



Using HPWORD/150



Manual Part No.
27505-90001 E0485

Preface

This reference guide describes all HPWORD/150 functions. It is for reference purposes and does not provide a step-by-step course. The newcomer to word processing should first use the *HPWORD/150 Primer*.

If you have any further questions or problems with HPWORD/150, or with HPWORD/150 training, you should ask your Office Products Coordinator (OPC) for help. He or she is responsible for looking after HPWORD/150 at your office, and for providing any assistance or training you may require. If you do not have an OPC at your office, you should ask your HP3000 System Manager.

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Conventions Used in this Book

- Italics* Italic text indicates that the text is a cross reference either to another section in this book or to another book.
- Select** Boxed words or symbols represent keys on the keyboard.
- Exit** Shaded text represents screen labels, like the function key labels at the bottom of your screen.
- Options** Text in this typeface represents text that actually appears on the screen, such as messages, menu field names or text that you type.

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Introducing HPWORD/150

What is HPWORD/150?

HPWORD/150 is a word processing system. You can use it as an extremely efficient typewriter: you see the text you type on the screen of your computer and can print it off immediately or store it away for updating later. It is closely related to another word processing system, called HPWORD.



When you use HPWORD you and many other people work at terminals connected to the HP3000 computer. With HPWORD/150, on the other hand, you work quite independently at a "standalone" personal computer.

HPWORD/150 runs on the HP Touchscreen Personal Computer. This computer can also be used as a terminal connected to the HP3000.

If you are already using HPWORD you may find it convenient to change to HPWORD/150 - depending on the conditions where you work. You'll find the changeover very straightforward; you just have to get used to the fact that you are no longer connected to a larger computer and that you store all your work on your own discs.

Once you've got started HPWORD/150 works in exactly the same way as does HPWORD. You can also convert HPWORD documents to HPWORD/150 and vice versa. Nearly everything you can do with HPWORD you can do with HPWORD/150; the few exceptions are explained in *HPWORD/150 and HPWORD*.

Getting Help



While you are working with HPWORD/150, there may be times when you come across a problem.

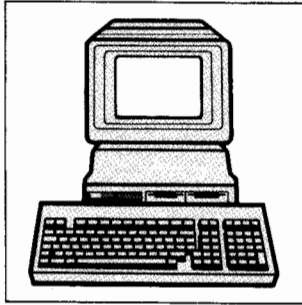
The first thing to remember is, **don't worry** - you can never break HPWORD/150 or your equipment. Also, you can rarely lose more than a paragraph of an HPWORD/150 document.

Below are some steps you can follow if you have a problem with HPWORD/150.

- If your terminal beeps, this usually means you have pressed a key which you can't use at that point. Press **(Aids)** to see a message to tell you what the problem is.
- If you see an error or warning message, this should be self explanatory and you will be able to complete your task.
- If you have any problems which you can't solve yourself, ask your Office Products Coordinator (OPC) for help. He or she is responsible for looking after HPWORD/150 at your office, and for providing any assistance or training you may require. If you do not have an OPC at your office, see the MPE System Manager.

HPWORD/150 Equipment

HP Touchscreen Personal Computer



The HP Touchscreen may be Series 150A, 150B or 150C and must have two disc drives, a keyboard, a screen and enough memory for running HPWORD/150.

Disc Drives

You can use HPWORD/150 with either:

- A "dual flexible disc drive" - you can use two flexible discs at the same time. A dual flexible disc drive has two slots at the front where you insert discs.

or

- A "fixed disc drive" - you can use a fixed disc and one flexible disc at the same time. A fixed disc drive has one slot at the front where you insert discs.

Computer Memory

To run HPWORD/150 the HP Touchscreen requires 512 KB of memory, which is more than the standard in your computer when it is first delivered from the manufacturer. This means that an HP150 Memory Expansion Accessory Board should be installed.

Before you use HPWORD/150 you should check whether this memory board is in your computer; the test for this is described in the *HPWORD/150 Primer*.

The Keyboard

In general you can use your keyboard like that of a typewriter.

The function keys, (F1) to (F8), on the top line of the keyboard, relate to labels which appear at the bottom of the screen as you use HPWORD/150. Often you have to look at the labels to decide what you want to do and then press the appropriate function key.

You need an HPWORD/150 overlay to fit on to the numeric keypad to the right of the main keyboard. This just tells you how to use these keys with HPWORD/150.

Printers

To print HPWORD/150 documents you need one of the following printers:

HP2225A ThinkJet printer

HP2601A printer

HP2602A printer

HP2686A LaserJet printer

Software for HPWORD/150

- ☐ MS™-DOS the operating system for the HP150
- ☐ P.A.M., the Personal Applications Manager
- ☐ HPWORD/150, supplied on three master application discs, labeled HPWORD/150, UTILITY and TRANSFER

Equipment and Software for Converting Documents

- ☐ You need an RS232 connection to the HP3000 for documents to be transferred between the HP Touchscreen and the HP3000
- ☐ AdvanceLink, software (Product No: HP45431A) on the HP Touchscreen for sending files between the two computers
- ☐ The TRANSFER master disc which holds the software for converting documents

Using Printers

To print HPWORD/150 documents you need to make sure that your printer is set up correctly and has the correct configuration for HPWORD/150. In addition to information in the appropriate printer manuals, you can refer to:

- *Getting Started with your HP Touchscreen Personal Computer* - see the section *Connecting Your Printer and/or Plotter*, or the *HP 150 Personal Computer Owner's Guide* for information on how to connect an HP2225A ThinkJet, HP2601A and HP2602A printers.
- Information on general use of the printers in Appendix A *Printers*.

Configuring Your Printer

When you configure your printer you run the WORDUTIL program, installed from the UTILITY application master disc. See the section of Module A of the *HPWORD/150 Primer, Installing the Software*.

Running WORDUTIL

From the P.A.M. Main Menu, select WORDUTIL and press Start Applic .

A series of prompts is now displayed:

The first prompt asks you to specify the path name for the HPWORD/150 software.

Type A if the HPWORD/150 software is in drive A and B if it is in drive B.

The next set of prompts directly relate to how the document is printed. You specify, for example, the pitch and the paper size.

Before you respond to these prompts note that:

- The default values are given in parentheses. To select a default value, press (Return) after it has been displayed.
- Select a different value by typing in its name after the default value, and then press (Return) for the next prompt to be displayed.
- If you have installed HPWORD/150 in a directory then you must specify the full path name for the HPWORD/150 software.

☛ For a list of the options available and help in making your selection, type ? in response to the prompt.

☛ The prompts are listed on the next page with explanations as necessary.

☛ First you are prompted for the type of printer you wish to use:

Type of Printer: (2601)

☛ This prompt is only displayed if you are using an HP2602A or an HP2225 ThinkJet printer:

is printer connection HP-IB? (NO)

Refer to the manual for your HP Touchscreen if you are not sure if you have an HP-IB connection. The HP-IB port is clearly labeled on the back of the computer.

If you have an HP-IB connection type YES Return.

☛ Here you select the type of stationery you wish to have as your standard.

Standard Form: (plain bond)

☛ This prompt asks you to select the type of stationery you wish to have as the alternative "special" type:

Special Form: (letterhead)

☛ This prompt asks you to specify typefaces you wish to use for a 10-pitch document. The file of typefaces to be used in a document is referred to as its "environment file".

10-pitch Environment: (PICA01)

☛ This prompt asks you to specify typefaces you wish to use for a 12-pitch document:

12-pitch Environment: (ELITE01)

☛ This prompt asks you to specify typefaces you wish to use for a proportionally spaced document.

Proportional Environment (PROP01)

☛ Here you specify the pitch, to be automatically used unless you specify otherwise on the Print Menu.

Default Pitch: (10)

☛ Here you specify the paper size to be used, unless you specify otherwise on the Print Menu.

Default Paper Size (LETTER)

☛ Here you specify how you wish the text to be printed on the paper, with the wider sides horizontal or vertical - unless you specify otherwise on the Print Menu.

Orientation: (PORTRAIT)

The final set of prompts asks you to specify default disc drives for the 3 temporary files possibly needed for printing.

If you have a fixed disc drive it is recommended that you give drive A as the default disc drive for each of the 3 temporary files.

If you have a dual flexible disc drive:

- ☛ Select drive A for the spool file
- ☛ Select drive A for the Document Catalog
- ☛ Select drive B for the Print Reformatter

HPWORD/150 and HPWORD

HPWORD/150 and HPWORD are very similar: in fact HPWORD/150 can be thought of as HPWORD for the HP Touchscreen Personal Computer.

For experienced HPWORD users, changing to HPWORD/150 involves getting used to managing your own discs and printers. You have to remember details such as typing the path name when you want to identify a document. You should quickly get used to these differences and they don't affect the actual word processing at all.

However, there are some differences you need to be aware of while you are working on a document, and some HPWORD features can only be used in an HPWORD/150 document after transfer to the HP3000.

Special HPWORD/150 Features

- ☐ A short catalog which quickly lists the names of HPWORD/150 documents. You can also select the full catalog which gives information equivalent to that in the HPWORD catalog.
- ☐ You can have larger headings and footings - the limit 25 lines or 4000 characters.
- ☐ You can create a new paragraph by pressing **(Select)** at the beginning of an existing paragraph, as well as at the end.

HPWORD Features in HPWORD/150 Documents

You can use the following HPWORD features in an HPWORD/150 document after it has been transferred to the HP3000.

- The Spelling Checker.
- The Calculator.
- Inclusion of HPDraw and HPEasyChart files.

You can create a figure space using HPWORD/150, and if the document is printed before transfer a blank space is left in the document.

- Substitution of User Variables.

You can specify User Variables and create files of the data to be substituted using HPWORD/150, but the substitution can only take place on the HP3000.

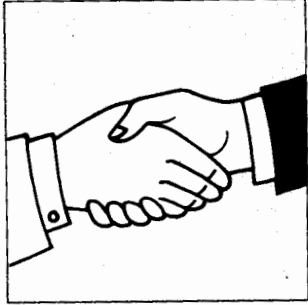
With HPWORD/150 you cannot list User Variables.

- Inclusion of forms and logos.
- The Forms Assist package including, fixed position paragraphs, the "Find Stopcode" feature, non-printing paragraphs and selective printing of FORM and NOTES.
- The full range of typefaces and paper size. HPWORD/150 gives you a fixed set of options, but if you have different requirements you should transfer the document to the HP3000.
- Moving, copying and deleting columns.
- Conversion of HPWORD/150 documents to ASCII files, and vice versa.

Some HPWORD/150 Restrictions

- ⌘ If you wish to change printers you have to configure the new printer using WORDUTIL.
- ⌘ An HPWORD/150 document cannot contain more than 600 pages and it must fit on to one disc. If you are using a double sided flexible disc it will hold the equivalent of 35 pages.
- ⌘ A paragraph cannot be larger than about 2 pages of single spaced text. In some cases a long paragraph will be automatically split, but in others an error message will tell you to split it.
- ⌘ You can only use your version of HPWORD/150 for a single language; this is the language referred to in the Document Information Menu.
- ⌘ In HPWORD/150 you specify the paper size in terms of the type of paper you wish to use.
- ⌘ In HPWORD/150 you must specify the margin size in inch units.
- ⌘ In HPWORD/150 you cannot select the `AUTO` option for hyphenation in the format menus. Instead you can choose between `OFF` and `ON`. See *Hyphenating Text*.

Starting to Use HPWORD/150



Before you can use HPWORD/150 you have to make sure that:

- ☛ MS™-DOS and P.A.M. have been installed on the HP Touchscreen - see *Getting Started with Your HP Touchscreen Personal Computer*, or the *HP 150 Personal Computer Owner's Guide*.
- ☛ You have installed the HPWORD/150 software on to your flexible discs or fixed disc as appropriate - see the *HPWORD/150 Primer*.
- ☛ The printer is correctly configured and connected to the computer.
- ☛ Check that the disc drives are correctly labeled:

With a dual flexible disc drive the left-hand drive should be called A and the right-hand drive called B, as you face the drives.

If you have a fixed drive the flexible drive should be called B and the fixed drive A.



Running HPWORD/150

With a Fixed Disc Drive

- 1 Start with the P.A.M. Main Menu on the screen and the HPWORD/150 overlay in place on the righthand numeric keypad.
- 2 Select HPWORD/150 .
- 3 Press START APPLIC .
- 4 If you wish to store your document on a flexible disc rather than on the fixed disc, place a formatted disc in the flexible disc drive, drive B.
- 5 When the HPWORD/150 Task Selection Menu first appears on the screen you are asked to specify the default document disc drive. Type A for the fixed disc drive and B for the flexible disc drive.
- 6 Next type the name of the document in the Document Name field. You can now "create" a document. The following pages tell you more about the Task Selection Menu and creating and editing documents.

With a Dual Flexible Disc Drive

- 1 Insert your HPWORD/150 disc in drive A.
- 2 Select **REREAD DISCS**.
- 3 Select **HPWORD/150** in the usual way.
- 4 Press **START APPLIC.**
- 5 Place a formatted disc in drive B.
- 6 When the Task Selection Menu first appears on the screen, you are asked to specify the default document disc drive. See *Creating a Document*.
- 7 Now type the name of the document in the `Document Name` field. You can now "create" a document. The following pages tell you more about the Task Selection Menu and creating and editing documents.

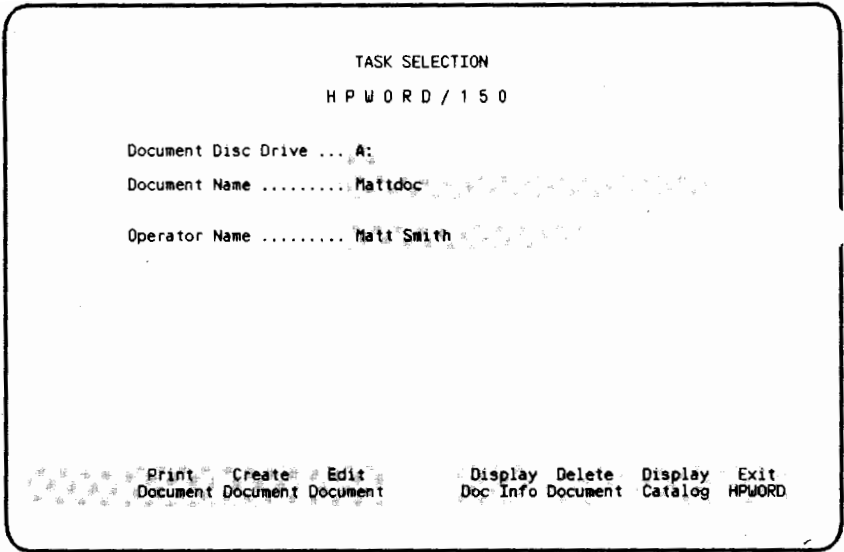


Figure 2-1 Task Selection Menu

HPWORD/150 Menus

Take a minute to look at the Task Selection Menu if you are new to HPWORD/150.

Things to notice:

- The highlighted lines where you can type - these are called "fields".
- The row of eight highlighted boxes at the bottom of the screen - these are the function key labels. They show the set of tasks you can perform by pressing one of the function keys, which are the keys at the top of your keyboard marked (f1) to (f8).

Moving Around HPWORD/150 Menus

When you want to type something into a menu, use the keys below to move around and correct typing mistakes.

Look at the fold-out card at the back of this book to check where these keys are on your keyboard.

- To move to the next field press **(Tab)**.
- To move to the previous field, hold down **(Shift)** and press **(Tab)**.
- To correct mistakes, use **(Back space)** to erase characters then type in the correction.
- To clear a field before typing a new entry, press **(Clear Line)**. This will erase all text to the right of the cursor in that field.

Choice Fields

On most HPWORD/150 menus you will see fields which are underlined. You cannot type anything in these fields, but HPWORD/150 provides all the alternative choices.

To choose an option, move the cursor to the field and press either the **Next Choice** or **Previous Choice** function key until you see the option you want.

Creating a Document

When you want to start a new document, you have to specify:

- The disc drive you will use when producing the document
- The name of the document

If you have a fixed disc drive it's very likely that you'll soon have very many documents in the same place, that is on the fixed disc. It make sense to organize your files in directories and subdirectories. To find out how this works ask your OPC. So at this stage you can also specify:

- The directory or subdirectory for the document

```
CREATE NEW DOCUMENT
HPWORD / 150

Operator Name .....
Document Name .....
Author .....
Subject .....
Template name ..... A:TEMPLATE
Document language .... British English

Create Document  Previous Choice  Next Choice  Select New Task
```

Figure 2-2 Create Document Menu

The Default Disc Drive

The default disc drive is the one that is automatically used unless you specify otherwise. You specify the default disc drive when you run HPWORD/150 for the very first time. To specify the default drive, type the drive letter in the Document Disc Drive field. This will probably be A for a fixed disc drive and B for a dual flexible disc drive.

How to create a document

- 1 Start from the Task Selection Menu; this is the first screen you see when you start up HPWORD/150.
- 2 **(Tab)** to the Document Disc Drive field if you wish to change the default drive. Type A or B as appropriate.
- 3 In the Document Name field type the document name.

Document names:

- Have no more than eight characters
- Can contain letters or numbers
- Have no spaces
- Do not have the following punctuation marks:
 . : , ; " ' . . .
- Can be typed in upper or lowercase but are stored as uppercase

Continued...

- 4 If you wish you can type your name in the Operator field; this is just to show who is currently using HPWORD/150. Use **(Tab)** to move to this field.
- 5 Press **Create Document** and you see the Create Document Menu. See Figure 2-2 for an example of this screen. Notice that the Document Name is already entered, as well as the Operator Name if you filled in this field.

6 All the other fields on this menu are optional:

- Author - the name of the author or writer of the document
- Subject - more information about the document

It's a good idea to fill in Author and Subject to help you identify your document later.

- Template Name - the name of a file which is used to set the format of your document. You will not need to change this unless you want a special format. More about this under *Printed Page Layout*.
- Document Language - this just tells you which language your document is in, American or British English.

7 Press **Create Document** again and you can now enter text in the Work Area.

Notes

- If you do not specify a particular disc drive then your document will automatically be created in the drive specified when you ran HPWORD/150 for the first time.
- If you wish to file your documents in directories and subdirectories you have to specify the directory or subdirectory in the Document Name field.
- Any disc drive letter entered as part of a document name overrides the value specified in the Document Disc Drive field.
- All the information which tells you where you have stored your document, on which disc, or in which directory, is known as its "path". For example, the pathname of "Letter1" created in a directory called "Letters" on drive A is "A:\Letters".

Calling Up an Existing Document

When you have created a document, HPWORD/150 stores it for you automatically. It will always be there until you decide to delete it.

You can go back to type in text, make changes to the text or print it as many times as you like. When you call up an existing document, it is the ORIGINAL which you work on, not a copy.

You may find it helpful to make a copy of a document before you change the original. How to make a copy is described in *Copying a Document* in Chapter 3 *Managing Documents*.

To work on an existing document, start from the Task Selection Menu.

How to work on an existing document

- 1 At the Task Selection Menu, type the name of the document which you want to edit in the Document Name field.
- 2 Press **Edit Document** to see page 1 of your document ready for you to work on.

Notes

- If there is already a name in the Document Name field, press **Clear Line** to erase it before you type in the new document name.
- If you can't remember the name of a document, press **Display Catalog** at the Task Selection Menu.
- If you want to go straight back to the page of the document you were last working on, go to the Task Selection Menu and press **Display Doc Info**, then **Edit at Edit PG**.
- If the message **Unable to find or access this document**, is displayed your document is not necessarily lost. Press **Select New Task** and press **Display Catalog** to check on the spelling of the name. If you spelled it correctly, it could be inaccessible to you because you have specified the path name incorrectly.

Working on Documents

In HPWORD/150 you type and edit your text in the Work Area. When you create a document or call up an existing document, HPWORD/150 takes you to the Work Area where you are ready to start work.

Layout of the Work Area

When you go into the Work Area, you don't need to worry about setting up things like margins or line spacing, because a standard format has already been set up.

You may, of course, want to change the format for individual paragraphs, for the whole document, or to set up a new template for all your documents.

Figure 2-3 shows the Work Area. All the features are labeled, with a brief description opposite.

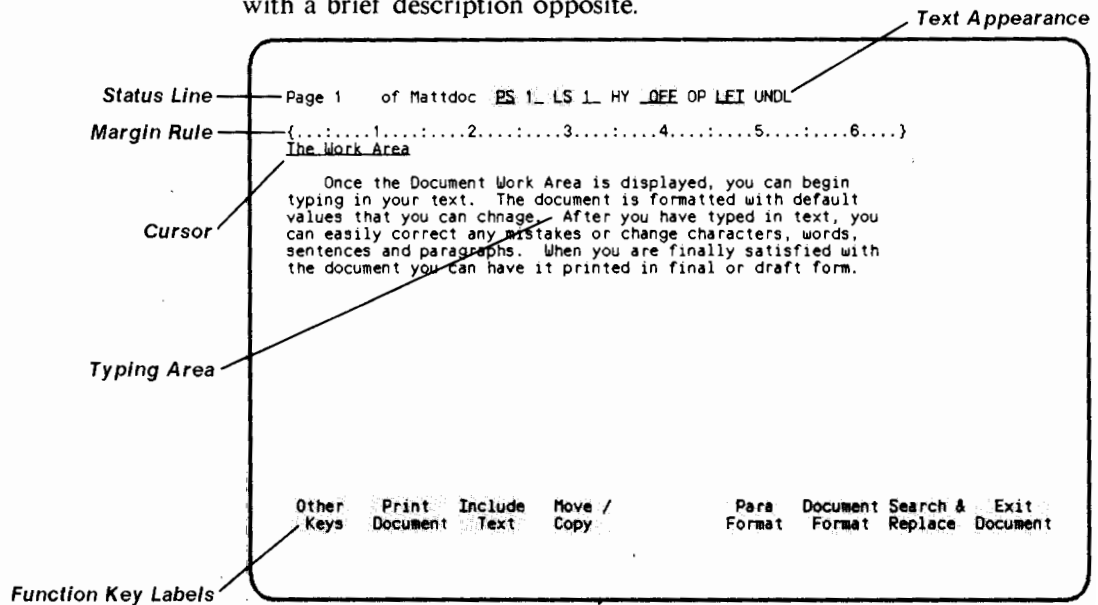


Figure 2-3 The Work Area

- ⌘ CURSOR - this shows where the next character you type will appear.
- ⌘ STATUS LINE - shows the page number, document name and four format settings. A brief description is given below; for more information see *Formatting Text*.

