heading on every page of a document

There are more print-format commands. A brief description is provided at the end of this lesson if you wish to:

- Trigger a page eject to an odd numbered page
- Cause page numbering to begin with a number other than 1
- Use double, triple, or quadruple spacing
- Specify that a certain group of lines must be on the same page
- Cause a "flag" or symbol to be printed in a margin to draw attention to a specific area
- Use a pair of commands before and after a chart or other lines, which protect the lines from change by other format commands
- Print an automatic footer (similar to header)

### SKIP

RUN "TEXT" if you are not already in TEXT/250. Name XXHALI (XX=your initials) as your WORK file, and use standard user keys. Press LIST DOCUMENT.



Suppose you have decided to put an illustration after the first paragraph. Position your cursor in line 14 and type: .SKIP=6 with the period in the first column of text. Press ENTER.

1	HALID THE SCAMP
2	
3	A TURKISH FOLK TALE
2 3 4 5	
5	There once was a young man named Halid who lived
6	by his wits. Dne day, he took a friend named
7	Dsman and went to a nearby city. As soon as they
8	arrived in the marketplace, Halid feigned a ter-
9	rible heart attack and fell down, pretending to be
10	dead. Osman covered Halid's face with a sack and
11	sat beside him to mourn the sad fate of the stran-
12	ger who had died in this city and had no money for
13	Burial.
14	.SKIP=6
	The massershy were touched by this and told
15	The passers were touched by this sad tale, and
16	<u>T</u> he passersby were touched by this sad tale, and generously contributed to the burial fund. Just
16 17	generously contributed to the burial fund. Just as Halid was about to decide that they had notten
16 17 18	generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by:
16 17 18 19	generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by.  When the vizier heard the story, he told an imam
16 17 18	generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and
16 17 18 19	generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by:
16 17 18 19 20	generously contributed to the burial fund. Just as Halid was about to decide that they had gotten enough money, the grand vizier himself came by. When the vizier heard the story, he told an imam standing nearby to take the "corpse", bury it, and

This print-format command will cause six lines to be skipped during a printout. Note the lack of blanks between characters.

Now, you will use the underlining print-format technique. There are two steps to this technique: first, you must activate the underlining, and next you must mark words to be underlined. Position the cursor at line 25, and type .UNON; press ENTER. Now underlining is active.

```
by his wits. One day, he took a friend named
7
      Osman and went to a nearby city. As soon as they
8
      arrived in the marketplace, Halid feigned a ter-
9
      rible heart attack and fell down, pretending to be
1 0
      dead. Osman covered Halid's face with a sack and
11
      sat beside him to mourn the sad fate of the stran-
12
      ger who had died in this city and had no money for
13
      burial.
14
      .SKIP=6
15
      The passersby were touched by this sad tale, and
16
      generously contributed to the burial fund. Just
17
      as Halid was about to decide that they had gotten
18
      enough money, the grand vizier himself came by.
      When the vizier heard the story, he told an imam
19
      standing nearby to take the "corpse", bury it, and
20
21
      come to collect the fee from the vizier.
22
23
      So it was that Halid was carried off to the
24
      mosque, and Osman went home with the money.
25
      .UNDN
26
      •
                                                                      EXIT ADD
```

Next, use the underlining markers (<>) to mark words for underlining. Position your cursor at the bottom of the story; press ADD HERE. On line 27, type: <HOW DOES THE STORY END? FIND OUT IN LESSON 7>. Press ENTER.

```
9
        rible heart attack and fell down, pretending to be
 10
        dead. Osman covered Halid's face with a sack and
 11
        sat beside him to mourn the sad fate of the stran-
 12
        ger who had died in this city and had no money for
 13
        burial.
 14
        .SKIP=6
 15
        The passersby were touched by this sad tale, and
 16
        generously contributed to the burial fund. Just
        as Halid was about to decide that they had gotten
 17
 18
        enough money, the grand vizier himself came by.
 19
       When the vizier heard the story, he told an imam
        standing nearby to take the "corpse", bury it, and
 20
 21
        come to collect the fee from the vizier.
  22
 23
        So it was that Halid was carried off to the
 24
       mosque, and Osman went home with the money.
 25
       . UNON
 26
ADD
        <HOW DOES THE STORY END? FIND DUT IN LESSON 7.>
 27
 28
```

### UNON / • UNOFF

Now, deactivate the underlining in line 28 by typing .UNOFF, then pressing ENTER.

```
9
        rible heart attack and fell down, pretending to be
 10
        dead. Dsman covered Halid's face with a sack and
        sat beside him to mourn the sad fate of the stran-
 11
 12
        ger who had died in this city and had no money for
 13
        burial.
        .SKIP=6
 14
 15
       The passersby were touched by this sad tale, and
 16
        generously contributed to the burial fund. Just
       as Halid was about to decide that they had gotten
 17
 18
        enough money, the grand vizier himself came by.
 19
       When the vizier heard the story, he told an imam
        standing nearby to take the "corpse", bury it, and
 20
        come to collect the fee from the vizier.
 21
 22
        So it was that Halid was carried off to the
 23
 24
        mosque, and Osman went home with the money.
 25
        .UNDN
 26
ADD
        <HOW DOES THE STORY END? FIND DUT IN LESSON 7.>
 27
 28
       :.UNDFF _
                                                                         EXIT ADD
```

Get out of ADD mode by entering //, or pressing EXIT ADD.

```
sat beside him to mourn the sad fate of the stran-
 11
 12
        ger who had died in this city and had no money for
 13
        burial.
       .SKIP=6
 14
       The passersby were touched by this sad tale, and
 15
 16
       generously contributed to the burial fund. Just
 17
        as Halid was about to decide that they had gotten
       enough money, the grand vizier himself came by.
 18
 19
       When the vizier heard the story, he told an imam
        standing nearby to take the "corpse", bury it, and
 20
       come to collect the fee from the vizier.
 21
 22
 23
        So it was that Halid was carried off to the
 24
        mosque, and Osman went home with the money.
 25
       HOHU.
 26
ADD
        <HOW DOES THE STORY END? FIND OUT IN LESSON 7.>
 27
 28
        .UNOFF
 29
       ://_
                                                                         EXIT ADD
```

Print-format commands are executed ONLY during a print; type PRINT OFFLINE, then press ENTER. Note on your printout:

- The six blank lines after the first paragraph
- The underlined question at the end of the story

Now, add a print-format command that does a page-eject. Place the last line of text on a new page. To begin, LIST DOCUMENT. Position the cursor at line 26, then press the ADD HERE key. Type .NEWPAGE on line 26.1. Type // (ENTER) on line 26.2 to get out of ADD mode.

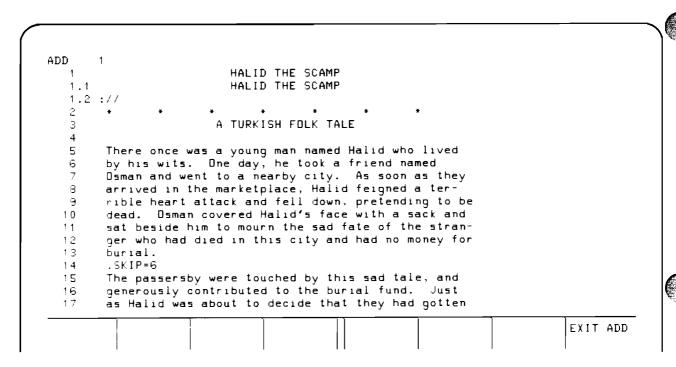
```
12
        ger who had died in this city and had no money for
 13
        burial.
        .SKIP=6
  15
        The passersby were touched by this sad tale, and
 16
        generously contributed to the burial fund. Just
  17
        as Halid was about to decide that they had gotten
  18
        enough money, the grand vizier himself came by.
 19
        When the vizier heard the story, he told an imam
        standing nearby to take the "corpse", bury it, and
 20
 21
        come to collect the fee from the vizier.
 22
  23
        So it was that Halid was carried off to the
  24
        mosque, and Osman went home with the money.
 25
        . UNDN
ADD
 26
       . NEWPAGE
  26.1
  26.2 ://
                                                                         EXIT ADD
```

Now, press CLEAR SCREEN, then press LIST DOCUMENT. Use  $\ \ \ \ \$  to scroll the text down.

The next print-format capability we will use is the ability to print one line on top of another. Use .SUPPRESS to print lines on top of one another to create bold type.

Position your cursor at line 1; press ADD HERE. On line 1.1, type HALID THE SCAMP in the same columns as in line 1. Press ENTER. Type // in line 1.2; press ENTER.

## SUPPRESS



You still need the .SUPPRESS command. Press CLEAR SCREEN. Type:

#### .09 .SUPPRESS

and press ENTER to create line .09 above the two lines that will print together.

.09 .SUPPRESS ADD CENTER RENUMBER DELETE SET LIST CLEAR EXIT DOCUMENT TEXT/250 DOCUMENT ALL SCREEN HERE HERE HERE

Press CLEAR SCREEN, then press LIST DOCUMENT. Use \_\_\_ to look at your entire document; note your print-format commands on lines. .09, 14, 25, 26.1, and 28.

```
.09 .SUPPRESS
                         HALID THE SCAMP
  1
                         HALID THE SCAMP
  1.1
  2
                       A TURKISH FOLK TALE
  3
  4
  4.1
       There once was a young man named Halid who lived
  5
        by his wits. One day, he took a friend named
  6
        Osman and went to a nearby city. As soon as they
  7
        arrived in the marketplace, Halid feigned a ter-
  8
        rible heart attack and fell down, pretending to be
  9
        dead. Osman covered Halid's face with a sack and
 10
  11
        sat beside him to mourn the sad fate of the stran-
        ger who had died in this city and had no money for
  12
 13
        burial.
        .SKIP=6
        The passersby were touched by this sad tale, and
 15
        generously contributed to the burial fund.
  16
        as Halid was about to decide that they had gotten
 1.7
        enough money, the grand vizier himself came by.
___(18
                                                                 CLEAR
                                                                           EXIT
           CENTER
                    REHUMBER
                                DELETE
                                             SET
                                                      LIST
   ADD
                                                    DOCUMENT
                                                                         TEXT/250
                    DECUMENT
                                             ALL
                                                                 SCREEN
                                HERE
  HERE
            HERE
```

Add one more print-format command before you print your document. Assume you want to override the heading created by SET HEADING; say the heading is to be XXHALI. Since the heading will appear on each page, it will appear before anything else. Press CLEAR SCREEN, and type the following:

.01 .HEADING="MLHALI"

You just created a line with full-screen line edit.

Enter: PRINT OFFLINE

Look at the printout from the printer. Note the results of your print-format commands:

- Six blank lines after the first paragraph
- The bold title created by .SUPPRESS
- The page eject before the last line of the story
- Underlining of the last line of the story
- The new heading on each page

# **Lesson 4 Evaluation**

1.	•SKIP=8 causes:
	A. A page break
	B. Eight lines to be skipped
	C. Underlining to activate
2.	Which command causes underlining to deactivate?
	AUNONBUNOFFCSKIP
3.	What key symbol does TEXT/250 look for when underlining?
	A.[ ] B.< > C. \ \
4•	If you need two WORK file lines printed on top of one another, you would use the:
	AUNONBSUPPRESSCNEWPAGE

# Lesson 4 Evaluation

## **Answers**

- 1. B
- 2. B
- 3. B 4. B

## Lesson 4 Summary

In Lesson 4, you used six of the 14 print-format commands to control the formatting of your document during a printout. Remember that print-format commands are used within a document for format control. They usually accomplish one task when they are used. Don't confuse print-format commands with parameters. Parameters create an environment for an entire WORK file; they are always in effect, although you can override a parameter with a print-format command. (See Lesson 8 for more information on parameters.)

Here is a short description of each of the print-format commands that you didn't use:

• N F	Stands for NO FORMAT; protects subsequent lines f	from
	format changes by COMPRESS, JUSTIFY, or ADJUST	
	(e.g., use before a chart).	

• FO	Stands fo	o r	FORMAT	ON.	Turns	protection	οf	lines
	created	bу	.NF off	agai	n •			

•FLAG Puts a "flag" in the margin to call attention to certain lines.

.FOOTING Similar to .HEADING, but at the bottom of the page.

.NEED Use .NEED=3 to show that the next 3 lines must be on the same page. (Use any number up to the number of lines per page in SET PAGESIZE).

•ODDPAGE Use this as you did •NEWPAGE; this one ejects past a even numbered page if there is one.

.PAGENUMBER Use this to start page numbering at a number (e.g., .PAGENUMBER=1)

.SPACING Use this to set spacing to single, double, triple, or quadruple (e.g, .SPACING=2).

Look in the "TEXT/250 Reference Manual" under Print-Format Commands to see all of the options and syntax for these commands.

ompute:

LIST PRINT

You have used the LIST and PRINT commands in previous lessons. However, these commands have many options that we have not explored. In this lesson you will:

- LIST part of a file on the display screen
- LIST part of a file on paper
- LIST two copies of a file
- LIST a file temporarily altering the left and right margins
- LIST a file, double-spaced
- PRINT part of a file on the screen with line numbers
- PRINT memo style (no head or foot on first page) at the regular system printer
- PRINT at the letter-quality printer on sheet paper
- PRINT at the letter-quality printer on sheet paper starting page numbering at 10

### NOTE

If you do not have a letter-quality printer (HP 2601A), you can do all of your printing at your regular printer. The letter-quality printer is usually assigned number 15; if a command (such as softkey 17, PRINT TO LETTER) refers to PRINTER=15, the printer is assumed to be an HP 2601A.

