

XyList Community Manuals Archive:
XyWrite 4.0 Installation & Learning Guide
Published by The Technology Group in 1993



Installation & Learning Guide

C:\XY4



**XyWrite™
4.0**

Installation & Learning Guide

XyWrite
4.0

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First Edition (Revised), March 1993
Document Control No. 003501-02

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This document was produced using XyWrite 4.0.

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LESSON 1 • INSTALLING AND STARTING XYWRITE

INSTALLING AND STARTING XYWRITE

XyWrite is a versatile, powerful word processing tool. It is also very easy to learn and use. If you are familiar with word processors, you will find that XyWrite offers all the standard features of word processing such as text editing and highlighting, printing, and setting margins, tabs, and page breaks. However, you will also find more powerful functions, such as generating forms, tables, indexes, and tables of contents; referencing headings and figures in other parts of your document; creating numbered lists; and including graphic elements such as lines and boxes in your text. You will also find a user-friendly interface that offers four ways to view your documents.

If you are unfamiliar with word processing, the XyWrite interface is straightforward and consistent. And it contains an extensive on-line help facility.

In this lesson you will learn to install and start XyWrite. When you finish the lesson, you should be able to:

- Back up the program diskettes
- Install XyWrite
- Start XyWrite

This lesson also includes information about starting XyWrite on a local area network (LAN). If you need to install XyWrite on a LAN, see the *LAN Administrator's Guide* for instructions. If you are ready to start XyWrite on a LAN, or if XyWrite is already installed on your computer, skip to "Starting XyWrite"

BACKING UP PROGRAM DISKETTES

Before you install XyWrite, it is a good idea to make a backup copy of the program diskettes.

Use the DOS DISKCOPY command to make a backup copy of each program diskette in case of accidental damage to the original diskettes. Refer to your DOS manual for information about DISKCOPY and backing

up diskettes. Store the original diskettes in a safe place, and use the backup diskettes to install XyWrite on your computer.

INSTALLING XYWRITE

XyWrite installation is a fairly automated procedure. However, the process is easier if you have the following information ready to provide during the installation procedure:

- The model name and number of the printers you want to use
- The type of graphics adapter your computer has
- The directory location of any soft fonts your printer has
- The name of the printer port

To install XyWrite:

1. Start your computer. If your computer is already running, close any application software (e.g., spreadsheet or word processing programs), TSRs (e.g., disk caching utility), and shells (multi-tasking program) that are running.

NOTE: You can stop the installation procedure at any time by pressing **Ctrl**X.

2. Insert Program Diskette 1 into a diskette drive.
3. Make that diskette drive the current drive.

For example, if you inserted the program diskette into the A drive, you would type **A:** at the DOS prompt and press **↵**.

4. When the diskette drive containing the program diskette is active, type the following at the DOS prompt:

```
install ↵
```

5. Swap diskettes in the source drive when the installation program prompts you to. From this point on, the installation procedure asks you for information. Respond to the questions when they appear on the screen.

LESSON 1 • INSTALLING AND STARTING XYWRITE

NOTE: During installation, XyWrite automatically creates several subdirectories and copies program files into them. Before creating these directories, however, XyWrite verifies that this is acceptable to you.

At its conclusion, the installation procedure leaves you in the directory where you installed XyWrite.

README files containing useful information are included with the program files. See "Printing a File" for instructions on how to print them out.

ADDING FILES TO EXISTING SETUP

XyWrite lets you copy files from the installation diskettes to your hard or fixed drive after the initial installation. If you want to install additional printers, copy sample documents or dictionaries, or reinstall XyWrite program files, follow the procedure below.

To reinstall selected files:

1. Place program diskette #1 in your diskette drive.
2. Make that drive active by typing *a:* at the DOS prompt, where *a:* represents your diskette drive, and press .
3. When the diskette drive containing the program diskette is active, type the following at the DOS prompt:

```
install 
```

4. When the program prompts for input, choose **Add Files to Existing Setup**.
5. Follow the remaining prompts to reinstall the files you want.

PREPARING TO WORK THROUGH THE LESSONS

As you go through the lessons in this book, you will work with several sample files included with XyWrite. A working copy of these files should be in the subdirectory that holds documents. (The name of this directory was determined during installation).

If you are not the first person to work through this book using the sample files, be sure to use the DOS DELETE command to delete the working copy of the sample files from the directory containing documents.

These files are:

- ADDENDUM.DOC
- ARTICLE.DOC
- LETTER.DOC
- MEMO.DOC
- SAMPLE.DOC

Then, use the original program diskettes to reinstall these files. To do this, follow the instructions in "Adding Files to Existing Setup." The MEMO.DOC file is not on the program diskettes; you will create this file in Lesson 3, "Creating a Document."

NOTE: If you are on a LAN, a working copy of the files should be in your personal directory.

STARTING XYWRITE

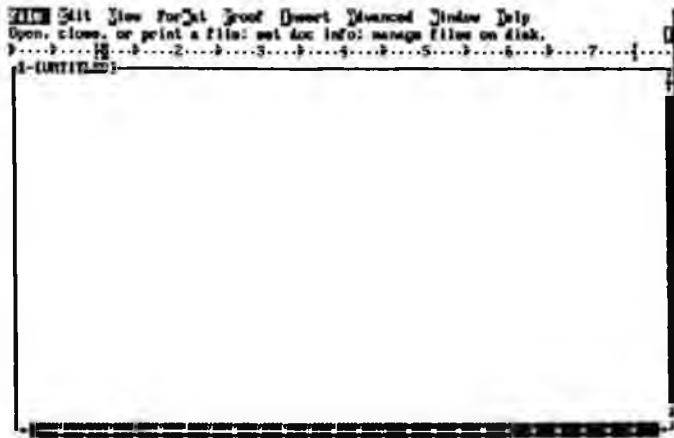
NOTE: Before you start XyWrite for the first time each day, be sure the mouse driver is loaded (if your computer is fitted with a mouse). You may need to go to the subdirectory where the mouse is installed, type mouse, and press **[↵]**. See the documentation that comes with your mouse for more information. You can also modify your AUTOEXEC.BAT file so that it loads the mouse driver automatically. See your DOS manual for more information.

LESSON 1 • INSTALLING AND STARTING XYWRITE

To start XyWrite from the DOS prompt:

1. If you did not modify your AUTOEXEC.BAT file (during or after installation), change your directory to the directory where XyWrite is installed on your computer.
2. Type `editor` and press `[↵]`.

The title screen appears briefly, then disappears. It is replaced by the main XyWrite screen, shown below. (You can quickly remove the title screen by pressing `[Esc]`.)



USING XYWRITE ON A LAN

If you are working on a LAN, your network administrator assigned you a logon name, or user name. Your administrator may also have assigned you a password. You use this information to log on to the XyWrite program. After you start XyWrite, the command line displays the LOGON command, and the cursor is in place for you to complete the procedure below.

LESSON 1 • INSTALLING AND STARTING XYWRITE

To log on to XyWrite:

1. Type *name,password*

where *name* is your user name, and *password* is your password, if you have one.

Be sure to type a comma between the logon name and the password, not a space.

2. Press .

XyWrite logs you on and loads any customized settings you may have. The action bar reappears. Now you can create and edit documents and use any of XyWrite's features.

Remember that you must log off when you finish using XyWrite. See "Logging Off XyWrite on a LAN" in Lesson 2.

NOTE: Throughout this book, when you are reminded to start XyWrite before beginning a lesson, remember that you must also log on if you are working on a LAN.

In the next lesson, you will get to know the XyWrite screen, and you will learn how to use a mouse and a keyboard with the program.

LESSON 2 • GETTING TO KNOW XYWRITE

GETTING TO KNOW XYWRITE

In this lesson, you will “meet” XyWrite and become familiar with how it works. This lesson contains several important exercises. It also defines some terms that are used throughout the XyWrite documentation library.

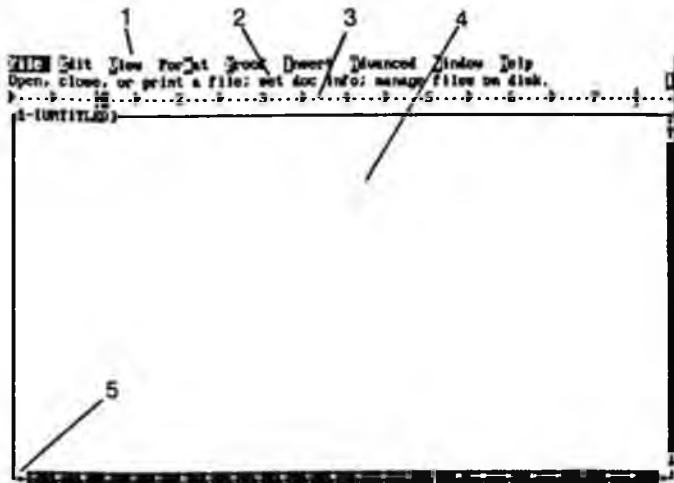
When you complete this lesson, you should be able to:

- Identify the various parts of the XyWrite main screen
- Use a mouse or a keyboard to perform tasks in XyWrite
- Get help in XyWrite
- Log off XyWrite if you are working on a LAN
- Exit XyWrite

NOTE: Before you begin, start XyWrite (see “Starting XyWrite” in Lesson 1). Remember to log on if you are working on a LAN (see “Using XyWrite on a LAN” in Lesson 1).

LOOKING AT THE XYWRITE MAIN SCREEN

When you start XyWrite, the main screen appears.



The main screen is made up of several distinctive parts, each of which is numbered in the figure shown above and discussed in the following sections:

1 *Action Bar*

The action bar contains nine menu titles. Each title on the action bar leads to a menu, where you can choose specific options. You will learn how to choose options later in this lesson.

When you use XyWrite commands, the command line temporarily replaces the action bar. You can perform tasks from the XyWrite command line.

2 *Status Line*

The status line displays several different kinds of information, including:

- Feedback from XyWrite
- Instructions for using certain functions
- Abbreviated descriptions of menu options and formatting commands
- Error messages

The status line also displays the window number, document name, and indicators that show whether certain keys or modes are active:

| | |
|-----------------------------------|------------------------------|
| C Caps Lock | r Auto-Replace |
| I Insert | A Automatic Uppercase |
| O Character Overtyping | S Scroll Lock |
| o Word Overtyping | R Redlining |
| N Num Lock | X Temporary File |
| c Automatic Spell Checking | |

You can find more information on these indicators in the *Command Reference Guide*.

3 *Ruler*

The ruler shows tab settings, margins, and page measurement units. It also contains a position indicator that shows the horizontal position of the cursor.

LESSON 2 • GETTING TO KNOW XYWRITE

4 Text Window

A text window is an area where you work on XyWrite documents. When you start XyWrite, an untitled file appears in the text window. You can have up to nine windows, and therefore up to nine files, open at one time.

5 Information Line

Whenever you highlight a menu option, XyWrite displays additional information about the option at the bottom of the screen. The information changes as you move from option to option.

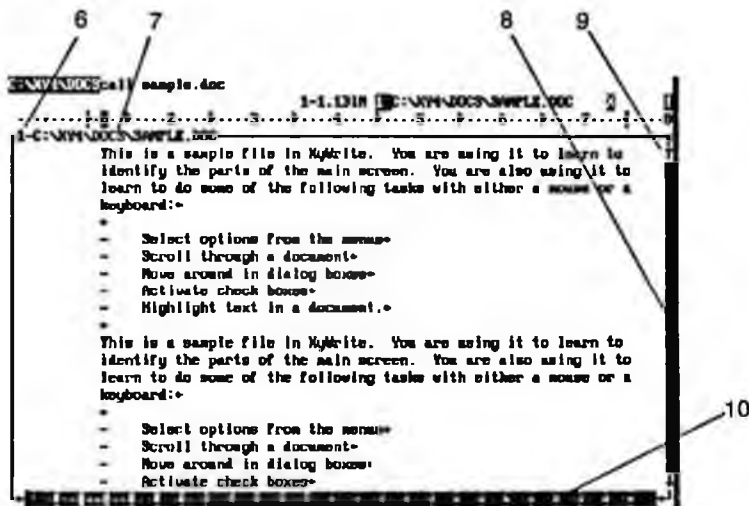
Let's look at a document in the text window:

1. Press **[F5]**.

The cursor moves to the command line, which replaces the action bar.

2. Type `call sample.doc` and press **[↵]**.

The SAMPLE.DOC file appears in the text window.



3. Press **[F10]**.

The action bar replaces the command line.

LESSON 2 • GETTING TO KNOW XYWRITE

The active text window has borders surrounding it. These borders contain different items. Each item is numbered in the figure and described in the following sections:

6 *Number of the window*

The left side of the top border shows the number of the window.

7 *Drive, path, and file name of document*

The left side of the top border also shows the drive, path, and file name of the active document.

8 *Vertical scroll bar*

The right border contains a vertical scroll bar that you can use with your mouse to scroll up and down in your document. You will learn how to use scroll bars in "Moving Around in a File."

9 *Slider box*

A slider box appears inside each scroll bar. You can use it, with your mouse, to scroll through a document.

10 *Horizontal scroll bar*

The bottom border contains a horizontal scroll bar that you can use with a mouse to scroll left and right in your document.

USING A MOUSE AND A KEYBOARD WITH XYWRITE

In this part of the lesson, you will learn how to perform the following tasks using a mouse and a keyboard:

- Move between the text window, action bar, and command line
- Choose options from menus
- Move around a dialog box
- Fill in a dialog box
- Close a dialog box
- Move around in a file
- Select and deselect text in a file

The lesson provides procedures for performing each of these tasks with a mouse and with a keyboard. After reading the procedures, you will perform a specific task using whichever method you choose.

NOTE: XyWrite supports a two- or three-button mouse. When XyWrite is installed, it is automatically set up for a right-handed user. In this book, any reference to “the mouse button” means the left mouse button. In a few instances where you must use the other mouse button, it will be referred to as “the right mouse button.”

If you have a mouse installed, you can see two cursors on the screen. The cursor that moves when you press the cursor movement keys is referred to as the cursor. The cursor that moves when you move the mouse is referred to as the mouse pointer.

The following mouse terminology is used throughout the XyWrite documentation:

- | | |
|---------------------|--|
| Point | Move the mouse cursor to a particular spot or item on the screen. |
| Click | Press and release the mouse button once. You usually point to something and click on it to select it. |
| Double-click | Press and release the mouse button twice in rapid succession. You usually point to something and double-click on it to cause an action to happen. |
| Drag | Press the mouse button and hold it down while you move the mouse to a particular spot on the screen, then release the mouse button. |

NOTE: You should still have SAMPLE.DOC open in the text window.

LESSON 2 • GETTING TO KNOW XYWRITE

MOVING BETWEEN THE TEXT WINDOW, ACTION BAR, AND COMMAND LINE

Throughout this lesson and those following it, you are asked to choose options from menus, which are accessed from the action bar. Sometimes, the cursor may not be in the action bar; it may be in the text window, or the command line may be displayed instead of the action bar. The following table describes how to move the cursor to one of these places (action bar, command line, or text window) from the place you are, using either the mouse or the keyboard.

| To get here... | From here... | Mouse | Keyboard |
|----------------|--------------|--|---------------------------------------|
| Action bar | Command line | Press the right mouse button and double-click the left mouse button. | Press F10 . |
| Action bar | Text window | Click on the action bar. | Press F10 . |
| Command line | Action bar | Press the right button and double-click the left mouse button. | Press F5 . |
| Command line | Text window | Click on the command line. | Press Shift F5 . |
| Text window | Action bar | Click on the text window. | Press F10 or Esc . |
| Text window | Command line | Click on the text window. | Press Shift F5 or Esc . |

If you are on the command line and there is a command you want to erase, press **F5**.

SELECTING OPTIONS FROM MENUS

As you learned, each title on the action bar leads you to a menu of options. You can choose these options using either a mouse or a keyboard. The

following instructions show you how to choose menu options. An exercise follows the instructions.

NOTE: You can choose only those options that are active. Options that are not active are dimmed.