- ⌘ PS - Paragraph Spacing

This is the number of blank lines between two paragraphs. At the start of a document or page, it is the number of blank lines from the top line of the heading area to the first paragraph.

- ⌘ LS - Line Spacing

This is the amount of space between lines of text on the printed page. Only whole numbers of line spacing are shown on the screen.

- ⌘ HY - Hyphenation (OFF or ON)

means that if a word will not fit on the end of one line it will be moved to the next. ON means that the word may be divided by entering a "-", "/" or discretionary hyphen.

- ⌘ OP - Paragraph Justification Option

This is where the paragraph will be positioned in relation to the margins:

- LFT - Flush left margin as normal
- JUS - Justified (flush right and left margins)
- CEN - Centered (ragged margins)
- RHT - Flush right margin

☛ **TEXT APPEARANCE** - shows which special features are being used in a paragraph:

UNDL - Underline

BL - Bind Line

BOLD - Bold Type

HDG - Heading Paragraph

ITAL - Italic Type

FTG - Footing Paragraph

SUP - Superscript

ENV - Envelope Paragraph

SUB - Subscript

SYS - System Variable

USER - User Variable

DBUL - Double Underline

☛ **MARGIN RULE** - shows where margins and tabs are set, and the position of the cursor across the screen.

☛ **TYPING AREA** - where you type your text.

☛ **FUNCTION KEY LABELS** - press the appropriate function key on the keyboard, labeled **(F1)** to **(F8)**, to perform that function, or touch the label on the screen.



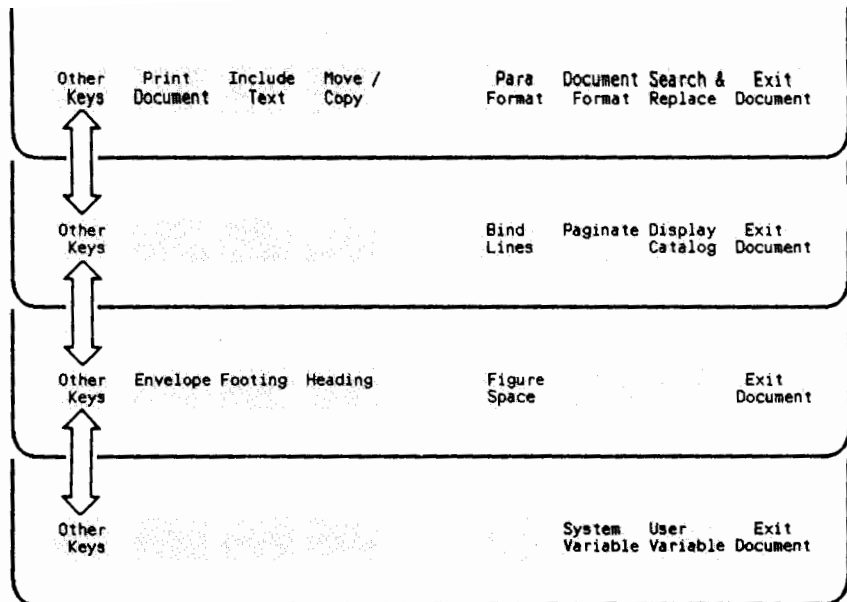


Figure 2-4 Document Work Area Function Key Labels

You can find out more about all these, when you need to use them, by reading the appropriate chapter.

Typing in Text

Typing text in HPWORD/150 is just like using a typewriter. In fact it is much easier when you want to make changes to the text or the layout.

These are the important things you should know about typing text in HPWORD/150:

- You don't need to use a carriage return at the end of each line like you do on a typewriter. If the last word on a line goes beyond the right margin, it is moved automatically to the next line as you type. This means you can type straight through a paragraph without having to check for the end of each line.

This is known as word wrap.

- When you get to the end of a paragraph you press a key - the Select key - to start a new one.
- Whenever you leave a paragraph, HPWORD/150 records any changes you have made - remember, you always work on the original. This means that you can never lose more than a paragraph of your work even if you have a computer breakdown!
- Your text will form one continuous page of your document until you ask HPWORD/150 to insert page breaks. This process is called "pagination".

Starting a New Paragraph

How to end a paragraph and start a new one

- 1 At the end of your paragraph, press **(Select)**.
- 2 HPWORD/150 puts in an end of paragraph marker (§) and moves the cursor down ready to start a new one.

Notes

- The number of blank lines that HPWORD/150 puts between your paragraphs is shown in the ps field in the Status Line. See *Positioning Paragraphs in Formatting Text*, for details of how to change this.
- If you have set up automatic indent, the first line of the new paragraph is indented for you. See *Indenting the First Line of a Paragraph* for more details.

Splitting a Paragraph

You can also use the **Select** key to "split" a paragraph at any point and form a new paragraph.

When you form a new paragraph in this way, it has identical characteristics, such as margins and tabs, to the paragraph from which it was split.

*Position cursor where you want to split the paragraph
then press the Select key*

1 {.....1.....2.....3.....4.....5.....6.....}
You can split a paragraph into two paragraphs by positioning the cursor where you want the paragraph divided. Press the Select key. HPWORD moves the last part of the divided text to a new paragraph, using the paragraph format specifications of the original paragraph. The new paragraph is also adjusted.¶

2 {.....1.....2.....3.....4.....5.....6.....}
You can split a paragraph into two paragraphs by positioning the cursor where you want the paragraph divided. Press the Select key.¶

HPWORD moves the last part of the divided text to a new paragraph, using the paragraph format specifications of the original paragraph. The new paragraph is also adjusted.¶

*After the paragraph is split, the cursor moves to the beginning
of the new paragraph*

Figure 2-5 Using **Select** to Split a Paragraph

Forcing New Lines

You do not usually use the **(Return)** key while you are typing in HPWORD/150. The word wrap feature automatically wraps any word that extends beyond the margin to the next line.


However, if you want to force a series of lines, such as when typing an address, you can press the **(Return)** key.

For example:

Press Return at the end of each line
New Line markers

(.....1.....2.....4.....5.....6.....)

Mr. John Davist |
4320 Orange Boulevard |
Church County! |
CA 95801|

A diagram illustrating the use of the Return key to force new lines. It shows an address: "Mr. John Davist", "4320 Orange Boulevard", "Church County!", and "CA 95801". Above the address, there are six numbered markers (1 through 6) with dotted lines extending from them to the end of each line of text. Arrows point from the text "New Line markers" to these markers. Above the markers, the text "Press Return at the end of each line" is written.

Splitting a Line

You can split a line of text at any point on the line. Position the cursor to where you want to split the line and press **(Return)**. HPWORD/150 moves the last part of the divided line to the next line and places a line marker at the end of the line.

Moving Around in a Document

HPWORD/150 provides a set of keys which move the cursor by various segments of text. These are called the SYNTACTIC keys. They are on the keypad at the right hand side of your keyboard, with the key names shown on the overlay.

How to move within and between paragraphs

- Press one of the syntactic keys to move you to the next:

Character (letter or space)	Character
Word	Word
Phrase (after ., ; or :)	Phrase
Sentence	Sent
Line	Line
Paragraph	Para

Do not confuse **Para** with **Select** - look at the fold-out card at the back of this book to check the difference.

- To move backwards through the text, hold down the **Shift** key and press the appropriate syntactic key. For example, press:

Shift and **Para**

to move to the start of the paragraph above.

If you have paginated your document, another way to move quickly around your document is by pressing the **Next** and **Prev** page keys.

How to move from page to page

- ▄ Press **(Next)** to move to the start of the following page
- ▄ Press **(Prev)** to move to the start of the previous page

How to go to the first or last page

- ▄ Hold down **(Shift)** and press **(Next)** to go to the last page of your document
- ▄ Hold down **(Shift)** and press **(Prev)** to go to the first page of your document

How to go to a particular page

If you know the number of the page to which you want to move:

- 1 Press **(Go To)**
- 2 Type the page you want in the Page field
- 3 Press Perform GOTO

You can also use the arrow keys and the roll keys to move around your text. However, you will find the syntactic and page keys are faster and more convenient than these once you get used to them.

The arrow keys:

Moves cursor:

⬆	up one line
⬇	down one line
⬅	left one character
➡	right one character
⏪	to first character on page
⏩	to last character on page

The roll keys:

Rolls text:

⏪	left
⏩	right
⬇	down
⬆	up

Notes

- ☞ Scroll right and left are useful for text that is greater than 80 characters wide.
- ☞ Until a document has been paginated, it only has one continuous page. Therefore, to use **Next**, **Prev** or **Go To** effectively, you must paginate the document first. See *Pagination* for details on pagination.

Printing a Document

```

                                PRINT DOCUMENT
                                HPWORD / 150
Document Name ..... MEMO
Print ..... 1  Final copies Without envelope.
From page ..... 1  to page 1
Print for ..... Single sided reproduction.
Use printer ..... ThinkJet
Print environment name PICA25.ENV
Use ..... Plain bond for all pages.
Forms message .....

Print  Paginate
Document & Print

                                Select
                                New Task

```

Figure 2-6 Print Document Menu

How to print a document

1 Press **Print Document**.

The Print Document Menu appears on the screen, with the cursor alongside **Print**, where you specify the number of copies you wish to be printed.

- 2 Type in the number of copies of the document you wish to be printed or leave the default value, 1, and tab to the next field.
- 3 Here you specify whether you want final or draft copies of the document. Use **Next /Prev Choice** to change the default value, and tab to the next field.
- 4 Use **Next /Prev Choice** to specify whether the document should be printed with or without an envelope and tab to the next field.
- 5 In the next two fields you specify which pages of the document you wish to be printed. If you leave the default values the whole of the document will be printed. Tab to the next field.
- 6 Use **Next /Prev Choice** to specify how you wish your document to be printed, single-sided or back-to-back. Tab to the next field.

Continued...

- 7 The cursor moves past the `Use printer` field. You can only change this by configuring a different printer for use with HPWORD/150.

The `Environment File` field is set to an appropriate file for the printer and document pitch. You can change it if you wish. Tab to the next field.
- 8 In the `Forms Message` field you can type in information you wish to be displayed during printing - probably as a reminder to yourself.
- 9 Use `Next /Prev Choice` to specify the type of paper on which you wish the document to be printed.
- 10 Finally press `Print Document` or `Paginate and Print`. You can be sure that your document will be correctly paginated - with page breaks where you have specified - if you always press `Paginate and Print`.
- 11 A message telling you that the document is being formatted for printing is then displayed.

The ThinkJet starts printing automatically.

The LaserJet starts printing automatically unless the paper size is other than the default specified. If this is the case a message is displayed on the LCD.

The HP2601A and the **HP2602A** start printing automatically, unless the printer needs attention. If this is the case `PRINTER` flashes and you should press `(Print Attend)`. Then follow the instructions that appear on the screen.

Notes

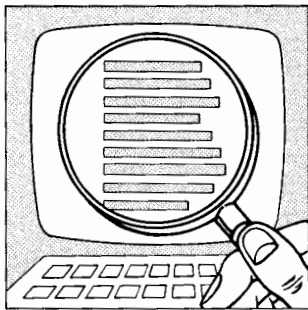
- Ⓢ Several of the default values displayed on the Print Document Menu depend on how the printer was configured for HPWORD/150. These include the type of printer, the print environment name, and the paper type. See *Configuring Your Printer*.
- Ⓢ The Print Document Menu for a given document keeps the values which you used the last time you printed the document.

Leaving HPWORD/150

To finish using HPWORD/150, at the Task Selection Menu press `Exit HPWORD`.

Managing Documents

Looking at Information about a Document



HPWORD/150 stores various types of information about documents which you can look at on the Document Information Menu. Figure 3-1 shows an example of this menu.

How to look at information about a document

- 1 Start at the Task Selection Menu, and if necessary, change the document disc drive name to that correct for your document.
- 2 Type the document's name in the Document Name field.
- 3 Press **Display Doc Info.** You will see the Document Information Menu.
- 4 If you then want to edit the document, use either:
 - ▣ **Edit at First PG** to go into the document at page 1or
 - ▣ **Edit at Edit PG** to go into the document at the page you were last editing. This page number is shown in the Edit Page field.

If you want to return to the Task Selection Menu, press **Select New Task.**



Note

The Created by and Revised by fields show the operator name, if given when the document was created or revised.

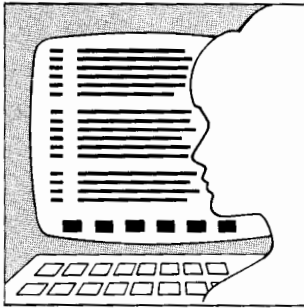
```
DOCUMENT INFORMATION
      H P W O R D

Operator Name ..... Mary Smith
Document Name ..... Doc2
Document Language ....
Author .....
Subject
Created by MGR,PUB.HPWORD      on 01/02/85 06:15 PM
Revised by MARY,MARY.HPWORD    on 09/03/85 11:42 AM
Last Printed on ..... 07/03/85 04:14 PM
Edit page    1      Pages in document    3

Display  Print  Edit at  Edit at      Copy  Rename  Delete  Select
Var List Document Edit PG First PG Document Document Document New Task
```

Figure 3-1 Document Information Menu

Document Catalogs



HPWORD/150 keeps catalogs of all the documents on a particular disc or in a particular "path" - the path name being determined by the disc drive and the directories. See *Creating a Document*. You can look at the catalog for the document you are working on, or you can specify the catalog you want to look at on the Task Selection Menu.

How to look at a list of documents on the disc you are using

- 1 Start from the Document Work Area.
- 2 Press the **Display Catalog** function key. The names of your documents are listed in alphabetical order.

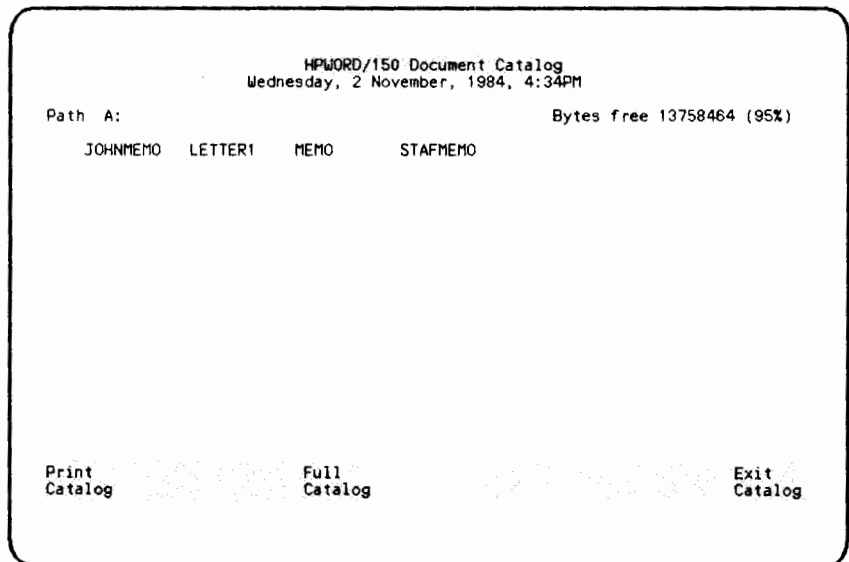


Figure 3-2 Document Catalog

Deleting a Document

When you no longer need a document, you should delete it. Deleting a document removes it permanently from the disc.

How to delete a document

- 1 At the Task Selection Menu, fill in the Document Name field.

If you want to check the details of a document before you delete it, press **Display Doc Info**.

- 2 Press **Delete Document**. HPWORD/150 displays this message:

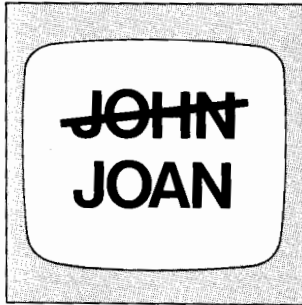
Press Delete Document again if you are SURE about deleting this document.

- 3 Make sure you have the correct document name in the field, then press **Delete Document** again.

Note

If you change your mind and decide not to create a document press **(Shift)** and **(Reset)** simultaneously.

Renaming a Document



How to Rename a Document

- 1 At the Task Selection Menu, fill in the Document Name field.
- 2 Press **Display Doc Info**; you will see the Document Information Menu.
- 3 Press **Rename Document**; you will see the Rename Document Menu.
- 4 Type the new document name in the New Document Name field, and press **Rename Document**. The document is then renamed.

If you change your mind, and decide to keep the original name, press **Select New Task** to return to the Document Information Menu.

Note

You cannot change the disc drive when renaming the document, only the document name and directories.

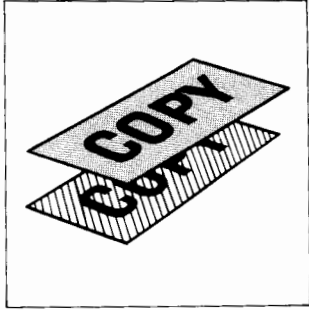
RENAME DOCUMENT
H P W O R D

Operator Name Mary Smith
Document Name Doc1
New Document Name

Rename Document Select New Task

Figure 3-4 Rename Document Menu

Copying a Document



You need to make copies of documents if:

- You wish to make changes to a document, while keeping a copy of the original
- You wish to copy a document on to another disc for backing up purposes, in case you lose or damage your original disc
- You wish to copy a document from a fixed disc on to a flexible disc for security purposes

How to make a copy of a document

- 1 Start with the Task Selection Menu on the screen
- 2 If necessary change the name of the drive to that of the document which you wish to copy
- 3 Type the name of the document in the Document Name field
- 4 Press **Display Doc Info**
- 5 When the Document Information Menu is displayed, press **Copy Document**
- 6 In the New Name field type a name for the copy of the document, including the path name if different from the original
- 7 Press **Copy Document**
- 8 The Document Information Menu for the original document appears on the screen, when the copy has been made

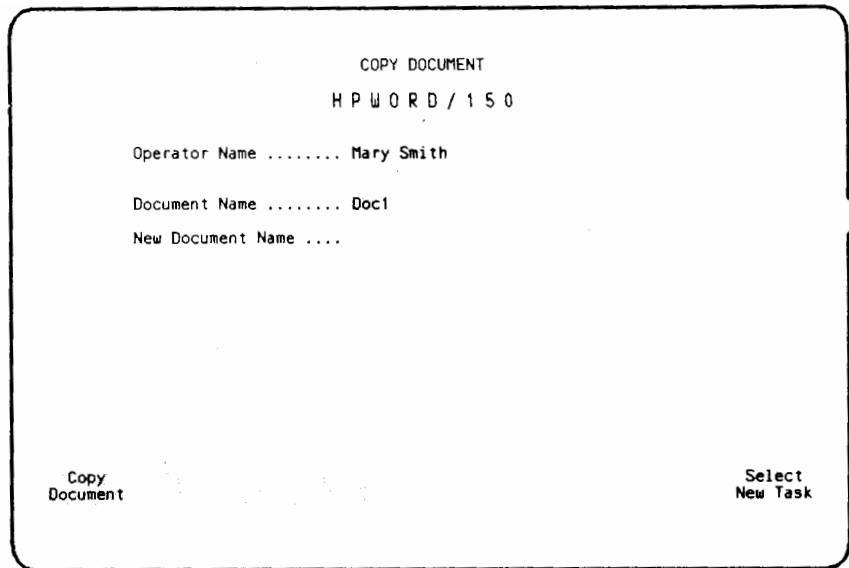
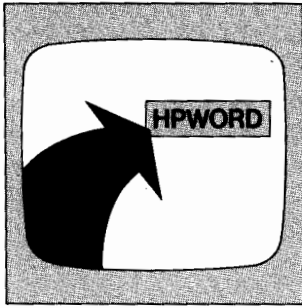


Figure 3-5 Copy Document Menu

Making Copies of the Contents of Entire Discs

It is an efficient backing-up procedure to regularly make copies of all the documents on a disc. To do this you can use the Copy option of the P.A.M. Copy/Backup utility. Refer to *Using your HP Touchscreen Personal Computer* or the *HP 150 Personal Computer Owner's Guide* if you need help with this.

Transferring Documents To and From the HP3000



As HPWORD/150 and HPWORD are so similar it is possible to transfer documents between the HP Touchscreen Personal Computer and the HP3000 .

You can edit documents produced using HPWORD/150 with HPWORD on the HP3000 and vice versa, but first documents have to be "converted".