These nine examples are by no means all of the combinations of options for LIST and PRINT. LIST has eight options which, combined in all possible ways give you 256 ways to LIST. With twelve options, you can PRINT 4096 different ways. This sounds more imposing than it is, as you will probably decide on two or three combinations of options that apply to your needs, and use those most of the time.



### LIST

RUN "TEXT" if you are not already in TEXT/250. Chose XXHALI as your WORK file. Use standard typing aids.

The main difference between a LIST and a PRINT is formatting; a LIST does not execute print-format commands. Type this:

LIST .01/10

A LIST will always go to the screen unless you specify otherwise.

```
LIST .01/10
    .01 .HEADING="MLHALI"
    .09 .SUPPRESS
                            HALID THE SCAMP
                            HALID THE SCAMP
   1.1
   2
                          A TURKISH FOLK TALE
   3
         There once was a young man named Halid who lived
   5
         by his wits. One day, he took a friend named
   6
         Osman and went to a nearby city. As soon as they
   7
         arrived in the marketplace, Halid feigned a terrible heart attack and fell down, pretending to be
   8
         dead. Osman covered Halid's face with a sack and
  10
                                                                                   EXIT
            CENTER
                       RENUMBER
                                   DELETE
                                                  SET
                                                            LIST
                                                                       CLEAR
  ADD
  HERE
             HERE
                      DOCUMENT
                                   HERE
                                                  ALL
                                                         DOCUMENT
                                                                      SCREEN
                                                                                TEXT/250
```

Notice the print-format commands in lines .01 and .09. Because this is a LIST and not a PRINT, you see the print-format commands; they are not executed.

Now, let's see the same thing on paper. Enter:

LIST .01/10, OFFLINE

Notice the comma separating the two options. All options must be separated by commas, or an error message will appear. For a list of all options available, see the "TEXT/250 Reference Manual".

If you need more than one copy of a listing, you can indicate it. LIST two copies of the whole file on paper by entering:

LIST OFFLINE, COPIES=2

Your screen will look like this while doing a paper printout:

LIST OFFLINE, COPIES=2
Listing in progress; press EXIT LIST to stop listing

EXIT LIST

See what happens when you change the left and right boundaries or margins for a LIST. Enter:

LIST OFFLINE, LEFT=25, RIGHT=45

Note that your entire document was listed between these temporary margins.

### LIST

This time, change the spacing to double, and send the result to the printer.

### LIST OFFLINE, SPACING=2

You can enter options in any order, as long as they are separated by commas. Your double-spaced listing should look like this:

```
.01 .HEADING="MLHALI"
  .09 .SUPPRESS
                       HALID THE SCAMP
                       HALID THE SCAMP
1.1
2
                     A TURKISH FOLK TALE
3
4
5
     There once was a young man named Halid who lived
      by his wits. One day, he took a friend named
 7
      Osman and went to a nearby city. As soon as they
      arrived in the marketplace, Halid feigned a ter-
 8
9
      rible heart attack and fell down, pretending to be
      dead. Osman covered Halid's face with a sack and
1 በ
      sat beside him to mourn the sad fate of the stran-
      ger who had died in this city and had no money for
12
13
      burial.
      .SKTP=6
14
      The passersby were touched by this sad tale, and
15
      generously contributed to the burial fund. Just
16
17
      as Halid was about to decide that they had gotten
18
      enough money, the grand vizier himself came by.
19
      When the vizier heard the story, he told an imam
      standing nearby to take the "corpse", bury it, and
20
      come to collect the fee from the vizier.
21
22
      So it was that Halid was carried off to the
23
      mosque, and Osman went home with the money.
25
      . UNON
26
      . NEWPAGE
26.1
27
      (HOW DOES THE STORY END? FIND OUT IN LESSON 7.)
      . UNOFF
28
```

Next, use a PRINT statement; print-format commands are executed during any PRINT. First, print part of your file on the screen; assume you want line numbers printed to make further editing easier. Enter the following PRINT command:

PRINT .01/14, DRAFT

Use \* to scroll the display down. DRAFT gives you line numbers for editing:

	MLHALI
1.1	HALID THE SCAMP
2	
2 3 4	A TURKISH FOLK TALE
4	
5	There once was a young man named Halid who lived
6 7	by his wits. One day, he took a friend named
/	Osman and went to a nearby city. As soon as they
8 <b>9</b>	arrived in the marketplace, Halid feigned a ter-
	rible heart attack and fell down, pretending to be
10	dead. Dsman covered Halid's face with a sack and
11	sat beside him to mourn the sad fate of the stran-
12	ger who had died in this city and had no money for
13	burial.

In this printout, you used .SUPPRESS on line .09; two lines will print on top of one another. Because a screen cannot do this, only the second line shows up on the screen. When you PRINT on paper, the title will look right.

If you specify MEMO, the first page will have neither a heading nor a footing. Enter:

### PRINT MEMO, OFFLINE

Check your printout to note the lack of heading and footing.

This time, assume that your file is ready for final printout. Get some sheet paper ready if you have a letter-quality printer; if you do not have one, replace PRINTER=15 with OFFLINE.

### **PRINT**

Enter the following: PRINT WAIT, PRINTER=15

WAIT tells TEXT/250 that you are using sheet paper instead of continuous paper. Now it will wait for you to put a piece of paper into your printer, and align the paper. When the paper is ready answer the question "CONTINUE?" by pressing ENTER ("Y" for yes is already there), or by pressing the CONTINUE softkey.

PRINT WAIT, PRINTER=15
Ready to print when paper is in the printer.
Continue (Y or N)? Y

CONTINUE

EXIT PRINT

Each new page will be dealt with in this same way, until all pages of the file have been printed.

Do this again, adding one more option to the command. Assume that this file is the second half of a document. The first half of the document was printed out, and was nine pages long. You want this second half to continue page numbering where the first (pages 1-9) left off. If you have a HP 2601A printer, enter the following:

### PRINT WAIT, PRINTER=15, PAGENUMBER=10

Now, page numbering will begin with 10 and increase by 1. Again, TEXT/250 assumes you are using sheet paper because you said WAIT. You will be prompted to put in paper for each page. If you are using continuous paper, omit the WAIT part of the statement.

For this command, it is assumed that you have an HP 2601A letter-quality printer; printout (PRINTER=15) is directed to the HP 2601A model.

# Lesson 5 Evaluation

1.	Entering LIST will produce a listing of your WORK file: A. On paperB. On the screenC. In a TEXT file
2.	Which command executes print-format statements:
	A. LISTB. LIST OFFLINEC. PRINT
3.	Which command gives two unformatted paper copies of a WORK file, with line numbers:
	A. LIST OFFLINE, COPIES=2  B. PRINT COPIES=2  C. LIST
4.	Could you get a formatted copy of a file with line numbers for editing?
	A. No B. Yes, use PRINT DRAFT C. Yes, use LIST
5.	You used PRINT WAIT if:
	AYou were using sheets of paper BThe printer was in use CYou weren't ready to print yet

# Lesson 5 Evaluation

# **Answers**

- 1. B

- 2. C 3. A 4. B
- 5. A

### Lesson 5 Summary

In Lesson 5, you practiced LISTing and PRINTing; the primary difference between them is execution of print-format or "dot" commands.

Both LISTs and PRINTs take place on either the screen or the printer; the word OFFLINE means "to the printer named in SET PRINTER".

Only some of the possible variations of LIST and PRINT were presented in Lesson 5. If you want to experiment further with these commands, look in the "TEXT/250 Reference Manual". Use any combination of options that you wish; just be sure that all options are separated by commas.

If you wish to, you may use four softkeys for PRINT:

SOFTKEY

COMMAND USED

PRINT TO LETTER

PRINT MEMO, PRINTER=15, LEFT=10, WAIT

PRINT TO FAST

PRINT OFFLINE, MEMO, LEFT=10

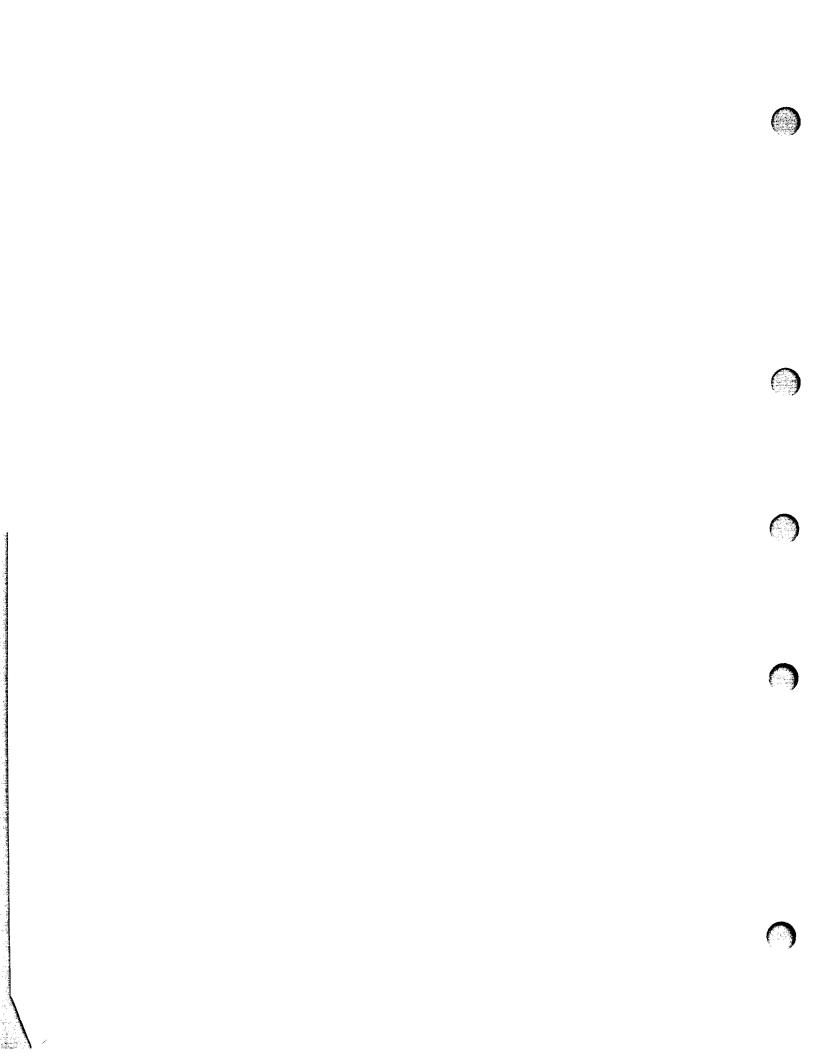
PRINT TO SCREEN

PRINT MEMO

PRINT DRAFT

PRINT OFFLINE, DRAFT, LEFT=10

A simple PRINT statement prints your document on the screen. PRINT OFFLINE prints your document at the printer named in "SET PRINTER=" parameter; the default is PRINTER=0.



Leadering Copy Using Full-Screen Edit DELETE#

In Lesson 2, you learned that you could change lines by positioning the cursor in a line and making the change you needed. In this lesson, you will learn more changes you can make with full-screen edit.

You will also do some editing that is not tied to full-screen capabilities. You will learn a method of deleting lines at random throughout your document. You will also do leadering or right justification with the MODIFY command.

You could certainly get by without knowing the skills taught in this lesson. However, you may find these methods useful. In certain circumstances, leadering is useful, such as when creating a table of contents. If you need to delete lines here and there through out your document, the delete "#" convention will save you time.

Use XXHALI as your WORK file.



## Leadering

You will not create an entire table of contents for this document. However, you will do one entry of that type so that you are aware of how leadering works. First, press CLEAR SCREEN, and type the following:

1000 Introduction1

You have created line 1000. Because this is the last thing you did, this is your current line. Type MODIFY, then press ENTER. TEXT/250 assumes you meant MODIFY 1000, because 1000 is your current line.

Position the cursor at the "l" in "Introduction1"; press LEADER HERE.

	:Introd			
EXIT LEADER				EXIT MODIFY

You are prompted for a leader character. Press ENTER to indicate that you want to use a space. Your line should look like this:

MODIFY 1000	Introducti	οn		1	

Use leadering again; this time use a character instead of a space. Blank out line 1000 by typing 1000 and pressing ENTER. Type MODIFY, then press ENTER. You will modify line 1000 because line 1000 is the current line. Your blank line is presented to you.

```
MODIFY
1000 Introduction 1
1000
MODIFY
1000 :_

LEADER DRIGINAL EXIT
HERE LINE
```

Leaving the cursor where it is, press LEADER HERE. When asked for a leader character, enter:  $\star$ 

```
MODIFY
1000
        Introduction
                                                            1
1000
        MODIFY
1000
   ADD
           CENTER
                    RENUMBER
                                DELETE
                                              SET
                                                       LIST
                                                                  CLEAR
   HERE
            HERE
                    DOCUMENT
                                 HERE
                                                     DOCUMENT
                                              ALL
                                                                  SCREEN | TEXT/250
```

## Copy Using Full-Screen Edit

A full-screen edit capability you may want to use is the ability to copy lines. Press CLEAR SCREEN, then enter: LIST 1000

Type the number 1100 over 1000, press ENTER. You just created line 1100; its contents are the same as those in line 1000. To be sure, press CLEAR SCREEN, then enter: LIST 1000/LAST This will list all lines from 1000 to the end of the file.

```
LIST 1000/LAST
1100
                                                                   CLEAR
                                                                              EXIT
                                                        LIST
                     RENUMBER
                                 DELETE
                                               SET
  ADD
            CENTER
                                                                           TEXT/250
                     DOCUMENT
                                               ALL
                                                      DOCUMENT
                                                                  SCREEN
                                 HERE
            HERE
  HERE
```

Be aware that this full-screen copying differs from the COPY command in a significant way. If line 1100 had already existed you would have wiped out its contents with full-screen copy. You can only COPY to a new line with the :COPY command.