To choose menu options using a mouse:

1. Move the mouse pointer to the title you want to choose from the action bar, and click on that title.

A menu appears below its title on the action bar. The menu stays open until you choose an option from it, choose another title from the menu bar, or click outside the menu.

2. Move the mouse pointer to the menu option you want to choose and click on that option.

One of three things happens:

- If the menu option is followed by ellipses (...), a dialog box appears. You will learn about dialog boxes in the next section.
- If the menu option is followed by a right arrowhead, another menu appears to the right of the already open menu. Choose options from this second menu just as you did from the first.
- If the menu option is not followed by ellipses or a right arrowhead, the action you requested is performed and the menu disappears.

To choose menu options using a keyboard:

1. Press **[F10]** to move the cursor from the text window to the action bar. Each title on the action bar has one highlighted letter.

2. Type the highlighted letter of the title you want to choose from the action bar.

or

Press the **Cursor Right** key (**→**) and **Cursor Left** key (**←**) to move to the title you want and press **↵**.

A menu appears below its title on the action bar. Each option on the menu has one highlighted letter. The menu stays open until you choose an option from it, move to another menu, or press **[Esc]**.

3. Press the **Cursor Down** key (**↓**) to move to the menu option you want and press **↵**.

or

Type the highlighted letter of the menu option you want.

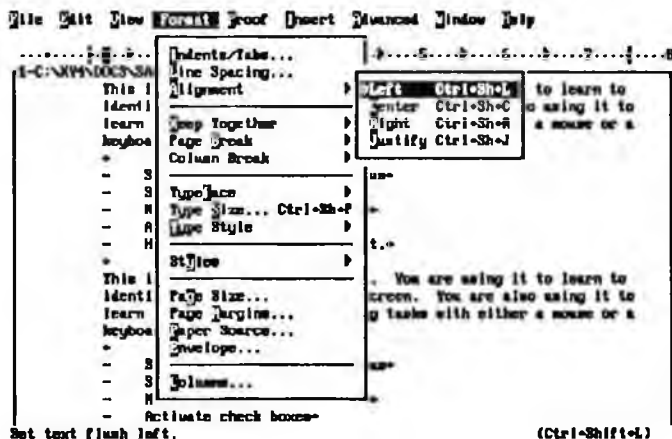
One of three things happens:

- If the menu option is followed by ellipses (...), a dialog box appears.
- If the menu option is followed by a right arrowhead, another menu appears to the right of the already open menu. Choose options from this second menu just as you did from the first.
- If the menu option is not followed by ellipses or a right arrowhead, the action you requested is performed and the menu disappears.

Throughout this document, the keys you press to perform a particular procedure are shown in parentheses beside each step in the procedure.

To practice choosing menu options:

1. Choose **Format** from the action bar ([F10], M).
The Format menu appears.
2. Choose **Alignment** from the Format menu (A).
The Alignment menu appears beside the Format menu.



3. Choose **Left** from the Alignment menu (L).

You have chosen an option from a menu. Because the text in SAMPLE.DOC is already left-aligned, nothing happens to the file.

LESSON 2 • GETTING TO KNOW XYWRITE

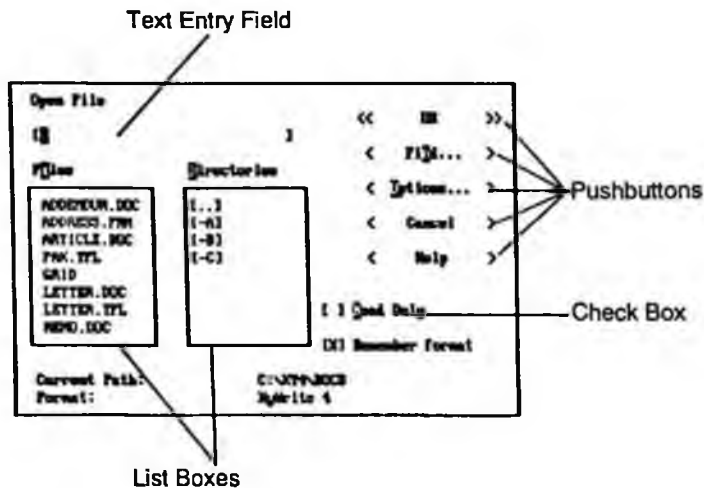
MOVING THE CURSOR AROUND A DIALOG BOX

When you choose certain options from a menu, XyWrite displays dialog boxes. A dialog box lets you enter information or make choices. You enter information into text entry fields, and you make choices using these tools:

- Pushbutton
- Radio button
- Check box
- List box

To see what a dialog box looks like, choose **Open** from the File menu (**F10**, F, O). See "Choosing Options from Menus" for instructions on choosing options from menus.

The Open File dialog box appears. It contains a text entry field, two list boxes, five pushbuttons, and one check box.



You can move the cursor around a dialog box using the following methods:

- Mouse** To move the cursor around a dialog box using a mouse, point to the area you want to work with and click the mouse button. When you click on some areas of a dialog box (such as a check box) those areas are activated.
- Keyboard** To move the cursor around a dialog box using a keyboard, press the **Tab** key to move forward to where you want to enter information or make a choice. If you use the **Tab** key to move the cursor, the cursor appears at the new location, but that area is not activated.

Press **Shift Tab** to move backwards.

Practice moving the cursor around the Open File dialog box.

FILLING IN A DIALOG BOX

The following paragraphs teach you how to fill in a dialog box, including how to:

- Activate pushbuttons, radio buttons, and check boxes
- Highlight an option in a list box
- Enter text in a field

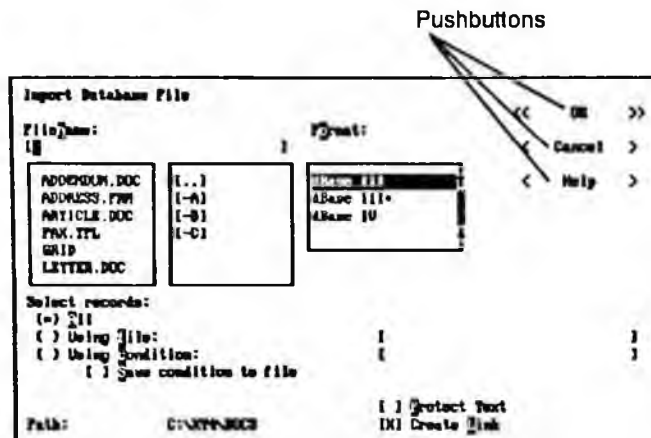
Except for entering text, you can perform these tasks with either the mouse or the keyboard.

NOTE: There are no practice exercises here for performing these tasks, but you will have the opportunity to practice in other lessons.

LESSON 2 • GETTING TO KNOW XYWRITE

Pushbutton

A pushbutton appears as a set of angled brackets enclosing text.



When you activate a pushbutton, XyWrite performs the action described by the text inside the pushbutton. If the text in the pushbutton is followed by ellipses (...), another dialog box appears when you activate the pushbutton. Double angled brackets in a pushbutton indicate the default pushbutton. This pushbutton is automatically activated if you press **[↵]**, unless another pushbutton is highlighted. Pushbuttons appear in dialog boxes, message boxes, and help panels.

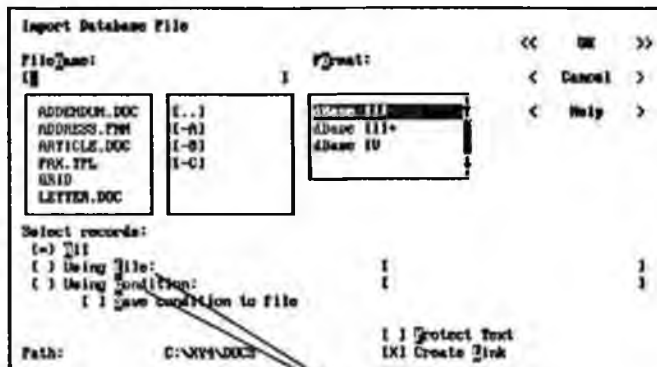
To activate a pushbutton using a mouse, click on it.

To activate a pushbutton using a keyboard, tab to the pushbutton and press **[↵]**, or press **[Alt]** + the highlighted letter of the pushbutton.

LESSON 2 • GETTING TO KNOW XYWRITE

Radio Button

A radio button appears as a set of parentheses followed by text.



Radio Buttons

Radio buttons let you activate one of several choices, which is why radio buttons always appear in groups of two or more.

To activate a radio button using a mouse, click on it. An asterisk appears between the parentheses of the radio button to show that it is activated.

To activate a radio button using a keyboard:

1. Use the **Tab** key to move the cursor to the group of radio buttons that includes the one you want.
2. Use the cursor movement keys to move the cursor to the radio button you want to activate.

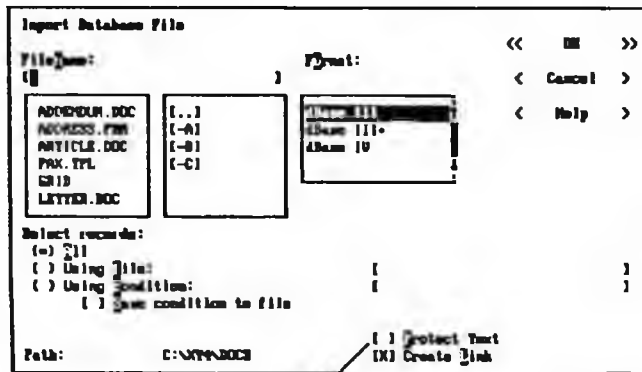
LESSON 2 • GETTING TO KNOW XYWRITE

An asterisk appears between the parentheses of each radio button as you move the cursor to it. Stop at the radio button you want to remain activated. (You can activate only one radio button in a group.)

3. Use the **Tab** key to move the cursor out of the group of radio buttons. The last radio button you moved to is marked with an asterisk and remains activated.

Check Box

A check box appears as a set of square brackets followed by text.



A check box acts like a switch, activating or deactivating a selection. Check boxes can appear alone or in groups. However, unlike a radio button, more than one check box can be activated at a time.

To activate or deactivate a check box using a mouse, click on the check box.

LESSON 2 • GETTING TO KNOW XYWRITE

An “x” appears between the brackets of the check box to indicate that it is activated. The “x” disappears when the check box is deactivated.

To activate or deactivate a check box using a keyboard:

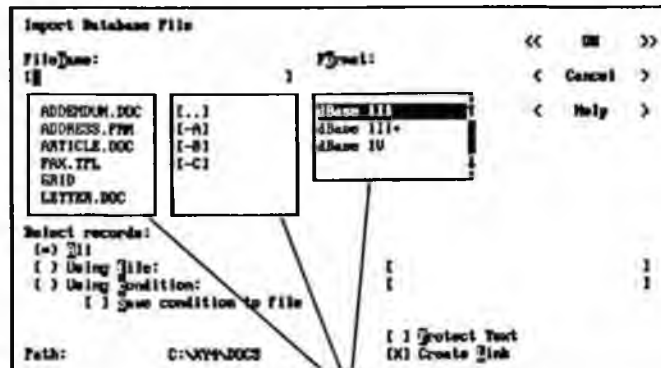
1. Tab to each check box you want to activate or deactivate. (If two or more check boxes appear together, you can use the **Cursor Up** (**↑**) and **Cursor Down** (**↓**) keys to move between them.)
2. Press the **[Spacebar]**.

An “x” appears between the brackets of the check box to indicate that it is activated. The “x” disappears when the check box is deactivated.

When you activate more than one check box, an “x” appears in each one you activate.

List Box

A list box appears as a rectangular box containing a list of choices.



List Boxes

LESSON 2 • GETTING TO KNOW XYWRITE

When you move the cursor to the list box, XyWrite displays a vertical scroll bar in that list box, allowing you to scroll quickly through the list to make a choice. To choose an item in a list box, you must highlight that item.

To highlight items in a list box using a mouse:

1. Use the scroll bar to scroll the list until you see an item you want to highlight. See “Moving Around in a File” for instructions on using a scroll bar.
2. Click on the item you want to choose.

XyWrite highlights your choice.

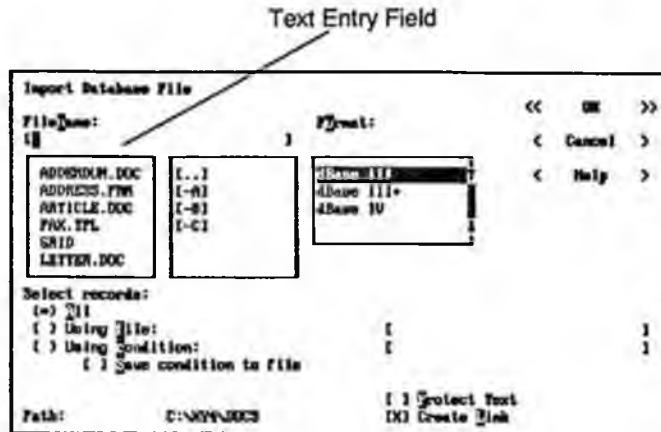
To highlight items in a list box using a keyboard:

1. Tab to the list box.
The first item appears highlighted, *but it has not yet been chosen*. It is only highlighted to let you know your cursor is in the list box.
2. Press the **Cursor Up** key (**↑**) or the **Cursor Down** key (**↓**) to scroll the list until the choice you want is highlighted.
If you want to choose the first item in the list box, press the **Cursor Down** key once to make that item your choice.
If you know what item you want to choose, you can type the first letter of that item to move quickly to that section of the list.

Text Entry Field

A text entry field appears as a long space between square brackets.

LESSON 2 • GETTING TO KNOW XYWRITE



You use a text entry field to type textual information, such as a file name.

To fill in a field with a mouse, click on the field and begin typing.

To fill in a field with a keyboard, tab to the field and begin typing.

In some dialog boxes, you can also enter information in a text entry field using a list box associated with that text entry field.

To enter information in a text entry field using an associated list box, click on the item you want to choose in the list box. That item is highlighted in the list box and appears in the text entry field.

To enter information in a text entry field using an associated list box, tab to the list box and use the cursor movement keys to highlight the item you want to appear in the text entry field.

Sometimes, XyWrite displays dialog boxes with text already filled in a text entry field. To erase the text in a pre-filled text entry field, move to

the first space in the field and begin typing. Any existing text in the field will disappear.

CLOSING A DIALOG BOX

There may be times when you are filling in a dialog box and you decide that you do not want to continue a certain procedure. XyWrite lets you close, or cancel, a dialog box without processing information in it.

To close a dialog box using a mouse, activate the **Cancel** pushbutton.

To close a dialog box using a keyboard, activate the **Cancel** pushbutton or press **[Esc]**.

Practice closing a dialog box by using one of the options above with the **Open File** dialog box.

MOVING AROUND IN A FILE

You can scroll in four directions in a XyWrite file: up, down, right, and left. You can scroll through a document using either a mouse or a keyboard.

To scroll through a document using a mouse:

1. Use the following procedures to move vertically through a document:
 - To scroll up or down one line, click on the up or down arrow in the vertical scroll bar.
 - To scroll up or down one window, click anywhere in the space between the slider box and the top or bottom of the vertical scroll bar.

- To scroll directly to a particular place in a document:
 - a. Move the mouse pointer to the slider box in the vertical scroll bar.
 - b. Drag the slider box to where you want to be in the document.
NOTE: The slider box position in the vertical scroll bar indicates the distance of the current window of text relative to the top and bottom of the document.
 - c. Release the mouse button.
- 2. Use the following procedures to move horizontally through your document:
 - To scroll right or left one character, click on the right or left arrow in the horizontal scroll bar.
 - To scroll right or left eight characters at a time, click anywhere in the space between the slider box and the right or left edge of the horizontal scroll bar.
 - To scroll directly to a particular place in a document:
 - a. Move the mouse pointer to the slider box in the horizontal scroll bar.
 - b. Drag the slider box to where you want to be in the document.
NOTE: The slider box position in the horizontal scroll bar indicates the distance of the current window of text relative to the right and left margins of the document.
 - c. Release the mouse button.