Why might you want to transfer documents?

- You may need to look at or edit a document produced using HPWORD/150 but do not have regular use of an HP Touchscreen Personal Computer, and conversely you may not be able to use HPWORD on the HP3000, but wish to access HPWORD documents.

- You may wish to include some HPWORD features that HPWORD/150 does not provide. You should convert the HPWORD/150 document and then include the features. There is a list of such features in *HPWORD and HPWORD/150*.

Converting Documents

The programs for converting documents are supplied as part of the HPWORD/150 software on the TRANSFER disc. The conversion programs run on the HP Touchscreen acting as an HP3000 terminal - the actual conversion takes place on the HP3000. You have to use AdvanceLink to transfer the conversion programs to the HP3000 and to perform the conversion. Instructions for installing the transfer software are in *The HPWORD/150 - HPWORD Transfer Link*, in the *HPWORD/150 Primer*.

How to convert documents

- 1 Start from the P.A.M. Menu. Make sure the transfer software is installed (see above).
- 2 Select **Terminal**.
- 3 Log on to the HP3000.
- 4 Press **(Shift)** and **(Stop)** simultaneously to return to the P.A.M. Menu.
- 5 Select **WORD150->3000**, to convert documents from HPWORD/150 to HPWORD.

Select **3000->WORD150**, to convert documents from HPWORD to HPWORD/150.
- 6 Wait for a message asking you to type in the name of the document you want to convert.

Type in the name and press **(Return)**.

Continued...

- 7 Wait for the message asking you to type the name of the newly converted document.

Note that if you are converting to HPWORD/150 you have to specify the path name and the drive for the new document as appropriate. For example if you are naming a document "Letter2" then you might type B:Letter2 in response to the prompt.

Type in the name - with path and drive as necessary - and press `(Return)`.

- 8 While the conversion is taking place information appears on the screen. If you wish to stop the process you press `STOP COMMAND`.

- 9 A prompt appears on the screen asking you for the name of another document you wish to be converted.

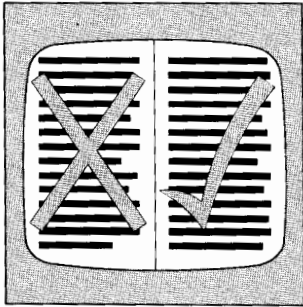
If you wish another document to be converted type its name, repeating steps 7 and 8 above.

If you do not wish another document to be converted press `(Return)` to return to the P.A.M. Main Menu.

How to access a converted document on the HP3000

- 1 From the P.A.M. Main Menu, select `TERMINAL` and press `(Return)`.
- 2 At the colon prompt, start up HPWORD in the usual way.
- 3 You can now access the document using the "HPWORD" name specified at conversion.

Making Changes



After you have typed in your text you will probably need to make a few corrections or changes to your document. These changes may include:

- Making corrections by typing over, inserting or deleting text
- Moving or copying text from one place to another within the document
- Copying text across from another document
- Replacing words or phrases that occur throughout the document

To make changes to a document, first bring it into the Work Area - see *Calling Up an Existing Document*.



Tidying Up after Editing - the Adjust key

Each time you move the cursor out of a paragraph, the paragraph is adjusted. For example, if you have inserted some text, when you move the cursor away the paragraph will be "tidied up" automatically.

This means that all lines are filled according to the paragraph format - tabs, margins, justification and so on. If you are using the hyphenation feature, words may be divided.

You can also adjust a paragraph, without leaving it, by pressing the **Adjust** key.

You can make changes and adjust the paragraph as many times as you want. Each time the paragraph will be reformatted.

Note

Spaces inserted with **Insert** and the space bar are not filled with text. You must delete these spaces before adjusting if you don't want them.

Inserting Text

How to insert text

- 1 Position the cursor at the place you want to insert text.
- 2 Press **(Insert)**. Notice that the cursor changes from a flashing underline to a flashing box.
- 3 Type your new text.
- 4 Press **(Insert)** again when you have finished.

Notes

- If the cursor is positioned at the end of line (**+**), end of paragraph (**¶**), or end of page (**#**) indicator, you do not need to press **(Insert)** before you can type in your new text.
- The new text follows the same format as the paragraph it enters. For example, when you insert text within a centered paragraph, it is automatically centered as you type.
- If you insert in the middle of enhanced text (bold, italics, underlined, subscript, or superscript), the new text takes on the enhancement.
- You do not have to press **(Insert)** when you want to put in a tab or indentation. Just press the **(Tab)** or **(ESC)** key. More about this under *Tabs*.

Inserting Lines

How to insert blank lines

- 1 Move the cursor to the first character of a paragraph
- 2 Press **Return** once for every blank line you want

Notes

- Notice that the value in the **PS (paragraph spacing)** field in the Status Line increases with each line you add.
- You can insert a maximum of 19 blank lines. You cannot, however, position the cursor on those blank lines.
- If you want to insert more than 19 blank lines, you can either create another blank paragraph or a figure space. See *Adding Illustrations* for details of how to do this.

Inserting Paragraphs

How to insert a new paragraph between two others

- 1 Move the cursor to the beginning of the paragraph before where you want to insert text.
- 2 Press **(Select)** and you can type in your new text.

Note

When you insert a paragraph like this, it takes on the same format as the one below.

How to insert a new paragraph at the top of a page

- 1 Move the cursor to the first character of the paragraph at the top of the page
- 2 Press **(Select)** twice, unless you are at the beginning of the document, when you need only press it once
- 3 Type your new paragraph

Note

The new paragraph takes over the format characteristics of the paragraph below.

Deleting Text

How to delete single characters

- Move the cursor to the first character you want to delete and press **(Delete char)** as many times as you need. Text to the right of the cursor is moved left as you delete.
- To move the cursor to the left and delete characters as you go, press **(Back space)** as many times as you need. Text to the right of the cursor is moved with the cursor.

How to delete text

- 1 Move the cursor to the first character you want to delete.
- 2 Decide how much text you want to delete:

Character
Word
Phrase
Sentence
Line
Paragraph

or multiples of these.

- 3 Press **(Mark)** once, then the appropriate syntactic key(s). Each time you press a syntactic key, you will see the corresponding amount of text highlighted. See the card at the back of this book if you have difficulty finding any keys.

Continued...

- 4 Check that you really want to delete the text marked. If you want to unmark any, hold down **(SHIFT)** and press the relevant syntactic key.
- 5 Press **Delete Text** (or **Delete char**).

Notes

- You can only delete continuous blocks of text in one operation.
- If you decide not to delete any text, press **RESET**.
- You can also use **(Mark)** to move or copy text; see *Moving and Copying* for information about this.

Position cursor at first character to be deleted.

Press Mark then Sent.

- 1 {.....1.....2.....3.....4.....5.....6.....}
- Move the cursor to the beginning of the section. Press Mark. Press an appropriate syntactic key, then Delete Char. That section is deleted. Any text following is adjusted to fill the blanks left by the deletion.¶

Sentence is highlighted

Press Delete Char and sentence is deleted

Press Adjust to see paragraph adjusted.

- 2 {.....1.....2.....3.....4.....5.....6.....}
- Move the cursor to the beginning of the section. Press Mark. Press an appropriate syntactic key, then Delete Char. Any text following is adjusted to fill the blanks left by the deletion.¶

An alternative to using **(Mark)** plus syntactic key(s) to delete text is **(CTRL)** with a syntactic key, as follows:

- 1 Move the cursor to the first character you want to delete.
- 2 Hold down the **(CTRL)** key and press one syntactic key. This will highlight the piece of text you want to delete.
- 3 Check that you want to delete this text, then either press **(Delete char)** or hold down **(CTRL)** and press the same syntactic key again.

Note

If you decide not to delete the text, press **(Reset)**.

Deleting Blank Lines

How to delete blank lines between paragraphs

- 1 Move the cursor to the first character of the paragraph below the unwanted blank lines
- 2 Hold down **(CTRL)** and press **(Return)** as many times as you need.

Note

Look at **PS** in the Status Line to check the number of blank lines between the paragraphs.

Moving and Copying

Once you have read through your document, you may decide that a piece of text would be better in another place or should be repeated elsewhere for emphasis. Using the Move/Copy facility you can do either of these things quickly, easily and without having to type in your text again.

You can move or copy text from and to anywhere in your document.

- Moving text means it will disappear from its old position and will reappear in the new one which you have specified.
- Copying text means it will appear both in its original position and in the new one which you have specified.

How to move or copy text

- 1 Place the cursor at the beginning of the text you want to move or copy.
- 2 Press **(Mark)**.
- 3 Press one or more syntactic keys to mark up to the end of the text you want to move or copy. Each time you press a syntactic key, the next section is highlighted.

If you have marked too much and want to unmark some text, hold down the **(SHIFT)** key and press the appropriate syntactic key.

- 4 Press **Move Text** or **Copy Text** as appropriate.

A message appears telling you to:

Move cursor to desired location and press "Perform Move (or Copy)"

- 5 Place the cursor where you want the moved or copied text to start.
- 6 Press **Perform Move Or Perform Copy**.

Notes

- ⌘ You can only mark continuous sections of text to be moved or copied. For example, you cannot mark a sentence, skip a sentence, then mark the next sentence.
- ⌘ When moved or copied text becomes part of an existing paragraph, it uses that paragraph's format values. However, if the text forms a new paragraph, it will retain all of the format values of the paragraph from which it originated.
- ⌘ If the text to be moved or copied consists of a number of paragraphs, the first paragraph is added to the target paragraph and the subsequent paragraphs stand alone.

How to move or copy text to a new paragraph

- 1 Mark the text to be moved or copied
- 2 Press **Move Text** or **Copy Text**
- 3 Move the cursor to the beginning of the paragraph which will follow your new paragraph or to the end of the paragraph which will precede it.
- 4 Press **(Select)**
- 5 Press **Perform Move** or **Perform Copy**

Note

- ⌘ You must place the cursor at the beginning or end of a paragraph, not in the middle.
- ⌘ The new paragraph has the same paragraph format as the one from which the moved/copied text came.

Copying Text From Another HPWORD/150 Document

You might find that the information you want to use in your document already exists in another HPWORD/150 document. Rather than having to type in the whole thing again, you can use the Include facility to copy it from that document to the one you are working on.

How to copy entire pages

- 1 Press **Include Text**
- 2 Type the name of the document, from which you want to copy, in of document
- 3 **(Tab)** to Include page and type in the number of the at which you want to start copying
- 4 **(Tab)** to through page and type in the number of the last page you want to copy
- 5 Press **Include by page**
- 6 Move the cursor to where you want the text to appear and press **Perform Include**

Notes

- If you want to leave the Include facility at any point, just press **RESET**.
- When you copy text from another document, all page breaks in the text being copied are lost.

Continued...

- If you copy text into an empty document, the format of the first paragraph of that text is lost.
- If you copy text into an existing paragraph, it assumes the format of that paragraph. To retain the original format, position the cursor on a blank line. To do this, place the cursor under the first character of the paragraph you want to follow the new text, press **(Select)**, then press the **Perform Include** function key.
- If you copy text to the end of a document, it retains the format of the document from which it was copied.
- If you copy text to the middle of a document, it retains the format of the document from which it was copied.
- If you are coping from a document on a different disc then you need to specify the disc drive of the document. You just type B: or A: in front of the document name.

How to copy sections of text from another document

- 1 Press **Include Text** .
- 2 Type the name of the document from which you want to copy in of document
- 3 **(Tab)** to Include page and type in the number of the page at which you want to start copying. If you don't know the number of the page, leave this field blank, and HPWORD/150 will start at the first page.
- 4 Press **Include by mark** .
- 5 The document from which you want to copy will appear on your screen. Use **(Mark)** and the syntactic keys to highlight the text you want to move or copy.
- 6 At this point you can either:
 - Press **RESET Marking** . Any existing highlighting is removed and you can reposition the cursor and mark a different section of text instead.
 - or
 - Press **Finished Marking** to redisplay your document.
- 7 When your document reappears, move the cursor to where you want the text to start, and press **Perform Include** .

Notes

- You can use the syntactic keys and **(Go To)** to move around both the document from which you are copying and the document you are editing.
- You cannot edit the document from which you are copying text.

Searching for and Replacing Text

Once you have finished your document you may decide that you want to change a particular word or phrase (a string). HPWORD/150 allows you to search your document for a specified string (target) and replace it with something. You can also use search simply to take you to a specific point in a document.

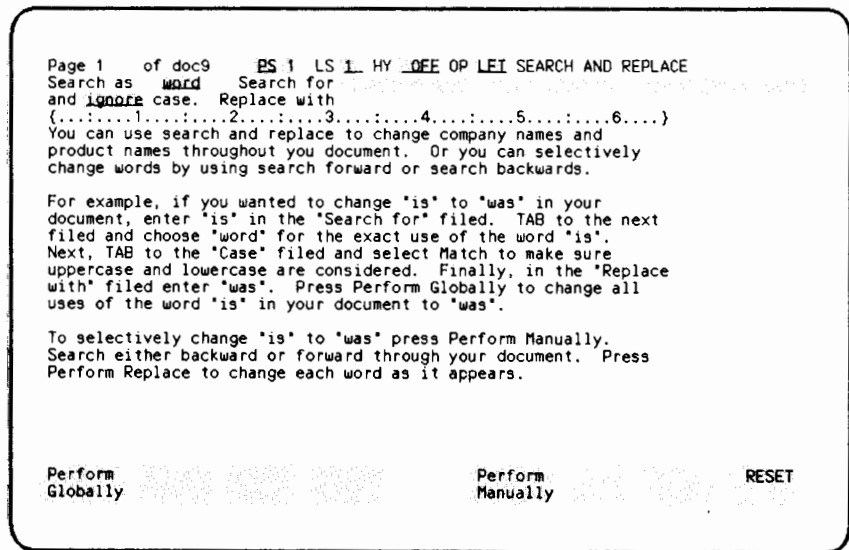


Figure 4-3 Search and Replace Menu

Things You Need To Know

- A piece of text is called a string. It can be a single character or a group of characters, a single word or a group of words. For example, "!@?", "234", "aardvark" and "a summer's day" are all strings. The text you want to search for is called the search or target string. The text you want to replace it with is called the "replacement" string.
- A character search will highlight the text you are looking for even if it is part of another word. For example, if you perform a character search with "is" as the search string, "this", "is" and "vision" are all picked up.
- You can choose to highlight only those words or characters in your text which match the uppercase and lowercase characters in your search string or you can choose to ignore case.
- If you place the cursor at the beginning of your text before you begin a manual search and replace, you won't miss any occurrences of your search string. Press **(SHIFT)** and **(Prev)** to do this.

How to move directly to a point in your document

- 1 Press **Search & Replace**.
- 2 Type a word or phrase unique to the point in your document to which you want to move in search for **XXXXXXXXXXXXXXXXXXXX**.
- 3 Press **Perform Manually**.
- 4 Press **Search Forward** or **Search Backward** depending where you are in your document.
- 5 Press **RESET** once to remove the highlighting from the target string and press it again to end the search and return to the Document Work Area keyset.

Note

You can search for single word User Variables in your document, but when you search for a phrase, none of the words in the string can be a User Variable.

How to specify search and replacement text

- 1 Press **Search & Replace**.
- 2 Type the word or phrase you want to replace in Search for **SEARCH FOR**. This can be up to 49 characters.
- 3 **(Tab)** to Replace with.
- 4 Type in the text to replace your word or phrase. This can be up to 49 characters.
- 5 **(Tab)** to Search as.
- 6 Using **Next Choice** set to either WORD or CHARACTER.
- 7 **(Tab)** to and **SEARCH CASE** case.
- 8 Using **Next Choice** choose whether you want to either IGNORE or MATCH uppercase and lowercase.

How to replace text throughout the document

- 1 Once you have specified your search and replacement text, press **Perform Globally**.

HPWORD/150 changes the original word or phrase throughout your document in a single step.
- 2 When it has finished a screen message tells you how many occurrences of the string were found and replaced.

How to replace text selectively

- 1 Once you have specified your search and replacement text, press **Perform Manually**.
- 2 Press **Search Forward** or **Search Backward** depending on where you are in your document. HPWORD/150 highlights the first instance of your search string it finds.
- 3 If you want to change the highlighted occurrence, press **Perform Replace**. Otherwise go on to the next occurrence.
- 4 When you reach the last occurrence of the string, your terminal beeps and a screen message tell you:

No occurrences of the search string were found.
- 5 Press **RESET** to return to the Document Work Area keyset.

About Variables

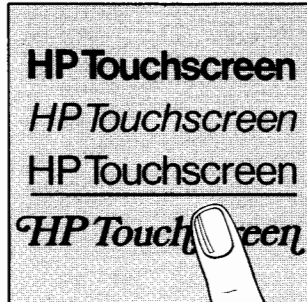
Here are few things you should bear in mind if you are using **Search and Replace** in a document containing either User or System Variables.

- If your search text is the same as one of your User Variables, when you replace it you will create a new User Variable for which there is no data.

For example, if you change `CITY` to `CITY AND STATE`, and `CITY` was a User Variable, then `CITY AND STATE` will also be a user variable. Unfortunately, the data file will not contain any data for this new User Variable so your document will not be printed correctly.

- It is always best to include a special character such as `*` or `%` in a User Variable to distinguish it from ordinary usage of the word.

Text Enhancement



You can improve the appearance and readability of your HPWORD documents by using these text enhancements:

Enhancement	Status Line shows	For example
Bold	BOLD	Bold
Italic	ITAL	<i>Italic</i>
Bold/Italic	BOLD ITAL	<i>Bold Italic</i>
Underlined	UNDL	<u>Underlined</u>
Double Underlined	DBUL	<u><u>Double underlined</u></u>
Superscript	SUP	October 22 nd
Subscript	SUB	H ₂ SO ₄



It's also possible to use more than one enhancement at the same time. For example, you can have a bold, underlined heading.

Part 1 Progress Report

You can either type in the text with the enhancement, or add the enhancement to existing text.

If you want to insert text within text that already has one of these enhancements, the new text will automatically be enhanced too.

Underlining

How to underline as you type

1 Put the cursor where you want to type underlined text.

2 For single underline press **Undl**.

For double underline, press **DBUL**.

3 Type your text.

4 To stop underlining, press **Undl** again after the last character you want underlined.

To stop double underlining, press **DBUL** again.

Notes

- **DBUL** is **Shift** and **Undl**.
- When you press **Select** or **Return**, underlining is switched off automatically.
- Double underlined text is shown with a single underline on the screen, but the Status Line shows **DBUL** when you move the cursor to that text.
- Whenever you use double underlining, you should use at least 1.5 line spacing to avoid overprinting the line below.
- Double underlining cannot be produced using a ThinkJet HP2225A printer.

How to underline existing text

- 1 Move the cursor to the first character you want underlined. Check you are not in insert mode.
- 2 To single underline, press **(Und)** for every character you want underlined.

To double underline press **(DBU)**

How to remove underlining

- 1 Move the cursor to the first character to have underlining or double underlining removed. Check you are not in insert mode.
- 2 Hold down **(CTRL)** and press **(DBU)** for as many characters as you need.

Underlining Spaces

Blank spaces are automatically underlined when they fall between words which are underlined. However, you may sometimes want to underline a line or part line of your document which is not bounded by text. For example, a line of a questionnaire:

Address _____

If you underlined the blank spaces as you would underline text, the underling would show on the screen, but it would not be printed.

Instead you need to put in required spaces as described below.

How to underline spaces

- 1 Move the cursor to where you want the first underlined space.

- 2 Turn on underlining by pressing **(Undl)**.

For double underlining use **(DBUL)**.

- 3 Hold down **(CTRL)** and press the space bar for every space you want underlined.

Note

Remember that underlining is switched off when you press **(Select)** or **(Return)**.

Making Text Bold

How to type bold text

- 1 Move the cursor to where you want the first bold character.
- 2 Press **B**.
- 3 Type your text.
- 4 Press **B** again after the last character you want to make bold. This switches off the enhancement.

How to make existing text bold

- 1 Move the cursor to the first character to be made bold. Check you are not in insert mode.
- 2 Press **B** as many times as you want bold characters.

How to change bold text into normal text

- 1 Move the cursor to the first bold character. Check you are not in insert mode.
- 2 Hold down **CTRL** and press **B** for as many characters as you need.

Making Text Italic

How to type italic text

- 1 Move the cursor to where you want the italic text to start and press **(Italic)**
- 2 Type your text
- 3 After the last character you want in italics, press **(Italic)** again to switch off italics

Notes

- ⌘ When you press **(Select)** or **(Return)**, italics is switched off.
- ⌘ To print italics on the HP2601A/2602A printers you have to change the print wheel.
- ⌘ The HP2225A ThinkJet cannot print text in italics.

How to make existing text italic

- 1 Move the cursor to the first character you want to be italic. Check you are not in insert mode.
- 2 Press **I** for every character.

How to change italic text to normal text

- 1 Move the cursor to the first character from which you want to remove italics. Check that you are not in insert mode.
- 2 Hold down **CTRL** and press **I** for every character.

Note

To change bold text into italic text, first remove the bold enhancement.

Combining Enhancements

It is possible to combine enhancements; for example you can underline bold text and make italic text bold. Instructions for typing bold/italic text are given here.

How to type bold/italic text

- 1 Move the cursor to where you want the bold/italic text to begin
- 2 Press **(BOLD)** to switch on bold type, then press **(ITALIC)**
- 3 Type your text
- 4 After the last character you want to be bold/italic, press **(BOLD)** to turn off bold, then **(ITALIC)** to turn off italics.