Press CLEAR SCREEN.

The "#" convention can be used with several commands (see the end of this lesson for a list). You will use DELETE# to delete lines at random throughout your document. Enter: DELETE#

DELETE.				
				EXIT DELETE#

Notice that a "#" prompt now appears on your screen. This "#" is asking for a line number. That line will be deleted. Answer by typing 1000, and pressing ENTER.

DELETE#			**********	 	
1000	********	•••••	•••••	 •••	
	<del></del>	1		 1	EXIT

#### **DELETE** #

Answer the next prompt with the number 1100. Then, press EXIT DELETE. Lines 1000 and 1100 no longer exist in your WORK file. To be sure, enter: LIST 1000,1100

Assume you made a mistake. You really need line 1000, but not line 1100. Use your full-screen edit to recover line 1000. Move the cursor up to line 1000; press ENTER. You just added line 1000 to your WORK file. Press CLEAR SCREEN, then LIST DOCUMENT.

```
sat beside him to mourn the sad fate of the stran-
  11
 12
        ger who had died in this city and had no money for
 13
        burial.
 14
        .SKIP=6
 15
       The passersby were touched by this sad tale, and
 16
        generously contributed to the burial fund. Just
 17
       as Halid was about to decide that they had gotten
 18
       enough money, the grand vizier himself came by.
 19
       When the vizier heard the story, he told an imam
       standing nearby to take the "corpse", bury it, and
 20
 21
       come to collect the fee from the vizier.
 22
 23
       So it was that Halid was carried off to the
       mosque, and Dsman went home with the money.
 24
 25
       .UNDH
 26
 26.1
       . NEWPAGE
 27
        <HOW DDES THE STORY END? FIND DUT IN LESON 7.>
 28
        .UNDFF
1000
           CENTER
                    RENUMBER
                               DELETE
 ADD
                                             SET
                                                      LIST
                                                                CLEAR
                                                                           EXIT
 HERE
           HERE
                    DOCUMENT
                               HERE
                                             ALL
                                                    DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
```

# Lesson 6 Evaluation

1.	What command do you use to leader a line?
	_A. LIST
	_B · DELETE#
	_C. MODIFY
2.	DELETE# allows you to:
	_A. Delete blocks of lines, one block at a time
	_B. Delete any numbers in a document
	_C. Delete one line at a time from your document
3.	All lines on the screen are in your WORK file.
	_A. True
	_B. False
4.	You can use full-screen edit to recover deleted lines that are not on the screen.
	_A. True
	_B. False

## **Lesson 6 Evaluation**

### **Answers**

I. C
2. C
3. B You may have typed that line but not entered it, or the line may have been displayed after a DELETE.
4. B

### **Lesson 6 Summary**

In Lesson 6, you learned two more full-screen edit capabilities: copying lines, and recovering lines. You also learned to use the leadering capability, and the "#" convention.

You have used the "#" convention with DELETE. You also have ADD#, CENTER#, COMPRESS#, JUSTIFY#, MERGE#, and MODIFY# at your disposal. Use them the same way that you did DELETE# in this lesson. You will always recieve a "#" prompt, asking you for a line number. You will add one line at a time, center one line at a time, take the blanks out of one line at a time, pad blanks into one line at a time, merge one line at a time into your WORK file and modify one line at a time with these additional # commands.

The "#" convention does not deal with more than one line at a time. Use it to randomly call lines to your screen, not to do sequential editing.

KEEP : CAT	Move TEXT Files Switch WORK FIles	Create WORK Files With GET

So far, you have been dealing solely with WORK files in TEXT/250. In this lesson, you will learn to make a backup copy of the contents of your WORK file. Think of this permanent copy as a photograph of your WORK file. Your document will be "photographed" and kept in what is called a TEXT file.

You will also learn how to move TEXT files in and out of WORK files when you need to make changes. You will learn how to switch WORK files, and how to create a new WORK file when you are already in a WORK file (as opposed to getting out of TEXT/250, and running it all over again just to create a new WORK file).

Lesson 7 will show you how to find out the names of all files that you have stored on your memory device. This will be helpful when you forget which files you have kept or deleted.

For this lesson, use the WORK file XXHALI. Press LIST DOCUMENT to see the contents.

```
LIST
   .01 .HEADING="MLHALI"
   .09 .SUPPRESS
                         HALID THE SCAMP
                         HALID THE SCAMP
   1.1
                       A TURKISH FOLK TALE
   3
   4
   5
        There once was a young man named Halid who lived
        by his wits. Dne day, he took a friend named
   6
        Dsman and went to a nearby city. As soon as they
        arrived in the marketplace, Halid feigned a ter-
   8
  9
        rible heart attack and fell down, pretending to be
  10
        dead. Osman covered Halid's face with a sack and
        sat beside him to mourn the sad fate of the stran-
  11
        ger who had died in this city and had no money for
  12
  13
        burial.
        .SKIP=6
  14
  15
        The passersby were touched by this sad tale, and
        generously contributed to the burial fund. Just
  16
        as Halid was about to decide that they had gotten
  17
                                                                CLEAR
                                                                          EXIT
  ADD
           CENTER
                    RENUMBER
                               DELETE
                                            SET
                                                     LIST
                                                                       TEXT/250
                   DOCUMENT
                                            ALL
                                                   DOCUMENT
                                                               SCREEN
  HERE
            HERE
                                HERE
```

Press CLEAR SCREEN. Create a permanent file by pressing KEEP FILE and typing XXHALD; press ENTER. Permanent TEXT file names follow the same rules that WORK files do: six characters, spaces ignored. Notice that the WORK file is XXHALI and the permanent file is XXHALD. There is no easy way to tell the difference between WORK and TEXT files except by using them.

HALD create (Y or N	file "MLH )? Y	IALD".				
<del></del>					1	EXIT KEEP
	o create	o create file "MLH e (Y or N)? Y	create file "MLHALD".	create file "MLHALD".	o create file "MLHALD".	create file "MLHALD". e (Y or N)? Y

You will always be asked whether to continue. A "Y" for "YES" is already there, so you can just press ENTER to continue. (Press EXIT KEEP when you decide not to create a file.)

A message will tell you that the WORK file was kept.

KEEP MLHALD 33 lines kept from your WDRK file to the file "MLHALD".

		RENUMBER DOCUMENT	DELETE HERE	SET ALL	LIST Document		CLEAR SCREEN	EXIT TEXT/250
Н	HERE	DOCUMENT	HERE	l	ALL	ALL   DOCUMENT	ALL   DOCUMENT	ALL   DOCUMENT   SCREEN

Press CLEAR SCREEN. Take a look at all of the files you created with your initials as the first letters by entering :CAT "XX". (where :CAT is capitalized, and XX is your initials).

:CAT "ML" TYPE REC/FILE BYTES/REC **ADDRESS** PRO NAME HP250:L2,7,0 1717 768 111 DATA MLWDRK 28 768 28805 DATA MLHALI 9021 DATA 33 62 MLHALD LARGEST AVAIL SPACE 16111 TOTAL AVAIL SPACE 17395

	 		_		•	
ADD	RENUMBER	DELETE	SET	LIST	CLEAR	EXIT
HERE	DOCUMENT	HERE	ALL	DOCUMENT	SCREEN	TEXT/250

## : CAT

In addition to the list of file names, you will probably be interested in the amount of space available. A disc can fill up, just like a file cabinet can. You may want to use :CAT to check out which files you have at any given time, so that you can get rid of unneeded ones. (See Lesson 11 to :PURGE a file.)

Now that you have created the TEXT file "XXHALD", and checked your catalog to make sure it is there, clear out your WORK file by entering: DELETE ALL (do a LIST first if you wish to see what you are about to delete).

:CAT "ML" NAME PRO	TYPE	REC/FILE	BYTES/REC	ADDRESS	
HP250:L2,7,0			2112071120	MDD NESS	
MLWORK	DATA	111	768	1717	
MLHALI	DATA	28	768	28 <b>805</b>	
MLHALD	DATA	33	62	9021	
LARGEST AVAIL		16111			
TOTAL AVAIL :	SPACE	173 <b>95</b>			
DELETE ALL					
DELETE ALL WORK file abo Continue (Y o					
WORK file abo					
WORK file abo					
WORK file abo					

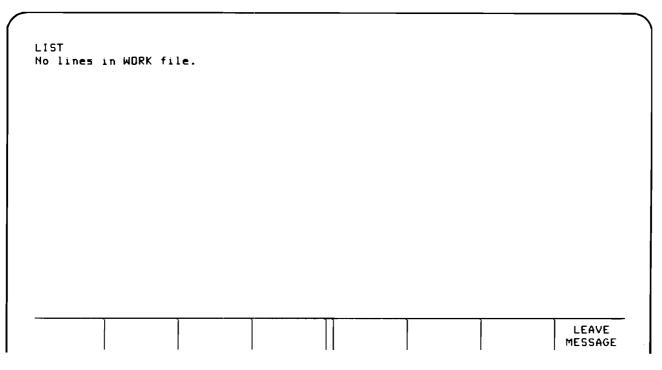
A warning message is preset to answer "Y" for "YES". Press ENTER to continue.

DELETE ALL WORK file cleared.

The WORK file is now empty. Press CLEAR SCREEN.

## **Move TEXT Files**

Try to LIST DOCUMENT. An error message tells you that there are no lines.



Press ENTER to remove the message. Now, move the TEXT file XXHALD into your WORK file by pressing the TEXT softkey and typing XXHALD. Press ENTER.

LIST
TEXT MLHALD
33 lines of text entered into your WORK file from the file "MLHALD".
-

ADD HERE	CENTER HERE	RENUMBER DOCUMENT		LIST DDCUMENT	CLEAR SCREEN	

#### Move TEXT Files

The command used to move a copy of a TEXT file into a WORK file is TEXT. TEXT is both a command, (moves a copy of a TEXT file into a WORK file), and a type of file (TEXT files are unchangeable files).

Look at the following diagram to see what files you have created in this self-teaching guide:



XXWORK Contents - Memo XXHALI Contents ~ First Half of Story

Note that there is a copy of the story "HALID THE SCAMP" in both the WORK file XXHALI and in the TEXT file XXHALD. Press LIST DOCUMENT to see that the story is now in the WORK file.

```
.01 .HEADING="MLHALI"
  .09 .SUPPRESS
                       HALID THE SCAMP
1.1
                       HALID THE SCAMP
2
                     A TURKISH FOLK TALE
5
      There once was a young man named Halid who lived
6
      by his wits. One day, he took a friend named
7
      Dsman and went to a nearby city. As soon as they
8
     arrived in the marketplace, Halid feigned a ter-
     rible heart attack and fell down, pretending to be
9
      dead. Osman covered Halid's face with a sack and
10
11
      sat beside him to mourn the sad fate of the stran-
      ger who had died in this city and had no money for
12
13
      burial.
14
      .SKIP=6
15
     The passersby were touched by this sad tale, and
     generously contributed to the burial fund. Just
16
     as Halid was about to decide that they had gotten
                                                                      EXIT LIST
```

Assume that you don't want to work on XXHALI right now; you want to be in the WORK file that you created in Lesson 1 (XXWORK). You could press EXIT TEXT/250, RUN "TEXT", and name XXWORK as your WORK file. However, there is an easier way. Enter the expression: GET XXWORK

You are now in the WORK file XXWORK. A message will tell you how many lines are in this WORK file.

```
14
        .SKIP=6
        The passersby were touched by this sad tale, and
  15
 16
        generously contributed to the burial fund. Just
 17
        as Halid was about to decide that they had gotten
 18
        enough money, the grand vizier himself came by.
  19
        When the vizier heard the story, he told an imam
        standing nearby to take the "corpse", bury it, and come to collect the fee from the vizier.
  20
  21
  22
  23
        So it was that Halid was carried off to the
  24
        mosque, and Osman went home with the money.
  25
        . UNDN
  26
        .NEWPAGE
  26.1
        <HOW DOES THE STORY END? FIND DUT IN LESON 7.>
  27
  28
1000
GET MLWORK
14 lines of text in work file: MLWDRK
```

Press LIST DOCUMENT. You will see the contents of your newly accessed WORK file XXWORK.

```
28
         .UNDFF
1000
14 lines of text in work file: MLWORK
LIST
   1.1 MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!
   4
        FROM: Mary
                                                DATE: September 15,1981
                                                SUBJECT: TEXT/250
   5
        TD: Distribution
        This is a practice line.
   6.1
   8
   9
  1.0
        This memo is my very first document produced on the HP 250 using
        TEXT/250 as a text processor. What you see in this memo is a printed copy of a WORK file. Stay tuned for more!!
  1.1
  12
            CENTER
                      RENUMBER
  ADD
                                   DELETE
                                                                       CLEAR
                                                  SET
                                                            LIST
                                                                                  EXIT
  HERE
             HERE
                      DOCUMENT
                                   HERE
                                                  ALL
                                                         DOCUMENT
                                                                      SCREEN
                                                                                TEXT/250
```

#### Switch WORK Files

Move to the other WORK file by entering: GET XXHALI

```
2
   3
        FRDM: Mary
                                            DATE: September 15,1981
   5
        TD: Distribution
                                            SUBJECT: TEXT/250
       This is a practice line.
   6.1
   8
   9
  10
        This memo is my very first document produced on the HP 250 using
        TEXT/250 as a text processor. What you see in this memo is a
  11
        printed copy of a WDRK file. Stay tuned for more!!
  12
GET MLHALI
33 lines of text in work file: MLHALI
RBOUND..... 50
HEADING.....CENTER,"ML"
FOOTING.....RIGHT, "#PAGE"
HYPHENATION..ON
  ADD
           CENTER
                    RENUMBER
                               DELETE
                                                                CLEAR
                                                                           EXIT
                                             SET
                                                      LIST
  HERE
            HERE
                    DOCUMENT
                                HERE
                                             ALL
                                                   DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
```

Note that the parameters you set are shown. Press LIST DOCUMENT to see the contents of this file.

```
.01 .HEADING="MLHALI"
 .09 .SUPPRESS
1
                       HALID THE SCAMP
1.1
                       HALID THE SCAMP
2
3
                     A TURKISH FOLK TALE
5
     There once was a young man named Halid who lived
      by his wits. One day, he took a friend named
6
      Osman and went to a nearby city. As soon as they
     arrived in the marketplace, Halid feigned a ter-
8
     rible heart attack and fell down, pretending to be
10
      dead. Dsman covered Halid's face with a sack and
11
      sat beside him to mourn the sad fate of the stran-
12
      ger who had died in this city and had no money for
13
      burial.
      .SKIP≈6
14
      The passersby were touched by this sad tale, and
15
      generously contributed to the burial fund. Just
16
17
      as Halid was about to decide that they had gotten
                                                                      EXIT LIST
```

This time, GET a WORK file that doesn't exist.