To scroll through a document using a keyboard, use the cursor movement keys (↑, ↓, →, ←) to scroll the document up, down, right, or left through the window or use the following keyboard shortcuts:

| <i>Scroll Function</i> | <i>Key</i> |
|---------------------------|------------|
| Beginning of line | Home |
| Bottom of file | Ctrl End |
| Bottom of window | Alt End |
| Down one window | PgDn |
| End of line | End |
| Next paragraph | Alt ↓ |
| Next word | Ctrl → |
| Previous paragraph | Alt ↑ |
| Previous word | Ctrl ← |
| Top of file | Ctrl Home |
| Top of window | Alt Home |
| Up one window | PgUp |

Practice scrolling through SAMPLE.DOC using either your mouse or keyboard.

SELECTING AND DESELECTING TEXT IN A FILE

In order to perform many editing and formatting functions in XyWrite, you must first select, or highlight, the text you want to edit or format. When you have completed the editing or formatting function you wanted, you must deselect the text you selected. You can also deselect text that you did not mean to select.

You can select and deselect text in your document using either a mouse or a keyboard.

Selecting Text

To select text in a document using a mouse:

1. To select a single word, double-click on the word.
The selected word is highlighted.
2. To select a block of text:
 - a. Move the mouse pointer to the first character of the text you want to select and click on that character.
 - b. Move the cursor one character past the end of the text you want to select.
For example, in the sentence, "The work is finished," if you wanted to select the words "work is finished," you would move the cursor to the period after the word "finished."
 - c. Hold the **Shift** key down and click the mouse button.
Mouse Shortcut. To skip steps a through c, drag the mouse over the text you want to select.
The block of text you selected is highlighted.
3. To select columns of text:
 - a. Move the mouse pointer to the beginning character in the columns you want to select.
 - b. Press and hold the right mouse button as you move the mouse until the cursor reaches the last character in the column(s) you want to select.
 - c. Release the right mouse button.

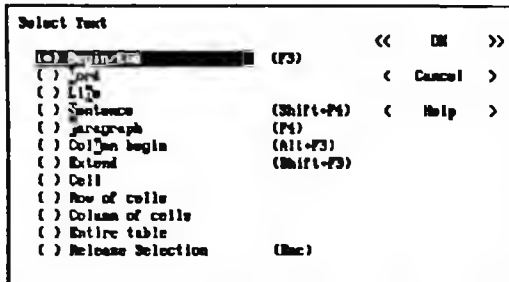
MON 2 • GETTING TO KNOW XYWRITE

To select text in a document using a keyboard:

1. To select any text, press and hold the **[Shift]** key, and press the appropriate cursor movement key.
2. To select a word, line of text, sentence, paragraph, table cell, or row of cells:
 - a. Move the cursor to the beginning character of the text you want to select.
 - b. Choose Select from the Edit menu (**[F10]**, E, L).

Keyboard Shortcut. Press **[Ctrl]** **[F3]**.

The Select Text dialog box appears.



- c. Choose the option you want and press **[↵]** or activate the OK pushbutton.

Keyboard Shortcut. To skip steps b and c, you can use the keyboard shortcut, shown on the Select Text dialog box, directly from the text window. These keyboard shortcuts are used in the remaining instructions for selecting text.

3. To select a block of text:

- a. Move the cursor to the first character of the block and press **[F3]**.
- b. Move the cursor one character past the last character of the block you want to select and press **[F3]**.

The block of selected text is highlighted.

4. To select columns of text:

- a. Move the cursor to the first character in the first column and press **[Alt] [F3]**.
- b. Move the cursor one character past the last character of the last column and press **[F3]**.

The columns you selected are highlighted.

Deselecting Text

To deselect text in a document using a mouse, press the mouse button and release it.

To deselect text in a document using a keyboard, press **[Esc]**.

Practice selecting a paragraph of text with either your mouse or keyboard. Then deselect it.

GETTING HELP

In XyWrite there are six kinds of help available to you from the Help menu:

Index

Provides an extensive alphabetical listing of procedures and topics you can choose from.

General Help

Groups information alphabetically by topic and provides general information on any topic you choose.

Keyboard Help

Lists the function keys and their assigned functions, as well as keyboard shortcuts.

Using Help

Tells you how to use the Help facility to get help.

About XyWrite

Displays ownership and copyright information about XyWrite.

To use one of these help functions, choose the function you want from the Help menu.

Throughout the product, you can also obtain context-sensitive help. Context-sensitive help changes depending upon where your cursor is when you request help.

Dialog box help

Most dialog boxes contain a **Help** pushbutton. If you activate a **Help** pushbutton in an active dialog box, XyWrite displays general help on the topic covered in the dialog box.

Item help

You can also get specific help on any menu option or any check box, radio button, pushbutton, list box, or text entry field within any dialog box by moving the cursor to the item you want help with and pressing **[F1]**.

Message help

Finally, you can get help on most messages that XyWrite displays in the status line. When the message appears, press **[Ctrl][F1]**.

All help panels that are more than one screen long can be scrolled with the mouse or by using **[PgUp]** and **[PgDn]** on the keyboard. Some help panels contain certain highlighted words or phrases. You can obtain additional information on the highlighted topics by moving the cursor to the topic you want and pressing **[↵]** or by clicking on the topic.

The following pushbuttons appear at the top of every help panel:

Exit

Closes all help panels.

Index

Displays an alphabetical listing of help topics.

Previous

Removes the current help panel and displays the previous help panel, dialog box, or window. You can also press **[Esc]** to return to the previous help panel, dialog box, or window.

LOGGING OFF XYWRITE ON A LAN

If you are working on a LAN, you should log off XyWrite before you exit the program. If you are not working on a LAN, skip to “Exiting XyWrite.”

If you do not log off, and if someone else starts using XyWrite on the workstation you were using, they will be working under your logon name. Therefore, it is a good idea to log off XyWrite before you exit.

To log off XyWrite:

1. Close all open files (see “Closing a File” in Lesson 3).

2. Press **F5**.

The cursor moves to the command line, which replaces the action bar.

3. Type `logoff` and press **↵**.

The message **Logoff accepted** appears, and you cannot open or edit files without logging on again (see “Using XyWrite on a LAN” in Lesson 1).

Now you can continue with the procedure for exiting XyWrite.

EXITING XYWRITE

To exit XyWrite:

1. Choose **Exit** from the File menu (**F10**, **F**, **X**).

Keyboard Shortcut. Press **Alt F4**.

If you have any files open that you have edited, a message appears asking what you want to do with them. Choose **S** to save the file, **A** to abandon the edits, or **C** to cancel **Exit**.

2. Choose the action you want to take.

XyWrite cycles through the open files with this message displayed. When the last file has been dealt with, XyWrite returns you to DOS.

To practice exiting from XyWrite:

1. Choose **Exit** from the File menu (**F10**, F, X).

Keyboard Shortcut. Press **Alt F4**.

If you made any changes to the file, the message appears.

2. Choose **A** to **Abandon the edits**

XyWrite closes the sample file and returns to DOS.

REVIEWING WHAT YOU LEARNED

You should now be familiar with the XyWrite main screen, including the action bar, ruler, text window, and status line. You should be able to use a mouse or keyboard to perform tasks in XyWrite. You should be able to get help in XyWrite and exit the program. And LAN users should know how to log on and off XyWrite.

If you are not comfortable with any of these tasks, review the appropriate sections and practice using the sample file.

NOTES

CREATING A DOCUMENT

In this lesson, you will create and work with a sample office memo from a fictional purchasing department to the staff of a fictional home office.

When you complete this lesson, you will know how to:

- Create a new file
- Enter text
- Delete and insert text
- Save a file
- Print a file
- Close a file

The lesson gives you step-by-step instructions for performing each task. You can use either a mouse or a keyboard; all instructions apply to both.

NOTE: Before you begin, start XyWrite (see "Starting XyWrite" in Lesson 1) or close any files that are open (see "Closing a File"). You should be at the XyWrite main screen.

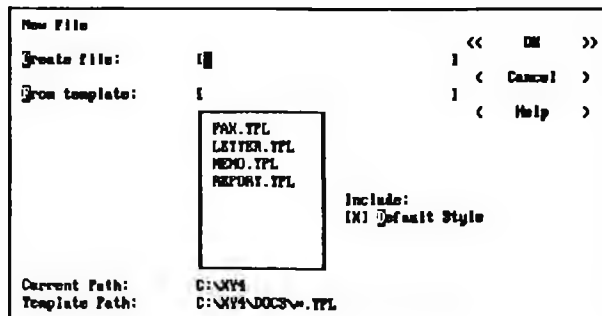
CREATING A NEW FILE

Start by creating a new file for the memo document.

To create a new file for the memo:

1. Choose New from the File menu (**F10**, F, N).

The New File dialog box appears. The cursor is in the Create File field.



LESSON 3 • CREATING A DOCUMENT

2. Type `memo.doc` in the **Create File** field.
3. If the **Default Style** check box is activated, deactivate it.

NOTE: If you leave this check box active, the file you create has certain formatting defaults applied to it. For the purposes of this guide, you will first learn to format documents manually.

4. Press or activate the **OK** pushbutton.

A new file opens, ready for you to enter text in the text window. Notice that the file name appears in the upper left border of the text window. Also notice that the cursor is at the top left corner of the text window.




You have created and named a new file. Now you are ready to enter some text.

ENTERING TEXT

In this section, you will type a few short paragraphs of the sample memo in the text window.



To type text for your sample memo in the text window:

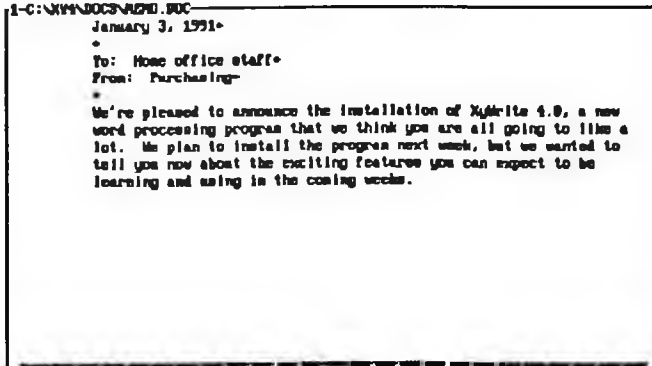
1. Type the following paragraph. You do not need to press  at the end of each line, just at the end of each paragraph. Do not worry if you make typing mistakes. Just leave them for now. You will learn to fix them later.

NOTE: The margins shown in this book will *not* match those on your screen.

January 3, 1991
To: Home office staff
From: Purchasing

We're pleased to announce the installation of XyWrite, a new word processing program that we think you are all going to like a lot. We plan to install the program next week, but we wanted to tell you now about the exciting features you can expect to be learning and using in the coming weeks.

Notice that each time you pressed , a small arrow appeared in the text window. These arrows, called *hard carriage returns*, are just visual reminders of the places where you pressed .



A screenshot of a text window with a black border. The text inside is as follows:

```
1-C:\MY\DOCS\MEMO.DOC
January 3, 1991
*
To: Home office staff
From: Purchasing
*
We're pleased to announce the installation of XyWrite 4.0, a new
word processing program that we think you are all going to like a
lot. We plan to install the program next week, but we wanted to
tell you now about the exciting features you can expect to be
learning and using in the coming weeks.
```

LESSON 3 • CREATING A DOCUMENT

2. Now type the rest of the sample memo.

Besides the standard word processing functions that you are accustomed to, XyWrite makes it easy to generate tables, forms, indexes, and tables of contents. In addition, XyWrite lets you print text in multiple columns and insert graphics and graphic elements (like lines and boxes) in your text.

Perhaps most exciting, XyWrite lets you see your text on screen just as it appears when you print it out, and also lets you edit your text in the graphic view.

The interface is user-friendly and easy to learn. And it lets you perform every function with either a mouse or a keyboard. For those of you with advanced word processing skills, there are keyboard shortcuts, as well as commands that let you perform tasks directly from the command line.

We know you'll find XyWrite to be a powerful and useful tool. Please let us know what you think!

Now that you have typed the sample memo, the next section tells you how to delete and insert text.

DELETING AND INSERTING TEXT

Now that you have a basic document, you can easily delete unwanted text and insert new text. You will learn in later lessons how to quickly delete, copy, or move large blocks of text.

DELETING TEXT

To delete text from the sample memo:

1. Move the cursor to the space in front of the word "plan" in the first full paragraph of text.

2. Press the **Del** key until the entire word is gone.
3. Move the cursor to the space after the word “install” in the same sentence.
4. Press the **Backspace** key until you’ve deleted the words “to install.”

As you see, you can use either the Delete or Backspace key to delete text.

INSERTING TEXT

It is just as easy to insert new words. In *insert mode*, characters you type are inserted into the text without typing over existing text.

To insert text in the sample memo:

1. Be sure the insert mode default is active by checking for an I on the right side of the status line. If it is not there, you are not in insert mode, and you should press the **Ins** key.

The **Ins** key “toggles” between insert mode and *overtyping* mode. Overtyping mode means that whatever you type will replace existing text, not be inserted into it.

I appears on the status line, indicating that you are in insert mode.

2. Leave the cursor where it is and type: are installing

You can change to overtyping mode while working in a file.

To type over existing words:

1. Press the **Ins** key.

An O replaces the I in the status line and the cursor changes from a solid box to an underline, showing that you are in overtyping mode.

LESSON 3 • CREATING A DOCUMENT

2. Type `XyWrite` over the existing words: `the program`
3. Now, press the `[Del]` key to delete the letters: `gram`

Be sure to press the `[Ins]` key again before continuing the lesson. You should use insert mode, not overtype mode.

SAVING A FILE

When working in XyWrite, you should periodically save your work to ensure that all changes you make are recorded. This section tells you how to save the sample memo.

To save the sample memo file, choose **Save** from the File menu (`[F10]`, F, S).

Keyboard Shortcut. Press `[Ctrl]S`.

A message appears in the status line to confirm that the file is saved.

PRINTING A FILE

Now you will print the sample memo.

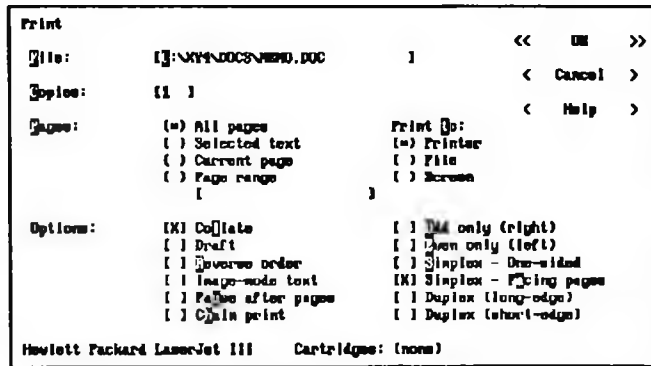
NOTE: Your printer should have been set up during the installation procedure. If you do not have a printer, you can still read this section. Just remember that when you attempt to print something, XyWrite tells you that you cannot.

To print the sample memo:

1. Choose **Print** from the File menu (`[F10]`, F, P).

Keyboard Shortcut. Press `[Ctrl]P` from the text window.

The Print dialog box appears. The file name of the sample memo (MEMO.DOC) appears in the **Print File** field. All the other fields are already filled in satisfactorily to print the sample memo.



2. Press **[Enter]** or activate the OK pushbutton.

Once you print the sample memo, you are ready to close it. You will learn to do this in the next section.

CLOSING A FILE

After you finish working with a file, you can close it. When you close a file, you are simply clearing it from the text window. If you have modified the file, XyWrite asks if you want to save the changes. If you say yes, XyWrite copies the current version of the file over the stored version of the file (on a fixed disk, on a diskette, or into your personal directory, if you are on a LAN). If you choose not to save any changes, XyWrite clears the file from the text window without saving the changes to storage.

To close the sample memo, choose **Close** from the File menu (**[F10]**, **F**, **C**).

Keyboard Shortcut. Press **[Ctrl]** **[F4]**.

The file is closed and the document disappears from the text window.