Note

When you press **(Select)** or **(Return)**, both bold and italics are switched off.

How to make existing text bold/italic

To make normal text bold/italic, you must first make all the text bold and then make all the text italic.

Notes

- It doesn't matter which enhancement you add first.
- If you want to turn existing bold or italic text to bold/italic, just add the other enhancement as you would to normal text.

How to change bold/italic text into normal text

To make bold/italic text normal, you must remove the enhancements one at a time. Check that you are not in insert mode.

Use **CTRL B** and **CTRL I** in either order.

Superscripts and Subscripts

Superscripts and subscripts are used for things like footnote references and chemical or mathematical formulae. Below are some examples.

Superscript: $a^2 + b^2 = z^4$ $2^2=4$ October 22nd

Subscript: H_2SO_4 t_{max}

Superscript is printed above the text and subscript is printed below the text.

How to type text as a superscript or subscript

- 1 Move the cursor to where you want to type the superscript or subscript
- 2 Press **(Super)** for superscript, or **(Sub)** for subscript
- 3 Type the text
- 4 Press **(Super)** or **(Sub)** again to turn off superscript or subscript respectively

Notes

- ☞ Superscript and subscript text is shown on the screen as underlined. When you move the cursor over the characters, SUP or SUB is shown in the Status Line.
- ☞ You see the effect of using superscript/subscript when your document is printed.
- ☞ The HP2225A ThinkJet printer cannot print superscript and subscript text, but underlines the text instead.
- ☞ You can also make superscript or subscript text bold, italic, and/or underlined. Just press the **(Super)** or **(Sub)** key, then press the relevant key(s) to turn on the other enhancement(s) you want.

How to make existing text superscript or subscript

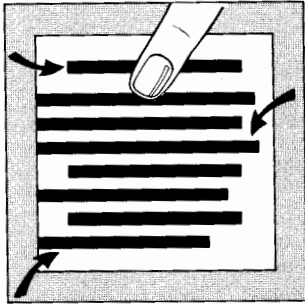
- 1 Move the cursor to the first character
- 2 Press **(Super)** for superscript, or **(Sub)** for subscript, as many times as you need
- 3 Hold down **(CTRL)**, and press **(Super)** or **(Sub)** to turn off the feature

How to remove superscript or subscript

- 1 Move the cursor to the superscript or subscript text. Check you are not in insert mode.
- 2 Hold down **(CTRL)** and press **(Super)** or **(Sub)** for as many characters as you need.

Formatting Text

The Format Menus



You can use the Document and Paragraph Format Menus to lay out your page exactly as you want. The Document Format Menu affects your entire document. However, it is overridden by the Paragraph Format Menu which allows you to design layouts for individual paragraphs which are different from the rest of the document.



Formatting Paragraphs

You can override the values set in the Document Format Menu and format individual paragraphs using the Paragraph Format Menu. For example, you can have a paragraph triple spaced while the rest of the document is double spaced.

When you change the format of an existing paragraph you can apply the same changes to any other paragraph(s) in your document.

If you are adding a new paragraph, paragraph format changes are used for all successive new paragraphs until you change the format again or set it back to the document format.

For example, suppose you want to type a long section of quoted material in your document. Using **Para Format**, you can move the left and right margins in to accentuate that material. Any new paragraphs are entered using the new margins. After you finish typing in the quoted material, you can change the margins back to the original settings.

How to change the Paragraph Format values

- 1 Press **Para Format** .
- 2 Press **(Tab)** to move to the field(s) you want to change. Press **(Shift) (Tab)** to move back to a field.
- 3 Once you have made all the changes you want, press **Perform Changes** .
- 4 If you want to impose your new format on the next paragraph, press **Perform Changes** again. You can also use the syntactic keys or **(Go To)** to move to any paragraph in your document. Then you can change it's format by pressing **Perform Changes** again.
- 5 If you do not want to change any additional paragraphs, press **RESET** . The original Document Work Area function key labels are redisplayed.

Note

- ▣ HPWORD/150 retains any format changes you made to a paragraph until you change the format again. Press set All standard to set the values in the Paragraph Format Menu to those in the Document Format Menu.
- ▣ In the Line Spacing (LS), Hyphenation (HY) and Text Position (OP) fields, you must use Next Choice or Previous Choice to choose from the available options. You cannot type information in these fields.

In the paragraph spacing field, you can just type a new value over the existing one and use Delete char or the space bar to remove any unwanted characters.

Editing and Paragraph Format

Certain editing operations can affect the format of the paragraphs involved. Bear this in mind when splitting, joining, moving or copying paragraphs which have a different format to the rest of the rest of your document.

- ▣ When you join two paragraphs by deleting the paragraph marker between them, the latter paragraph takes up the format values of the former.
- ▣ When you split a paragraph by pressing Select at some point inside it, the new paragraph will retain the format values of the original with the exceptions of the Paragraph Spacing and Para Indent.
- ▣ When moved or copied text is added to an existing paragraph it takes up the format values of that paragraph.
- ▣ When moved or copied text forms a new paragraph, it retains the format values of the paragraph it originated from.

Justifying Text

You can specify text position for your entire document in the Document Format Menu or for individual paragraphs in the Paragraph Format Menu.

Here are examples of the options available:

LFT Flush left text is the normal method of entering text. All text that you enter is flush with the left margin.

JUS Justification stretches a line to the right margin by adding additional spaces between words. You see the results of using this feature when your document is printed. The last line of a paragraph is not justified.

RHT Flush right text lines up all the text even with the right margin. The left margin will be "ragged".

CEN Centered text centers each line on the page. This is much easier using HPWORD/150 than using a conventional typewriter.

Note

In the Paragraph Format Menu, you can choose any of these options. However, in the Document Format Menu you can only choose flush left (LFT) or justified (JUS).

How to justify text

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 **(Tab)** to **OP**
- 3 Press **Next Choice** to choose the option you want
- 4 Press **Perform Changes**

Notes

- The default for both the Document and Paragraph Format Menus is **LFT**
- For the whole document, you can only choose left (**LFT**) or justified (**JUS**)
- Tabs and indentions are treated as spaces in centered and flush right paragraphs
- You will not see the justified (**JUS**) option take effect on the screen but only when you print your document

Spacing Paragraphs

Specifying the paragraph spacing in the Document Format Menu sets the spacing for your entire document, while in the Paragraph Format Menu it sets the spacing between individual paragraphs.

How to set paragraph spacing

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 Press **(Tab)** to **PS** and type in the number of blank lines you want between the last and the current paragraphs
- 3 Press **Perform Changes** to set the paragraph spacing or press **RESET** to return to the Document Work Area function keyset

Notes

- In both the Document Format and Paragraph Format Menus, the minimum paragraph spacing is zero and the default is one.
- In both Format Menus the maximum paragraph spacing is nineteen. To create a larger space, you must insert a blank paragraph or a figure space.
- If you choose the **Draft** option in the Print Menu the paragraph spacing is increased.

Line Spacing

You can specify the amount of space between lines for your entire document using **Document Format** or for individual paragraphs using **Para Format**.

How to change line spacing

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 **(Tab)** to LS
- 3 Press **Next Choice** until the value you want appears
- 4 Press **Perform Changes**

Notes

- The options available are 0.5, 1, 1.5, 2, 2.5, 3, or 3.5 lines. The default is 1 line.
- Your computer shows 0.5 and 1.5 spacing as single spacing, 2.5 spacing as double spacing and 3.5 spacing as triple spacing.
- If you choose the **DRAFT** option in the Print Menu and have specified a line spacing of less than 2 lines, the line spacing is then set to 2 lines.

{.....1.....2.....3.....4.....5.....6.....}

You can change line spacing at any time, for a paragraph or for the whole document.

You can choose 0.5, 1, 1.5, 2, 2.5, 3 or 3.5 line spacing.

This is an example of single line spacing. **Single spacing**

This is an example of single line spacing.

This is an example of double line spacing. **Double spacing**

This is an example of double line spacing.

0.5, 1.5, 2.5, and 3.5 line spacing is shown only when the document is printed on a printer capable of half line spacing.

Figure 6-1 Line Spacing Examples

Hyphenating Text

If you wish to divide words which extend beyond the right margin then you should specify **ON** in the Hyphenation field of the Document Format or Paragraph Format Menu.

If hyphenation is on then HPWORD/150 automatically divides words containing "/" and "-". You can also specify where you wish words to be hyphenated, by typing a "discretionary hyphen", two keystrokes, **(CTRL)** and -, in the word at the point where you want it to be divided.

If you do not wish a word containing "/" or "-" to be divided over 2 lines then you specify this by typing a discretionary hyphen in front of the word.

How to turn hyphenation on and off

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 Press **(Tab)** to the **HY** field
- 3 Use **Next Choice** to choose either **OFF** or **ON**
- 4 Press **Perform Changes**

How to specify that a word should be hyphenated

You can specify discretionary hyphens in words which extend beyond the right margin either in existing text or when you first type a word.

- 1 Make sure that hyphenation is turned on for either the whole document or the paragraph you are working in.
- 2 Either type a word to the point where you wish it to be hyphenated, or move the cursor to the point where you wish to insert a hyphen - that is under the letter which you wish to follow the hyphen.
- 3 Press **CTRL** and **-**.

How to make sure that a word is not hyphenated

To specify that a word containing a "/" or "-" will not be hyphenated you place a discretionary hyphen under the first letter of that word.

How to delete a discretionary hyphen

- 1 Position the cursor under the discretionary hyphen
- 2 Press **Delete Char**

Notes

- ☒ The system default for hyphenation is OFF.
- ☒ The discretionary hyphen only appears on the screen when the cursor is under it.

- ☒ A word will never be hyphenated unless:

Hyphenation is on.

The word contains a "/", "-" or a discretionary hyphen, in any position other than at the beginning of the word.

- ☒ Turn hyphenation OFF before you transfer a document to the HP3000 for conversion. If hyphenation is on this may affect the appearance of the converted document.

Required Spaces

If you have two or more words that you want to keep on the same line (for example, Mr. Smith), you can use a required space to prevent these words being separated when the paragraph is adjusted.

How to use required spaces

- 1 Type your first word e.g. Mr .
- 2 Press **CTRL** and the space bar
- 3 Type in the next word e.g. smi th
- 4 Repeat for any further words you wish to keep together

Now any time the paragraph is adjusted and Mr . smi th falls at the end of the line, it will be wrapped to the next line.

How to delete a required space

Position the cursor under the required space indicator (␣) and press **Delete char**.

This deletes the required space indicator (␣) and the space between the words. To retain the space, type over the required space using the space bar.

Tabs

A tab is a marker on the margin rule with which you can line up text to create columns and indented paragraphs.

You can set tabs for the whole document in the Document Format Menu or for individual paragraphs in the Paragraph Format Menu.

Types of Tabs

Left Tabs These perform the same function as the tabs on a typewriter. When you press set LFT Tab, a > appears in the space above the margin rule.

Right Tabs These allow you to enter text aligned to the right, which is particularly handy for paragraph labels. When you press set RHT Tab, a < appears in the space above the margin rule.

For a column of flush right text, press (Return) at the end of the line, (Tab) to the right Tab setting and enter more text.



Decimal Tabs These allow you to align columns of decimal numbers as you type them in. When you press set DEC Tab, # appears above the margin rule.

Center Tab These allow you to type in centered text. When you press set CEN Tab, a | appears above the margin rule.

To type a column of centered text, (Tab) to the center tab on each line and enter the information. Press (Return) at the end of each line.

How to Set Tabs

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 Press **Set Tabs**
- 3 Using the arrow keys (**←** and **→**), move the margin rule cursor to where you want to set a tab
- 4 Press the key for the type of tab you want
- 5 Repeat steps 3 and 4 for however many tabs you want to set
- 6 Press **Perform Changes** to set the tabs or press **RESET** to return to the Document Work Area function keyset and cancel the operation

Using Tabs

How to type in text at tab positions

- 1 First set your tab markers - see *How to set tabs*.
- 2 Move to the line where you want to type your text. The cursor must be to the left of your first tab position.
- 3 Press **(Tab)**. The cursor will move to the tab position.
- 4 Type your text.
- 5 If you have more text to type at other tab positions, repeat from step 3.

How to move existing text to a tab position

- 1 Set your tab positions - see *How to set tabs*.
- 2 Move the cursor to the first character of the text to be moved.
- 3 Press **(Tab)**. The text will now line up with the next tab position to the right of its original position.

How to indent paragraphs to a tab position

- 1 Set your tabs - see *How to set tabs*
- 2 Move the cursor to the line where you want to type your text. If you want to indent an existing paragraph, move the cursor to the first character.
- 3 Press **(ESC)**. The cursor will move to the right to the next tab position. Every line of your new or existing paragraph will line up with this tab position.

Note

For existing text, the paragraph will not be adjusted until you leave it or press **(Adjust)**.

Indenting The First Line of a Paragraph

The first line indent value specifies the number of spaces to indent the first line of a paragraph when **(Select)** is pressed.

How to indent the first line of a paragraph

- 1 Press **Document Format**.
- 2 **(Tab)** to NEW PARA key indent **[]**.
- 3 Type in the value you want.
- 4 Press **Perform Changes**.
- 5 If the value you have set is too large, a screen message will appear telling you this. Press **Undo Changes** and type in a smaller value.
- 6 Press **Perform Changes** again.

Notes

- The default value is zero spaces. The maximum is the number of spaces that still allow one inch of text on a line in the Document Work Area.
- To move the cursor back to the left margin (for example for the address paragraph at the start of a letter) press **(CTRL)** and **(ESC)** simultaneously.

Making Tables of Information

When you need to make a table of information, use the **(Tab)** key to set the position of your columns.

A column is the text or data between one tab position and the next.

How to make a table of information

- 1 Decide how much space you need for your columns; this is how many character positions you must have between each tab setting.
- 2 Set your tabs - see *How to set tabs*. You can set them in the Paragraph Format Menu, which will allow you to create several new paragraphs with the same tab settings, then remove the tab settings if necessary.
- 3 Type in each row of data, pressing **(Tab)** between each entry.
- 4 At the end of each row, press **(Return)**.
- 5 After the last entry in the last column, press **(Select)**.

Note

- ⌘ Setting tabs and margins in the Paragraph Format Menu or changing the paper width in the Document Format Menu will alter the appearance of a table, but not the contents or the columns.
- ⌘ Column data must be separated by tabs not spaces.

Continued...

- To see tab markers, move through the text using **(Char)**.
- The last column of a table can be made to word wrap back to the tab position for that column. You do this by pressing **(ESC)** rather than **(Tab)** for the last column.

How to clear individual tabs

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 Press **Set Tabs**
- 3 Using the arrow keys, move the margin rule cursor to the tab you want to clear and then press **Clear Tab**
- 4 Repeat step 3 for each tab you want to clear
- 5 Either press **Perform Changes** to clear the tab(s) or press **RESET** to cancel the operation and return to the Document Work Area function keys

How to clear all tabs

- 1 Press **Document Format** or **Para Format** as appropriate
- 2 Press **Set Tabs**
- 3 Press **Clear All Tab**
- 4 Either press **Perform Changes** to clear the tabs or press **RESET** to cancel the operation and return to the Document Work Area function keys

Pagination

When you use the pagination function keys, HPWORD/150 automatically inserts page markers according to the current format specifications. These page markers are called "system pagebreaks".

You can also put in your own pagebreaks, "user pagebreaks". These tell HPWORD/150 that the following text must always start on a new page - typically because it is the start of a new chapter, a figure or a table. Although system pagebreaks may move when you repaginate your document, user pagebreaks always stay in the same place.

Note

If you do not paginate your document, headings, footings and new page markers, might not appear as you intended.

Sub-pages

HPWORD/150 does not divide your text into pages unless you ask it to. If you print a document without paginating it, HPWORD/150 will break the document up into sections which fit on the specified paper size. The same thing will happen if you insert text on a page and do not paginate afterwards.

These chunks are called sub-pages and only exist for printing purposes: the document itself remains unchanged. Sub-pages are numbered with the page number and an alphabetic suffix (for example, 1, 1a, 1b, 1c).

You will also get sub-pages if you request a DRAFT copy of your document.

Using System Pagebreaks

You can paginate your document either:

- ▣ At any time while editing by using **Paginate** .
- ▣ Just before you print it, by using **Paginate & Print** . This paginates only for the purposes of printing and does not affect the pagination of the document.

In both cases HPWORD/150 paginates your document according to the values set in the Format Menus and the following rules:

- ▣ A pagebreak is not placed after a single line paragraph (such as a paragraph heading) if there are fewer blank lines after it than before it.
- ▣ Paragraphs of three lines or less are not separated by a page break.
- ▣ A pagebreak is not placed after the first line of a multi-line paragraph. The paragraph is carried to the next page.
- ▣ A pagebreak is not placed just before the last line of a paragraph. The penultimate line and the last line are carried to the next page.
- ▣ A pagebreak is not placed after a line if the last word in that line is hyphenated. The line is moved to the next page.
- ▣ Bound lines are never broken. If the bound lines are more than one page long, HPWORD/150 prints the extra lines on a sub-page.

- ⌘ HPWORD/150 ignores paragraph spacing if the first line of a paragraph is the first line of text after a system pagebreak. Note, this is not the case with user pagebreaks.
- ⌘ To force a blank line at the top of a page you must insert a required space (press **CTRL** and the space bar followed by **Return**). Repeat this key sequence for as many blank lines as you want.

How to set user pagebreaks

- 1 Move the cursor to the end of paragraph marker (#) where you want to end the page.
- 2 Press **Shift** and **Select**.
- 3 A new page marker (#) appears.

When you paginate your document

PENDING NEWPAGE

becomes

NEWPAGE - 1 -

Notes

- ⌘ If you do not paginate your document, the user pagebreaks will be ignored when the document is printed.
- ⌘ Inserting a new page marker does not guarantee that there are no system page markers. The length of the page is still determined by the document format.

How to delete a user pagebreak

Place the cursor under the new page marker and press **Delete char**.

Note that although the new page marker is deleted, the inverse video bar is not removed until you repaginate the document.

Bind Lines

If you do not want text to be separated by a page break you can use bind lines. For example, you can ensure that a table or an address is not split up between pages.

Bind lines is more effective than using new page markers because if you subsequently edit the document, causing page breaks to change on repagination, your text is still bound together.

How to bind lines

- 1 Place the cursor in the line of text you want to bind to the following line.
- 2 Press **Bind Lines**.
- 3 Repeat for each successive line you want to bind.

The lines are now bound together and will not be separated by a page break when you paginate.

Note

When the cursor is in a bound line, **BL** is displayed in the Status Line.

How to remove bind lines

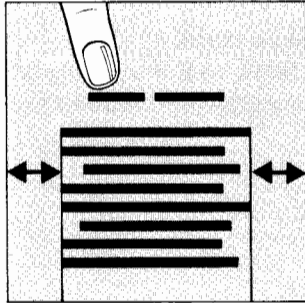
- 1 Place the cursor anywhere in the first bound line.
- 2 Hold down **CTRL** and press **Bind Lines**.

Those two lines are no longer bound.

- 3 Repeat for each line you want to unbind.

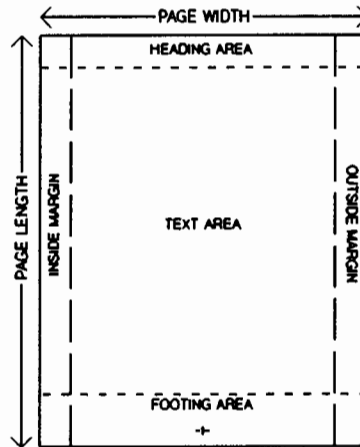
Printed Page Layout

All About Pages



If you want to design the layout of your printed page, use the Document Format Menu. By entering values in the fields of the menu, you can:

- Set up the dimensions for the printed page:



If you set the Heading and Footing Areas to zero, the Text Area may stretch from the top to the bottom of the page.



You can specify if you want each page numbered and if so, which number you want to start at.

- Set up the text layout for your entire document, i.e. the number of lines per inch, pitch and document tabs.
- Specify how you want to number your pages, if at all.
- Set up tabs which will apply to your entire document (see *Formatting Your Text*).

There is a standard layout for all HPWORD/150 documents. You can change the default values in the Document Format Menu to alter the standard format to suit your needs.

The values in the Document Format Menu make up the Document Template. If you want to create your own templates for types of documents which you frequently produce, see the end of this chapter.

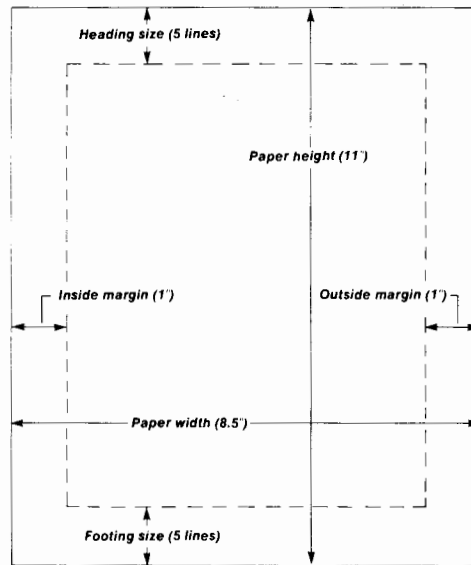


Figure 7-1 Blank Page with Document Format Defaults

How to change the Document Format Menu

- 1 Press **Document Format** . The Work Area disappears and is replaced by the Document Format Menu (See Figure 7-2). Don't worry, you haven't lost your work.
- 2 Press **(Tab)** to move to the field(s) you want to change. Press **(Shift) (Tab)** to move back to a field.
- 3 When you have made all the changes you want, press **Perform Changes** .
- 4 If one of the values you enter is invalid, a message appears telling you which one and why. Press **(Tab)** and correct the value specified in the message.