#### Create WORK Files With GET

Enter: GET XXSCAM

21	come to co	llect the	fee from	the vizie	r.		
22 23	So it was	that Hali	d was carr	ied off t	o the		
24			ent home w				
25	. иоии				<i>y</i>		
26	* *	*	*	*	*		
26.1	.NEWPAGE						
27		THE STORY	END? FIN	ו אז דטם ס	LESON 7.>		
	.UNOFF						
ET MLS	RK file "MLS		t to be cr	eated.	*********	•	
ET MLS			t to be cr	eated.	••••••	•	
ET MLS	RK file "MLS		t to be cr	eated.	••••••	•	
ET MLS	RK file "MLS		t to be cr	eated.	••••••	•	
ET MLS	RK file "MLS		t to be cr	eated.	•••••	•	
ET MLS	RK file "MLS		t to be cr	eated.	••••••	•	
	RK file "MLS e (Y or N)?		t to be cr	eated.			<b>STOP</b>

You are now creating a WORK file, just as you do when you enter TEXT/250. Allow 200 lines in XXSCAM.

Press the ADD HERE key, and enter the following 'your margins will differ):

The imam laid Halid out on the floor and went off to get the necessary materials. But as soon as he was gone, Halid jumped up and put on the imam's cloak and turban and ran out. He immediately went to the vizier to ask for the payment of burying the stranger.

Of course, it was only a few minutes later when the real imam came to tell about the corpse that had disappeared. The vizier immediately set his best detectives on Halid's trail.

The next day the detective saw Halid and began to chase him. Halid darted into an apothecary shop and said, "My uncle who will soon come in looking for me, is crazy. If you will pour water all over his head and hold him down for half an hour, he will regain his sanity. Here is the money to pay for the treatment."

Of course the detective came in as few minutes later asking for Halid, and was immediately subjected to the water treatment. Since he persisted in his delusions that he was not Halid's uncle but a detective, the apothecary held him down longer than the required half hour.

### Create WORK Files With GET

After several weeks of similar escapades, Halid was captured in the middle of the night by a group of soldiers. The soldiers decided to tie him to a tree rather than stay awake and guard him until morning. But Halid stayed awake, and soon he saw an old hunchback man coming toward him.

"Sir," he whispered loudly. "Come here quickly and tell me if it is gone."

"What?" asked the old man.

"See if my hump is gone," replied Halid.

"There is certainly no hump on your back," replied the old hunchback.

"Then the treatment worked, praise Allah!" said Halid. "Please untie me then."

"Well," said the old man, thinking he was being very clever. "I will untie you if you will tell me what the secret that got rid of your hump is."

"It is very simple," said Halid. "You must be tied to this tree and repeat three secret words a hundred times. The three words are 'Esserti! Pesserti! Sersepti!'"

The hunchback quickly untied Halid and Halid then tied him to the tree. The next morning, instead of Halid, the soldiers found only an old hunchback who would say nothing but three nonsense words.

When the vizier heard this tale, he was so amused that he decided to pardon Halid and sent a messenger through the streets proclaiming pardon for Halid if he would come to the palace. And when Halid arrived, the vizier made him his chief detective.

At this point, create a permanent file copy of your WORK file by pressing KEEP FILE and typing XXSCAP where XX is your initials.

51	"It is very !	simple," sa:	id Halid.	"You must b	oe .		
52	tied to this						
53	hundred time:	s. The thre	ee words ar	e 'Esserti	!		
54 55	Pessenti! Ser	rsepti!'"					
56	The hunchback	k quickly us	ntied Halid	and Halid	then		
57	tied him to						
58	of Halid, the	e soldiers <sup>d</sup>	found only	an old hund	chback		
59	who would say	y nothing bu	ut three no	nsense word	ds.		
60	·	_					
61	When the vizier heard this tale, he was so amused						
62	that he decided to pardon Halid if he would come						
63	to the palace. When Halid arrived, the vizier						
64	made him his chief detective.						
— — .	MLSCAP						
64 li	nes kept from	your WORK -	file to the	file "MLS	CAP"		
ADD	CENTER	RENUMBER	DELETE	SET	LIST	CLEAR	EXIT

You now have the second half of the story 'Halid and the Scamp' in both the WORK file XXSCAM and the TEXT file XXSCAP. You have the first part of the story in the WORK file XXHALI.



The final thing you will do in this lesson is merge the two halves of the story. You do this by getting into the WORK file where the first half of the story is, and adding the second half to the first. You always add a TEXT file to a WORK file.

Get into XXHALI (where the first half of the story is) by entering: GET XXHALI

Now, you have the first part of the story at the beginning of the file where it belongs; list it to be sure.

## **ADD FROM**

Enter: ADD FROM XXSCAP to append the second half of the story.

will tell me what the secret that got rid of your hump is."  "It is very simple," said Halid. "You must be tied to this tree and repeat three secret words a hundred times. The three words are 'Esserti! Pesserti! Sersepti!'"  1054  1055  The hunchback quickly untied Halid and Halid then tied him to the tree. The next morning, instead of Halid, the soldiers found only an old hunchback who would say nothing but three nonsense words.  1060  When the vizier heard this tale, he was so amused that he decided to pardon Halid if he would come to the palace. When Halid arrived, the vizier made him his chief detective.	1047	was being very clever. "I will untie you if you				
"It is very simple," said Halid. "You must be tied to this tree and repeat three secret words a hundred times. The three words are 'Esserti! Pesserti! Sersepti!'"  The hunchback quickly untied Halid and Halid then tied him to the tree. The next morning, instead of Halid, the soldiers found only an old hunchback who would say nothing but three nonsense words.  Hen the vizier heard this tale, he was so amused that he decided to pardon Halid if he would come to the palace. When Halid arrived, the vizier						
tied to this tree and repeat three secret words a hundred times. The three words are 'Esserti! Pesserti! Sersepti!'"  The hunchback quickly untied Halid and Halid then tied him to the tree. The next morning, instead of Halid, the soldiers found only an old hunchback who would say nothing but three nonsense words.  Hen the vizier heard this tale, he was so amused that he decided to pardon Halid if he would come to the palace. When Halid arrived, the vizier						
hundred times. The three words are 'Esserti!  Pesserti! Sersepti!'"  The hunchback quickly untied Halid and Halid then  tied him to the tree. The next morning, instead  of Halid, the soldiers found only an old hunchback  who would say nothing but three nonsense words.  When the vizier heard this tale, he was so amused  that he decided to pardon Halid if he would come  to the palace. When Halid arrived, the vizier		tied to this tree and population for must be				
1054 Pesserti! Sersepti!'"  1055  1056 The hunchback quickly untied Halid and Halid then 1057 tied him to the tree. The next morning, instead 1058 of Halid, the soldiers found only an old hunchback 1059 who would say nothing but three nonsense words. 1060  1061 When the vizier heard this tale, he was so amused 1062 that he decided to pardon Halid if he would come 1063 to the palace. When Halid arrived, the vizier		bundred times. The three words are (Freentil				
1055 1056 The hunchback quickly untied Halid and Halid then 1057 tied him to the tree. The next morning, instead 1058 of Halid, the soldiers found only an old hunchback 1059 who would say nothing but three nonsense words. 1060 1061 When the vizier heard this tale, he was so amused 1062 that he decided to pardon Halid if he would come 1063 to the palace. When Halid arrived, the vizier						
The hunchback quickly untied Halid and Halid then tied him to the tree. The next morning, instead of Halid, the soldiers found only an old hunchback who would say nothing but three nonsense words.  Here the vizier heard this tale, he was so amused that he decided to pardon Halid if he would come to the palace. When Halid arrived, the vizier		reasert: Seraepti:				
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1058 of Halid, the soldiers found only an old hunchback 1059 who would say nothing but three nonsense words. 1060 1061 When the vizier heard this tale, he was so amused 1062 that he decided to pardon Halid if he would come 1063 to the palace. When Halid arrived, the vizier						
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1062 that he decided to pardon Halid if he would come 1063 to the palace. When Halid arrived, the vizier		When the vizier heard this tale, he was so amused				
1063 to the palace. When Halid arrived, the vizier	1062	that he decided to pardon Halid if he would come				
	1063	to the palace. When Halid arrived, the vizier				
	1064					

Notice that the TEXT file is added right behind the existing contents of the file. Line numbering continues in order.

XXHALD Contents - First Half of Story XXSCAP Contents - Second Half of Story

XXWORK
Contents - Memo

XXHALi Contents -Whole Story XXSCAM
Contents - Second
Half of Story

# Lesson 7 Evaluation

1.	Which command creates a permanent TEXT file?
	A. TEXTB. KEEPC. ADD HERE
2.	How can you obtain a list of all files on a disc? A. :CATB. :PURGEC. :COPY
3.	The lines in a WORK file are cleared by: A. KEEPB. CLEAR SCREENC. DELETE ALL
4.	The display screen is cleared, without affecting the WORK file by: A. KEEPB. CLEAR SCREENC. DELETE ALL
5.	The command used to bring a permanent TEXT file into a WORK file area is: A. KEEPB. TEXTC. GET
6.	To switch from WORK file X to WORK file Y, enter:A. GET YB. GET XC. TEXT Y
7.	To combine paragraphs ABC with paragraphs DEF, in order: A. Start with a WORK file containing DEF, ADD FROM a WORK file containing ABC. B. Start with a TEXT file containing ABC, ADD FROM a TEXT file containing DEF.  C. Start with a WORK file containing ABC, ADD FROM a TEXT
	file containing DEF.

## **Lesson 7 Evaluation**

## **Answers**

- 1. B 2. A
- 3. C 4. B 5. B

- 6. A 7. C

## Lesson 7 Summary

In this lesson, you dealt extensively with files. You:

- Created a TEXT file
- Looked at a list of your files
- Deleted all lines from a file (emptied it)
- Brought a TEXT file into a WORK file
- Switched back and forth between WORK files
- Created a WORK file without leaving TEXT/250
- Appended one file to another

If you wish to keep a file continually updated with a list of all of your documents, you could turn a :CATALOG list into lines in a file:

- 1) Do a :CAT within a WORK file.
- 2) Insert a line number in front of each file name; press ENTER.
- 3) Add any comments or print it out.
- 4) KEEP filename
- 5) Enter: DELETE ALL

Now, you have a TEXT file which contains a list of your current files.

Now that you realize how easy it is to switch WORK files, and bring TEXT files into WORK files for modification, you may want to think about creating some guidelines for your files, so that files will have some similarity. For example, you may decide that all WORK files will be in lowercase letters, and the corresponding TEXT file will be in capitals (e.g., chartl would be the WORK file, and CHARTl would be the TEXT file). Or, you may decide that the first page of every file will contain the file name, author, creation date, latest update, contents, and purpose. This method would allow you to check your files easily and quickly.

As previously mentioned, using your initials as the first two letters of your file name enables you to retrieve only your own files by specifying :CAT "XX", where XX is your initials.

NOTE
To MERGE two files, see Appendix A.



RBOUND	AUTOMARGIN	PAUSE	PAGESIZE	TABS	SHOW FILE

In Lesson 4, you dealt with several parameters, or "environment controls". In this lesson, you will reset some more parameters, and you will learn what these settings do. For example, in Lesson 4, you reset the right margin from its default (65) to a new setting (50). In this lesson, you will not only set your RBOUND to 45, you will:

- Turn the AUTOMARGIN OFF, preventing wraparound.
- Change PAUSE from OFF to 20, causing only 20 lines to LIST at a time, with a CONTINUE? prompt.
- Change the PAGESIZE to 65, putting more lines on each page.
- Set ten tabs that stay with the WORK file.

In addition to changing all of the above parameter settings, you will use the SHOW command. SHOW allows you to see any setting; you will use SHOW to find out what file you are in, and how many lines can be added to that file before it is full.

Access the file XXSCAM that you created in Lesson 7.



#### **RBOUND**

Press SET ALL to see what current parameters exist. Note that RBOUND was set to 50 in Lesson 4.