LESSON 3 • CREATING A DOCUMENT

REVIEWING WHAT YOU LEARNED

In this lesson you learned to create and work with a document. Specifically, you learned how to:

- Create a new file
- Enter text
- Insert and delete text
- Save the file
- Print the file
- Close the file

If you had difficulty with any part of this lesson, you should review that section before continuing to the next lesson.

EDITING A DOCUMENT

In this lesson, you will learn to edit a document. You will work with a sample file that came with XyWrite; it contains a letter from the home office of the company you wrote about in the last lesson. When you complete this lesson, you will be able to:

- Open an existing file
- Move, copy, and delete selected text
- Undo a delete performed on selected text
- Search for and replace text
- Check spelling
- Use the thesaurus

When you finish editing the document, you will print a copy to see your changes. Then you will review what you learned.

NOTE: Before you begin, start XyWrite or close any open files. You should begin from an empty, untitled text window.

OPENING AN EXISTING FILE

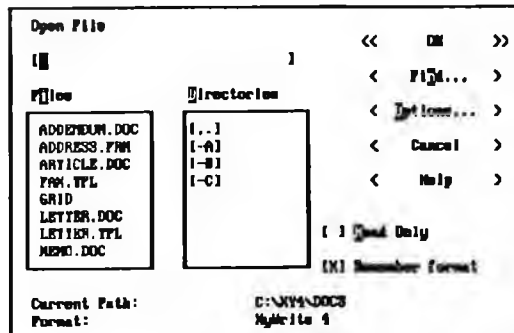
To begin this lesson, you will open an existing file.

To open the letter:


1. Choose Open from the File menu (**F10**, **F**, **O**).

Keyboard Shortcut. Press **Ctrl O**.

The Open File dialog box appears.




2. To choose the file you want to open:

- Type `letter.doc` in the text entry field and press .

or

- Highlight `LETTER.DOC` in the list box.

NOTE: If you are using a mouse, click on `LETTER.DOC`. If you are using a keyboard, tab to the list box and press the Cursor Down key () until the letter file is highlighted.

3. Press  or activate the OK pushbutton.

Mouse Shortcut. Double-click on `LETTER.DOC` in the list box.

The `LETTER.DOC` file appears in the text window.

In the next sections you will learn to perform editing functions on selected blocks of text in the sample letter.

EDITING SELECTED TEXT

XyWrite gives you several ways to perform most tasks. You have already learned to delete text using both the Backspace and the Delete key. In this lesson, you will learn to delete text using the Delete menu option. You will also learn to move and copy text in more than one way.

When you edit selected text using the Cut or Copy options on the Edit menu, that text is temporarily saved to a file called the clipboard. The text remains in the clipboard until the next time you edit selected text using those menu options or until you exit XyWrite.

This feature is useful because it lets you save text to the clipboard, perform other tasks, such as deleting an unwanted comma or searching for a misspelled word, then paste a copy of the text in the document. In short,

the clipboard saves the text while you perform other functions. It “remembers” the text, even when it is no longer selected.

You can also edit selected text without saving it to the clipboard by employing certain keyboard shortcuts. When you do not use the clipboard, you can copy and move only text that is selected and highlighted. For example, if you select a word, you can copy it three other places in the document. However, as soon as you deselect the text, XyWrite “forgets” the word. It only remembers text that is currently highlighted (or that is in the clipboard).

You will learn to move and copy text both with and without the clipboard.

MOVING SELECTED TEXT

In this part of the lesson, you will move text in the sample letter document.

Moving Text Using the Clipboard

To move selected text in the sample letter using the clipboard:

1. Select the entire last sentence of the first paragraph:

“Next month’s company newsletter should be a fantastic example of how much our employees can do with such a powerful tool.”

Be sure not to select any spaces before or after the sentence.




See “Selecting Text” in Lesson 2 if you need to review the procedure for selecting text.

2. Choose Cut from the Edit menu (**F10**, E, T).

Keyboard Shortcut. Press **Shift Del**

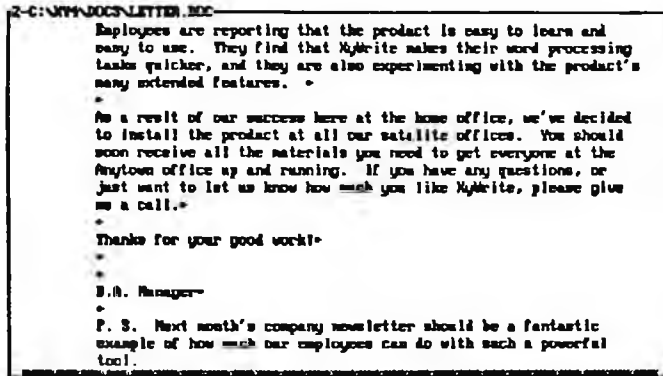
The selected sentence disappears from the letter. It has been saved to the clipboard.




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3. Move the cursor to the bottom of the document and press  twice.
4. Type P . S . and press  twice.
5. Choose Paste from the Edit menu (, E, P).

Keyboard Shortcut. Press  .

The sentence you cut from the first paragraph now appears at the cursor location.



6. Move the cursor to the last sentence in the last paragraph and change the phrase "...how much you like..." so it reads "...how much your office likes...".
7. Move the cursor back to the end of the first paragraph and press  twice.
8. Press  .

The sentence you cut from the first paragraph in Step 2, which is still saved in the clipboard, now appears at the cursor.

```
1-C:\MY4\DOCS\LETTER.DOC
Employees are reporting that the product is easy to learn and
easy to use. They find that XyWrite makes their word processing
tasks quicker, and they are also experimenting with the product's
many extended features. Next month's company newsletter should
be a fantastic example of how much our employees can do with such
a powerful tool.-
*
As a result of our success here at the home office, we've decided
to install the product at all our satellite offices. You should
soon receive all the materials you need to get everyone at the
Anytown office up and running. If you have any questions, or
just want to let us know how much your office likes XyWrite,
please give us a call.-
*
Thanks for your good work!-
*
B.A. Manager-
*
P. S. Next month's company newsletter should be a fantastic
```

Moving Text Without Using the Clipboard

To move selected text in the sample letter without using the clipboard:

1. Select the last sentence in the letter, which reads, "Thanks for your good work!"

Be sure not to select any spaces before or after the sentence.

2. Use the cursor movement keys to move the cursor to the bottom of the document and press **[Spacebar]** twice.

The sentence remains highlighted.

3. Press **[Ctrl]M**.

The sentence is moved from its original location. It is no longer highlighted.

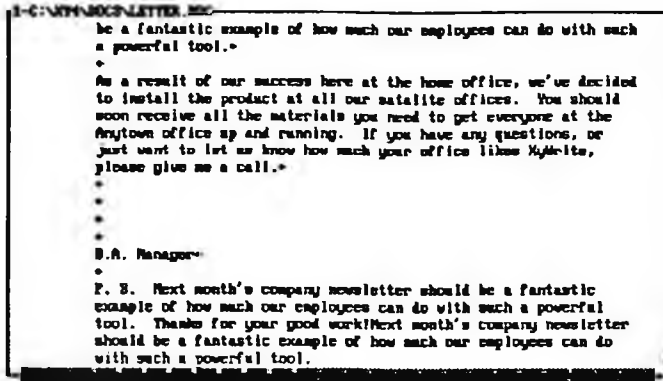
4. Press **[Ctrl]M** again.

A message appears in the status line stating that you must have a block of text selected. XyWrite cannot remember the highlighted text.

LESSON 4 • EDITING A DOCUMENT

5. Press **Shift** **Ins**.

The sentence you saved to the clipboard in the last section appears. XyWrite can remember the text that has been saved to the clipboard.



In this section, you learned to move selected text with and without the clipboard. In the next section, you will learn how to copy text with and without the clipboard.

COPYING SELECTED TEXT

In this section, you will copy text in the sample letter document.

Copying Text Using the Clipboard

To copy selected text in the letter using the clipboard:

1. Select the sentence "Thanks for your good work" in the letter.
2. Choose Copy from the Edit menu (**F10**, **E**, **C**).

Keyboard Shortcut. Press **Ctrl** **Ins**.

The selected sentence is saved to the clipboard, replacing the last text you saved there.

3. Move the cursor to the carriage return below the second full paragraph and press **↵** once.
4. Press **Esc** to deselect the text.
5. Choose Paste from the Edit menu (**F10**, E, P).

Keyboard Shortcut. Press **Shift Ins**.

XyWrite copies the sentence back to the bottom of the letter.

Copying Text Without Using the Clipboard

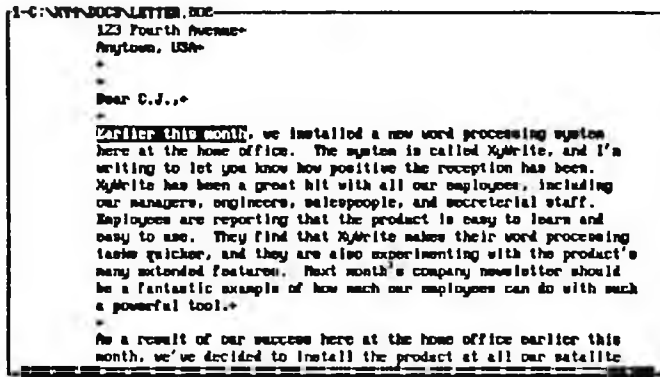
To copy selected text without using the clipboard:

1. Select the words "Earlier this month" in the first paragraph.
2. Use the cursor movement keys to move the cursor to the comma following the words "As a result of our success here at the home office" in the second paragraph and press **Spacebar** once.
3. Press **Ctrl C**.

The selected phrase appears at the cursor.

4. Change "Earlier" to "earlier."

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The original phrase is still highlighted.

5. Move the cursor to the end of the document.
6. Press **[Ctrl]C**.

The selected phrase appears at the cursor. XyWrite continues to copy the phrase as long as the original phrase is selected.

7. Press **[Esc]**.

The phrase is no longer highlighted.

8. Press **[Ctrl]C**.

A message appears telling you that XyWrite cannot copy text unless it is highlighted.

DELETING AND UNDELETING SELECTED TEXT

In this lesson, you will learn how to delete and undelete selected text. When you delete text, XyWrite adds it to the Undelete/Clipboard stack so you can retrieve it later. It saves up to 30 separate deletions on the stack.

Deleting Selected Text

To delete selected text in the letter:

1. Select everything from “B.A. Manager” to the end of the document.
2. Choose **Delete** from the Edit menu (**F10**, E, D).

Keyboard Shortcut. Press **Shift F12**.

The selected text disappears.

Undeleting Selected Text

To undelete selected text in the letter:

1. Choose **Undelete** from the Edit menu (**F10**, E, U).

Keyboard Shortcut. Press **F12**.

The deleted text reappears.

NOTE: If you move the cursor before you start the undelete procedure, pressing **F12** displays the Undelete/Clipboard dialog box. Highlight the text entry you want to undelete and activate the **Entire Block** pushbutton.

2. Select all the text after, but not including, “B.A. Manager.”
3. Press **Shift F12**.

All the text that follows “B.A. Manager” disappears.

SEARCHING FOR AND REPLACING TEXT

In XyWrite, you can search through a document for the appearance of a specific word or group of words. You can also search for text and replace it with other text. You will learn how to do both types of searches in this section.

LESSON 4 • EDITING A DOCUMENT

To search for text in the sample letter:

1. Move the cursor to the top left corner of the letter.
2. Choose Search from the Edit menu (**F10** E, S).

Keyboard Shortcut. Press **Ctrl**F.

The Search for Text dialog box appears. The cursor is in the Search For field.

| | | | | | |
|-------------|---|------|----|--------|---|
| Search For: | <input type="text"/> | Find | OK | >> | |
| Options: | <input type="checkbox"/> Only word | | < | Cancel | > |
| | <input type="checkbox"/> Match upper/lowercase | | | | |
| | <input type="checkbox"/> Backward search | | | | |
| | <input type="checkbox"/> Stop on first letter | | < | Help | > |
| | <input type="checkbox"/> Search from top of file | | | | |
| | <input type="checkbox"/> Search in selected block | | | | |

3. Type of fice and press **Enter** or activate the OK pushbutton.

The cursor stops at the first occurrence of the word "office" and displays a message on the status line asking if you want to continue searching.

```
Continue: Forward (Alt F), backward (Alt B) (Esc to exit). YEN.DOC 7
.....3.....4.....5.....6.....7.....8
1-C:\MYNDOCS\LETTER.DOC
C.J. Workhorse
Computer Systems Support
AnyCompany, Inc.
123 Fourth Avenue
Anytown, USA
*
Dear C.J.,
*
Earlier this month, we installed a new word processing system
here at the home office. The system is called K&W, and I'm
writing to let you know how positive the reception has been.
K&W has been a great hit with all our employees, including
our managers, engineers, salespeople, and secretarial staff.
Employees are reporting that the product is easy to learn and
easy to use. They find that K&W makes their word processing
tasks quicker, and they are also experimenting with the product's
many extended features. Next month's company newsletter should
be a fantastic example of how much our employees can do with such
a powerful tool.
```

4. Press **Alt** **↓**.

The cursor moves to the end of the next occurrence of the word "office" and, again, a message on the status line asks if you want to continue searching.

5. Press **Alt** **↓**.

This time, the cursor moves to the end of the word "offices." Because you did not specify that you wanted "office" to be the whole word, XyWrite finds the string of letters where it occurs as part of another word.

6. Press **Esc** to end the search.

To practice searching and replacing text, you will revise "company newsletter" to read "corporate newsletter." However, you have to be careful not to change the word "AnyCompany" to "AnyCorporate."

To search for and replace text in the sample letter:

1. Move the cursor to the beginning of the letter.
2. Choose **Replace** from the Edit menu (**F10**, E, R).

Keyboard Shortcut. Press **Ctrl** **R**.

The Search and Replace dialog box appears with the word "office" in the Search For field.

Search and Replace

Search for : office

Replace with: [

Whole word

Stop to confirm each change

Match upper/lowercase

Only in selected block

From top of file

Number of times to make change: 1 1

To stop, press Ctrl-Break

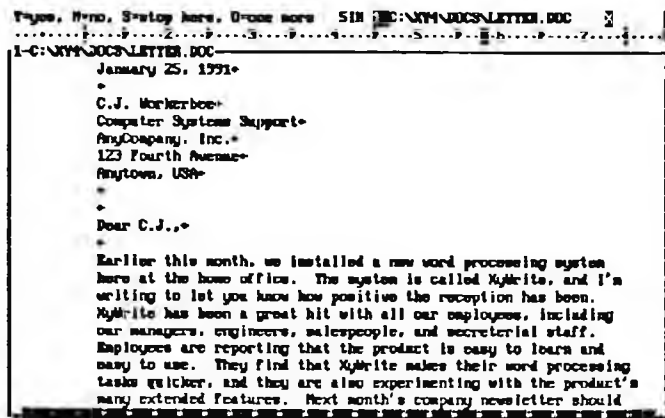
LESSON 4 • EDITING A DOCUMENT

3. Type **company** in the **Search For** field.
4. Type **corporate** in the **Replace With** field.
5. Activate the **Whole Word** check box.

This check box tells XyWrite to search for only those occurrences of “company” that are a whole single word (they do not make up part of a bigger word).

6. Press **↵**.

The cursor moves to the end of the word **company** in the first paragraph. The status line lists several choices available to you.



7. Press **Y** to accept the replacement.

XyWrite replaces “company” with “corporate” and searches for another occurrence. It ends the search when it cannot find any more occurrences of the word.

CHECKING SPELLING

XyWrite lets you check the spelling of a document several ways, including:

- Checking spelling as you type
- Checking the spelling of a single word
- Checking the spelling of an entire document

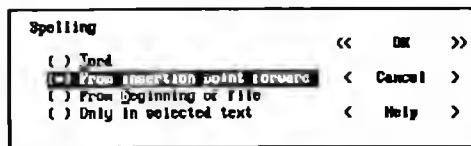
In this lesson, you will learn and practice the second two methods. See the *Command Reference Guide* for instructions on using the first method.