Notes

- If you **(Tab)** to a field in which the value is underlined, you must use **Next Choice** or **Previous Choice** to choose the value you want. You cannot type information in these fields.

In all other fields, you can just type a new value over the existing one, using **(Delete char)** or the space bar to remove any unwanted characters.

- If you make any changes and then decide you want to keep the original values, press **Undo Changes** .

```

Page      of letter1 PS 1 LS 1 HY _DEF OP LEI DOCUMENT FORMAT
.....1.....2.....3.....4.....5.....6.....7.....
Auto page numbering [ON]          Starting page number [1 ]
NEW PARA key indent [0 ] (spaces)
Inside margin ..... [1.00] (inches)  Outside margin ..... [1.00] (inches)
Paper size ..... [Letter portrait (8.5" x 11")]
Pitch ..... [10]          Lines per inch ..... [6]
Heading size ..... [5 ] (lines)      Footing size ..... [5 ] (lines)

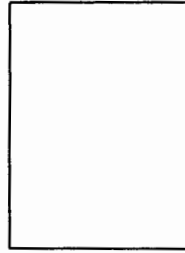
Perform          Previous Next          Set          Undo          RESET
Changes         Choice Choice         Tabs         Changes

```

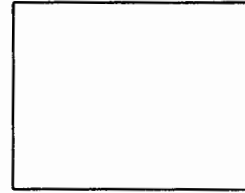
Figure 7-2 Document Format Menu

Page Size and Orientation

If you want to print your document on a particular size of paper, you can specify the size of paper and whether you want landscape or portrait in the Document Format Menu.



Portrait



Landscape

Figure 7-3 Portrait and Landscape Orientations

How to specify the page size

- 1 Press **Document Format**
- 2 **Tab** to Paper size..... [**Tab**]
- 3 Press **Next Choice** until the type of paper you want is displayed
- 4 Press **Perform Changes** to set the paper type or **RESET** to return to the Work Area function keys.

Note

The default paper type is Letter Portrait for American English and A4 Portrait for British English. This can be changed by altering the default template.

Setting Margins

You can set the Inside/Outside margins for the entire document using **Document Format**. Within these margins you can then set the left and right margins for individual paragraphs. In both cases the left margin is indicated by ζ , and the right margin is indicated by η .

Inside/Outside Margins

These margins are specified in inches from the inside and outside edges of the paper to the Text area. To allow space for binding (holes, staples, etc.), you may need to make the inside margin larger than the outside margin. You can also choose to alternate inside and outside margins when you print the document, to allow back-to-back copying and binding.

How to set inside/outside margins

- 1 Press **Document Format**
- 2 **(Tab)** to Inside margin.....[] or Outside margin.....[] as appropriate
- 3 Type in the required value
- 4 Either press **Perform Changes** to set the new margins or press **RESET** to cancel all operations and return to the Document Work Area function key labels.

Right and Left Paragraph Margins

You can set left and right margins for individual paragraphs the Paragraph Format Menu. They are specified in columns from the inside and outside margins. The paragraph containing the cursor and any new text which follows it is placed between these new margins.

How to set margins for individual paragraphs

- 1 Press **Para Format**
- 2 Press **Set Margins**
- 3 Use the arrow keys to move the margin rule cursor to where you want the new margin
- 4 Press **Set LFT Margin** or **Set RHT Margin** as appropriate
- 5 Either press **Perform Changes** to set the new margins or press **RESET** to cancel all operations and return to the Document Work Area function key labels

Notes

- ☞ Margins set in the Paragraph Format Menu cannot exceed those set in the Document Format Menu. An individual paragraph cannot be wider than the overall width of the document.
- ☞ You must have left room for at least ten characters between the left and right margins.
- ☞ Changing the margin settings may affect the page breaks in your document.

See *Indent in Formatting Your Text* for information on temporary margins.

New margins

:.....(.....2.....3.....4.....5.....).....6.....:

If you want to highlight a particular block of text, you could alter the paragraph margins.

Any text you now type in will be fitted between the new margins. you can also change the margins of an existing paragraph in which case the text will be adjusted to fit in between the new margins.

When you have finished typing in the text you want to emphasize, you can set the margins back to their original value.

Figure 7-4 Setting Margins

Headings and Footings

A heading or footing is a single paragraph which can appear anywhere on the page. HPWORD/150 always uses the first heading found on a page. If it can't find one, it uses the heading from the previous page. Similarly the last footing on each page is used. This means that you can have a heading or footing at the start of your document which runs throughout or you can have a different heading or footing for each section or chapter.

A heading or footing can contain any text you want. It can also contain both System and user variables. However, the size of the heading or footing is limited to the number of lines specified in the Document Format Menu. If you exceed this limit, the extra lines will not be printed.

Notes

- ⌘ Heading and footing paragraphs are not affected by any changes in the Document Format.
- ⌘ If you request letterhead paper when you print your document, any headings and footings will not be printed on the first page.
- ⌘ There is no default text for the heading.
- ⌘ The default footing text is `-$PAGENUM-`. When you print your document the page number will appear at the bottom of each page centered vertically and horizontally in the Footing Area.
- ⌘ If you use a footing in your document, it must contain the System Variable `$PAGENUM`, otherwise your pages will not be numbered. This is because your footing will replace HPWORD's standard footing. See *Page Numbering* later in this chapter.

Heading and Footing Size

The Heading Area is measured from the top of the page to the first line of text. The Footing Area is measured from the bottom of the page to the last line of text. The size of the heading or footing on the printed page is given by the number of lines it takes up divided by the number of lines per inch used in the document. For example, in a document with 6 lines per inch and a heading or footing size of 5 lines, a space of $5/6$ " is created.

How to set the heading/footing size

- 1 Press **Document Format**
- 2 **(Tab)** Heading Size.....[] or Footing Size.....[] as appropriate
- 3 Type in the value you want
- 4 Either press **Perform Changes** to set the value or **RESET** to cancel all operations and be returned to the Work Area

Notes

- ▣ The number of lines in your heading or footing, multiplied by Line Spacing and including Paragraph Spacing, should not exceed the heading or footing size set in the Document Format Menu.
- ▣ The maximum size for a heading or footing is 25 lines or 4000 characters, whichever is the smaller. The minimum size is zero lines and the default is five lines.

Positioning Headings and Footings

You can position a heading or footing within the Heading or Footing Area by paragraph spacing.

Note

Some printers have an area at the top and bottom of the page in which they cannot print. Do not position a heading or footing in this area. If you don't know if this applies to your printer, ask your Office Products Coordinator.

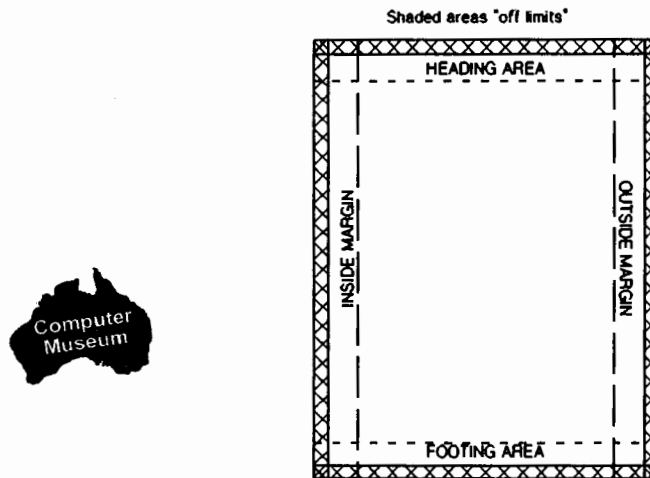


Figure 7-5 Example of "Off Limits" Area Imposed by Printer

Using Headings and Footings

If you include a heading or footing on a page on your document, it will be printed on that page and all successive pages until you change it. This applies wherever you type the heading or footing on the screen page.

How to enter heading or footing text

- 1 If you are not at the start of either a new page or a new paragraph, press **(Select)**.
- 2 Type in your heading or footing text. If your heading or footing includes blank lines, press the space bar once followed by **(Return)**. Remember that your heading or footing must not exceed the number of lines specified in the Document Format Menu.
- 3 Press **Heading** or **Footing** as appropriate. **HDG** or **FTG** appears in the Status Line.
- 4 Press **(Select)**.
- 5 To position your heading or footing text within the Heading or Footing Area. Set the paragraph spacing to give the required number of blank lines above the text.

See *Positioning Paragraphs* later in *Formatting Your Text* for further details.

Note

If you want to have your heading or footing centered on the printed page, move the cursor into it and press **(Center)**. If you want your heading or footing justified then press **(Right Just)**.

How to turn an existing paragraph into a heading or footing

- 1 . Position the cursor in the paragraph you want as a heading or footing
- 2 Press **Heading** or **Footing** as appropriate

That paragraph then becomes a heading or footing paragraph. Be sure to use the desired paragraph spacing or your heading won't be properly positioned.

Notes

- ▣ Headings and footings do not take effect until you paginate your document. Even then, a heading or footing does not actually appear on each page until you print the document.
- ▣ You cannot place an end-of-page marker at the end of a heading or footing paragraph.

How to delete a heading or footing paragraph

- 1 Move the cursor into the heading or footing paragraph
- 2 Press **(Mark)** and **(Para)**. The paragraph is highlighted.
- 3 Press the **Delete Text** function key.

Note

Any time you add or delete a heading, you must repaginate your document before you print it.

How to remove a heading or footing

- 1 Position the cursor anywhere in the heading or footing paragraph. **HDG** or **FTG** respectively appears in the Status Line.
- 2 Press **(CTRL)** followed by **Heading** or **Footing** as appropriate.

That paragraph is no longer a heading or footing. However, the text remains as part of the document and will be printed.

How to move or copy a heading or footing

- 1 Remove the heading or footing designation as shown above
- 2 Perform the move or copy
- 3 Re-apply the heading or footing designation

Including Document Information

You may want to include information about your document in your heading or footing, such as the author's name or the current date or time. HPWORD/150 has a list of words, called System Variables, which are replaced with predefined information when your document is printed. These can also be used in your text too.

These are the variables recognized by HPWORD/150 together with some examples of their use.

The following variables give information about your document:

\$PAGENUM - number of the current page.
\$LASTPAGE - number of the last page in the document.
\$AUTHOR - name of the author (if given).
\$SUBJECT - subject of the document (if given).

The following variables give the individual components of the date:

\$Day	-	Monday	\$DAY	-	MONDAY
\$Month	-	August	\$MONTH	-	AUGUST
\$Year	-	1985	\$YEAR	-	1985

The following give the number of the day, month, and year:

\$D	-	19	(day number)
\$M	-	8	(month number)
\$Y	-	85	(year number)

The following give the time the document was printed:

\$TIME12	-	current 12 hour clock time, e.g. 4:15 P.M.
\$TIME24	-	current 24 hour clock time, e.g. 16:15

Notes

- ⌘ The prefix `N` gives a numeric form of the date and `s` gives an abbreviated form of the day or month.
- ⌘ The suffixes `12` and `24` append the time when the document was printed to the date. This is shown in 12 hour clock time and 24 hour clock time respectively.
- ⌘ The substituted information is printed in the same case, either uppercase or lowercase, as the variable name occurs in your document.

Here are some examples of using variables:

<code>\$Date</code>	-	August 19, 1985
<code>\$Date12</code>	-	August 19, 1985 4:15 P.M.
<code>\$DATE24</code>	-	AUGUST 19, 1985 04:15
<code>\$\$-Date</code>	-	Aug 19, 1985
<code>\$\$N-Date</code>	-	8/19/85
<code>\$Daydate</code>	-	Monday, August 19, 1985
<code>\$\$-Daydate</code>	-	Mon. Aug 19, 1985
<code>\$\$N-DAYDATE</code>	-	MON. 8/19/85

The variables will appear like this on the screen:

This letter was written on `$Date` at `$TIME12`.

and like this when you print your document:

This letter was written on November 6, 1985 at 9:55 A.M..

How to include information about your document

- 1 Type in your text as usual until you reach the point where you want to include a System Variable.
- 2 Press the **System Variable** function key.
- 3 Type in the System Variable name. The variable will be underlined as you type it in.
- 4 Press **System Variable** again.
- 5 Continue typing in your text.

Note

When the cursor moves under a System Variable, **sys** appears in the right-hand corner of the Status Line.

How to delete a System Variable

- 1 Place the cursor under the start of the System Variable
- 2 Press **Mark** and **Word**
- 3 Press **Delete char**

Lines Per Inch

You can choose how much text will appear on the printed page by setting the number of lines per inch for your document.

How to set the number of lines per inch

- 1 Press **Document Format**.
- 2 Press **Tab** to Lines per inch[]
- 3 Use **Next Choice** to choose either 6 or 8 lines per inch
- 4 Press **Perform Changes**

If you want to save space in your document, you can have the document printed at eight lines per vertical inch. This could be used for a long document that you want to review, but it will probably not be distributed as a formal document.

However, for formal documents you will want to use lines spaced at six lines per vertical inch. You can change the number of lines printed per vertical inch by going to the Document Format Menu and selecting the appropriate value.

Figure 7-6 Examples of Six and Eight Lines per Vertical Inch

Note

The default value is six vertical lines per inch. The alternative is eight vertical lines per inch which allows more lines to be printed per page.

Pitch

Pitch is the number of characters that are printed per inch and is set for the entire document. You can choose 10 pitch, 12 pitch or proportional spacing.

Here are examples of the same paragraph printed in 10 pitch and in 12 pitch.

This is an example of a line printed at 10 pitch.

This is an example of a line printed at 12 pitch.

Figure 7-7 Examples of 10 and 12 Pitch Printing

Notes

- When you print a document using an environment file with a different pitch to the one specified in the Document Format Menu, HPWORD/150 makes a copy of it first and then readjusts all the paragraphs using the character width specified in the environment file.
- If you press `Paginate & Print` on the Print Menu, both the line endings and page breaks are changed. If you press `Print Document` only the line endings are changed; the document is printed with the current pagination.
- The print process always makes a copy of the document. This means that when you edit it again, the original line endings and page breaks remain unchanged.

Proportional Spacing

With 10 and 12 pitch, each character is assumed to take up the same amount of space and the text is laid out accordingly. With proportional spacing, the amount of space left for a character depends on its width. For example, an "i" takes up less space than a "w".

Notes

- ⌘ As HPWORD/150 cannot reproduce proportionally spaced text on the screen what you see on the screen is not what will appear on the printed page.
- ⌘ When you paginate your document, the pages which appear on the screen are based on on a 12 pitch line. This will not be the the case when you print your document so line endings and page breaks will not be the same on the printed page.
- ⌘ When you print, always press **Page & Print** to repaginate your document.
- ⌘ HPWORD/150 supports any proportionally spaced character set with environment files on the HP2601, HP2602, and LaserJet printers.

How to set your document pitch

- 1 Press Document Format
- 2 (Tab) to Pitch.....[]
- 3 Press Next choice until the option you want appears
- 4 Press Perform Changes

Note

The default is 10 pitch in the Document Template supplied with HPWORD/150.

Page Numbering

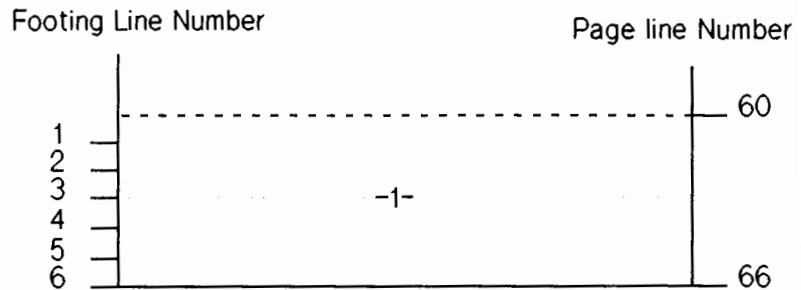
You can choose to have the pages of your document:

- ☒ Unnumbered
- ☒ Numbered starting from a particular number
- ☒ Numbered using customized footings

Auto Page Numbering

You can number the pages of your document automatically by using HPWORD/150's standard footing, `-$PAGENUM-`. When your document is printed, you will get the page number with a hyphen on either side centered both horizontally and vertically in the Footing Area.

For example, if you have a 66 line page with a 6 line Footing Area, the page number will be printed like this:



How to number your pages automatically

- 1 Press **Document Format**
- 2 **(Tab)** to Auto page numbering []
- 3 Use **Previous Choice** or **Next Choice** to choose between ON and OFF
- 4 Press **Perform Changes**

Notes

- The default is ON
- If you use a footing in your document, it must contain \$PAGENUM, otherwise your pages will not be numbered. This is because your footing will replace HPWORD's standard footing.

For example, if you want a footing like "Sales Report" and you want your pages numbered, you will have to make your footing Sales Report \$PAGENUM. When your document is printed:

Sales Report 1 will appear at the bottom of page 1
Sales Report 2 will appear at the bottom of page 2
and so on.

- If you use \$PAGENUM in your footing throughout your document, your pages will be numbered automatically whether you set Auto page numbering [] to ON or OFF.
- If you want to start numbering your pages from page 2 of your document, set Auto page numbering [] to OFF and include \$PAGENUM as a footing on the second page.

Setting The Starting Page Number

The **Starting Page Number** field lets you set the page number for the first page in your document. This is particularly useful if you want to split up a long document into a number of smaller sections.

For example, if you enter 20 in this field, the first page in your document will be numbered 20 and subsequent pages will be numbered 21, 22, 23, 24, etc. Even if you repaginate, the first page is still page 20.

How to set the starting page number

- 1 Press **Document Format**
- 2 **(Tab)** to Starting page number []
- 3 Type in the page number you want for the first page of your document
- 4 Press **Perform Changes**

Notes

- The lowest starting page number is 1, the highest is 8500. The default starting page number is 1.
- HPWORD/150 allows up to 600 pages in a document.

Customized Page Numbers

If you don't want to use the standard page number footing, you can create your own using one or a combination of the following System Variables:

- \$PAGENUM - number of the current page.
- \$LASTPAGE - number of the last page in the document.
- \$AUTHOR - name of the author (if given).
- \$SUBJECT - subject of the document (if given).

You can also use any of the date variables mentioned under *Headings And Footings*.

For example, if you want your pages numbered, 2-1, 2-2, etc, type 2-\$PAGENUM as your footing.

Alternatively, you can combine variables:

If you want	then use
Formatting Documents-4	\$SUBJECT-\$PAGENUM
Page 6 of 9	Page \$PAGENUM of \$LASTPAGE

How to create your own page numbers

- 1 Press **(Select)** to start your footing paragraph.
- 2 Type in your text up to the point where you want to include a System Variable. For example Page.
- 3 Press **System Variable** and type in the variable name. For example, \$PAGENUM. This is underlined as you type.
- 4 Press **System Variable** again.
- 5 Type in any additional text you want in the page number, for example of Memo and then press **Footing** followed by **(Select)**.

Your footing should now look like this:

Page \$PAGENUM of Memo.¶

When you print your document your footing will appear at the bottom of each page, for example:

Page 6 of Memo

Document Templates

If you have a particular printed page layout which you use frequently, you can set up a Document Template containing all the information needed to produce it.

For example, you might have to produce large documents which require 12-pitch and .75 inch margins to get as much text as possible on the page. Alternatively, you might produce a large number of company memos which require 1.2 inch inside and outside margins with document tab settings for inserting the date and subject.

By setting up a template, you can save time you would otherwise spend entering the same document format values each time you produce a document.

How to create a Document Template

- 1 Enter a name for the template in the `Document Name` field on the Task Selection Menu.
- 2 Press `Create Document` .
- 3 You can use the `Subject` field to indicate what the template is for.
- 4 Press `Create Document` .
- 5 Press `Document Format` and set up tabs, margins, headings/footings, page size, auto page numbering, etc. Then press `Perform Changes` .
- 7 Type in any text you want in your template (distribution lists, memo letterhead spacing, headings, footings or envelopes). Press `Paginate` when you have finished.
- 7 Press `Print Document` .
- 8 In the Print Menu, set any values which will be the same whenever you use the template.
- 9 Press `Print Document` . You must do this to save the values you have just set in the Print Menu.

Note

In the Print Menu, you can specify:

- Whether you want single-sided or back-to-back reproduction
- Which environment file you want to use
- A forms message if you wish to use one

If you want any additional information about Document Templates, ask your Office Products Coordinator.

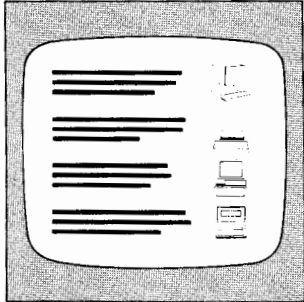
How to use a Document Template

- 1 Press **Create Document** in the Task Selection Menu
- 2 Type the name of the template in
TEMPLATE DOCUMENT
- 3 Press **Create Document**
- 4 Type in your text as usual

Note

You can modify the System Template if you wish, and if necessary restore this standard template from the HPWORD/150 Master Disc.