TEXT/250 SET PARAMETERS - FORM 1 OF 2  LBOUND	LBDUND 50 1-144 RBDUND 50 1-144 RUTDMARGIN							
LBOUND 3 1-144 Left boundary for TEXT operations, left margin Right boundary for TEXT operations, right margin AUTOMARGIN ON ON/OFF Automatic adjustment of right margin Hyphenation during ADJUST command Hyphenation during ADJUST command Number of printer to be used when OFFLINE is specified WARNINGS ON ON/OFF TEXT warning messages  LABELS ON ON/OFF Enable or disable recognition of labels  //COMMANDS ON ON/OFF Set OFF to ADD or INSERT a line beginning with // Line number increment for adding text  DISPLAY OFF ON/OFF Character used in place of spaces in text  Enable or disable display for certain commands  ECHD OFF ON/OFF Display of expanded DEFINE command strings  Number of lines displayed before pausing for input	LBDUND 1 1-144   Left boundary for TEXT operations, left margin RBDUND 50 1-144   Right boundary for TEXT operations, right margin AUTDMARGIN ON ON/OFF   Automatic adjustment of right margin HyphenATION. OFF   Hyphenation during ADJUST command   PRINTER IS 0 0-20   Number of printer to be used when OFFLINE is specified   Number of printer to be used when OFFLINE is specified   TEXT warning messages   LABELS ON ON/OFF   Enable or disable recognition of labels   Set OFF to ADD or INSERT a line beginning with // INCREMENT 1 01-100   Line number increment for adding text   Character used in place of spaces in text   Character used in place of spaces in text   Enable or disable display for certain commands   DISPLAY ON ON/OFF   Display of expanded DEFINE command strings   Number of lines displayed before pausing for input   Character to be displayed for nonprinting characters   Please change any settings on the form above and press PROCESS CHANGES.			TEXT	/250			
AUTOMARGIN ON ON/OFF Automatic adjustment of right margin HYPHENATION. OFF DN/OFF Hyphenation during ADJUST command PRINTER IS O 0-20 Hyphenation during ADJUST command Number of printer to be used when OFFLINE is specified WARNINGS ON ON/OFF Enable or disable recognition of labels //COMMANDS ON ON/OFF Set OFF to ADD or INSERT a line beginning with // INCREMENT OFF OFF/char Character used in place of spaces in text DISPLAY ON DN/OFF Enable or disable display for certain commands ECHDOFF ON/OFF Display of expanded DEFINE command strings PAUSEOFF OFF/line Number of lines displayed before pausing for input	AUTOMARGIN ON ON/OFF Automatic adjustment of right margin HYPHENATION. DFF DN/OFF Hyphenation during ADJUST command PRINTER IS O 0-20 Number of printer to be used when OFFLINE is specified WARNINGS ON ON/OFF TEXT warning messages LABELS ON ON/OFF Set OFF to ADD or INSERT a line beginning with // INCREMENT 1 .01-100 Line number increment for adding text FILLER OFF OFF/char Character used in place of spaces in text Enable or disable display for certain commands ECHO OFF OFF/char Character used in place of spaces in text Enable or disable display for certain commands ECHO OFF OFF/line Number of lines displayed before pausing for input NONPRINT OFF OFF/char Character to be displayed for nonprinting characters  Please change any settings on the form above and press PROCESS CHANGES.  RESTORE  PROCESS  RESTORE  NEXT PAGE EXIT		(	SET PARAMETERS	- FDRM 1 D	F 2		
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DISPLAY ON DN/OFF Enable or disable display for certain commands ECHOOFF ON/OFF Display of expanded DEFINE command strings PAUSEOFF OFF/line Number of lines displayed before pausing for input	DISPLAY ON DN/OFF Enable or disable display for certain commands ECHD DFF ON/OFF Display of expanded DEFINE command strings Number of lines displayed before pausing for input Character to be displayed for nonprinting characters Please change any settings on the form above and press PROCESS CHANGES.  PROCESS RESTORE NEXT PAGE EXIT			Line number in	ocrement fo	r adding te	x t	
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PAUSEOFF OFF/line Number of lines displayed before pausing for input	PAUSEOFF OFF/line Number of lines displayed before pausing for input NONPRINTOFF OFF/char Character to be displayed for nonprinting characters  Please change any settings on the form above and press PROCESS CHANGES.  PROCESS RESTORE NEXT PAGE EXIT	DISPLAT UM	UN/UFF	Enable or disa	ible displa	y for certa	in command	is
NDNPRINT OFF OFF/char Character to be displayed for nonprinting characters	PROCESS  RESTORE  RESTORE  RESTORE  RESTORE  RESTORE  RESTORE	PAUCE NEE	UN/UFF .	Display of exp	panded DEFI	NE command	strings	
	Process Restore Restor	NUNDDINT	DFF/-6	Chapter of line	s displaye	d petore ba	using for	ınput
	PROCESS RESTORE NEXT PAGE EXIT			character to t	e displaye	a for nonpr	inting cha	iraclers
	CHANCEC	<b>---</b>	,		.bove and p	. 633 / 10063	J CHANCES.	
seed thenge thy retrings on the form above and press (Rubess Changes.	CHANCEC							
The state of the state of the press reduced the press reduced.	CHANCEC	PPIICES	1	DECTORE	1	1		
DDDGCCC   DDGCCCC					1		NEXT PAGE	

Use to move to RBOUND. Type 45 over the 50.

At some time, you may create a chart that you don't want to wrap to a following line. You will want to turn AUTOMARGIN OFF.

Press to move to AUTOMARGIN; replace ON with OFF. Press PROCESS CHANGES. Get out of SET parameters by pressing EXIT SET ALL. Now, press ADD HERE. Notice the lighted box at the margin. This shows you that AUTOMARGIN is OFF. You will not be able to type beyond the box.

#### **AUTOMARGIN/PAUSE**

SET ALL
ADD
67 :\_

EXIT ADD. Press SET ALL again. Use to move to AUTOMARGIN; change it back to ON.

You have probably noticed, when you do a LIST, that all of the lines are listed, even though they sometimes scroll off of the screen before you can read them. At this time, you will change that. Move to the PAUSE parameter. Change OFF to 20; press PROCESS CHANGES.

#### TEXT/250 SET PARAMETERS - FORM 1 OF 2

LBOUND.... Left boundary for TEXT operations, left margin Right boundary for TEXT operations, right margin RBOUND..... Automatic adjustment of right margin AUTOMARGIN.. Hyphenation during ADJUST command HYPHENATION. PRINTER IS.." Number of printer to be used when OFFLINE is specified WARNINGS.... TEXT warning messages Enable or disable recognition of labels
Set DFF to ADD or INSERT a line beginning with // LABELS..... //COMMANDS.. INCREMENT... Line number increment for adding text Character used in place of spaces in text FILLER..... Enable or disable display for certain commands Display of expanded DEFINE command strings ECHD..... Number of lines displayed before pausing for input PAUSE..... Character to be displayed for nonprinting characters NONPRINT....

Specified changes have been made.

PROCESS CHANGES	RESTORE STANDARD		NEXT PAGE	EXIT SET ALL
--------------------	---------------------	--	-----------	-----------------

#### PAUSE / PAGESIZE

Now, a screen at a time will be LISTed. Try it now; press EXIT SET ALL. Then, press LIST DOCUMENT. (Don't be alarmed by the fact that the last five columns in each line don't appear. You will remedy this.)

```
The imam laid Halid out on the floor and went
        to get the necessary materials. But as soon
        was gone, Halid jumped up and put on the imam
        cloak and turban and ran out. He immediately
   5
        to the vizier to ask for the payment of buryi
   6
        the stranger.
   8
        Of course, it was only a few minutes later wh
   9
        the real imam came to tell about the corpse t
  10
        had disappeared. The vizier immediately set
  11
        best detective on Halid's trail.
  12
  13
        The next day the detective saw Halid and bega
        chase him. Halid darted into an apothecary s and said, "My uncle who will soon come in loo
  14
  15
  16
        for me, is crazy. If you will pour water all
        his head and hold him down for half an hour,
  17
  18
        will regain his sanity. Here is the money to
        for the treatment.
  19
Continue (Y or N)? Y
CONTINUE
                                                                            EXIT LIST
```

At the end of each 20 lines, a message asks whether you want to continue listing; this way, you can pause to see one screen at a time. This method does not work for PRINT.

Another change you may want to make at some time is to put more lines or less lines on a printed page. Press SET ALL, then NEXT PAGE to see page 2 of the parameters. Change PAGESIZE to 65.

Now, 65 lines will be printed on each page unless a print-format command overrides it.

#### NOTE

Using a pagesize of 66 or greater on a system printer (e.g., an HP 2631 or an HP 2608) will result in alternating blank or partially blank pages.

### TABS/SHOW File

If you want tabs to stay with a file, set those tabs in the parameter TABS. Move to TABS and put a "T" at columns 5, 10, 15, 20, 25, 30, 35, 40, 45, 50. Press PROCESS CHANGES, then EXIT SET ALL.

Try out your new tabs by pressing ten times.

The last thing you will do in this lesson is check on your current WORK file. Enter: SHOW FILE

SHOW FILE Your WORK file is MLSCAM which has room for approximately 143 more lines. CENTER RENUMBER DELETE SET LIST CLEAR EXIT ADD DOCUMENT HERE ALL DOCUMENT SCREEN TEXT/250 **HERE** HERE

This command is useful if you have forgotten which WORK file you are using, or if you want to know approximately how many lines can be added to this file. If you are unable to add the number of lines indicated, see Appendix C.

## **Lesson 8 Evaluation**

mat	ch the i	collowing SET	para	meters with their definitions:
1.	RBOUND		Α.	Certain characters treated specially
2.	PAUSE	<del></del>	В.	Affects wraparound
3.	PAGESIZE	<u> </u>	С.	Right margin
4.	TABS		D.	How many lines appear on a printed page
5.	LABELS		E •	Changes how many screen lines are listed
6.	AUTOMARG	IN	F.	Tabbing stored with a WORK file
7.	-	•		to use SHOW FILE?
		When you need page	l to	know how many more lines will fit on a
	c.	When you need fit in a file		know about how many more lines will

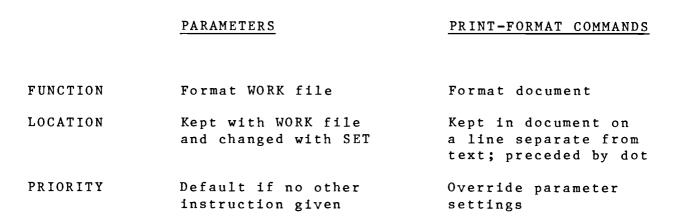
## **Lesson 8 Evaluation**

## **Answers**

- С
- 1. 2. E
- 3. D 4. F
- 5. A
- B C

## **Lesson 8 Summary**

Not all of the TEXT/250 parameters were used in this lesson. If you have further questions concerning parameters, look in the "TEXT/250 Reference Manual", under the tab SET Parameters. Keep in mind, also, the difference between parameters and print-format commands.



The similarity between the two is, of course, that both are formatting tools.

 $\label{eq:note} \mbox{NOTE} \\ \mbox{For information on the LABELS parameter, see Appendix A.}$ 

FIND OUT IN	ALL	ADJUST	FIND	CHANGE

In Lesson 9, you will deal with these mass changes:

- Dealing with lines out of bounds in your WORK file
- Finding every occurrence of a word in your WORK file; finding only the first occurrence
- Changing a word in your WORK file in certain lines; changing the word anywhere it occurs

To practice these mass changes use the WORK file XXSCAM that you created in Lesson 7. This WORK file contains the second half of the story "Halid and the Scamp".



## FIND OUT IN ALL

In Lesson 8, you changed your RBOUND to 45. Since you created the file with RBOUND set at 50, you now have words that are out of bounds. Press LIST DOCUMENT.

```
The imam laid Halid out on the floor and went
       to get the necessary materials. But as soon
       was gone, Halid jumped up and put on the imam
       cloak and turban and ran out. He immediately
       to the vizier to ask for the payment of buryi
  5
  6
       the stranger.
       Of course, it was only a few minutes later wh
  8
       the real imam came to tell about the corpse t
       had disappeared. The vizier immediately set
 10
       best detective on Halid's trail.
 11
 12
       The next day the detective saw Halid and bega
 13
                   Halid darted into an apothecary 5
 14
        chase him.
        and said, "My uncle who will soon come in loo
 15
        for me, is crazy. If you will pour water all
 16
        his head and hold him down for half an hour,
 17
        will regain his sanity. Here is the money to
 18
        for the treatment.
 19
 20
Continue (Y or N)? \underline{Y}
                                                                         EXIT LIST
CONTINUE
```

Notice that all lines have been cut off at the RBOUND, which is now at column 45. You can tell that parts of sentences are missing, but you can't tell exactly where, or what is missing.

Press EXIT LIST, CLEAR SCREEN, then enter: FIND OUT IN ALL

```
30
       to a
31
      ıl
32
       saw
35
      1y
       old
36
37
38
      plied
39
      d,
41
      was
42
      will
43
      hump
46
       ds a
47
51
       then
52
       ead
53
      hback
54
       5.
56
       used
57
       ome
58
                    RENUMBER
                                               SET
                                                          LIST
                                                                     CLEAR
                                                                                EXIT
                                 DELETE
          CENTER
ADD
                                                                   SCREEN
                                                                             TEXT/250
                                                       DOCUMENT
                                               ALL
           HERE
                    DOCUMENT
                                 HERE
HERE
```

Now, all lines with words out of bounds are shown. To move the text within bounds, use the ADJUST command. Press CLEAR SCREEN, then ADJUST LINES; type ALL for the linerange. Press ENTER.

Lines are displayed on the screen as they are adjusted; your text is now contained within columns 1 and 45.

```
"I will untie you if you will tell
47
      me what the secret that got rid of your hump
48
      15."
49
50
      "It is very simple," said Halid. "You must
51
      be tied to this tree and repeat three secret
52
53
      words a hundred times. The three words are
      'Esserti! Pesserti! Sersepti!'"
54
55
56
      The hunchback quickly untied Halid and Halid
      then tied him to the tree. The next morning,
57
58
      instead of Halid, the soldiers found only an
     old hunchback who would say nothing but three
59
60
     nonsense words.
61
     When the vizier heard this tale, he was so
62
63
      amused that he decided to pardon Halid if he
64
      would come to the palace. When Halid
      arrived, the vizier made him his chief
65
66
      detective.
```

Press CLEAR SCREEN.