To have XyWrite check the spelling of a single word in the sample letter:

1. Move the cursor to any part of the word “processing” in the first paragraph.
2. Choose Spell from the Proof menu (**F10**, P, S).

Keyboard Shortcut. Press **F7**.

The Spelling dialog box appears.



3. Activate the Word radio button and press **↵** or activate the OK pushbutton.

Keyboard Shortcut. To skip steps 2 and 3, press **Ctrl F7**.

XyWrite moves the cursor to the next word and displays the message “OK” to indicate that “processing” is spelled correctly.

4. Now move the cursor to the word “secreterial” in the first paragraph.

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5. Choose **Spell** from the Proof menu (**F10**, P, S).

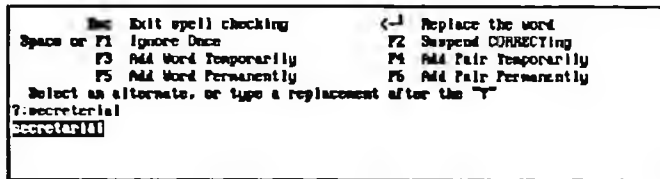
The Spelling dialog box appears.

6. Activate the **Word** radio button and press **<↓>** or activate the **OK** pushbutton.

Keyboard Shortcut. To skip steps 5 and 6, press **Ctrl F7**.

XyWrite displays the Unknown Word dialog box with a list of options and keys. This means that XyWrite could not find this word spelled this way any of its dictionaries. See the *Command Reference Guide* for more information on dictionaries.

The current spelling for the word appears after a question mark. Possible alternatives appear below it.



7. Highlight the correct spelling and press **<↓>**.


The word “secretarial” replaces the incorrectly spelled word in the document.

Leave the cursor where it is to continue with the next section.

To have XyWrite check the spelling of the entire document:

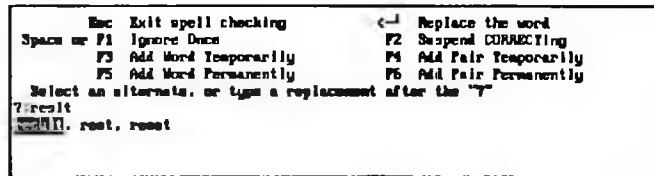
1. Choose **Spell** from the Proof menu (**F10**, P, S).

The Spelling dialog box appears.

2. Activate the **From insertion point forward** radio button and press  or activate the **OK** pushbutton.

Keyboard Shortcut. To skip steps 1 and 2, press **[F7]**.

The **Unknown Word** dialog box appears with a list of alternative spellings for the word “reslt.”



3. Highlight the correct spelling and press .

NOTE: If there are no correct alternatives for a misspelled word, type the correct spelling after the question mark in the **Unknown Word** dialog box.

The correct spelling for “result” replaces the incorrect spelling in the document and XyWrite searches for the next misspelled word. The **Unknown Word** dialog box appears with a list of alternative spellings for the word “AnyTown.”

4. Press **[F1]** to choose the **Ignore Once** option.

XyWrite does not change “AnyTown” and searches for the next misspelled word. It finds no more questionable words.

5. Save the letter file. See “Saving a File” in Lesson 3 if you need to review the instructions for saving a file.

USING THE THESAURUS

XyWrite has a thesaurus that can help you choose words as you write. For this example, you will use the thesaurus to improve the wording in the sample letter.

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To use the thesaurus to find another word to use in the letter:

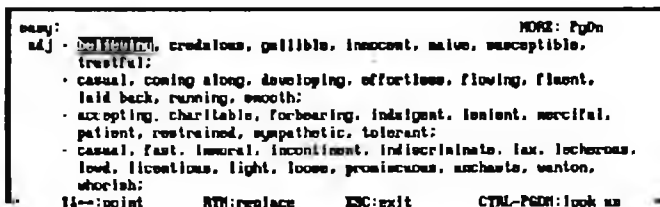
1. Move the cursor to the second occurrence of the word "easy" in the first paragraph.

The end of this sentence reads, "...easy to learn and easy to use."
XyWrite can help you eliminate this repetition.

2. Choose Thesaurus from the Proof menu (F10, P, T).

Keyboard Shortcut. Press **Shift** **F7**.

XyWrite displays the Thesaurus dialog box containing a list of synonyms.



3. Highlight "effortless" and press **Enter**.

XyWrite substitutes the word "effortless" for the word "easy."

4. Save the letter.

PRINTING A DRAFT

Now that you have made editorial changes to the sample letter, you may want to take this opportunity to practice printing, and print the letter. See "Printing a File" in Lesson 3 to review the printing procedure.

REVIEWING WHAT YOU LEARNED

You should now be able to perform the following tasks in XyWrite:

- Open an existing file
- Move selected text
- Copy and delete selected text
- Undo a delete performed on selected text
- Search for and replace text
- Check spelling
- Use the thesaurus

If you are not comfortable with any of these tasks, review the appropriate sections and practice using the sample file.

Before you leave this lesson, close the sample letter file. See “Closing a File” in Lesson 3 if you need to review the instructions on closing a file.

NOTES

FORMATTING A DOCUMENT

In this lesson, you will learn to format a document in XyWrite. You can change the way you view the text on the screen, the way type is sized and highlighted, and the way text is indented and aligned. For this lesson, you will be working with a sample newsletter article that comes with XyWrite.

When you complete the lesson, you should be able to:

- Display text using different views
- Determine page setup
- Set tab stops and indent paragraphs
- Align text
- Emphasize text
- Change the size and typeface of characters
- Hyphenate a document
- Adjust page breaks
- Create running headers and footers
- Use styles to format text

After you learn these tasks, you can print a formatted version of the sample file and review what you learned.

Before you begin, start XyWrite and open ARTICLE.DOC.

DISPLAYING TEXT

You can look at a document on the screen using any one of four views:

Draft The draft view is the view you see when XyWrite first starts. In draft view, a document is shown in a monospaced screen font and line endings are determined by the window borders, regardless of how the document is actually formatted. You can edit a document in draft view (as you did in previous lessons).

LESSON 5 • FORMATTING A DOCUMENT

In this lesson, you will see that when you add or change formatting in a document, XyWrite inserts a *marker* (▲) where the change begins or ends. A marker is a “shorthand” representation of the *formatting commands* XyWrite issues when you format a document.

- Formatted** Like draft view, formatted view shows you the documents in a monospaced font. However, line endings appear as they will be printed, and page breaks are shown as a horizontal line.
- Graphic** The graphic view lets you see the document on the screen just as it will look when it is printed, including proportionally spaced letters, typefaces in actual sizes, columns, and graphics. You can edit a document in graphic view.
- Formatting markers are displayed in graphic view as curved lines.
- Expanded** The expanded view “opens” all the markers to reveal the embedded formatting commands they represent. These commands are displayed in brackets and can be edited in this view.
- This feature is useful if you need to find a particular embedded command in a document or if you want to change a command throughout a document. See the *Command Reference Guide* for a complete description of all embedded commands.

During this lesson, you will learn how to format a document and view that document using each of the described views.

DETERMINING PAGE SETUP

This section tells you how to set up the pages for the sample newsletter article (specifically, how to set margins).

To set up the pages of the document:

1. Open ARTICLE.DOC, if it is not already open.
2. Place the cursor at the beginning of the document.

In XyWrite, formatting usually affects all text following the cursor, so if you want to set the margins of the entire document, the cursor should be at the beginning of the document.

NOTE: If you want to change your margin settings later, you can either edit the contents of the margin marker (by using the Edit Marker option on the Edit menu), or you can delete the margin marker and set new margins for the entire document. The entire document will then change to reflect the new settings, provided you have not specifically changed margins elsewhere in the document.

3. Choose Page Margins from the Format menu (**F10**, M, M).

The Page Margins dialog box appears.

Page Margins

One-sided << OK >>

Facing pages < Cancel >

Inside: [1] [] IN [Up: [] [] IN < Options... >

Outside: [1] [] IN [Down: [1.166] [] IN < Help >

Show left space on screen

Header: [1] [] IN Footer: [1.5] [] IN

Apply: From insertion point forward

From previous instance

All measurements are from corresponding edge of page.

LESSON 5 • FORMATTING A DOCUMENT

XyWrite assumes that multiple page documents will eventually be “bound” so the default margins are set up for “facing pages.” Documents with facing pages have an inside value and an outside value.

4. Type 1 in the **Inside** field if it is not already there.

This tells XyWrite to use a 1-inch margin at the inside edge of the page.

5. Type 1 in the **Outside** field.

This tells XyWrite to use a 1-inch margin at the outside edge of the page.

6. To set the top margin, type 1 in the **Top** field.

This means the first line of text on the page will be 1 inch below the top of the page.

7. Press  or activate the OK pushbutton.

The margins are set. Notice the markers that appear at the beginning of the document.

8. Place the cursor on top of each marker and read the description of each marker on the status line.

SETTING TABS AND INDENTING PARAGRAPHS

Scroll down through the article until you see a bulleted list that begins “Using XyWrite, you can easily....” You are going to change the amount of space the list items are indented. To do that, you will set the tabs to use for the list.

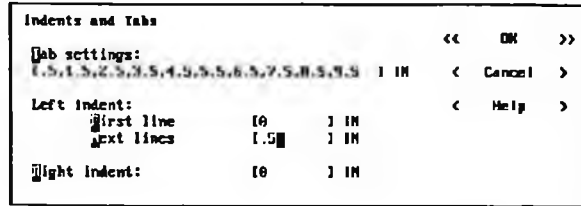
To set tabs for indenting the list:

1. Place the cursor at the beginning of the list, on the carriage return above the bulleted list.

As in setting margins, the formatting changes you make affect all text following the cursor.

2. Choose **Indents/Tabs** from the Format menu (**F10**, M, I).

The Indents and Tabs dialog box appears.



3. Type **.5** in the **Next Lines** field.

This will cause a *hanging indent*, which will align the left sides of all text lines in the list.

4. Press **↵**.

The lines in the list now have the same left indent. But, as you can see, the formatting has also affected all those lines that come after the list.

5. Move the cursor to the beginning of the first paragraph after the list.
6. Choose **Indents/Tabs** from the Format menu (**F10**, M, I).

The Indents and Tabs dialog box appears.

7. Type **0** in the **Next Lines** field and press **↵**.

Now the remaining text is formatted as it was before.

LESSON 5 • FORMATTING A DOCUMENT

Now try this:

1. Choose Expanded from the View menu (**F10**, V, X).

Keyboard Shortcut. Press **Ctrl F8**.

The document is displayed with the markers opened so you can see the embedded formatting commands represented by each marker.

```
1-C:\XYP\DOCS\ARTICLE.DOC
document, and XyWrite will automatically determine and insert the correct
page number at your reference.*
-You can create a numbered list. Then, when you add a new item to the
middle of the list, XyWrite will automatically remember your list for you.*
-You can format text in multiple columns.*
-You can include lines and boxes in your documents, as well as call in
graphics from outside XyWrite.*
*!P011,011,011*
XyWrite also provides advanced functions that allow you to use mail merge,
place bookmarks in your text, perform tasks directly from the command line,
mark changes to your document by "redlining" them on the screen, and assign
frequently-performed key sequences to function keys.*
As you can see, XyWrite provides you with many easy-to-use tools to make
your documents, letters, and memos more attractive and more effective.*
*
```

You can edit the commands directly in this view, or you can search for a particular command.

2. Choose Formatted - Page-Line from the View menu (**F10**, V, F).

Keyboard Shortcut. Press **F8**.

The document is displayed in formatted view, with page breaks visible.

ALIGNING TEXT

For this section, you are going to change the way the text is aligned in the bulleted list. *Alignment* has to do with how the first and last letters in each line of a paragraph line up with one another. If all letters at the left side of

each line of text line up (as they do in this paragraph), that is called *flush left*. If all letters at the right side of each line of text line up, that is called *flush right*. If the letters at the left or right sides of each line of text do not line up, that is called *ragged left* or *ragged right*, respectively. If the letters at both sides of each line of text line up, that is called *justified*.

You can align text in four ways in XyWrite:

Left Causes text to align flush left and ragged right.

Right Causes text to align flush right and ragged left.

Center Causes the center of each line of text to align along the center of the page, leaving the text ragged on both the left and right sides.

Justify Causes text to align flush right and flush left.

For this example, you are going to justify the text in the bulleted list so that it has no ragged edges.

To align the text in the bulleted list:

1. Select the bulleted list.

(See "Selecting Text" in Lesson 2 to review the procedure for selecting text.)

2. Choose **Alignment** from the Format menu (**F10**, M, A).

The Alignment menu appears.

3. Choose **Justify** from the Alignment menu (J).

Keyboard Shortcut. To skip steps 2 and 3, press **Ctrl** **Shift** **J**.

LESSON 5 • FORMATTING A DOCUMENT

You cannot see the change in formatting in the formatted view. However, two more markers appear, one at the beginning of the list to turn on justification, and one at the end to reset the original alignment state.

4. Press **[Esc]** to deselect the text.

Now try this:

1. Choose **Graphic - WYSIWYG** from the View menu (**[F10]**, V, G).

Keyboard Shortcut. Press **[Shift] [F8]**.

The document is displayed just as it will appear when printed. Now you can see the justified text in the list. You will work more in graphic view later in the lesson.

2. Choose **Formatted - Page-Line** from the View menu (**[F10]**, V, F).

Keyboard Shortcut. Press **[F8]**.

The document is displayed in formatted view.

EMPHASIZING TEXT

XyWrite lets you emphasize text using several different styles, including bold, italic, and underline. Once you learn to use one of these highlighting styles, you have learned to use them all (they are all done the same way).

There are two methods you can use for emphasizing text:

- You can emphasize selected text.
- You can emphasize text as you type.

Both methods are explained below.

To emphasize selected text in the article:

1. Select the words “and how powerful it is!” at the end of the first paragraph.

(See “Selecting Text” in Lesson 2 to review the procedure for selecting text.)

2. Choose **Type Style** from the Format menu (**F10**, M, T).

The Type Style menu appears.

3. Choose **Italic** from the Type Style menu (I).

Keyboard Shortcut. To skip steps 2 and 3, press **Ctrl**I.

The text is highlighted. When you view the text in graphic view or print it, the text will be italicized.

4. Press **Esc** to deselect the selected text.

To emphasize text as you type:

1. Place the cursor at the end of the second paragraph, which ends with “which you may be unfamiliar with.”

2. Choose **Type Style** from the Format menu (**F10**, M, T).

The Type Style menu appears.

3. Choose **Bold** from the Type Style menu (B).

Keyboard Shortcut. To skip steps 2 and 3, press **Ctrl**B.

Everything following the cursor is now in bold.

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4. Press the **[Spacebar]** twice and type: **But don't worry; it's easy to learn.**
5. Choose **Type Style** from the Format menu (**[F10]**, M, T).

The Type Style menu appears.

6. Choose **Normal** from the Type Style menu (N).
Keyboard Shortcut. To skip steps 5 and 6, press **[Ctrl]N**.

All the text following the cursor returns to its normal type style.

CHANGING THE SIZE AND TYPEFACE OF CHARACTERS

XyWrite includes four type styles (normal, bold, italics, and bold italics) for the Courier, Swiss, and Dutch typefaces from Bitstream Inc.

In addition to changing the highlighting in a document, you can also change the size and typeface, or *font*, of characters. In this part of the lesson, you will change the typeface of the entire document and change the size of the first heading.

To change the typeface of the article:

1. Place the cursor at the beginning of the document.

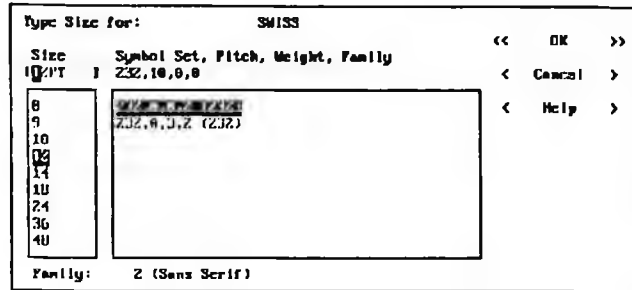
Just like setting tabs and margins, formatting typefaces affects everything that follows the cursor. However, if you wanted to change the typeface of a single word, sentence, or paragraph, you could select that text and change the typeface of only the selected text.