Adding Illustrations



You may want to leave room in your text to include illustrations, such as charts or graphs. You can use a special paragraph called a Figure Space to reserve a specified number of lines in your document. These can be left blank for artwork to be drawn in or, after transfer to the HP3000, can be filled with an HP3000 figure file, such as an HPDraw file.

Notes

- A Figure Space does not contain any text.
- The paragraph spacing value is the same as that specified in the Document Format Menu, unless you choose to change it using Paragraph Format.
- You have to transfer the document to the HP3000 to print a document that includes an HP3000 file. See *Transferring Documents to and from the HP3000*.



Using Figure Spaces

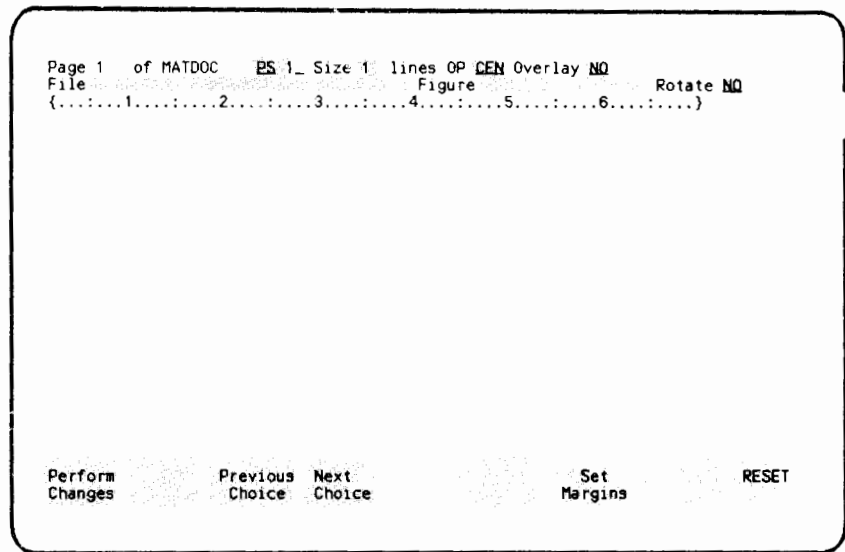


Figure 8-1 Figure Space Status Line and Function Keys

How to create a Figure Space

- 1 Work out how large your Figure Space needs to be. Multiply the height you want your figure to be in inches by the number of lines per inch in your document.
- 2 Move the cursor to where you want your Figure Space and press **(Select)**.
- 3 Press **Figure Space**.
- 4 **(Tab)** to **Size** lines and type the number of lines you need.
- 5 If you want to include a Figure File, **(Tab)** to **Figure** and type in the figure name. Leave the fields blank if you just want to create a space in your document.
- 6 Press **Perform Changes**.
- 7 Press **(Select)** and continue typing in your text.

Notes

☛ The number of lines per inch for your document is shown in the Document Format Menu. If you are using 6 lines per inch in your document and you want your figure to be 6 inches high, enter 36 in Size `6` Lines

☛ A Figure Space can only be formed in an empty paragraph.

☛ After you have created a Figure Space in your document, it is indicated on the screen by

```
FIGURE SPACE
```

This indicator is always only one line deep, regardless of the size of the Figure Space.

☛ A Figure Space is limited to the space available on a page regardless of the size specified. Consequently the maximum size is the number of lines left on a page after the Heading and Footing areas are taken into account. However, as its size is only checked when it is entered or changed, the Figure Space may become too large for the page if you subsequently reduce the paper length.

☛ If you type too large a value in Size `6` Lines, the terminal beeps when you press Perform Changes. Press `(Aids)` and a message appears in Status Line telling you

```
SIZE must be between 1 and number of lines on a page.
```

☛ If a Figure Space does not fit area on the current page, HPWORD/150 carries it to the top of the next page.

Modifying Figure Spaces

How to modify a Figure Space

- 1 Move the cursor to the Figure Space.
- 2 Press **Para Format**.
- 3 **(Tab)** to the field(s) you want to alter and enter the value you want:

PS - sets the space between the Figure Space and the last text paragraph.

Size - sets the number of lines the Figure Space will up on the page.

OP - positions the Figure Space between the margins.

Overlay - allows you to place text over or next to the Figure Space.

File - specifies the file in which the illustration you want to include is stored, when the document is transferred to the HP3000.

Figure - specifies the actual illustration you want to include, when the document is transferred to the HP3000.

Rotate - allows you to have your illustration landscape or portrait.

- 4 If you want to alter the paragraph margins, press **Set Margins** and proceed as usual. (See *Formatting Documents* if you need further details).
- 5 Press **Perform Changes**.

Overlaying Figures and Text

You can arrange figures and text in your document so that although they appear one below the other on the screen, they appear side by side on the printed page. This is called "overlaying".

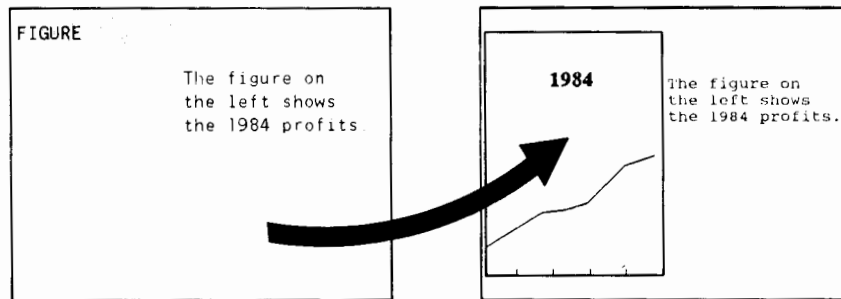


Figure 8-2 Overlaid Text on the Screen and the Printed Page

Before you place another figure, or text beside the first figure, you have to adjust your existing Figure Space.

How to adjust your existing Figure Space

- 1 If the cursor is not already in the Figure Space, move it there and press **Para Format**.
- 2 **(Tab)** to **Overlay** and set the field to **YES** using **Next Choice**.
- 3 Press **Set Margins** and reduce the width of the Figure Space to make room for the additional text and/or illustrations.
- 4 Press **Perform Changes**.

Once you have done this, you can overlay either another Figure Space or some text.

How to overlay additional figures

- 1 Create a new Figure Space.
- 2 Set **Overlay** to **YES** and adjust the margins to fit it in with the first Figure Space.
- 3 Press **Perform Changes**.

How to overlay text

1 Use **Set Margins** in the Paragraph Format Menu to adjust the margins so that the text fits in next to the figure(s). The procedure is exactly the same as for a text paragraph.

2 If your text paragraph is shorter than your Figure Space, change the paragraph spacing using this quick equation:

No. of lines for illustration = Figure Space

No. of lines for text = Text Space

Figure Space - Text Space = X

Add X to value in Paragraph Spacing field.

so, if Figure Space = 20, Text Space = 10 and old PS = 1,

Then X = 10 and new PS = 11

3 Press **Perform Changes**.

4 Type in your text.

5 Press **(Select)**, then press **Para Format** and **Set All Standard**.

Note

Within the limits of the total figure widths selected, and the width of your page, you can overlay as many figures as you want. However, once you overlay with a text paragraph, you can't overlay any more figures. This also means that you must always position Figure Spaces before you overlay text.

{ Figure Space Margin }

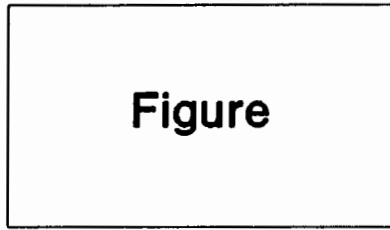


Figure Space margin settings (Overlay Option)

This is the size of the figure given the margins shown above.

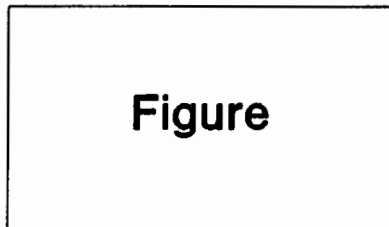
Figure 8-3 The Figure with its Margins

{ Text Paragraph Margins }

This is the text paragraph that is to be positioned next to the Figure Space. Notice how the left margin has been set to provide space between the figure and the text

This is the following paragraph. Now we return the margins to full width.

Figure 8-4 Text Cutout for the Figure



This is the text paragraph that is to be positioned next to the Figure Space. Notice how the left margin has been set to provide space between the figure and the text

This is the following paragraph. Now we return the margins to full width.

Figure 8-5 The Overlaid Figure and Text

Notes

- ☛ The overlay option is ignored when the Figure Space is the last paragraph in the document or if you put a page break immediately after the Figure Space.
- ☛ When you set the margins for the Figure Space and for any subsequent text paragraph make sure that they do not overlap. Otherwise, one will overwrite the other.
- ☛ HPWORD/150 will scale your figure to the size of your margins. This overrides the value you enter in **Size** lines. For example, if you have set very narrow margins and specified a size of 20 lines, the printed figure will be small but in proportion, rather than stretched long and thin.
- ☛ When you modify a Figure Space in a document, always repaginate the document. Otherwise, HPWORD/150 may print overflow pages (1a, 1b, 1c and so on).
- ☛ When you paginate and print your document, if any of the figures or text in an overlaid Figure Space will not fit on the current page, they are all carried to the top of the next page.
- ☛ If the Figure Space occupies a whole page and you have not specified a figure, a blank page is printed with just the headings and footings.

Deleting, Moving and Copying a Figure Space

How to delete a Figure Space

- 1 Move the cursor to the Figure Space
- 2 Press **(Mark)**, then press **Delete Text**

How to move or copy a Figure Space

- 1 Move the cursor to the Figure Space
- 2 Press **(Mark)**, then press **Move Text** or **Copy Text** as appropriate
- 3 Move the cursor to where you want the Figure Space to appear
- 4 Press **Move Text** or **Copy Text** as appropriate

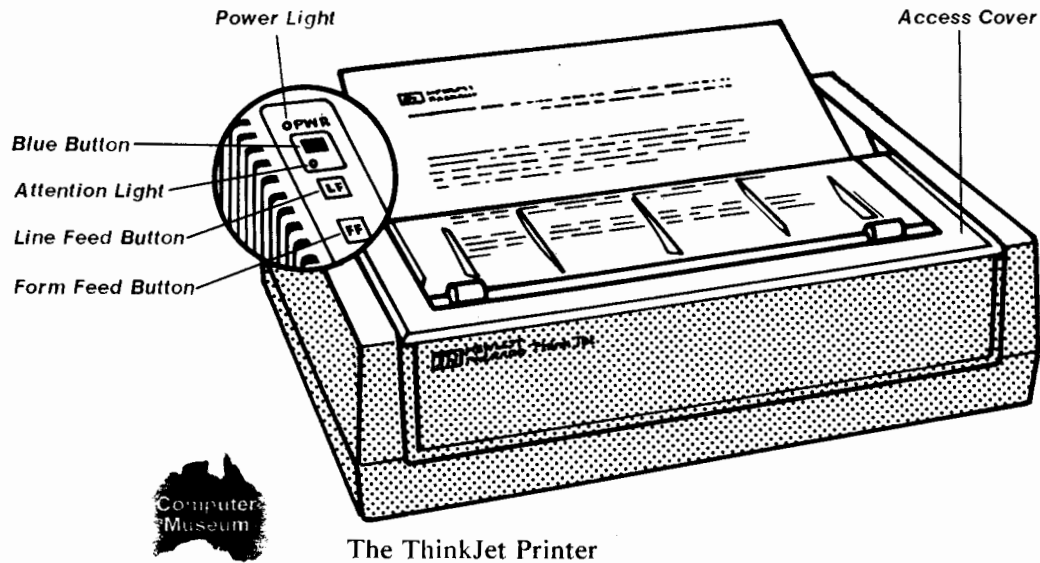
See *Making Changes* for further details on moving and copying.

Note

If you move or copy a Figure Space into the middle of a text paragraph, the text is split into two separate paragraphs and the Figure Space is placed between them.

Printers

How to Use an HP2225A ThinkJet Printer



The ThinkJet Printer

Power On/Off

The ON/OFF switch is situated at the back of the printer, towards the left. The power has to be on, with the power switch on I, before the printer is ready to print.

The Operator Control Panel

The operator control panel is on the top surface of the printer, towards the left.

The red power light on the printer's control panel is lit to indicate that the printer is on.

The line feed button, LF moves the paper forwards. If you tap the line feed button gently the paper will move forward by one row of dots. Hold the button down and the paper moves forward until you release it.

The form feed button, FF moves the paper forward to the next page. The position to which the paper moves is called "top of the form". This position is set to the current line each time the printer is turned on or the blue button at the top of the control panel is pushed.

The yellow light tells you that the printer is out of paper. Once the paper is loaded it starts to flash and continues to do so until you position the paper using the line feed button. When the yellow light goes off you know that the printer is ready.

The Self Test

To make sure that the printer is working properly:

- 1 Switch off the printer
- 2 Switch it on again while holding the LF button
- 3 Release the LF button

The printer performs a test of the electronics and prints one page of characters.

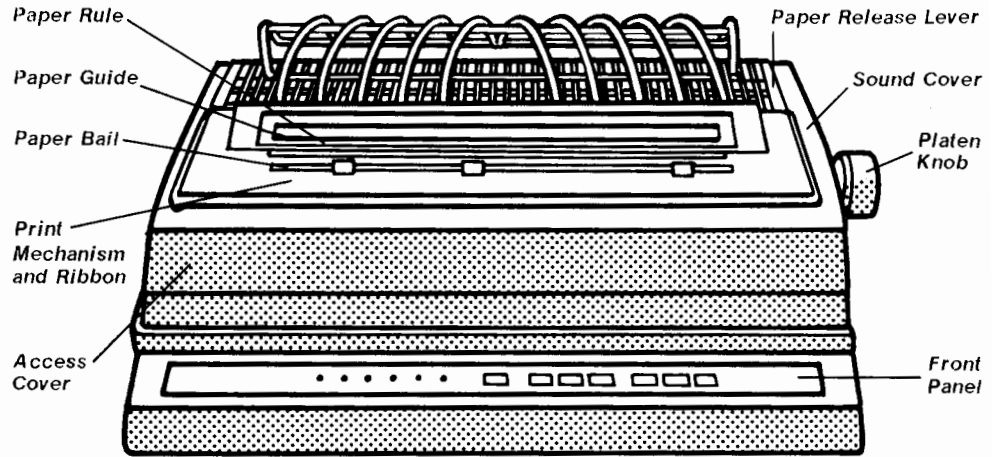
In Case of Difficulty...

If anything goes wrong the best solution is to switch off the printer and start the printing process from scratch.

How To Use An HP2601A Printer

The HP2601A is a high-quality daisy wheel printer, which can produce proportionally-spaced printed documents.

The parts of the printer you may need to operate are labeled.



The HP2601A Daisywheel Printer

Power On/Off

The red ON/OFF switch is located in the right rear of the printer. On the front panel, you'll notice that the power light is lit when you turn the printer on.

Interrupting a Printer

You can stop printing at any time by pressing the printer **(PAUSE)** key. To resume printing press the printer **(RESET)** key. On some models of the HP2601A the **(PAUSE)** key is not marked. You can, however, still use the key, which is located between the **(SERVICE)** and **(CONTINUE)** keys.

Inserting Paper

Follow these steps to insert paper in the HP2601A.

- 1 Raise the sound cover flap by lifting it towards you.
- 2 Make sure the paper guide is positioned at the triangle on the paper rule. This will ensure that your document is printed with margins as specified.
- 3 Insert the paper just as with a typewriter. Hold the paper behind the platen and roll it in with the knob on the right of the printer.
- 4 Roll the paper in until the edge just shows at the top of the print wheel.
- 5 If the paper is not properly aligned, pull the paper release lever forward and align the paper (just as you would with a typewriter).
- 6 Make sure the paper bail is forward so that the paper will pass through when the document begins printing.

Printing Envelopes

You can print envelopes with an HP2601A printer configured for manual or dual feed. To print an envelope with the HP2601A:

- 1 Make the envelope paragraph the first paragraph of the document.
- 2 Use the **(Return)** key to make the paragraph 10 lines long.
- 3 Use **Para Format** to set the left margin to 30.
- 4 Type the name and address.
- 5 Press the **Envelope** function key in the **Document Work Area**.
- 6 Press **(Select)**, then type your letter.
- 7 Change the **without envelope** option to **with envelope** on the **Print Document Menu**.
- 8 When the **PRINTER** message flashes on your screen press the **(Print Attend)** key.
- 9 Follow the instructions that appear on the screen.

Note

The format recommended in steps 2 and 3 is suitable for a standard 9" x 4" envelope. You should modify the values suggested if you do not use the standard size envelopes.

Changing the Ribbon

The cartridge ribbon in the HP2601A printer is just like a typewriter ribbon. When the ribbon has been used up, the printer will stop and the Ribbon light will come on.

- 1 Press the **(PAUSE)** button to avoid injury and printer damage.
- 2 Raise the sound cover on the printer.
- 3 Grasp the entire front cover of the printer and pull it forward. The front cover is now easily removed.
- 4 You will find full details of changing a ribbon both on the ribbon package and in your *2601A Operator's Manual*. If you have any trouble with the following steps, you should refer to these sources for further information.
- 5 Press down on the two white buttons on either side of the ribbon cartridge and gently pull it up and out.
- 6 To replace the ribbon, gently turn the yellow knob on the ribbon cartridge in the direction of the arrow, until the ribbon is taut. This ensures the correct tension on the ribbon.
- 7 Now position the ribbon cartridge, making sure the ribbon itself falls behind the plastic guide.
- 8 Firmly press down on both sides of the cartridge until it clicks into place.
- 9 Replace the printer cover.
- 10 Press the **(RESET)** button on the front of the printer when you are ready to continue printing the document.

Changing the Print Wheel

The print wheel in your HP2601A printer is equivalent to the typing element in a typewriter. However, through time, print wheels will wear out and have to be replaced. Also, if you wish to use 12 pitch, proportional spacing or italic typeface, you will have to change to the appropriate print wheel when you print a document. This is just like changing a typewriter element for a different typeface.

The print wheel package and the *2601A Operator's Manual* give full details for changing print wheels. If you have a problem, refer to these sources for further information.

- 1 Press the **(PAUSE)** button to avoid injury and printer damage.
- 2 Remove the front cover from the printer.
- 3 Before you can change the print wheel, you have to remove the ribbon cartridge.
- 4 Grasp the orange lever which is now visible and pull it firmly towards you to tilt the print wheel mechanism away from the platen.
- 5 Hold the print wheel by the knob in the center and gently pull the wheel off the hub.
- 6 To replace the print wheel, make sure the alignment tab is at the top and, holding the new print wheel by the center knob, place it on the hub and press it gently into place.

- 7 Use the orange lever to push the print wheel mechanism back against the platen.
- 8 Now replace the ribbon cartridge and printer cover and press the **RESET** button.
- 9 Make sure that the two rotary switches (white protruding knobs) at the front of the printer are correctly set up. The left switch sets the printwheel type. The right switch sets the spacing.
- 10 Now replace the cover.

Note

If you are required to change the print wheel in the middle of printing a document, the printer buzzes and the message **PRINTER** flashes on the screen. Press the **Print Attend** key and follow the instructions that appear on the screen. When you have changed the print wheel press the **wheel changed** key from the Change Print Wheel Menu.

Print Head Position

The print head position informs you when there are more pages to be printed and when a document is completed for a manually fed printer.

After any page except the last page of a multipage document has been printed, the print head on the printer is positioned to the center of the page.

To print the next page manually insert a new blank page, align the paper so that the first line is under the print head and then press the **CONTINUE** key.

After the last page is printed, the print head is positioned to the leftmost position on the page.

HP2601A Environment Files

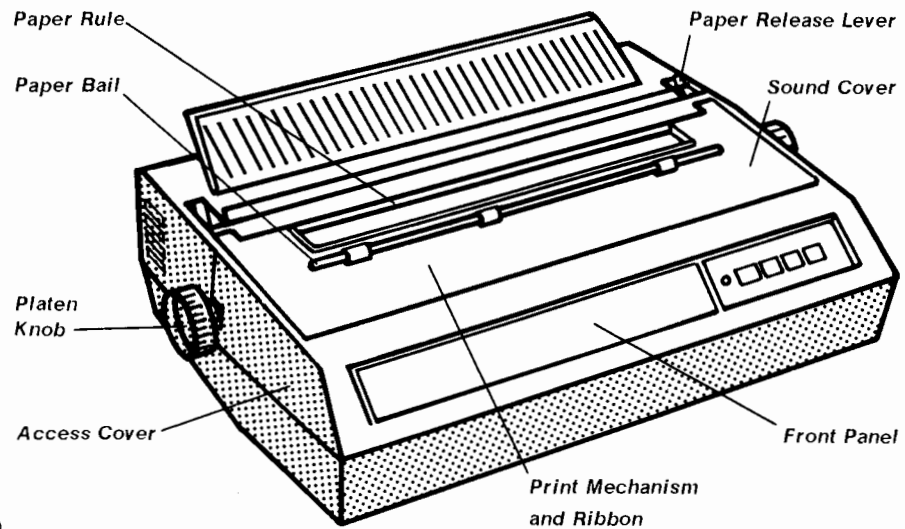
ELITE01	12-pitch, Plastic, 96 spokes, English.
GBPICA01	UK 10-pitch, Plastic, 96 spokes, English.
PICA01	10-pitch, Plastic, 96 spokes, English.
PROP01	Proportional, Roman PS, metal, 88 spokes, English.