The FIND command can be used in a different manner; use FIND to locate all occurrences of a character, phrase, or word. Assume that you need to know where the word "Halid" appears in this WORK file. Press softkey FIND; type Halid in the quotes; press ENTER.

```
FIND "Halid"
        soon as he was gone, Halld jumped up and put
                     RENUMBER
                                              SET
                                                        LIST
                                                                  CLEAR
                                                                             EXIT
            CENTER
                                 DELETE
  ADD
                                                     DOCUMENT
                                                                 SCREEN
                                                                          TEXT/250
            HERE
                     DOCUMENT
                                 HERE
                                              ALL
  HERE
```

### FIND / CHANGE

Only the first occurrence (after the last line accessed) of "Halid" was found. If you need to see them all, enter:

FIND ALL "Halid" IN ALL

```
FIND "Halid"
                                                                   soon as he was gone, imped up and put
FIND ALL "Halid" IN ALL
                                                                    The imam laid
                                                                                                                                                                                                                                  out on the floor and went
                       1
                                                                     soon as he was gone, pumped up and put immediately set his best detective on the set of 
                11
                                                                      The next day the detective saw
                14
                                                                   began to chase him. darted into an minutes later asking for the middle of the night
               15
                24
                 32
                                                                     and guard him until morning. But replied . "There is certainly no hump said . "Please untie me then." "Well,"
                 35
                   42
                   45
                                                                   "It is very simple," said "You must The hunchback quickly untied to and instead of the part of the par
                51
                56
                58
                63
                                                                    would come to the palace. When
16 occurrences of 'Halid'
                             ADD
                                                                                                    CENTER
                                                                                                                                                                                  RENUMBER
                                                                                                                                                                                                                                                                                   DELETE
                                                                                                                                                                                                                                                                                                                                                                                                      SET
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     LIST
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               CLEAR
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       EXIT
                                                                                                                                                                                 DOCUMENT
                                                                                                                                                                                                                                                                                                                                                                                                      ALL
                                                                                                                                                                                                                                                                                                                                                                                                                                                                 DOCUMENT
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              SCREEN | TEXT/250
                            HERE
                                                                                                          HERE
                                                                                                                                                                                                                                                                                          HERE
```

Now, all occurrences of "Halid" are displayed on the screen.
Assume that the spelling is wrong; the name was to have been
"Halad" instead. You could change each line on the screen as you
see it now, or you could use commands to make the changes. CLEAR
SCREEN, then press CHANGE. Alter the statement to look like this:

CHANGE "Halid" TO "Halad" IN 14/15

CHANGE "Halid" TD "Halad" IN 14/15 The next day the detective saw Halad and RENUMBER DELETE CENTER SET LIST CLEAR EXIT ADD HERE DOCUMENT ALL DOCUMENT SCREEN TEXT/250 HERE

Only the first instance where "Halid" occurred in lines 14 and 15 has now been changed because you didn't use CHANGE ALL. To change all occurrences, press softkey CHANGE; alter the statement to look like this:

#### CHANGE ALL "Halid" TO "Halad" IN ALL

```
CHANGE "Halid" TO "Halad" IN 14/15
        The next day the detective saw Halad and
CHANGE ALL "Halid" TO "Halad" IN ALL
        The imam laid Halad out on the floor and went
  -3
        soon as he was gone, Halad jumped up and put
        immediately set his best detective on Halad's
 11
        began to chase him. Halad darted into an
 24
        minutes later asking for Halad, and was
 32
        Halad was captured in the middle of the night
 35
        and guard him until morning. But Halad
        replied Halad. "There is certainly no hump
 42
 45
        said Halad. "Please untie me then." "Well,"
        "It is very simple," said Halad. "You must
 51
 56
        The hunchback quickly untied Halad and Halad
 58
        instead of Halad, the soldiers found only an
 63
       amused that he decided to pardon Halad if he
       would come to the palace. When Halad
 ADD
           CENTER
                    RENUMBER
                               DELETE
                                             SET
                                                      LIST
                                                                CLEAR
                                                                          EXIT
                   DOCUMENT
 HERE
            HERE
                                HERE
                                             ALL
                                                   DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
```

#### Press CLEAR SCREEN, then LIST DOCUMENT to see the changes.

```
The imam laid Halad out on the floor and went
        off to get the necessary materials. But as
        soon as he was gone, Halad jumped up and put
       on the imam's cloak and turban and ran out.
       He immediately went to the vizier to ask for
       the payment of burying the stranger.
  8
        Of course, it was only a few minutes later
  q
       when the real imam came to tell about the
 10
       corpse that had disappeared. The vizier
 11
        immediately set his best detective on Halad's
 12
        trail.
 13
        The next day the detective saw Halad and
 14
       began to chase him. Halad darted into an
 15
       apothecary shop and said, "My uncle who will
 16
 17
        soon come in looking for me, is crazy. If
        you will pour water all over his head and
        hold him down for half an hour, he will
 19
       regain his sanity. Here is the money to pay
Continue (Y or N)? Y
CONTINUE
                                                                        EXIT LIST
```

EXIT LIST. Remember that the files created in this guide look like this:

XXHALD Contents - First Half of Story XXSCAP Contents - Second Half of Story

XXWORK Contents - Memo XXHALI Contents -Whole Story XXSCAM
Contents - Second
Half of Story

# **Lesson 9 Evaluation**

	1.	То	locate all text out of bounds, enter:
)		_A .	FIND ALL "Y"
		_B •	FIND OUT IN ALL
		_c .	FIND ALL "Y" IN ALL
	2.	То	change every occurrence of "T" in a file to "P":
		_A •	CHANGE ALL "T" TO "P" IN 1/15
		_в.	CHANGE "T" TO "P" IN ALL
	<u></u>	_c .	CHANGE ALL "T" TO "P" IN ALL
)			
,	3.	То	find every "H" in a WORK file, enter:
		_A .	FIND ALL "H"
		_B •	FIND "H" IN ALL
		_c.	FIND ALL "H" IN ALL
)			
	4.	Нот	w do you bring text that is out of bounds back in?
		_A •	CHANGE
		_в.	FIND
		C	AD THEM

# Lesson 9 Evaluation

# **Answers**

- 1. B
- 2. C 3. C 4. C

# Lesson 9 Summary

In this lesson, you dealt with your entire WORK file. You made a search of the whole file, made a change throughout the file, identified lines with text out of bounds, and brought the out of bounds text back in with the ADJUST command.

For further information on the FIND, CHANGE, and ADJUST commands, see the "TEXT/250 Reference Manual", under Commands.

NOTE

If ADJUST does not seem to be working properly, see Appendix A, under "Typing Indented Paragraphs".

JUSTIFY COMPRESS

This is a short lesson, dealing with additional formatting capabilities of TEXT/250. Use the WORK file XXSCAM. In this lesson, you will fill out lines so that they extend from the left to the right margins. Newspaper text is justified this way, with spaces added to fill out the lines.

### **JUSTIFY**

Look at the contents of your file by pressing LIST DOCUMENT.

```
47
      clever. "I will untie you if you will tell
48
      me what the secret that got rid of your hump
49
50
51
      "It is very simple," said Halad. "You must
52
      be tied to this tree and repeat three secret
53
      words a hundred times. The three words are
54
      'Esserti! Pesserti! Sersepti!'"
55
56
      The hunchback quickly untied Halad and Halad
      then tied him to the tree. The next morning,
57
58
      instead of Halad, the soldiers found only an
59
      old hunchback who would say nothing but three
      nonsense words.
60
61
62
     When the vizier heard this tale, he was so
63
      amused that he decided to pardon Halad if he
64
      would come to the palace. When Halad
65
      arrived, the vizier made him his chief
66
      detective.
ADD
         CENTER
                  RENUMBER
                             DELETE
                                           SET
                                                    LIST
                                                               CLEAR
                                                                         EXIT
HERE
          HERE
                  DOCUMENT
                                                  DOCUMENT
                              HERE
                                           ALL
                                                             SCREEN
                                                                      TEXT/250
```

Notice that all of the left margins are aligned, but the right margins are not. Press CLEAR SCREEN, then JUSTIFY (softkey 14).

Specify ALL as the linerange; press ENTER. (If you delete /L from the screen so only JUSTIFY is there, ALL is assumed.)

```
47
                "I will untie you if you will tell
      clever.
48
     me what the secret that got rid of your hump
     15."
49
50
51
     "It is very simple," said Halad.
                                        "You must
52
      be tied to this tree and repeat three secret
     words a hundred times. The three words are
53
54
      'Essenti! Pessenti! Sensepti!'"
55
56
     The hunchback quickly untied Halad and Halad
57
     then tied him to the tree. The next morning,
58
     instead of Halad, the soldiers found only an
59
     old hunchback who would say nothing but three
60
     nonsense words.
61
62
     When the vizier heard this tale, he was so
     amused that he decided to pardon Halad if he
63
     would come to the palace. When
64
                                             Halad
      arrived, the vizier made him his chief
65
56
      detective.
ADD
         CENTER
                  RENUMBER
                             DELETE
                                          SET
                                                   LIST
                                                             CLEAR
                                                                       EXIT
HERE
         HERE
                 DOCUMENT
                             HERE
                                          ALL
                                                 DOCUMENT
                                                            SCREEN
                                                                    TEXT/250
```

Press CLEAR SCREEN. Press PRINT DRAFT to see the printed story.

If you wanted to do additional modifications to this file, you would not want to have all of those extra spaces in the lines. Take out the spaces by pressing COMPRESS LINES (softkey 15).

Specify ALL as your linerange; press ENTER.

```
clever. "I will untie you if you will tell
47
      me what the secret that got rid of your hump
48
      15."
49
50
      "It is very simple," said Halad. "You must
51
      be tied to this tree and repeat three secret
52
      words a hundred times. The three words are
53
      'Esserti! Pesserti! Sersepti!'"
54
55
      The hunchback quickly untied Halad and Halad
56
      then tied him to the tree. The next morning,
57
      instead of Halad, the soldiers found only an
58
      old hunchback who would say nothing but three
59
      nonsense words.
60
61
      When the vizier heard this tale, he was so
62
      amused that he decided to pardon Halad if he
63
      would come to the palace. When Halad
64
      arrived, the vizier made him his chief
65
66
      detective.
                                                                         EXIT
                                                    LIST
                                                               CLEAR
                   RENUMBER
                              DELETE
                                           SET
         CENTER
 ADD
                                                               SCREEN | TEXT/250
                  DOCUMENT
                                           ALL
                                                  DOCUMENT
 HERE
          HERE
                               HERE
```

Now, your words have one space between them again.

# Lesson 10 Evaluation

1.	To take care of lines out of bounds, enter:	
	A. ADJUST ALL	
	B. JUSTIFY ALL	
	C. COMPRESS ALL	
2.	To have all words meet the right margin, enter:	
	A. ADJUST ALL	
	B. JUSTIFY ALL	
	C. COMPRESS ALL	
2.	To remove unneccesary blanks in a line, enter:	(
	A. ADJUST ALL	
	B. JUSTIFY ALL	
	C . COMPRESS ALL	

# Lesson 10 Evaluation

## **Answers**

- 1. A
- 2. B
- 3. C

## Lesson 10 Summary

In Lesson 10, you learned another formatting technique, justification. You also learned how to reverse the process, or how to simply remove blanks by use of the COMPRESS command.

Another COMPRESS command option is COMPRESS linenumber, LEFT. Use COMPRESS linenumber, LEFT when you want to remove leading spaces from a line (e.g., when you no longer want a line centered). For example:

14 This line is indented five extra spaces.

COMPRESS 14, LEFT

14 This line is indented five extra spaces.

Notice that the extra spaces after the word "five" were not removed in the example above. COMPRESS linenumber, LEFT only removes leading spaces.

DEFINE	: PURGE	: RENAME	:COPY

In Lesson 11, you will deal with two very different activities. You will:

- 1) Create definitions (short names)
- 2) Get rid of unneeded files with :PURGE, rename existing files with :RENAME, and copy an entire file with :COPY

You are given the option of creating definitions so that you can save typing time. If you continually use a command variation that is not on a softkey, you may want to give it a definition (shorter name) that will be easy to remember and type.

At some time, you may also want to set up a definition that will merge a standard "boilerplate" or heading with each memo or letter that you send out.

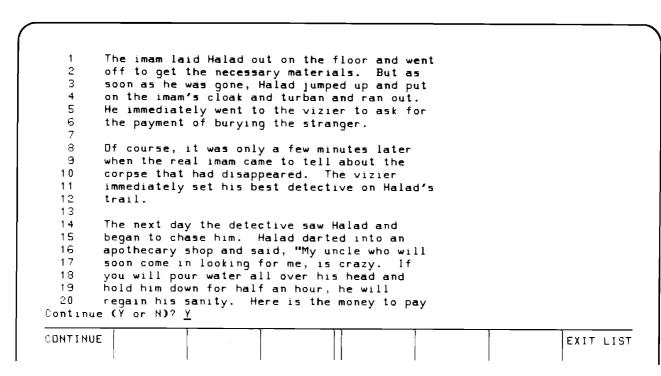
You may store up to 256 characters in the DEFINE dictionary. You can even redefine existing commands such as PRINT or LIST. You can define partial commands such as those you see when you press CHANGE or FIND, allowing different inputs each time the command is used.

:PURGE, :RENAME, and :COPY are system commands. Use them to get rid of, to rename, and to copy files, respectively. :PURGE, :RENAME, and :COPY, like all system commands in TEXT/250, must be capitalized, and quotes must be provided around accompanying file names.