2. Choose **Typeface** from the Format menu (**[F10]**, M, F).

The Typeface menu appears.

3. Choose **Swiss** from the Typeface menu and press **[↵]**.

The Type Size dialog box appears.



The current settings are correct.

NOTE: The fields in the Type Size dialog box vary, depending on the printer you have selected.

4. Press **↵** or activate the OK pushbutton.

The typeface of the document changes even though you cannot see the change in the draft view.

Notice the new markers; they indicate the typeface and type size, and symbol set if applicable.

You can change just the type size of text without changing the typeface.

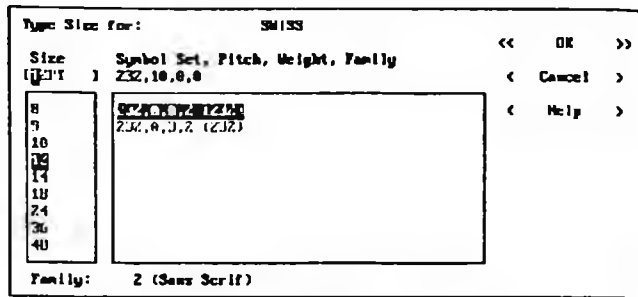
To change the type size of text:

1. Select the title of the article (the first line of the document).
2. Choose Type Size from the Format menu (**⌘**, **M**, **S**).

Keyboard Shortcut. Press **⌘** **⇧** **P**.

The Type Size dialog box appears.

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Depending upon which fonts you have available to you, the list box may contain a selection of font sizes.

3. Highlight a choice in the list box and press **[Enter]** or activate the OK pushbutton.

Only the type size of the selected text is changed.

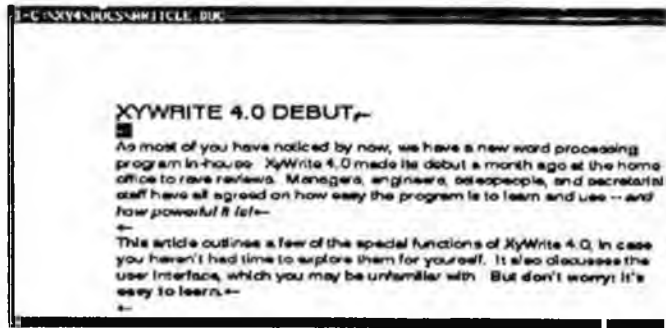
4. Deselect the text.

To see all the formatting changes you have made in the article document just as they will appear when printed:

1. Choose **Graphic - WYSIWYG** from the View menu (**[F10]**, V, G).

Keyboard Shortcut. Press **[Shift]** **[F8]**.

After a moment, the file appears as it will look when it is printed. Notice the italicized words, the justified text, and the typeface and type size.



NOTE: The window shown above may not match what you see on your screen, depending upon the typefaces and type sizes you have loaded on your computer.

2. Press **[F8]** to return to formatted view.

HYPHENATING A DOCUMENT

If you were using a typewriter to type a page and a line of text ended with a long word, you would need to decide whether to hyphenate the word, and if so, where the hyphen should go. XyWrite can do this for you automatically using an internal set of hyphenation rules and a hyphenation dictionary. You can hyphenate an entire document, turn hyphenation on and off in different areas of text, and add words to the hyphenation dictionary to teach XyWrite how to hyphenate words it does not know.

In this section, you will hyphenate the newsletter article using XyWrite's hyphenation dictionary.

To hyphenate the article:

1. Move the cursor to the beginning of the file.
2. Choose **Hyphenation** from the Proof menu (**[F10]**, P, H).

3. Choose **Begin** from the Hyphenation menu (B).

XyWrite inserts a marker that turns on automatic hyphenation.
XyWrite automatically hyphenates text following the marker.

4. Move the cursor to end of the paragraph that follows the heading “And the Critics Say...” The cursor should be on the carriage return following the words “...and the results are shown below.”
5. Choose **Hyphenation** from the Proof menu (**F10**, P, H).
6. Choose **End** from the Hyphenation menu (E).

XyWrite inserts a marker that turns off automatic hyphenation.
XyWrite does not hyphenate any text following the marker. This is important because in the next lesson you will be creating a table at this spot in the article, and you do not want hyphenation.

ADJUSTING PAGE BREAKS

XyWrite automatically inserts page breaks according to the page setup you define. However, you may not always like where these page breaks fall, so XyWrite lets you adjust page breaks in a document to occur where you want them. You can also delete page breaks that you inserted. And you can hide page breaks on the display if you do not want to see them.

INSERTING PAGE BREAKS

For this lesson, you will insert a page break at the end of the article.

To insert a page break in the article:

1. Scroll to the heading “And the Critics Say...” and place the cursor on the carriage return directly above the heading.

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As you scroll through the document, you will probably see at least one page break. Its location depends upon the kind of printer you have installed.

2. Choose **Page Break** from the Format menu (**F10**, M, B).

The Page Break menu appears.

3. Choose **Insert Page Break** from the Page Break menu (I).

The Insert Page Break menu appears.

4. Press **↵** or activate the OK pushbutton.

A marker containing the page break formatting command appears at the cursor and a page break line appears. It does not affect the location of any page breaks that come before it.

```
i-C:\MY1\DOCS\ARTICLE.DOC-
  topics from an action bar at the top of the screen. An example of t
  main window is shown below.*
  *
  *
  When you select certain functions, dialog boxes prompt you for any
  information XyWrite needs to perform those functions. And if you ma
  mistake, messages appear to let you know what is wrong and how to
  correct the problem.*
  *
  *
  And the Critics Say . . .*
  *
  Since the installation of XyWrite last month, users have had nothing
  high praise for the program. We did a little opinion poll here in t
  office, and the results are shown below.*
  *
  *
  *
  We hope you will take the time to explore the versatile and exciting
  * * * * *
```

Leave the cursor where it is for the next section.

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HIDING PAGE BREAKS

To hide page breaks:

1. Choose **Draft - Fast Edit** from the View menu (**F10**, V, D).

Keyboard Shortcut. Press **Alt** **F8**.

The page break line disappears, but the marker does not.

2. Choose **Formatted - Page-Line** from the View menu (**F10**, V, F).

Keyboard Shortcut. Press **F8**.

The page break line reappears.

DELETING PAGE BREAKS

To delete a page break that you inserted:

1. Place the cursor on the marker containing the page break command.
2. Press the **Del** key.

The page break and the marker are deleted.

CREATING RUNNING HEADERS AND FOOTERS

In this section, you will learn to create and edit running headers and footers. The procedure is the same for both.

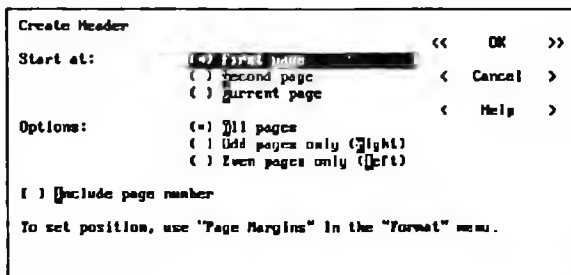
To create a running header for the article:

1. Choose **Header/Footer** from the Insert menu (**F10**, I, H)

The Header/Footer menu appears.

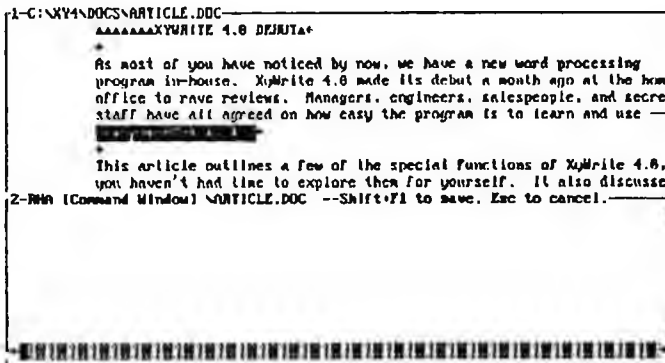
2. Choose **Create Header** from the Header/Footer menu (H).

The Create Header dialog box appears. (To create a running footer, choose **Create Footer**, and the Create Footer dialog box appears.)



3. Press **[Enter]** since the default options are satisfactory for this example.

XyWrite displays a command window in the bottom half of the window.



4. Type **AnyCompany Newsletter** and press **[Shift] [F1]**.

To see the header, switch to graphic view. Be sure to return to formatted view before continuing this lesson.

LESSON 5 • FORMATTING A DOCUMENT

You can format the text in a header or footer command window the same way you format text in a document.

To edit the header:

1. Choose **Header/Footer** from the Insert menu (**F10**, I, H).

The Header/Footer menu appears.

2. Choose **Edit Header** from the Header/Footer menu (E).

The header command window appears.

3. Select the text in the header.

4. Press **Ctrl**B.

The header is now bold.

5. Press **Esc** to release the selected text.

6. Press **Shift** **F1** to close the command window.

PRINTING A FINAL VERSION

You have made significant formatting changes to the newsletter article. If you would like to, print the article and see how professional and polished the formatting looks. See "Printing a File" in Lesson 3 if you need to review the printing procedures.

Be sure to save and close the article file before you continue with this lesson.

USING STYLES TO FORMAT TEXT

In “Creating a New File” in Lesson 3, you deactivated the check box that would have applied a set of formats to the new file you created. Those formats would use a default *style*. In this lesson, you will learn how to use styles to apply particular formatting requirements to different sections of text. Styles are useful because, if the formatting requirements for a section change, instead of selecting and changing the formatting of the text itself, you can change the formatting of the style applied to that section.

For example, you can assign a style named “Head” to all headings to format them in 14 point bold. If you decide later to change all headings to 24 point italic, you do not have to change the format of each heading individually. Instead, you can simply change the formatting of the style “Head” so that it is 24 point italic.

In XyWrite, there are a few important rules to remember about how styles work:

- A style affects all text in the document following the cursor location at the time the style is applied.
- One style does not overwrite another. If you apply a style to a heading in a document, then later apply a different style to the paragraph above that heading, the heading style does not change.
- If you mistakenly apply a style, you can remove it by deleting the style marker that appeared when you applied the style.


In the following procedures, you will first define a style. Next, you will apply styles in the sample document. Finally, you will edit the style you defined.

Before you begin this part of the lesson, create the following short sample document with which to work:

1. Choose **New** from the File menu (**F10**, F, N)

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The New File dialog box appears.

2. Type `style.doc` in the Create File field.
3. Activate the Default Style check box and press .

The new file contains two markers at the top.

4. Place the cursor over the first marker and look at the status line.

The message on the status line begins "Save Style (SS): DEFAULT..." and is followed by the formatting commands that make up the default style.

This marker shows the values for the formatting commands XyWrite is using for this style.

5. Place the cursor over the second marker and look at the status line.

The message on the status line reads "Use Style (US): DEFAULT."

This marker shows where the style is applied.

6. Type the following text on the line below the markers:

Head One

This is the first paragraph in this document. This file will be used to learn about styles.

Head Two

This is the second paragraph in this document. This file will be used to learn about styles.

DEFINING A STYLE

To define a style:

1. Select the text "Head One" in the sample document, including the carriage return at the end of the line.

This heading is in the default style.

2. Make the heading bold by pressing **Ctrl B**.
3. Make the heading centered by pressing **Ctrl Shift C**.

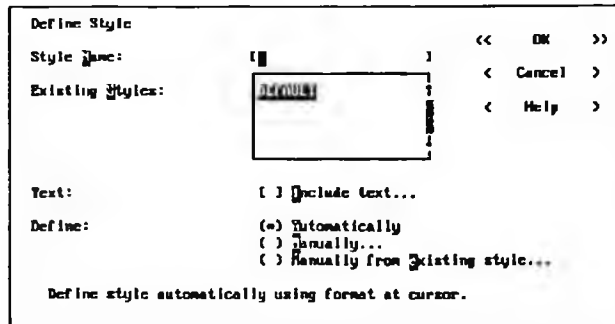
Notice that XyWrite inserts a marker after the heading. If you place the cursor on that marker, you see in the status line that the marker causes everything after it to remain flush left.

4. Press **Esc** to release the selected text.
5. Place the cursor on the first character or letter of the first heading.
6. Choose Styles from the Format menu (**F10**, M, Y).

The Styles menu appears.

7. Choose Define from the Styles menu (D).

The Define Style dialog box appears.



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8. Type **head** in the **Style Name** field and press **↵**.

A marker appears at the top of the document. If you place the cursor on top of this marker and look at the status line, you see that this is the "Save Style..." marker.

APPLYING STYLES

To apply the style you have defined:

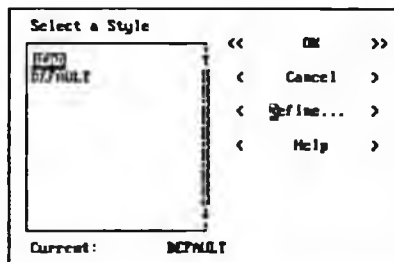
1. Place the cursor on the first letter of the second heading in the sample document.
2. Choose **Styles** from the **Format** menu (**F10**, **M**, **Y**).

The **Styles** menu appears.

3. Choose **Apply** from the **Styles** menu (**A**).

Keyboard Shortcut. Press **Ctrl** **Shift** **S**.


The **Select a Style** dialog box appears.



4. Choose **head** from the list box.
5. Press **↵** to apply the style.

The heading becomes bold and centered. A marker appears. If you place the cursor over it, the status line indicates that this is where the head style is applied.

Everything following the marker is bold and centered.


6. Place the cursor on the hard carriage return below the heading and repeat steps 2 and 3.
7. Choose **default** from the list box.
8. Press  to apply the style.

Everything after the cursor is now no longer bold or centered.

EDITING A STYLE

Suppose you decided you wanted the headings bold underlined rather than just bold. Using styles, the change is an easy one to make.


To edit a style:

1. Choose **Styles** from the Format menu (, M, Y).

The Style menu appears.

2. Choose **Edit** from the Style menu (E).

The Edit Styles dialog box appears.

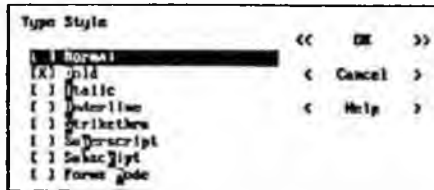
3. Highlight **head** in the list box.
4. Press  to edit the settings of the style.

The Edit Style dialog box appears.

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5. Choose **Type Style** from the Edit Style menu (T).

The Type Style dialog box appears.



6. Choose **Underline**.
7. Press **↵** or activate the OK pushbutton.

You are changing the Mode attribute from Bold to Bold Underline.

The Edit Style dialog box reappears.

8. Activate the OK pushbutton.

Notice that all elements with the Head style applied to them are now bold underlined, rather than bold.

Be sure to save and close STYLE.DOC before you continue with the next lesson.

REVIEWING WHAT YOU LEARNED

You should now know how to perform many formatting functions in a document, including:

- Displaying text in the four different views
- Defining a page setup
- Setting tab stops and indenting paragraphs
- Aligning text

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- Emphasizing text
- Changing the size and typeface of characters
- Hyphenating a document
- Adjusting page breaks
- Creating running headers and footers
- Using styles to format text

If you feel unsure about any of these tasks, review the appropriate section before you continue to the next lesson.

NOTES

WORKING WITH FILES

In this lesson, you will learn how to manage and work with files. These are important skills to know if you work with many files and want to keep them organized. Also, by sharing information between files you can sometimes save yourself a lot of work.

In this lesson you will work with the sample memo you created in Lesson 3 and an addendum to the memo that is included with the XyWrite files.

When you complete this lesson, you should know how to:

- Manage files
- Open several files at a time
- Make text windows active
- Size windows
- Move and copy text between files in separate windows
- Group files for printing

Finally, you will review what you have learned.

Before you begin, start XyWrite on your computer or close any files that are open in the text window.