How To Use An HP2602A Printer

The HP2602A is a high-quality daisy wheel printer, which can produce proportionally-spaced documents.

The parts of the HP2602A you may need to operate are labeled.

If you have any problems refer to your *2602A Daisywheel Printer Owner's Manual*.



The HP2602A Daisywheel Printer

Power On/Off

The black on/off switch is located in the right front of the printer.

Interrupting a Printer

You can stop printing at any time by pressing the printer **(PAUSE)** key. To resume printing press the printer **(RESET)** key.

Inserting Paper

The sound cover does not have to be raised to insert paper.

- 1 Insert the paper between the sound cover and the paper rack.
- 2 Place the paper at the left margin, indicated by a zero (0) on the paper rule. Hold the paper behind the platen and roll it in with knob on the right of the printer, just as with a typewriter.

This ensures that your document is printed with margins as specified in your document format.

- 3 Roll the paper in until the edge just shows at the top of the print wheel.
- 4 If the paper is not straight, pull the paper release lever toward you and align the paper, as you would with a typewriter.
- 5 Raise the paper bail using the paper bail lever on the left of the printer so that the paper will pass through when the document begins printing.
- 6 After the first few lines have been printed, use the paper bail lever to move the paper bail back against the platen.

Printing Envelopes

These instructions apply only to manually feed printers.

- 1 Make the envelope paragraph the first paragraph of the document.
- 2 Use **(Return)** to make the paragraph 10 lines long.
- 3 Use **Para Format** to set the left margin to 30.
- 4 Type the name and address to go on the envelope.
- 5 Press the **Envelope** function key in the Document Work Area.
- 6 Press **(Select)**, then type the letter.
- 7 Change the **without envelope** option to **with envelope** on the Print Document Menu.
- 8 When the **PRINTER** message flashes on your screen press the **(Print Attend)** key.

HPWORD/150 displays a message telling you to insert the envelope.
- 9 Insert the envelope and align it correctly.
- 10 Press the **continue** function key.

Note

The format recommended in steps 2 and 3 is suitable for a standard 9" x 4" envelope. You should modify the values suggested if you do not use the standard size envelopes.

Tractor Paper Feed

It is possible to fit a forms tractor mechanism to the HP2602A printer, for using continuous stationery instead of manually fed cut sheets. If you need to change to tractor feed consult the *Installation and Operating Instructions* provided with the tractor feed mechanism.

Changing the Ribbon

- 1 Press the **(PAUSE)** button (or turn the printer off) to avoid injury and printer damage.
- 2 Raise the sound cover on the printer.
- 3 There are full details of changing ribbon both on the ribbon package and in the *HP2602A Daisywheel Printer Owner's Manual*. If you have any trouble with the following steps, refer to these sources for further information.
- 4 Gently push the red ribbon release lever toward the platen as far as it will go.
- 5 Use both hands to lift up the front part of the ribbon cartridge. Then, slide the cartridge toward the paper rule to remove it from the metal guide knob at the front of the platform.
- 6 To replace the ribbon, gently turn the blue knob on the ribbon cartridge in the direction of the arrow, until the ribbon is taut. This ensures the correct tension on the ribbon.

- 7 Now, lower the ribbon cartridge down onto the platform. Make sure you engage the forward edge of the cartridge, opposite the exposed ribbon, on the metal guide knob at the front of the platform.
- 8 Now position the ribbon cartridge, making sure the ribbon itself falls behind the plastic guide, and the cartridge is resting on the platform.
- 9 Firmly press down on both sides of the cartridge until it clicks into place. Then pull the red ribbon release lever away from the platen to lock the cartridge in place.
- 10 Close the sound cover.
- 11 Press the **RESET** button on the front of the printer when you are ready to continue printing the document.

Changing the Print Wheel

If you have any problems changing the print wheel refer to the instructions on the print wheel package or to the *2602A Daisywheel Printer Owner's Manual*.

- 1 Press the **(PAUSE)** button to avoid injury and printer damage.
- 2 Open the sound cover.
- 3 Grasp the black print wheel lock tab, which is located in the center of the platform.

Pull it firmly towards you to tilt the print wheel mechanism away from the platen.
- 4 Carefully grasp the print wheel and lift it out.
- 5 Holding the new print wheel by its spokes, gently drop it down into the print wheel compartment. Make sure the wheel does not fall between the ribbon and the platen.
- 6 While holding the print wheel compartment closed, firmly latch the black lock tab into place.
- 7 Close the sound cover and press the **(RESET)** button.

If you are required to change the print wheel in the middle of printing a document. Press **(Print Attend)** follow the instructions displayed on the screen, and then press **Wheel Changed**.

Print Head Position

The print head position informs you when there are more pages to be printed and when a document is completed for a manually fed printer.

After any page except the last page of a multipage document has been printed, the print head on the printer is positioned to the center of the page.

To print the next page manually insert a new blank page, align the paper so that the first line is under the print head and then press the **(RESET)** key on the HP2602A printer.

After the last page is printed, the print head is positioned to the leftmost position on the page.

HP2602A Environment Files

ELITE02 12 pitch, Plastic, 98 spokes, English.

PICA02 10-pitch, Plastic, 98 spokes, English.

PROP02 Proportional, Plastic, 98 spokes, English.

How To Use An HP2686A Printer

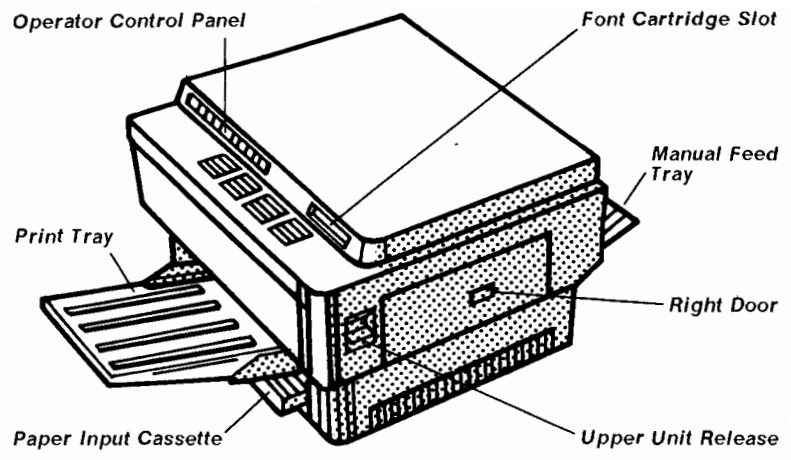
The HP2686A LaserJet is a laser printer. It produces high resolution images on cut sheets. The LaserJet can also print envelopes, if you feed them manually.

The LaserJet also supports portrait and landscape orientation, superscript and subscript, underlining and double underlining printing, but not graphics printing.

It produces all HPWORD/150 characters in normal, bold and italic typefaces in 10, 12 and proportional pitches, providing you use the relevant font cartridge. The printer itself prompts for operations, such as changing the paper feed, on its operator control panel.

Note

In portrait orientation the HP2686A does not print on the first two lines, or on the last two lines. In landscape orientation, at 6 lines per inch, the HP2686A does not print on the first two lines, or on the last line. In landscape orientation, at 8 lines per inch, the HP2686A does not print on the first three lines, or on the last two lines.



The HP2686A LaserJet Printer

The Printer

At the front of the machine is the ON/OFF switch, operator control panel, print tray and paper input cassette. The ON/OFF switch is to the left of the paper tray, with 1 for printer on and 0 for printer off. The operator panel, which controls printer operations, is at the top left of the machine. The print tray, where the printed paper collects, is toward the bottom of the machine, with the paper input cassette, where you load paper, just below it.

At the back of the printer there is the manual feed tray, for feeding envelopes and special paper, and below the tray the rear door for access to clear paper jams in the cassette feed area.

On the left side of the printer, toward the back, there is the test print button, which you press for the printer self-test. Toward the top there is the print density dial, for adjusting lightness and darkness of print. Toward the front there is the AC power cord and, beside it, the interface connector, where you plug in the interface cable.

On the right side of the printer, toward the front there is the upper unit release lever, which you pull up to open the upper main body of the printer. Beside this there is the EP cartridge, which contains toner, a print drum and primary corona. There is also the right door, for access to the EP cartridge.

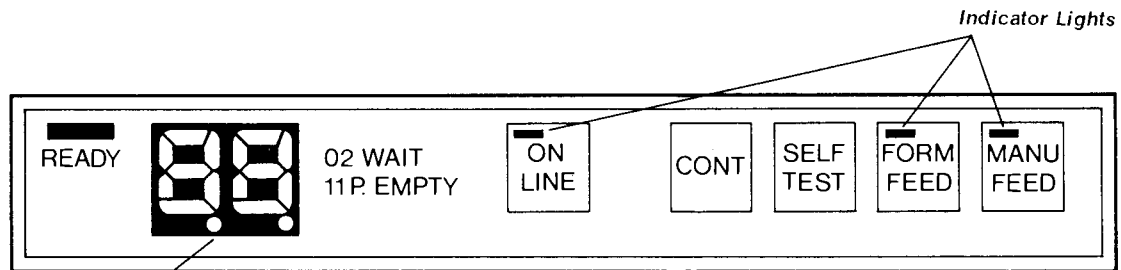
Power On/Off

The ON/OFF switch is situated at the front left of the printer. The printer has to be on, with the power switch on 1, before the printer is ready to print.

The Operator Control Panel

The operator control panel is at the top left on the front of the printer. The control panel has function keys for running a self-test, selecting manual or form paper feed and choosing on-line or off-line. The Status Line has a two digit code that indicates the state of the printer and, if necessary, error codes.

The green READY indicator at the far left of the panel has three states: on for READY, off for NOT READY and flashing when warming-up.



The Operator Control Panel

Status Display



The Status Line

The two digits in the Status Line indicate specific conditions. These may be printer status or error conditions. Most conditions can be cleared by pressing the **CONT** key.

If you have difficulty correcting the error consult the *Correcting Self-Test Errors* section of the *LaserJet Printer Owner's Manual*. If the problem persists consult your Office Products Coordinator.

The ON LINE Key

You can use the **ON LINE** key to switch between computer control (on-line) and operator control (off-line). The printer will always power-up on-line. When running on-line the printer can receive data from the computer. The orange indicator light on this key lights up when the printer is on-line and goes off when the printer is running off-line.

The CONT Key

You can use the **CONT** key to resume printing after the printer has gone off-line due to an error condition. Once you have taken the appropriate action to remedy a situation, pressing **CONT** clears most problem conditions and puts the printer back on-line.

If paper jams, condition 13*, the printer goes off-line. Open the rear door, below the manual feed tray, to get to the paper jam. Once you have cleared the jam press the **CONT** key and the printer will reprint the page it was printing at the time of the jam and then continue to print the document.

The SELF TEST Key

When you press **SELF TEST** the printer makes an internal test of the controller and prints a test page. You can only use the **SELF TEST** key when the printer is off-line. If you hold down the **SELF TEST** key for more than three seconds the printer will repeatedly self-test until you press **SELF TEST** again, or the **ON LINE** key.

During tests the status number 05 is displayed and all indicator lights on the control panel are on. When the print part of the test starts the status number changes to 06. Once the test is completed the status indicator should show 00, for printer READY. If not then an error number, pin-pointing the problem, is displayed.

The FORM FEED Key

Pressing the **(FORM FEED)** key empties the print buffer one page at a time. The printer must be off-line and in a READY state before you use the **(FORM FEED)** key. You will not need to use this key when you print HPWORD/150 documents.

Before You Print

For the LaserJet to print data from a computer it must be in a READY state (when the READY indicator is lit and status 00 is displayed) with the **(ON LINE)** indicator lit and the interface cable from the computer connected to the connector on the left side of the printer.

If the printer is not READY check the status number to find out why. When the printer is READY, press the **(CONT)** key and the printer is ready to print your document.

Adjusting the Print Density

The print density dial is situated on the left side of the printer. You can use the dial, which has a range of 1 to 9, to adjust the darkness of the printed pages. Turning the dial to the left makes the print lighter, to the right darkens the print. For most jobs leave the dial in the center at 5. If you use darker print the printer uses more toner, which shortens the life of the EP cartridge.

Changing Font Cartridges

The LaserJet printer can use add-on font cartridges, which you just slide into a slot on the front panel of the printer. Each cartridge has an average life of 500 insertions.

Before you remove or insert a font cartridge ensure the printer has finished printing.

To remove a font cartridge:

- 1 If the indicator on the FORM FEED key is lit the printer is receiving information. Wait until the light goes off before you take the next step.
- 2 Take the printer off-line by pressing the **(ON LINE)** key.
- 3 Hold the edges of the cartridge and slowly pull it out of the slot.
- 4 Put the printer back on-line by pressing the **(CONT)** key.

To insert a font cartridge:

- 1 Take the printer off-line by pressing the **(ON LINE)** key
- 2 Slide the cartridge into the slot to the right of the control panel
- 3 Check the cartridge is firmly seated
- 4 Put the printer back on-line by pressing the **(CONT)** key

A set of font cartridges have been designed for use with HPWORD/150. They contain normal, bold and italic typefaces in both landscape and portrait orientation. If you use other font cartridges they may not give the desired results. For further information on changing the font cartridges refer to the *LaserJet Printer Owner's Manual*.

Manually Feeding Letterhead Paper

With the LaserJet printer you can print documents using both plain paper from the SINGLE BIN cassette and manually fed letterhead paper. You can manually feed any standard size page, 8.5 by 11, A4, B5 or legal.

To print the first page of a document on letterhead paper:

- 1 Choose the Letterhead for first page option in the Use field of the Print Document Menu.

The LaserJet makes a manual paper feed request by alternately flashing the code PF and the size of paper to be fed:

L for letter
LL for legal
A4 for A4
b5 for B5

- 2 Insert the letterhead paper in the manual feed slot, which is at the back of the printer, with the side to be printed face upwards.

The LaserJet then automatically takes the rest of the paper for printing the document from the SINGLE BIN paper cassette.

Status Indicators

Number Condition

00	Printer ready
02	Wait
05	Self-Test (non-printing)
06	Printing test print (staggered characters)
15	Test print (striped pattern)
11*	No paper in cassette - add paper
12*	Printer engine power off - upper main body of printer open
13*	Paper jam
14*	No EP cartridge installed
PC*	Request for different size paper cassette
PF*	Manual paper feed request - printer ready for envelope feed
PE*	Envelope feed request - printer ready for envelope feed
FC*	Check font cartridge
FE	Font cartridge removed

Codes marked with an * denote conditions that can be cleared by pressing the **CONT** key. If the status code indicates an error condition consult your Office Products Coordinator.

HP2686A Environment Files

COUR086	Courier-10, normal.
GOTH286	Letter Gothic-12, normal.
TMSRP86	Times Roman, proportional.

Font Cartridges

92286Q	Courier 10 pitch: normal, bold and italics in both orientations. Gothic 12 pitch: normal and bold in portrait orientation.
92286N	Gothic 12 pitch: normal, bold and italics in both orientations.
92286P	Times Roman Proportional: normal, bold and italics in both orientations.

Single Sided Discs

It is not recommended that you run HPWORD/150 on the HP9121 disc drive with single sided discs. If, however, this is the only equipment available and you still wish to run HPWORD/150, then it is essential that you follow the guidelines outlined in this appendix.

Installing HPWORD/150

The instructions below assume that you know how to install applications on to a flexible disc.

- 1 Start with the P.A.M. Main Menu on the screen.
- 2 Insert your HP Touchscreen application disc into drive A.
- 3 Press Reread Discs .
- 4 Select INSTALL .
- 5 Press Start Applic .
- 6 Remove your HP Touchscreen application disc.
- 7 Insert the HPWORD/150 application master disc in drive A.
- 8 Insert a blank formatted disc in drive B.
- 9 Install HPWORD/150 on the blank disc.

- 10 Remove the HPWORD/150 application master disc from drive A.
- 11 Remove the new HPWORD/150 disc from drive B.
- 12 Insert the UTILITY master disc in drive A.
- 13 Insert another blank formatted disc in drive B.
- 14 Install the UTILITY software on the blank disc.

Running HPWORD/150 with an HP9121D Disc Drive

- 1 Insert your HPWORD/150 disc in drive A.
- 2 Insert your UTILITY disc in drive B.
- 3 Select REREAD discs.
- 4 Select HPWORD/150 in the usual way.
- 5 Press `Start Applic`.
- 6 When the Task Selection Menu appears on the screen remove the UTILITY disc from drive B.
- 7 The first time you run HPWORD/150 you are asked to specify the default disc drive. See *Creating a Document*.
- 8 Place a blank formatted disc in drive B.
- 9 You are now ready to start word processing with HPWORD/150.

HPWORD/150 Error Messages

Aids Messages

If the computer "beeps" and you do not know why, press (AIDS). A message, which should be self explanatory, is displayed. You can also press (AIDS) in response to a message for further information. The Aids facility is not available on the Document Catalog and Print Attender screens. A "beep" here means that you pressed an inappropriate key.

HPWORD/150 Failures

If the screen clears and the message HPWORD internal error. Please wait appears, an HPWORD/150 program error has occurred. An HPWORD/150 failure is never your fault, and your OPC should report it to Hewlett-Packard. Do not re-run HPWORD/150 or attempt to access the document you were editing at the time of the failure. This is very important. You should:

- 1 Write down the operations, including keystrokes, which led to the failure.
- 2 Copy the document you were editing on to a blank formatted disc using the MS DOS Copy command, the Copy Backup program, or the P.A.M. File Manager. The file extension name ".HPW" must be added to the document name. If your document is too large to fit on a single flexible disc, then you must use the Backup option of the Copy/Backup program.
- 3 Copy the error log file WPDUMP.WSY on to the blank disc using the same procedures as in 2 above.
- 4 Give your OPC the disc containing the document, the log file and the list of operations which led up to the problem.
- 5 You may now run HPWORD/150 and edit the document, which will be recovered automatically if necessary.



Disc Messages

Messages are displayed if a problem occurs when accessing a disc. These messages should tell you what to do but if you cannot remedy the situation, for example if your disc drive is broken, then you must press **Cancel Document**. Further error messages may be displayed. Unless these messages suggest other action, you should then leave HPWORD/150.

Numbered Messages

Some messages are followed by a number in parentheses. If you do not understand the message, press **(AIDS)** for more information. A second message may be displayed, along with more numbers in parentheses. A list of the numbered messages with explanations and suggestions for remedial action are given on the following pages.

If you need further help write down the text of all messages, along with all numbers and the names of any documents on which you were working. Also write down the operation you were attempting and, if you can remember them, the keystrokes which led up to the error. You should then contact your OPC.

Difficulty in accessing or creating files

If the message displayed implies that there is difficulty in accessing a file then you should check that:

- ☐ You are using the correct disc.
- ☐ The drive is switched on and configured.
- ☐ You have spelled the file name correctly.
- ☐ The name does not contain invalid characters - see *Creating a Document*.
- ☐ The disc drive is identified correctly.
- ☐ The path name is correct.
- ☐ You have not inserted or omitted a "/" in the file name. A file name beginning "/" is relative to the root directory not to the current directory.

If a numbered message appears which you do not understand, and which is not listed here, contact your OPC. Messages which require no explanation are not listed.

Error Messages

3 Unable to access template document.

See *Difficulty in accessing or creating files*. If you need further information press **(AIDS)**.

4 A document with that name already exists.

See *Difficulty in accessing or creating files*

5 Unable to create file.

6 Unable to copy file.

A common cause of the above two errors is insufficient space on the disc. Check this by pressing **Display Catalog**; this will show the space remaining on the disc. Press **(AIDS)** for further information.

8 Unable to rename file.

A document may already exist with the new name you requested. Press **(AIDS)** for further information. Make sure that the new file name you specified is on the same disc as the file you are renaming. Use **Copy Document** to copy and rename a document on a different disc. See also *Difficulty in accessing or creating files*.

11 Documents must have extension ".HPW".

All HPWORD/150 documents have a file extension ".HPW". You never have to type this extension when using HPWORD/150. However if you do type an extension, it must be ".HPW".

12-13 Document needs recovery.

The document has been damaged by an HPWORD/150 software failure, a power failure, or computer failure. Before the document can be accessed, it must first be recovered by selecting **Edit Document** on the Task Selection Menu.

14 Document is in language not supported by HPWORD/150

Each version of HPWORD/150 supports only the local language of the country. To access an HPWORD/3000 document in another language, create a new HPWORD document in the language supported by HPWORD/150, with the document format matching that of the document you wish to access.

Include (by page) all text from the foreign language document into the empty local language document. You now have a local language document containing all the text from the foreign language document. If the original document contains System Variables, they must be translated into their local language equivalents, for the document to be printed correctly. Use Search and Replace and search for "\$" as character. All System Variables start with "\$".

Now convert the HPWORD/3000 document to HPWORD/150 format using the HPWORD/150 Document Transfer facility. You will now be able to access the HPWORD/150 document.

17 WORDUTIL disc must be inserted to run HPWORD.

Refer to Module A of the *HPWORD/150 Primer* to check that you have installed the UTILITY software correctly. Also check that no HPWORD/150 system file has been deleted accidentally. You must never delete any files with the extension ".WSY". The easiest way to check for this is to re-install HPWORD/150 using instructions in the *HPWORD/150 Primer*. You should not repeat the Authorize procedures, as your application disc or fixed disc has already been authorized.