For this session, use the WORK file XXSCAM.

### **DEFINE**

Press LIST DOCUMENT to see what you have in this file.



EXIT LIST; CLEAR SCREEN. You will create a definition to justify this file, then print it offline. Enter:

DEFINE JP=JUSTIFY ALL; PRINT OFFLINE

Now, try out your new definition. Enter JP. This may take a while as you are ranging through the whole file.

DEFINE UP=JUSTIFY ALL: PRINT OFFLINE "JP" is now a defined name. The imam laid Halad out on the floor and went off to get the necessary materials. But as soon as he was gone, Halad jumped up and put on the imam's cloak and turban and ran out. He immediately went to the vizier to ask for the payment of burying the stranger. 8 Of course, it was only a few minutes later when the real imam came to tell about the 1.0 corpse that had disappeared. The vizier 1.1 immediately set his best detective on Halad's 12 trail. 13 14 The next day the detective saw Halad and began to chase him. Halad darted into an 15 16 apothecary shop and said, "My uncle who will 17 soon come in looking for me, is crazy. If EXIT JUSTIFY Since your DEFINE dictionary is limited, try to conserve room by avoiding spaces, and by using abbreviations for commands.

There is a parameter that affects how the DEFINE command looks on the screen. ECHO is set to OFF as default. However, if you set ECHO to ON, you will see your full definition on the screen when you enter the short name. Press CLEAR SCREEN.

Enter the following definition: DEFINE S=COMPRESS1/10;LIST1/10

Turn ECHO ON by using a different method than SET ALL. Enter:

SET ECHO=ON

Then, enter: S

```
DEFINE S=COMPRESS1/10;LIST1/10
"S" is now a defined name.
SET ECHD=DN
ECHO..... DN
--> COMPRESS1/10; LIST1/10
       The imam laid Halad out on the floor and went
        off to get the necessary materials. But as
        soon as he was gone, Halad jumped up and put
   3
        on the imam's cloak and turban and ran out.
        He immediately went to the vizier to ask for
   5
        the payment of burying the stranger.
        Of course, it was only a few minutes later
   3
   9
        when the real imam came to tell about the
        corpse that had disappeared. The vizier
  10
        The imam laid Halad out on the floor and went
   1
        off to get the necessary materials. But as
   2
        soon as he was gone, Halad jumped up and put
        on the imam's cloak and turban and ran out.
        He immediately went to the vizier to ask for
   5
                                                      LIST
                                                                CLEAR
                                                                          EXIT
                               DELETE
                                             SET
           CENTER
                    RENUMBER
  ADD
                                                   DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
                   DOCUMENT
                                             ALL
            HERE
                                HERE
  HERE
```

Note that the full command appears on the screen when you enter the short command (because ECHO is ON). Press CLEAR SCREEN.

When you no longer want a definition, remove it from your define dictionary as follows:

DEFINE S=

### : PURGE

DEFINE S= "S" is no longer defined.

The production of the producti	ADD	CENTER	RENUMBER	DELETE	SET	LIST	CLEAR	EXIT
	HERE	HERE	DDCUMENT	HERE	ALL	DDCUMENT	SCREEN	TEXT/250

Note the message telling you that "S" is no longer a definition.

At some point in time, files are no longer useful to you. At this time, you will want to clear these unwanted files from your disc to make room for other information. To do this, you will use the :PURGE command. The main things to remember about :PURGE are:

- 1) :PURGE is irreversible
- 2) You may not :PURGE the file you are in; an error 92 will occur
- 3) You must put quotes around the filename with :PURGE, even though you did not put quotes around it when it was created with TEXT/250.

At this time, :PURGE the TEXT file XXSCAP from your disc. Enter:

:PURGE "XXSCAP"

Enter : PURGE "XXHALI" (where XX is your initials).

Enter :PURGE "XXHALD" to get rid of the TEXT file containing the first half of the story.

DEFINE S=
"S" is no longer defined.
:PURGE "MLSCAP"
:PURGE "MLHALI"
:PURGE "MLHALD"

ADD HERE		RENUMBER DOCUMENT		SET ALL	LIST DOCUMENT	CLEAR SCREEN	EXIT TEXT/250
-------------	--	----------------------	--	------------	------------------	-----------------	------------------

Now, you have only two files left; the WORK file that you are in (XXSCAM) and the WORK file XXWORK that contains your memo. At this time, assume you want to rename XXWORK as XXMEMO. Enter:

:RENAME "XXWORK" TO "XXMEMO"

Note that quotes are required around the filenames during  $: \mathtt{RENAME}.$ 

The last system command presented in this lesson is :COPY. Use it to make copies of an entire WORK file, either to back it up or to use as a base to create a similar file. Enter:

:COPY "XXMEMO" TO "XXCOPY"

### : COPY

```
DEFINE 5= "S" is no longer defined.
:PURGE "MLSCAP"
:PURGE "MLHALI"
:PURGE "MLHALD"
:REHAME "MLWORK" TO "MLMEMO"
:CDPY "MLMEMO" TO "MLCOPY"
  ADD
           CENTER
                    RENUMBER
                              DELETE
                                             SET
                                                                CLEAR
                                                      LIST
                                                                           EXIT
  HERE
                   DOCUMENT
           HERE
                               HERE
                                             ALL
                                                   DOCUMENT
                                                             SCREEN
                                                                        TEXT/250
```

You have two identical files now: XXMEMO and XXCOPY.

# Lesson 11 Evaluation

1.	Why would you use the DEFINE command?
	A. To change softkeys
	B. To create short names for commands
	C. To see definitions that have been created
2.	Can you put more than one command into a definition?
	A. Yes, use ;B. No
3.	What is one thing to remember about :PURGE?
	A. :PURGE won't work with TEXT files
	B. :PURGE only works on the file you are in at the time
	C. You must put quotes around the filename being purged
4.	What is the syntax for renaming a file?
	A. :RENAME "File" TO "FILE"
	B. : RENAME File = FILE
	C. :rename "File" TO "FILE"
5.	What command would you use to create a duplicate WORK file?
	A. :PURGE
	B.:COPY
	C : RENAME

# Lesson 11 Evaluation

## **Answers**

- 1. В
- A C

- 2. 3. 4. 5. A B

## **Lesson 11 Summary**

In Lesson 11, you practiced two very distinct activities. You learned to define your own commands, and you learned some system commands used to manipulate files. You not only deleted several files with :PURGE, you renamed a file with :RENAME, and copied a file with :COPY.

:RENAME is used when you want to change the name of a file and would be useful if you were to develop a new file naming system, and wanted to convert old files to the new naming method.

:PURGE can be used when a file is no longer useful to you.

:COPY can be used to create a backup file, or to create a file used as a base for a new document. For example, you may have a long, extensively formatted memo in file XXMEM1. If you need to create a very similar memo, you could :COPY "XXMEM1" TO "XXMEM2", then change the details with full-screen edit. This would save typing time. You can use :COPY with both WORK and TEXT files.

//ASK USE USEQ

In Lesson 12, you will learn to set up a USE file. A USE file is an unnumbered TEXT file that contains a sequence of TEXT/250 commands. Instead of issuing the same series of commands and inputs each time you perform that task, you simply use the USE file.

USE files can be created to prompt the user for input to a file or the input can be automatically inserted into the file. You will see an example of each case. The first USE file application in this lesson is a memo using input from a user. You will set up a USE file to change the header information in a memo, leaving the body intact. An example of how to set up a letter and a USE file containing a list of addresses is also given. This example does not use any user input; the addresses are inserted one at a time into a letter, then the letter is printed out.

## **USE** files

For the first example, create a WORK file called XXUSE having 100 lines. Press NO USER KEYS before you press PROCESS DATA. allows you to use TEXT/250 without user keys.

In this example, you will change the date, sender, and recipient of the memo you created in Lesson 1. First, create the USE file. Enter ADD (or the abbreviation, A) and input the following:

TEXT XXMEM

CHANGEQ "#DATE#" TO //ASK "Date of memo: " IN ALL CHANGEQ "#FROM#" TO //ASK "Memo from whom:" IN ALL CHANGEQ "#TO#" TO //ASK "Memo sent to whom: " IN ALL DISPLAY Memo ready for printing

Next, KEEP the USE file under the name MEMUSE by entering:

KEEP MEMUSE, UNNUMBERED

(To abbreviate, K MEMUSE, U).

- TEXT MLMEM
- DISPLAY Create your memo by entering answers to these questions. CHANGEQ "#DATE#" TD //ASK "Date of memo:" IN ALL
- CHANGEQ "#FROM#" TO //ASK "Memo from whom:" IN ALL
- CHANGEQ "#TD#" TD //ASK "Memo sent to whom:" IN ALL
- DISPLAY Memo ready for printing

KEEP MEMUSE, UNNUMBERED

6 lines kept from your WDRK file to the file "MEMUSE".

ADD

**HERE** 

CENTER HERE

RENUMBER DOCUMENT DELETE HERE

SET ALL

LIST DOCUMENT CLEAR

EXIT SCREEN | TEXT/250

Now, you have your USE file, which accesses the TEXT file XXMEM. The process is set up like this:

**MEMUSE** 

**XXMEM** 

2. Commands execute, using XXUSE as work file.

3. First command copies XXMEM to XXUSE,

**XXUSE** 

1, Issue: Useq Memuse from here,

Now, you need to modify the memo so it can be used by the USE file. Enter GET XXMEMO, then press LIST DOCUMENT.

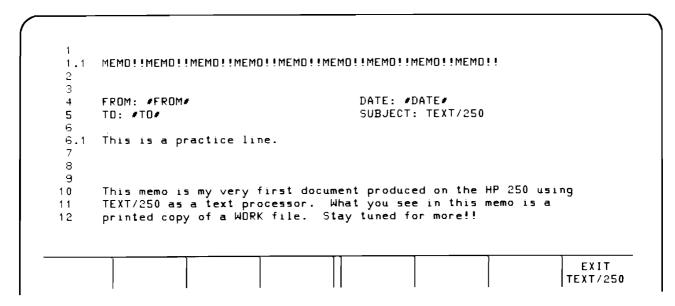
```
GET MLMEMO
14 lines of text in work file: MLMEMO
LIST
   1.1 MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!
   2
   3
        FROM: Mary
                                                DATE: September 15,1981
   5
        TO: Distribution
                                                SUBJECT: TEXT/250
   6
   6.1 This is a practice line.
   8
   9
  10
        This memo is my very first document produced on the HP 250 using
        TEXT/250 as a text processor. What you see in this memo is a printed copy of a WORK file. Stay tuned for more!!
  12
                      RENUMBER
  ADD
            CENTER
                                  DELETE
                                                 SET
                                                           LIST
                                                                       CLEAR
                                                                                  EXIT
  HERE
             HERE
                      DOCUMENT
                                   HERE
                                                 ALL
                                                         DOCUMENT
                                                                     SCREEN
                                                                               TEXT/250
```

In your USE file, you search for #FROM# to change it to the name of the sender. In line 4, change your name to #FROM#. Change the date on the memo to #DATE# so that it will be recognized by the CHANGEQ command in the USE file. Press ENTER. Line 4 should now look like this:

```
MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!MEMO!!
1.1
 2
3
 4
       FROM: #FROM#
                                                DATE: *DATE*
                                               SUBJECT: TEXT/250
5
       TO: Distribution
6
 6.1 This is a practice line.
7
8
9
       This memo is my very first document produced on the HP 250 using
10
      TEXT/250 as a text processor. What you see in this memo is a printed copy of a WORK file. Stay tuned for more!!
11
12
                                                                                   EXIT
                                                                                TEXT/250
```

### **USE** files

Modify line 5 so that #TO# appears as follows:



Now you have the memo in the form needed by your USE file. Enter KEEP XXMEM (where XX is your initials).

You have a WORK file to operate from: XXUSE
You have a TEXT file kept unnumbered as a USE file: MEMUSE
You have a TEXT file used as a skeleton by the USE file: XXMEM

EXIT TEXT/250, now, and access your USE file just as a user would. RUN "TEXT", and ask for the WORK file XXUSE.

Once you are in the WORK file, enter: USEQ MEMUSE
If you typed in the USE file, and edited the WORK file correctly,
your screen now looks like the one on the next page.

Answer each question, then press ENTER.

WORK file? MLUSE
6 lines of text in work file: MLUSE
USEQ MEMUSE
WORK file cleared.
14 lines of text entered into your WORK file from the file "MLMEM".
Create your memo by entering answers to these questions.
Memo ready for printing

ADD HERE	1	RENUMBER DOCUMENT		SET ALL	LIST DOCUMENT	CLEAR SCREEN	EXIT TEXT/250
-------------	---	----------------------	--	------------	------------------	-----------------	------------------

## **USE** files

### **USE** files

```
Mr. John Atherton
          456 Harriet Avenue
          Fresno, CA 95344
 3
      7
          Dear Mr. Atherton,
 5
      CMD
 6
      5
          Mrs. Alice Henderson
          845 Granada Avenue
 8
          Santa Clara, CA 95051
 9
          Dear Mrs. Henderson,
      9
10
         CENTER
                   RENUMBER
                              DELETE
ADD
                                            SET
                                                      LIST
                                                                CLEAR
                                                                           EXIT
HERE
          HERE
                  DOCUMENT
                               HERE
                                            ALL
                                                   DOCUMENT
                                                               SCREEN
                                                                        TEXT/250
```

KEEP the file unnumbered (e.g., MAILO1). Note that the line numbers preceding the address lines are directly related to the letter. When these lines are executed, the contents will full-screen replace the existing contents of each line. Also note the lines containing "CMD". Define CMD in the WORK file xxletr to be a PRINT statement (e.g., DEFINE CMD=PRINT OFF, MEMO).