MANAGING FILES

When you have many XyWrite files, you need to know how to manage them. Managing files includes knowing how to:

- Copy a file
- Rename a file
- Delete a file
- Find a file

LESSON 6 • WORKING WITH FILES

COPYING A FILE

Sometimes you may want to make a copy of a file and give it another name. Perhaps you wrote a memo last week and you want to make minor changes and send it to another office. You do not have to completely rewrite the memo. You can copy it instead. In this section you will make a copy of the memo you wrote in Lesson 3, "Creating a Document."

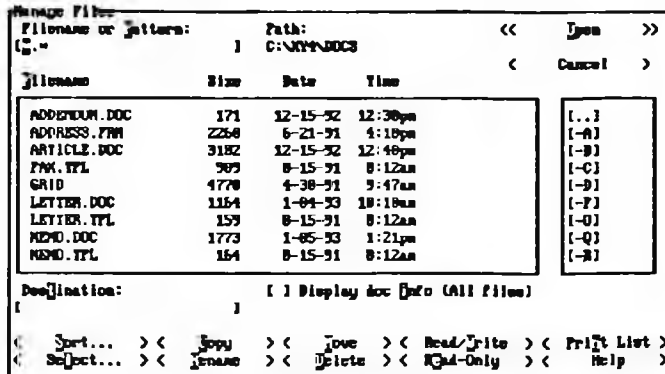
To make a copy of MEMO.DOC:

1. Choose Manage Files from the File menu (**F10**, F, M).

The Manage Files menu appears.

2. Choose Files from the Manage Files menu (F).

The Manage Files dialog box appears.



3. Highlight MEMO.DOC in the list box.

See "List Box" in Lesson 2 for the procedure for highlighting an item in a list box.

4. Tab to the Destination field and type MEMO2.DOC in the field.

5. Activate the Copy pushbutton.

The contents of the file MEMO.DOC are copied to a new file called MEMO2.DOC.

Scroll through the list box to see the name of the new file.

Leave the Manage Files dialog box open for the next section.

Now you have two files with the same contents. In the next section, you will rename one of them.

RENAMING A FILE

Sometimes you may need to give a file a new name. In this section, you will rename the new file you just created when you copied the MEMO.DOC file.

To rename the MEMO2.DOC file from the Manage Files dialog box:

1. Highlight MEMO2.DOC in the list box.
2. Type `NEWMEMO2.DOC` in the Destination field.
3. Activate the Rename pushbutton.

The renamed file appears in the list box.

Leave the Manage Files dialog box open for the next section.

You still have two files. One is a copy of the other and has been renamed. In the next section, you will delete this file.

DELETING A FILE

You can easily delete a file in XyWrite. In this section, you will delete the file you just renamed.

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To delete the NEWMEMO2.DOC file from the Manage Files dialog box:

1. Highlight NEWMEMO2.DOC in the list box.
2. Activate the Delete pushbutton.

XyWrite displays a prompt to confirm that you do want to delete the file.

3. Type Y.

The file is deleted, and its name disappears from the list box.

4. Press **[Esc]** to close the Manage Files dialog box.

FINDING A FILE OR A GROUP OF FILES

Sometimes you may forget the name of a file you worked with a week ago. Or you may want to see a list of all the letters you wrote last month. XyWrite lets you search directories for one or more files. You can search by file name or by a string of text in the file. In the following exercise, you will search by file name.

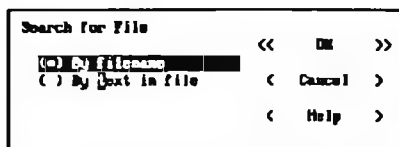
To find all the XyWrite text files:


1. Choose Open from the File menu (**[F10]**, F, O).

The Open File dialog box appears.

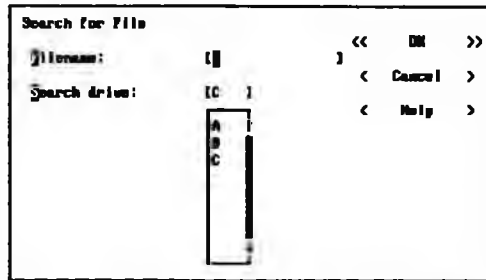
2. Activate the Find pushbutton.

The Search for File dialog box appears.



3. Activate the By filename radio button.
4. Press , or activate the OK pushbutton.

The Search for File dialog box appears. The cursor is in the Filename field.



5. Type *.DOC in the Filename field and press .

NOTE: The * is a wildcard that tells XyWrite to list all files with the given extension. For more information about wildcards, see the *Command Reference Guide*.

XyWrite searches all the directories of the indicated drive. A list box appears containing the names of all the files with a .DOC extension, the size of the file, the last date they were saved, and the directory path to access them.

6. Highlight MEMO.DOC in the list box.
7. Activate the Open pushbutton.
The memo appears in the text window.
8. Close the memo.

You now know how to manage XyWrite files. Next, you will learn how to work with several files at a time.

OPENING MULTIPLE FILES

You can have several files open at once. You can open one file at a time using the procedure you learned in “Opening an Existing File” in Lesson 4. In this section, you will open three files: the memo, the letter, and the article.

To open the three sample files:

1. Choose **Open** from the File menu (**F10**, **F**, **O**).

Keyboard Shortcut. Press **Ctrl O**.

The Open File dialog box appears.

2. Highlight **MEMO.DOC** in the list box and press **Enter** or activate the **OK** pushbutton.

Mouse Shortcut. Double-click on **MEMO.DOC** in the list box.

The memo appears in a text window.

3. Use the same procedure described in steps 1 and 2 to open **LETTER.DOC** and **ADDENDUM.DOC**.

Each time you open a file, it appears as the active text window. If the file you just opened is full-size, any other open text windows disappear; they are still open, but they are no longer active. In order to see other open text windows, you can resize the full-size window.

In the following procedures, you will learn how to change which text window is active and how to manipulate the three files you have open so you can see all of the windows at once.

MAKING A TEXT WINDOW ACTIVE

Before you begin, ADDENDUM.DOC should be open in the active text window.

To scroll through the three files you have open, making each one active in turn:

1. Choose Next Window from the Window menu (**F10**, W, N).

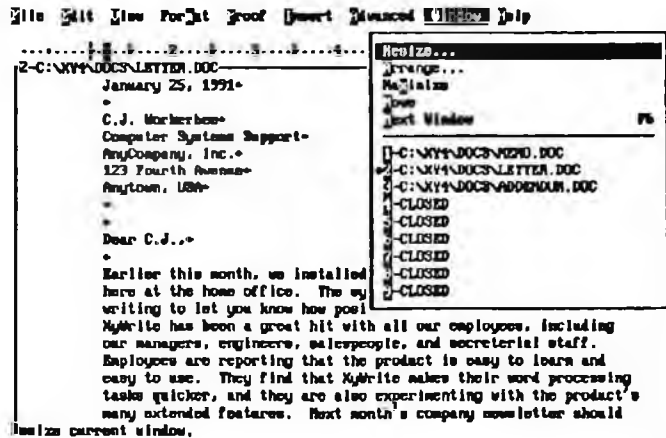
Keyboard Shortcut. Press **F6**.

The memo file appears as the active text window.

2. Choose Next Window from the Window menu (**F10**, W, N).

The letter file appears as the active text window.

You can continue to scroll through the files this way until you reach the one you want. Or you can choose a file to make active from the Window menu; all open files are listed on this menu.



LESSON 6 • WORKING WITH FILES

To make the memo appear in the active text window using the Window menu, choose 1 MEMO.DOC from the Window menu (**F10**, W, 1).

Keyboard Shortcut. Press **Ctrl** **Shift** 1.

The memo file is now in the active text window.

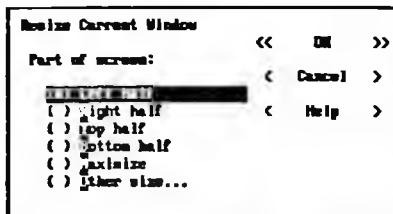
SIZING WINDOWS

Now you know how to make a text window active when you have many open at once. Often you may want to see more than one text window at a time, particularly if you want to move or copy text between files. XyWrite lets you “size” windows so several will fit on the screen, and you can see several files at a time. In the example below, you will size three text windows. Remember that only one text window is active at a time. The active text window is the one whose file name appears on the status line.

To size windows so you can see three files at once:

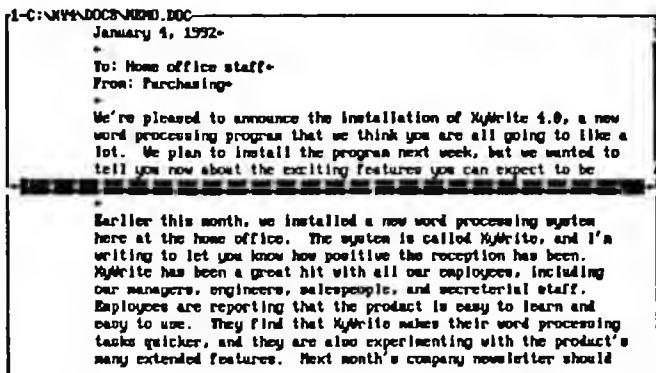
1. With the memo file active, choose **Resize** from the Window menu (**F10**, W, R).

The Resize Current Window dialog box appears.



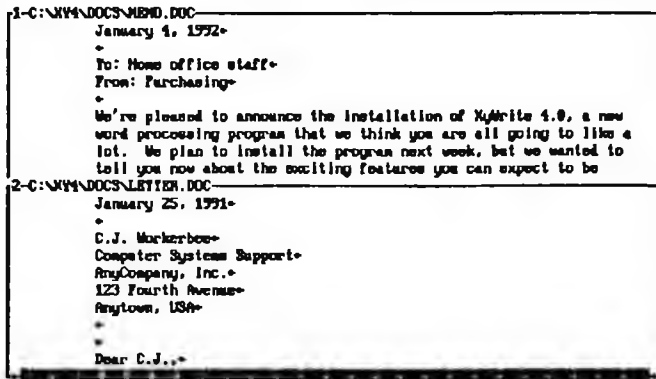
2. Activate the **Top Half** radio button.
3. Press **↵**, or activate the **OK** pushbutton.

The memo text window now appears only in the top half of the screen.



4. Make the letter file the active text window.
5. Choose **Resize** from the **Window** menu (**F10**, **W**, **R**).
 The **Resize Current Window** dialog box appears.
6. Activate the **Bottom Half** radio button.
7. Press **↵**.

The letter file is in the bottom half of the screen, and the memo file is in the top. You can tell the letter file is active because its name appears in the status line.



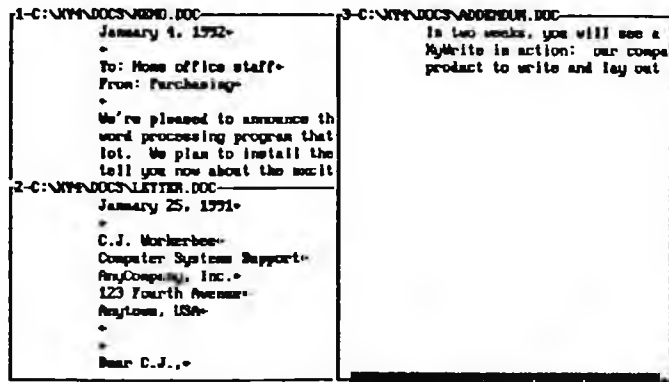
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8. Make the addendum file the active text window by pressing **[F6]**.
9. Choose **Resize** from the **Window** menu (**[F10]**, **W**, **R**).

The **Resize Current Window** dialog box appears.

10. Activate the **Right Half** radio button.
11. Press **[↵]**.

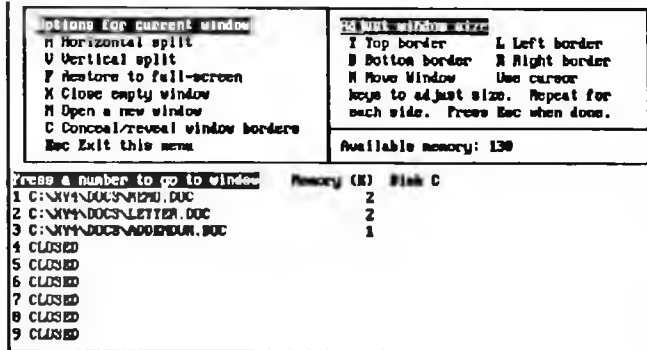
You can now see all the open files at once. The addendum file is in the right half of the screen, the memo file is in the top left corner, and the letter file is in the lower left corner.



There are several ways to make a text window active:

- You can move the cursor among them, making each text window active, by pressing **[F6]**.
- You can press **[Ctrl] [Shift]** and the number of the window you want.
- If you are using a mouse, click on a window to make it active.

- You can press **Ctrl F6** to access the Window Options screen which contains a list of windows you can choose from.



Type the number of the window you want to choose.

12. Move the cursor among the files until each one has been active.

Leave the three files sized as they are for the next section.

MOVING AND COPYING TEXT BETWEEN WINDOWS

You can easily move and copy text between documents in different windows.

To move text between the memo and the letter:

1. Make the memo document the active window.
2. Select the second and third paragraphs of the memo, beginning with "Besides the standard word processing..." and ending with "... in the Graphic View."
3. Press **Ctrl F6** and make the letter the active window.

4. Place the cursor on the first character of the paragraph that begins with "As a result of our success..." and press **Ctrl**M.

When you tell XyWrite to move (or copy) a block of selected text, it first looks within the active window for the selected block of text to move. If it cannot find selected text there, XyWrite looks in the previously active window. You can move and copy text only between the active and previously active window.

The paragraphs are deleted from the memo and appear in the letter.

To copy the paragraphs back to the memo:

1. Select the paragraphs, beginning with "Besides the standard word processing..." and ending with "... in the Graphic View," from the letter document.
2. Press **Ctrl** **F6** and make the memo document active.
3. Place the cursor on the carriage return above the paragraph beginning with "The interface is user-friendly..."
4. Press **Ctrl**C.

The paragraphs are copied to the memo.

5. Press **Ctrl** **F6** and make the letter the active window.
6. Press **Esc** to release the selected text.
7. Choose **Maximize** from the Window menu (**F10**, W, X).

The letter window returns to full size.

8. Use **Maximize** to return the remaining two windows to full size.
9. Save and close each file.

GROUPING FILES FOR PRINTING

In XyWrite, you can print more than one file at a time. You may find this useful if you have several files that make up the chapters of a larger document, or if you just have several files you want to print at the same time, without sending an individual print request for each one.

For this lesson, you will use a single print request to print several files that do not make up a larger document.

To group files for printing:


1. Create a new file named GROUP.LST.

See “Creating a File” in Lesson 3 for instructions on creating a new file.


Be sure to deactivate the **Include Default Style** check box in the New File dialog box.

2. Type the following file names into the new file:

```
memo.doc  
letter.doc  
sample.doc
```

Press  after each file name so that each appears on its own line.

NOTE: If you placed these file names on the same line with only a space separating them, they would print out as chapters in a book, numbered sequentially from one to the next. Also, each document would begin printing at the spot on the page where the previous document stopped.

3. Save and close the GROUP.LST file.
4. Choose **Print** from the File menu (, F, P).

The Print dialog box appears.

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5. Type `group.1st` in the File field.
6. Activate the Chain print check box.
7. Press , or activate the OK pushbutton.

All the files print, one after the other, without your having to send separate print requests for each one.

REVIEWING WHAT YOU LEARNED

This lesson taught you how to manage and work with files. You should now be able to:

- Manage files
- Open several files at a time
- Make text windows active
- Size windows
- Move and copy text between files in separate windows
- Group files for printing

If you feel unsure about any of these procedures, review the appropriate sections and practice using the sample files.

INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

In this lesson, you will learn how to include and work with graphic elements in your XyWrite documents. The lesson introduces you to the graphics capabilities of XyWrite. Then you will work with the sample newsletter article to learn how to do the following:

- Include and work with graphics
- Reserve space for manually pasting in a graphic
- Draw borders
- Print a document that contains graphic elements.