19 Insufficient memory for program. 512K required.

See Module C of the *Primer*.

21 Catalog has wrong version code - reinstall HPWORD.

24 System file HPWDSWD1.WSY is the wrong version - reinstall WORDUTIL.

HPWORD/150 has not been correctly installed. Either you or your OPC should now remove the existing version of HPWORD/150 using the P.A.M. Install program, and then repeat the installation process as described in Module A of the *HPWORD/150 Primer*. You should not repeat the Authorize procedures, as your application disc or fixed disc has already been authorized.

50 See Message 5.

52 See Message 150.

53 See Message 12.

61 See Message 4.

100 Unable to write to spool file.

Press **(AIDS)** for more information. The most likely cause of this error is insufficient space on the printer spool file disc. During printer configuration the disc drive identification for the printer spool file was specified. There may be insufficient space on that disc to hold the printer spool file for the document you are attempting to print.

- 1 Run WORDUTIL and determine which disc is being used for the printer spool file and print reformatter file. Once this is determined, run the CHKDSK program (or use the MS DOS DIR command) to determine how much space is actually available on the specified discs.

You will need at least 3000 bytes on the spool file disc for each page of the document you are printing. Some documents can require even more space.

You will need at least 7000 bytes on the print reformatter file disc for each page of the document you are printing if your document is proportionally spaced, if it contains systems variables in the text (rather than in headings and footings), if the environment file specified on the Print Menu does not match the pitch of the document, or if you requested Paginate and Print.

If the print reformatter disc is the same as the spool file disc, then there must be room for both files on the disc at the same time if print reformatting is required.

- 2 Delete any unnecessary files from the spool file and print reformatter discs. Do not delete any HPWORD/150 system files, which have file extensions .WSY and .ENV.
- 3 Move files from the spool file and print reformatter disc to another disc by copying them to another disc and then deleting the originals. Do not move any HPWORD/150 system files, which have file extensions .WSY and .ENV.
- 4 If you are using flexible discs only, copy the document you are trying to print to a blank formatted disc by itself. As long as this document does not occupy more than about 35% of the disc, you should be able to print the document by simply altering the

allocation of the spool file and reformatter file so that they both refer to the document disc drive. Use WORDUTIL to make this change.

- 5 Unless your document is proportionally spaced or contains system variables in text paragraphs, you can Paginate the document before you print it, rather than using Paginate and Print. This means that the print reformatter file is not needed; if the print reformatter file and spool file are on the same disc, there might now be space for the spool file.

101 Cannot create spool file.

Press **(ATDS)** for more information and see message 100 above.

103 Cannot open environment file.

See *Difficulty in accessing or creating files*.

104 Environment file not compatible with version of HPWORD/150.

The environment file specified in the Print Menu should be one supplied with the HPWORD/150 software. Lists of environment files for each printer is in Appendix A of Using HPWORD/150.

HPWORD/150 may not have been installed correctly. You or your OPC should remove HPWORD/150 using P.A.M. Install and repeat the installation using procedures described in Module A of the *HPWORD/150 Primer*. You should not repeat the Authorize procedures, as your application disc or fixed disc has already been authorized.

If you are using single sided discs and do not have a fixed disc, and have recently installed a new version of HPWORD/150, any previous printer environment files on your HPWORD/150 Applications Discs are not updated. To recover from this situation:

- 1 Using MS DOS Commands or the P.A.M. File Manager, delete all files ending with the extension ".ENV" from your HPWORD/150 Applications disc.
- 2 Run WORDUTIL and configure your printer again. The correct environment files will be moved from your Utility disc to your Application disc.

110 Header paragraph grew too long on page nn.

111 Footer paragraph grew too long on page nn.

During substitution of text for a system variable in a heading or footing, the heading or footing paragraph exceeded the 4000 byte maximum size. Decrease the size of the heading or footing.

112 Error writing to configuration file.

Press **(AIDS)** for more information. This error can be caused by changing a disc while it is still being accessed, or by a disc error. Never remove the HPWORD/150 Application Disc while HPWORD/150 is running.

113 Spool file disc full.

See message 100.



130 Bad Search Pattern

This is caused by searching for one or more blanks "by word" rather than "by character". Use search "by character" to search for blanks.

132 A replace string must be specified.

In a global search and replace operation, the replacement string cannot be blank. To replace a string with blanks, use manual search and replace instead.

133 No occurrences of the search string found.

Check the spelling and capitalization of your search string and the settings of the "by word/character" and "match/ignore case" fields on the Search and Replace menu.

150 Unable to find or access this document.

Press **(AIDS)** for more information and refer to *Difficulty in accessing or creating files*.

151 Unable to write data to the document.

Press **(AIDS)** for more information. This type of message often follows a disc message to which you responded by pressing **Cancel Document**. Check the Document Catalog to see whether there is space on the disc.

If the message followed a disc message the disc drive or the document disc may be defective. Check for this using the MS DOS CHKDSK program. Remove the disc from the drive and re-insert it. The red ready light on the drive should come on briefly. Check that the disc drive is switched on and all cables are still connected.

You may need to contact your OPC for help.

152 Unable to delete the document.

Press **(AIDS)** for more information and refer to *Difficulty in accessing and creating a file*.

153 Unable to get paragraph.

154 Unable to replace paragraph.

155 Unable to add paragraph.

156 Unable to delete paragraph.

156 Unable to change document information.

Press **(AIDS)** for more information and see message 151. If there is no obvious problem then an HPWORD/150 Internal Error may have occurred. Contact your OPC.

160 Document successfully recovered. Pagination is recommended.

Before paginating the document you should bear in mind that all system page breaks will have been removed by the recovery process, and all user page breaks will have been converted to Pending NEWPAGE. Also text may have been deleted and the document format may no longer be correct.

161 This document needs recovery; edit it to force recovery.

See message 12.

162 There is no room on the disc.

Delete any unused files from the disc or copy the document on to a blank formatted disc. The Document Catalog shows you how much space remains on the disc.

164 An Authorized Disc must be in one of the disc drives.

See Module A of the *HPWORD/150 Primer* for information on authorizing discs.

- 202** File not found.
- 203** Path not found.
- 205** HPWORD/150 cannot access the file

See *Difficulty in accessing or creating files.*

- 311** A line cannot contain more than 155 characters.

The width of a line is determined by the paper width, the inside and outside margins, and the document pitch. To shorten a line you could decrease the paper width or the pitch, or increase the margins.

- 312** NEW PARA key indent is too large.

Decrease the size of the indentation so that there is at least 1" of text.

- 350** The Catalog could not be created.

When the full document catalog is made it is written into a file named CATALOG.HPW. This file could not be created. Make sure that the correct disc is in the drive specified for the catalog file in WORDUTIL and that there is room on this disc for the catalog. For a full catalog, you will need 700 bytes plus 130 bytes per document. Also check that the catalog file disc is not write protected.

- 351** There are too many documents in this directory.

A maximum of 450 documents can be displayed in the catalog.

- 352** You do not have a printer configured.

See *Configuring your Printer.*

- 353** A document is currently being printed.

See message 401.

- 354** The Catalog could not be printed.

When HPWORD/150 prints the catalog it must create a 'spool' file. This file could either not be created or could not be completed. See message 101.

355 An invalid path name was specified.

All directory names must be less than nine characters long. If only a path name is specified it must be terminated with a backslash.

400 You do not have a printer configured.

See *Configuring your Printer*.

401 A document is currently being printed.

HPWORD/150 must finish printing a document or the document catalog before another document or catalog can be printed. Make sure that the last document or catalog has finished printing, the printer is not out of ribbon, paper, or toner and that it is not disconnected from the computer.

If there is a flashing PRINTER message between the function key labels near the bottom of the screen, then the printer requires attention. Press the Print Attend key and follow the instructions on the screen. If one of the function keys is labeled Cancel Document, press that key to terminate printing of the current document or catalog.

If you are sure that no document is being printed:

- 1 Exit HPWORD (ignore the message about printing in progress).
- 2 Either you or your OPC should delete the file \$SPOOL00.WSY. This file will be found in the root directory of a disc specified as the printer spool file disc in WORDUTIL.
- 3 Run HPWORD/150 again and print your document.

402 WARNING: Document has been modified; repagination is recommended.

This message indicates that you have made changes to a document and have not paginated it afterwards. Press Paginate and Print.

403 Invalid parameters in print request.

One of the values you typed on the Print Menu is incorrect. Make sure that the Number of Copies field is not blank, and contains only numbers, and that the From Page and To Page

fields are not blank, contain only numbers, and refer to valid page numbers in the document.

404 Unknown system variable "\$-----" found.

Edit the document and use the Search and Replace facility to find the incorrect system variable name for correction.

405 Paragraph maximum size exceeded.

Your document contains a paragraph which after substitution of text for a system variable, exceeds the 4000 character maximum.

406 Unable to copy document for printing.

Press (AIDS) for more information. The most likely cause of this message is that there is not enough disc space for the print reformatter file on the disc configured using WORDUTIL. Make sure that you have not accidentally specified a print environment file which does not match the pitch of the document. See message 100.

410 Unable to open the document to be included.

HPWORD/150 cannot access the document you specified in the Include menu. The most likely cause of this message is a misspelled document name. See *Difficulty in accessing or creating files*.

411 Unable to get text from the document.

Press (AIDS) for more information. This message can be caused by removing the disc containing the document to be included before the operation is finished, or a disc error. If necessary contact your OPC.

413 Unable to close the document to be included.

This message can be caused by removing the disc containing the document before the operation has finished. If this is not the case, contact your OPC.

414 You are currently editing the requested document.

You are currently editing the document from which you wish to include text. Use Move/Copy to move or copy text within a document.

421 Disc drive identification incorrect

Check that you have specified the correct drive and if you still do not know the cause of the error see your OPC.

422 Drive Not Ready

Ask your OPC to check your MS DOS Device Configuration. Make sure that all disc devices listed are actually present. Devices which are not present should be set to No Device in the configuration. For help with this, refer to *Getting Started with your HP Touchscreen Personal Computer* or the *HP150 Personal Computer Owner's Guide*.

Make sure that all your discs are switched on, are operating, and are still connected to your computer.

If you are using a fixed disc, make sure the fault light is not on.

Remove the disc from the suspected drive and re-insert it. The red ready light should come on briefly.

Use the MS DOS CHKDSK program to make sure you can access the disc. Contact your OPC if you need help with this step.

424 Data Error.

HPWORD/150 cannot access the data on the disc. The disc or disc drive may be damaged. Do not insert another disc into the suspected disc drive until you are sure that the it is not damaged.

Make sure you did not remove a disc from the disc drive while it was being accessed. Run the MS DOS CHKDSK program on each disc inserted at the time the error occurred. Contact your OPC if you need help with this.

If the red ready light on the disc drive is blinking, then the disc is worn out. You can attempt recovery from this situation by copying all the files from the defective disc to a blank formatted disc. For more information see *Getting Started with the HP Touchscreen Personal Computer*, or the *HP150 Personal Computer Owner's Guide*.

426 Seek Error.

See message 424.

427 Disc not formatted or not correct type

The disc drive does not recognize the disc you have inserted. Make sure the disc is for the HP Touchscreen and not for another computer. See *Getting Started with your HP Touchscreen Personal Computer*, or the *HP150 Personal Computer Owner's Guide* for instructions on formatting discs. See also message 424.

430 Write fault. **431** Read fault. **432** General failure.

See message 424.

440 Unable to recover. (First pass failed.)

Automatic document recovery has failed to recover your document. Press **(AIDS)** for more information. Write down the Aids message and any numbers appearing in the message.

If this Aids message appears, File size must be ≥ 1024 bytes (74) (17,0,0), use **DISPLAY CATALOG** to make sure the document you are accessing is actually an **HPWORD/150** document, rather than an ordinary MS DOS file with the incorrect extension ".HPW".

If any other Aids message appears, then either an **HPWORD/150** internal error or a disc error has occurred. See **HPWORD/150 failures** or **Disc Failures**.

441 Unable to recover. Can't open the document.

442 Unable to recover. Key record error.

443 Unable to recover. Doc status record error.

444 Unable to recover. Doc info record error.

445 Unable to recover. Print info record error.

446 Unable to recover. Styleguide record error.

If any of these messages appear following the message "Document recovery in progress...", then recovery has failed due to an **HPWORD/150** internal error or a disc error.

See message 440 - it is imperative to write down the text of the message and any message numbers which appear.

447 Unable to recover. Can't close COPYDOC.WSY.

448 Unable to recover. Can't close the document

It should be possible to manually recover your document. Contact your OPC if you need help.

- 1 Copy your original document to another disc using the P.A.M. File Manager, the MS DOS Copy command, or the Copy/Backup program. Remember that all HPWORD/150 documents use the extension ".HPW". If your original document was named LETTER1, then copy LETTER1.HPW. If you are using a fixed disc and your original document will not fit on a single flexible disc, then you must use the Copy/Backup program, and select the Backup option.
- 2 Delete your original document using the P.A.M. File Manager or the MS DOS DEL command. If your original document was named LETTER1, then delete LETTER1.HPW
- 3 Locate a file named COPYDOC.WSY. The disc drive used for this file is configured using WORDUTIL, and is indicated by the WORDUTIL prompt "Disc drive for print reformatter:". The file will always be in the root directory of that disc.
- 4 Copy COPYDOC.WSY to the original document name using the P.A.M. File Manager or the MS-DOS COPY command. If your original document was named LETTER1, then copy COPYDOC.WSY to LETTER1.HPW
- 5 Run HPWORD/150 again and edit the original document (ie LETTER1). Document recovery will take place again, but this time it should succeed.
- 6 If recovery fails again, contact your OPC and give him or her the disc containing your original document which you copied in step 1 above (ie LETTER1.HPW).

449 Unable to recover. Can't delete the document.

Ask your OPC if you need help to perform the following steps:

- 1 Delete your original document using the Delete Document function of HPWORD/150, the P.A.M. File Manager, or the MS DOS DEL command. Remember that the document name will have the prefix ".HPW".
- 2 Locate a file named COPYDOC.WSY. The disc drive used for this file is configured using WORDUTIL, and is indicated by the WORDUTIL prompt "Disc drive for print reformatter:". The file will always be in the root directory of that disc.

- 3 Copy COPYDOC.WSY to the original document name using the P.A.M. File Manager or MS DOS COPY command. If your original document was named LETTER1, then copy COPYDOC.WSY to LETTER1.HPW.
- 4 Run HPWORD/150 and request your original document name (ie. LETTER1).

450 Unable to recover. Can't purge COPYDOC.WSY

Ask your OPC if you need help to perform the following steps:

- 1 Locate a file named COPYDOC.WSY. The disc drive used for this file is configured using WORDUTIL, and is indicated by the WORDUTIL prompt "Disc drive for print reformatter:". The file will always be in the root directory of that disc.
- 2 Delete the file COPYDOC.WSY using the P.A.M. File Manager or the MS DOS DEL command.
- 3 Run HPWORD/150 and edit your document again. Recovery should succeed this time.

452 Unable to recover. COPYDOC.WSY initialization failed.

453 Unable to recover. Can't append to COPYDOC.WSY.

Press **(AIDS)** for more information. Write down the message text and all message numbers. See your OPC if you need help.

If the Aids message indicates a lack of disc space, follow these instructions.

- 1 Find the disc drive used by the print reformatter file using WORDUTIL. This is indicated by the WORDUTIL prompt "Disc drive for print reformatter:".
- 2 Delete any unnecessary files on the print reformatter file disc, thus making more space available for recovery.
- 3 Determine the size of the document you are attempting to recovery using the MS DOS DIR command. Remember that all HPWORD/150 documents have an extension ".HPW".
- 4 Determine how much space now remains on the print reformatter disc using the CHKDSK program or MS DOS DIR command. The space remaining on the print

reformatter disc must be at least as large as the size of the document you are attempting to recover.

- 5 If you cannot make enough space available on the print reformatter disc, then try copying your document to a blank formatted disc by itself, then reconfigure the print reformatter disc to the document disc drive using WORDUTIL. As long as the document does not occupy more than 50% of the disc, it can be recovered.
- 6 If the document occupies more than 50% of a flexible disc, then find someone with a fixed disc. Copy the document from the flexible disc to the fixed disc and edit the document using HPCOPY/150. It should be successfully recovered.
- 7 If all else fails, and the error message number was 453, you may be able to recover at least some and maybe most of the text of your document from the COPYDOC.WSY file. See message 448.

454 Unable to recover. Doc Format change failed.

Document recovery has failed due to an HPCOPY/150 internal error. It is imperative to write down the text of the message and any message numbers which appear. See message 440

455 Unable to recover. Can't create COPYDOC.WSY.

Press **(AIDS)** for more information. Write down all error messages and any numbers which appear. Contact your OPC for help with the following steps:

- 1 Run WORDUTIL and determine the disc drive used for the print reformatter file. This file is used to hold a temporary copy of the corrupt document during the recovery process.
- 2 Make sure that the disc drive configured as the print reformatter file disc in WORDUTIL actually exists, is properly configured, is powered on, connected to the computer, and ready. If it is a flexible disc drive, there must be a disc in the drive, and it must not be write protected. If you have any doubts, then check the MS DOS Device Configuration.
- 3 Using the disc drive identification from step 1, find the file COPYDOC.WSY using the P.A.M. File Manager or MS DOS DIR command. If the file exists, delete it.

4 Run HPWORD/150 and edit your document again.

5 If recovery fails again, see message 440 for instructions on reporting the problem.

456 Unable to recover. Can't copy COPYDOC.WSY

Press **(AIDS)** for more information, and write down all error messages and error numbers. See also message 448.

457 Unable to recover. Configuration record error.

Recovery has failed due to an HPWORD/150 internal error. Press **(AIDS)** for more information, and write down all error messages and message numbers. See message 440 for instructions on reporting the problem.

481 Number of pages exceeds 600.

The maximum number of pages in a single document is 600. Split the document into two or more smaller documents, by creating empty documents and "including" pages of the original document into the newly created documents.

HPWORD/150 Document Converter Error Message

Messages which occur when you are using the HPWORD/150 Document Converter program on the HP3000 are listed with explanations on the following pages. On the screen each message is followed by CONVERR and a message number. If you still do not understand the message, write down all message text and message numbers, and contact your OPC.

If you are using the Document Transfer AdvanceLink command files supplied with HPWORD/150, all error messages are logged to a local file CONVLOG.WSY on your HP Touchscreen Personal Computer. If you have a local printer, print the CONVLOG.WSY file before contacting your OPC. Also make a note of all file names you typed.

CONVERR 100 Either the INFO string is missing or it is incorrect.

If you have invoked the HPWORD/150 Document Converter directly using the MPE RUN command, the INFO= string you supplied is incorrect. Use the supplied UDCs or AdvanceLink command files instead.

If you are using the UDCs supplied with HPWORD/150, or if you are using the supplied AdvanceLink command files, then someone may have modified the UDCs or command files.

Remove any existing AdvanceLink command files from your computer using the P.A.M. Install program and re-install them from the Transfer Application Master disc. See Module C in the *HPWORD/150 Primer* for instructions. Now retry the operation. If the message is issued again ask your OPC or System Manager re-install the HPWORD/150 Document Converter on the HP3000 using instructions in Module C of the *HPWORD/150 Primer*.

CONVERR 101 File system error nn accessing source file.

CONVERR 102 File system error nn accessing destination file.

An MPE/3000 file system error occurred while accessing a Document Converter source or destination file. Ask your OPC or HP3000 System Manager look up the file system error number in the appropriate HP3000 reference manuals. This error can occur if the source file or destination file is misspelled, if access to the file is prohibited by file security settings, or if you are out of group, account, or system disc space on the HP3000.

CONVERR 103 The destination document already exists.

The name you have specified for the converted document has been used for another file.

CONVERR 104 Source and destination document names must be unique.

You must specify unique names for the document you wish to convert and for the newly converted document. This message will appear if there is already an HPWORD document with the destination name.

CONVERR 105 An error was reported by the HPWORD/3000 procedures.

Write down the text and the numbers of the messages which follow the above message and ask your OPC or System Manager look up the error message numbers in *Programmatic Access to HPWORD DOCUMENTS*, Part number 32119-90001.

CONVERR 106 An error was reported by the HPWORD/150 procedures.

An error was detected by the HPWORD/150 procedures. Write down all messages and all message numbers, which follow and also make a note of all document names you were using.

If one of the messages which follow contain "FSERR" followed by a number, then an MPE file system error has occurred. You may need to ask your OPC or HP3000 System Manager look up the file system error in the appropriate HP3000 reference manual.

If the message makes reference to "AMERR" and you are converting from HPWORD/150 to HPWORD, the document may have been damaged during transfer from the HP150 to the HP3000. Start the operation again. If the error persists, and the messages make no reference to either "FSERR" or "recovery", then Hewlett-Packard should be contacted. You will need to supply all error message text and all error numbers, and may be asked to supply any documents you were using.

CONVERR 107 PCWDCATL.PUB.SYS?

This message will be displayed when the converter program cannot open the message catalog, PCWDCATL.PUB.SYS. Check that no file equations for PCWDCATL.PUB.SYS exist, then ask your OPC or HP3000 System Manager to re-install the HPWORD/150 Document Converter on the HP3000 using instructions in Module C of the *HPWORD/150 Primer*.

CONVERR 108 A destination document name is required.

If you are using HPWORD/150 Document Converter UDCs, a destination document name for the document to be converted is required.

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