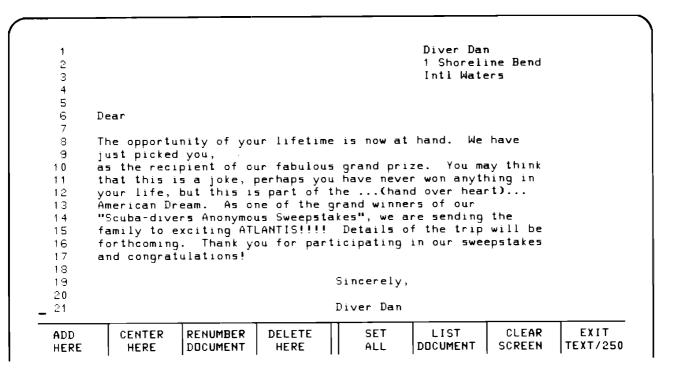
You now have a letter and a USE file. TEXT the TEXT file XXLETR into xxletr, to begin. DEFINE CMD. Finally, USE or USEQ the USE file (e.g., USEQ MAILO1).

When you modify this example for your own letters, you could chose different line numbers for the address information and salutation. However, if you standardize these line numbers in various letters, you can use the same USE file over and over again. In this way, you can store standard mailing lists for future use. Be sure to precede the address lines in your USE file with the correct line numbers.

If you want to experiment with USE files, and want to try a complicated one, this additional USE file might be fun to do.

You will create a form letter, and not only put different names and adresses into it, but also put the recipient's name in the body of the letter.

#### Create this TEXT file:



KEEP sweep

## **USE** files

#### Create this TEXT file:

```
LIST
        Mr. Joe Schmoe
   2
        23 Asdf St
   3
        Hollywood, CA
   4
        Ms. Linda Kiely
        19447 Pruneridge
   5
  6
        Cupertino, CA
        Ms. Wanda Gee
  7
        19447 Pruneridge
  8
  9
        Cupertino, CA
  10
        Mr. Jim Cotton
  11
        19447 Pruneridge
  12
        Cupertino, CA
 ADD
           CENTER
                    RENUMBER
                                DELETE
                                              SET
                                                       LIST
                                                                  CLEAR
                                                                             EXIT
 HERE
            HERE
                    DOCUMENT
                                 HERE
                                              ALL
                                                     DOCUMENT
                                                                 SCREEN
                                                                          TEXT/250
```

#### KEEP Addr

#### Create this USE file:

```
moveq 21+1/21+3 to 4.5
      copq 4.5 to 6.5
DQ6.5(" ")
2
 3
      dq 6.5("."+1)/6.5(" "-1)
 4
5
      copq 6.5 to 9.5
      copq 6.5(" "+1)/6.5(la) to 14.5
CQ La+1 TO "," IN 6.5,9.5
6
 7
      adj@ 6/18
8
9
      p 1/21,pr=15
10
      dq 1/21;addq 1 from "sweep"
11
      useq juse2
                    RENUMBER
          CENTER
 ADD
                                  DELETE
                                                 SET
                                                            LIST
                                                                       CLEAR
                                                                                   EXIT
 HERE
           HERE
                    DOCUMENT
                                  HERE
                                                 ALL
                                                         DOCUMENT
                                                                       SCREEN | TEXT/250
```

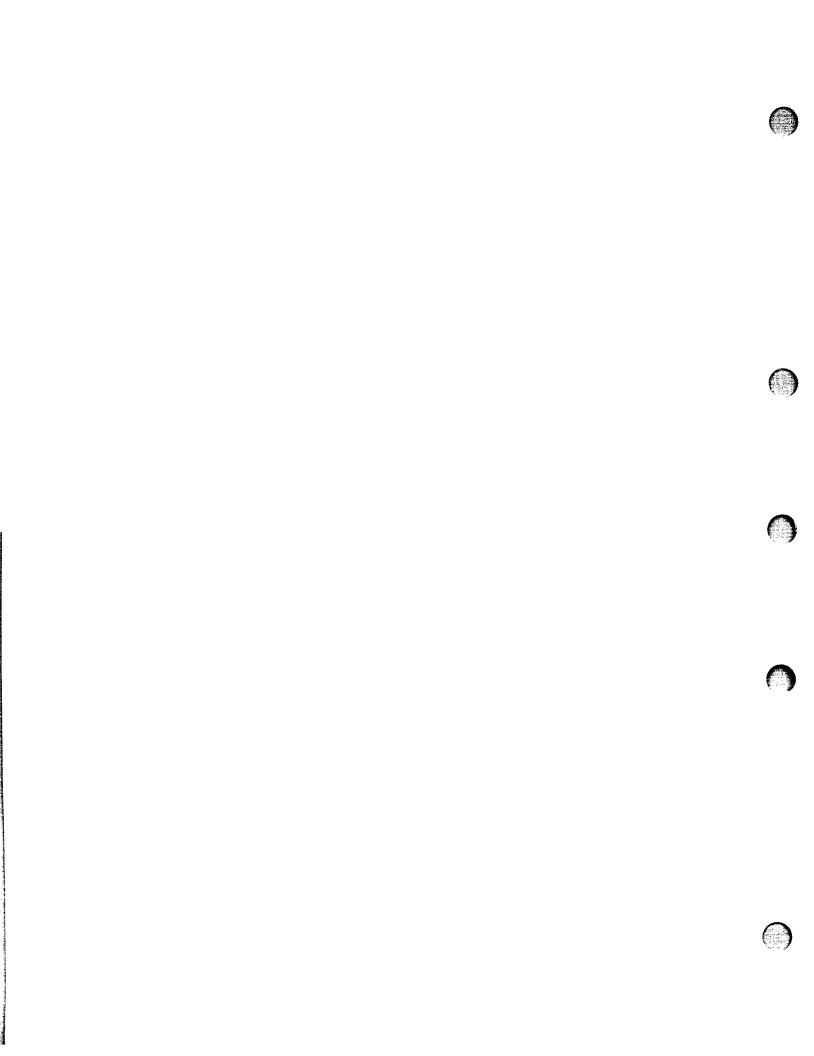
### KEEP juse2,UNN

#### Create this USE file:

ADD CENTER RENUMBER DELETE SET LIST CLEAR EXIT HERE HERE DOCUMENT HERE ALL DOCUMENT SCREEN TEXT/250

K juse

To run: USEQ juse





## Editing a Line While Using The ADD Command

While in ADD mode, typing "//M" as the first and only text on a line will allow you to modify the previously added line. After you make modifications and press ENTER, the line will be changed, you will be given the next line number with the colon prompt, and you are then ready to type in the next line. Remember that "//M" only allows editing of the previously added line.

## Typing A Linenumber In Different Columns

In TEXT/250, line numbers are placed in columns 1 through 8. However, when using the full screen line edit, you need not type the line number in the specific column positions; it will be moved to the proper positions as illustrated below:

DESCRIPTION COLUMN POSITION															
	1	2	3	4	5	6	7	8	9				1		
Text & Line # before col. 9			1	T	E	x	T								
RESULT:				1					T	E	X	T			
Line # before col. 9, text after col. 9			1									T	E	X	T
RESULT:				1								T	E	X	T
Line # & text after col. 9										1	T	E	x	Т	
RESULT				1					T	E	X	T			
Line & text ofter col. 9	e e	<i>*</i>	- N							1		T	E	X	T
RESULT:				1						т	E	¥	т		

## Appendix A

### Typing Indented Paragraphs

In TEXT/250, if you indent a line of text, subsequent lines that wrap around will also be indented to create block paragraphs. To indent paragraphs, you could precede the first character of the paragraph with filler characters (e.g., type in five @'s if you had set the filler parameter to @). These characters will not be printed but will indent the first line of your paragraph; subsequent lines that wrap around will begin at the left margin. Be aware that the filler character will be recognized as such throughout your document, and will not be printed.

## Typing Labels In Your File

There are many different labels you can use for outlines, lists, and other itemizing. TEXT/250 recognizes the following as labels and will wrap subsequent lines past the label.

The first element or word in a line is recognized as a label if it is:

- Followed by 2 spaces and its last character is not a sentence ending punctuation mark (.?!)
- A bullet (lowercase "o", asterisk, or hyphen) followed by a blank space
- A letter, number, or Roman numeral enclosed in parentheses or followed by a right parenthesis and followed by a blank space
- A letter, number or Roman numeral followed by a period, slash(/), or dash(-) and a blank space.

## Appendix A

The following examples illustrate some different kinds of labels:

- A simple label that will wrap to this position
- IX. A Roman label that will wrap to this position
- (B) A letter with parentheses
- a) Also a label
- o A bullet
- \* Also a bullet that will wrap around to this position
- 1.1.2 A label because of the two spaces following it

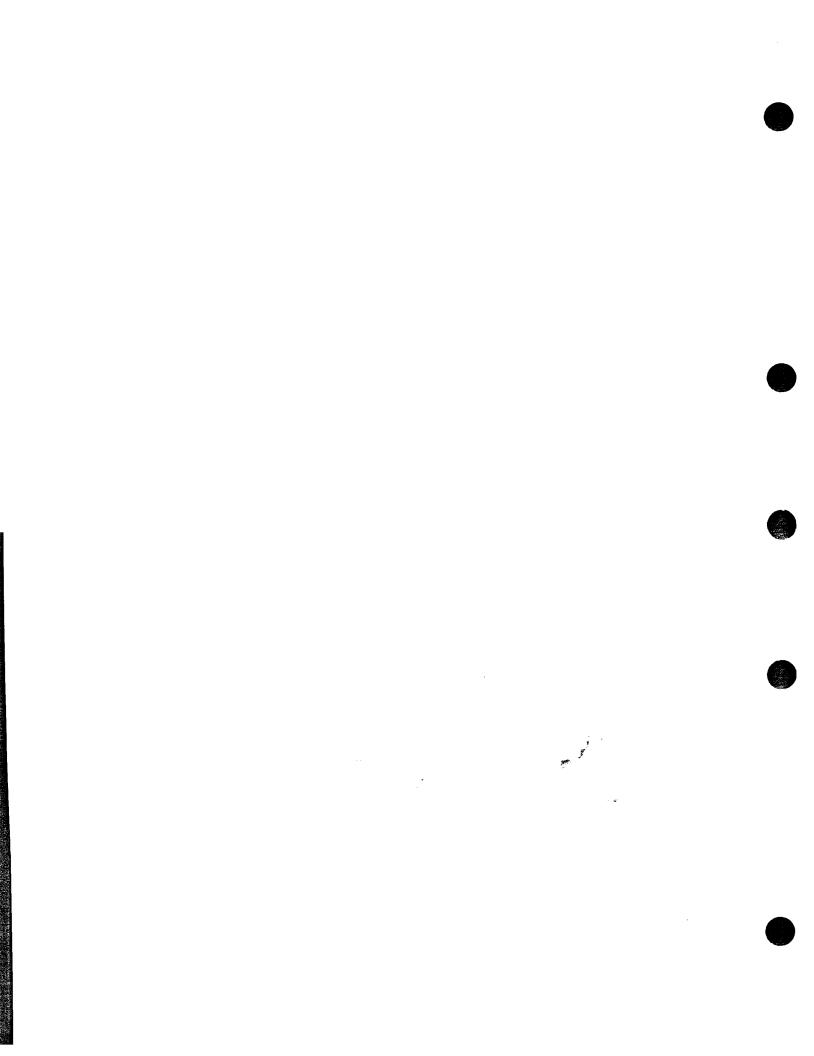
TEXTUAL A textual label because of the two spaces

## **Doing Calculator Functions**

The EXECUTE key on your keyboard enables you to use the computer as a calculator, whether you are in TEXT/250 or not. You can add, subtract, multiply, etc. by typing the numbers and operators on a line (e.g., 23+8-2) and then pressing the EXECUTE key. The result will be displayed on the next line. You can also execute most HP 250 commands by typing the command without the colon and pressing the EXECUTE key.

# Using Different Typing Aid Keys

The standard typing aid keys offered with TEXT/250 are contained in file TEXTKO. You could modify the keys in that file so that the commands are more appropriate for your needs. You can also load a different key set when you are in TEXT/250. For further information on modifying and loading keys, see the "BASIC Programming Manual".



You have a choice of commands for some editing functions. Below are some of those functions and an explanation of when to use which command.

### **Adding Lines**

ADD Useful when adding sequentially but you

can only modify the current or previously

added line.

Full Screen Edit Useful for adding single lines and blank

lines. If you wrap the text, new lines will be created as in ADD but you can

also modify any line.

### Adding From A File

ADD FROM Useful for adding in standard paragraphs

or sections.

MERGE FROM More useful than ADD FROM if some of the

lines added to the file will replace existing lines and text exists out of bounds. Cannot use an unnumbered file.

REPLACE FROM Same as MERGE FROM except only text

within bounds is brought in. Can use an

unnumbered file.

### Line Modifications

Full Screen Edit Useful for modifying lines on your screen

and moving your cursor to any line. Not

as useful for mass changes.

MODIFY Useful for modifying known lines that are

not listed on your screen. Cannot cursor

to another line.

# Appendix B

CHANGE

Useful for mass changes such as replacing strings, replacing column positions, and inserting strings. Also useful because you can verify the changes.

INSERT

Useful for splitting a line.

# Appendix C

Use the procedure below to increase your WORK file size.

If WORK file MLMEM is full, do the following:

- KEEP MLTEMP a new TEXT file
- 2. EXIT
- 3. PURGE "MLMEM"
- 4. RUN "TEXT"
- Create WORK file MLMEM again, increasing the number of lines
- 6. TEXT MLTEMP your old file
- 7. :PURGE "MLTEMP"