Finally, you will review what you learned.

Before you begin, start XyWrite and open ARTICLE.DOC.

INTRODUCING XYWRITE GRAPHICS CAPABILITIES

In addition to all of its powerful word processing capabilities, XyWrite lets you include graphics in your document.

XyWrite supports imported graphics created by graphic application software (listed in the *Command Reference Guide*). The graphic you import must be in one of the following formats:

- TIFF
- PCX
- PCL

When you import a graphic, you can anchor it in a specific location on a page, or you can let it “float” from place to place as the amount of surrounding text increases or decreases. You can add a title (above the graphic), or a caption (below the graphic), and you can change the graphic’s size or crop it (cut away part of it).

You can also reserve space in a file so you can manually paste in a graphic or figure after you print the file.

LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

Finally, you can add borders, lines, frames, or boxes to a document to make it easier and more interesting to read.

IMPORTING AND WORKING WITH GRAPHICS

In this lesson, you will import a graphic into the sample newsletter article, size it, and add a caption. Once you begin this part of the lesson, you must perform all the procedures in it. Each procedure depends upon your having completed the previous one. In other words, you cannot import a graphic now and add a caption later.

IMPORTING A GRAPHIC

You will begin by importing an anchored graphic into the file.

To import an anchored graphic into the article:

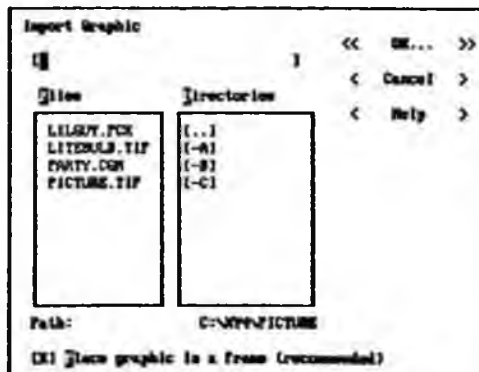
1. Position the cursor where you want the graphic to go (in this case at the beginning of the document).

2. Choose **Import** from the **File** menu (F10, F, I).


The **Import** menu appears.

3. Choose **Graphic** from the **Import** menu (G).

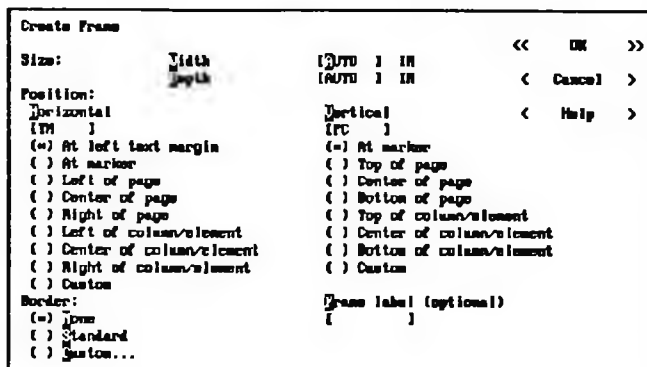
The **Import Graphic** dialog box appears.



LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

4. Highlight PICTURE.TIF in the list box and press .

The Create Frame dialog box appears.



Create Frame

Size: Width 1000 IN Height 1000 IN Units: IN

Position: Horizontal Vertical

(*) At left text margin () At marker () Top of page () Left of page () Center of page () Right of page () Left of column/element () Center of column/element () Right of column/element () Custom () At marker () Top of page () Center of page () Bottom of page () Top of column/element () Center of column/element () Bottom of column/element () Custom

Border: () None () Standard () Custom...

Frame label (optional)

<< OK >>
< Cancel >
< Help >


You can define the size of the area you want to reserve for the graphic. However, if you do not specify a size, XyWrite automatically adjusts the size of the area to fit the graphic you are importing.

5. Define the position of the graphic by activating the **At marker** radio button for horizontal position, and the **Top of page** radio button for vertical position.

NOTE: It is not recommended that you use the **At marker** option to define both horizontal and vertical position.

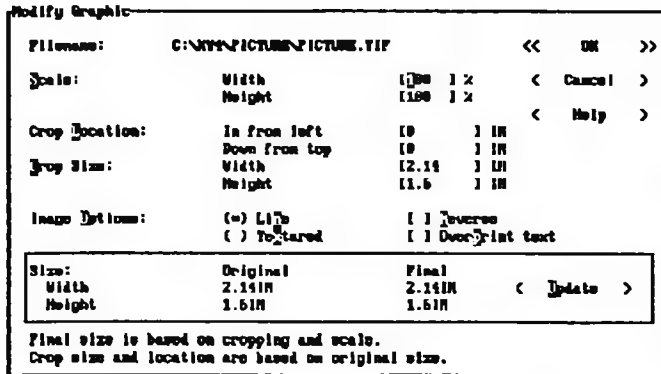
6. Press  or activate the OK pushbutton.

The Import Graphic dialog box appears again.

7. Press  or activate the OK pushbutton.

The Modify Graphic dialog box appears, giving you the opportunity to scale and/or crop the graphic.

LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT



8. Type 40 in the Scale Width field.
9. Type 40 in the Scale Height field.
10. Press **[↵]**.

XyWrite automatically switches to graphic view and displays a message that asks whether or not you would like to add a caption to your graphic.

11. Press **[↵]** to continue.

Text may be added at the cursor or at the bottom of the graphic.

12. Press **[Ctrl][End]**.

The cursor moves to the bottom of the displayed graphic.

13. Type **Software News** and then press **[Shift][F1]** to save the caption.

Your file is now displayed in formatted view. Markers representing the imported graphic are visible.

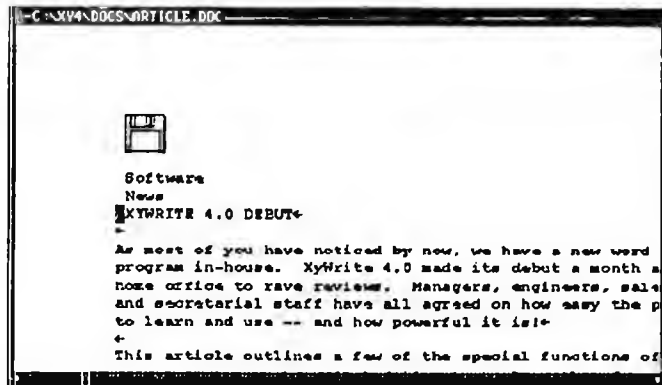
LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

NOTES: The caption will not appear in the formatted view of the document. You must look at the document in either the expanded or graphic view to see the caption.

To see the file, with its caption, change to graphic view.

14. Press **Shift** **F8**.

The file is now displayed in graphic view.



You have scaled the graphic down by 60%. When you scale your own graphics, you may find a *proportional scaling wheel* useful for determining which percentage produces the correct size. Proportional scaling wheels are available at many stationery, art, and craft supply stores.

The window shown above may not match what you see on your screen, depending upon the typefaces and type sizes you have loaded on your computer.

RESERVING SPACE TO MANUALLY PASTE A GRAPHIC

In this section, you will learn how to reserve space in the article so that after the document is printed, you can manually paste in a graphic.

LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

To reserve space in a document:

1. Search the newsletter article for the following sentence: "An example of the main window is shown below."
2. Place the cursor on the carriage return arrow below this sentence.
3. Choose **Frame** from the **Insert** menu. (**F10**, I, F)

The **Frame** menu appears.

4. Choose **Create** from the **Frame** menu. (**C**).

The **Create Frame** dialog box appears.

Create Frame

Size: Width 7.2 IN << OK >>
 Depth 2.4 IN < Cancel >

Position:

| | | |
|---|---|--------------|
| <input checked="" type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical | < Help > |
| <input type="checkbox"/> At left text margin | <input checked="" type="checkbox"/> At marker | |
| <input type="checkbox"/> At marker | <input type="checkbox"/> Top of page | |
| <input type="checkbox"/> Left of page | <input type="checkbox"/> Center of page | |
| <input type="checkbox"/> Center of page | <input type="checkbox"/> Bottom of page | |
| <input type="checkbox"/> Right of page | <input type="checkbox"/> Top of column/element | |
| <input type="checkbox"/> Left of column/element | <input type="checkbox"/> Center of column/element | |
| <input type="checkbox"/> Center of column/element | <input type="checkbox"/> Bottom of column/element | |
| <input type="checkbox"/> Right of column/element | <input type="checkbox"/> Custom | |
| <input type="checkbox"/> Custom | | |

Border: Frame label (optional)
 None
 Standard
 Custom...

5. Type 7.2 in the **Width** field.
6. Type 2.4 in the **Depth** field.
7. Activate the **At left text margin** radio button for horizontal position.
8. Activate the **At marker** radio button for vertical position.

LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

9. Press **[↵]**, or activate the **OK** pushbutton.

A command window appears in half of the screen.

Ordinarily, you would type text that you want inside the space in this window. But, since you are reserving space for a graphic, you do not want any text in the frame.

10. Press **[Shift] [F1]**.

DRAWING BORDERS


XyWrite allows you to add borders around graphics or text. In this section of the lesson, you will learn how to add a border around a page.

To add a border around each page of the article:

1. Place the cursor on the first letter in the first line.
2. Choose **Borders** from the Insert menu. (**[F10]**, **I**, **B**)
The Borders menu appears.
3. Choose **Insert Page Border** from the Borders menu. (**P**)
The Begin Page Border dialog box appears.
4. Activate the **Standard** radio button and press **[↵]**.
The Create Borders dialog box appears.

| Create Borders | | | | << | OK | >> |
|----------------|-----------|-----------|------------|----|--------|----|
| Border Type: | Page | | | < | Cancel | > |
| Border Name: | Standard | | | < | Help | > |
| Right: | | Standoff: | | | | |
| Left | [1PT] | Left | [0.5] IN | | | |
| Right | [1PT] | Right | [0.5] IN | | | |
| Top | [1PT] | Top | [0.5] IN | | | |
| Bottom | [1PT] | Bottom | [0.5] IN | | | |
| Scaling: | | | | | | |
| Border | [100] % | | | | | |
| Fill | [0] % | | | | | |

LESSON 7 • INCLUDING GRAPHIC ELEMENTS IN YOUR DOCUMENT

5. Press  or activate the OK pushbutton.

For instructions on how to use borders for frames, columns, and tables, see the *Command Reference Guide*.

PRINTING A DOCUMENT WITH GRAPHICS

In order to print a document that contains graphic elements and graphics, your printer must support the printing of graphics. If it does, you can print the newsletter article now to see how the graphic looks.

REVIEWING WHAT YOU LEARNED

You should now be familiar with the procedures used to perform the following tasks:

- Including graphics in a file
- Reserving space so you can manually paste in a graphic later
- Drawing borders
- Printing a document that contains graphic elements

If you are unsure of any one of these tasks, please review that section of the lesson.

USING EXTENDED XYWRITE FUNCTIONS

In this lesson, you will learn about several extended functions of XyWrite. Using the sample newsletter article you worked with in Lesson 5 “Formatting a Document,” you will learn how to do the following:

- Define and use the memo pad
- Generate a table
- Create a footnote
- Generate a table of contents
- Change preferences

This lesson also briefly describes several other extended functions available in XyWrite and how you might be able to use them. These functions include:

- Performing simple calculations
- Generating a form
- Working from the command line
- Formatting in columns
- Generating document information
- Redlining
- Assembling a document
- Using mail merge
- Setting preferences
- Defining and using macros
- Defining and using text macros
- Generating outlines

A review of what you learned is at the end of the lesson.

Before you begin, start XyWrite and open ARTICLE.DOC.

DEFINING AND USING THE MEMO PAD

XyWrite provides a place for you to record notes or information for your personal use. This special file is called the *memo pad*. You need to define the memo pad if the file does not yet exist or if you want to designate some other file as the memo pad file.

To define the memo pad:

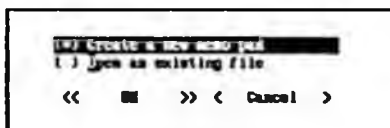
LESSON 8 • USING EXTENDED XYWRITE FUNCTIONS

1. Choose Memo Pad from the Advanced menu (**F10**, A, E).

The Memo Pad menu appears.

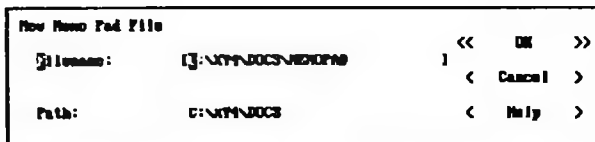
2. Choose Define from the Memo Pad menu (D).

The Define Memo Pad dialog box appears to confirm creation of a new memo pad.



3. Press **Enter**, or activate the OK pushbutton.

The New Memo Pad File dialog box appears.



4. Press **Enter**.

The memo pad opens.

5. Press **Ctrl** **Shift** **M**.

The memo pad closes.

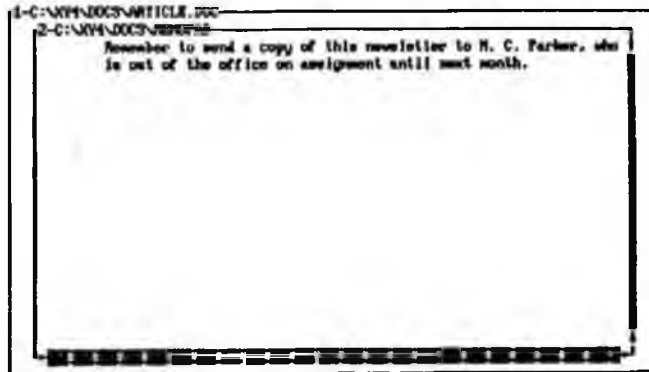
LESSON 8 • USING EXTENDED XYWRITE FUNCTIONS

To use the memo pad:

1. Press **Ctrl** **Shift** **M**.

The memo pad opens.

2. Type the following message, keeping in mind that your margins will not match those shown here. Remember to send a copy of this newsletter to N.C.Parker, who is out of the office on assignment until next month.



3. Press **Ctrl** **Shift** **M**.

The memo pad closes.

GENERATING A TABLE

In this part of the lesson, you will create a table in the article document. To generate a table:

1. Move the cursor below the paragraph near the bottom of the file that ends with "We did a little opinion poll here in the home office and the results are shown below."

LESSON 8 • USING EXTENDED XYWRITE FUNCTIONS

2. Choose Table from the Insert menu (**F10**, I, T).

The Table menu appears.

3. Press **⇩** to choose Create from the Table menu.

The Create a Table dialog box appears.

Create a Table

Number of columns: 4 << OK >>

Number of rows: 6 < Cancel >

Borders: None
 Standard
 Custom

Left edge of table: 11 | IN
(From left page margin)

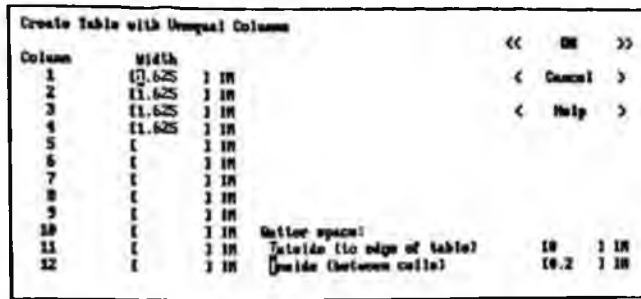
Columns of unequal width
 Design styles to columns

For faster editing, begin with one row and insert rows only as needed with Ctrl-plus on keypad.

4. Type 4 in the Number of Columns field.
5. Type 6 in the Number of Rows field.
6. Activate the Columns of Unequal Width radio button.
7. Press **⇩**.

The Create Table with Unequal Columns dialog box appears. XyWrite automatically provides values in the Column Widths fields for a table with equal size columns.

LESSON 8 • USING EXTENDED XYWRITE FUNCTIONS



8. Type 2 for the first column width.
9. Type 1 for the remaining three column widths.
10. Press ↵.

The dialog box disappears and markers appear in the text of the article where each column and row intersect. Each of these intersections is called a *cell*.

11. Type the table.

You can use the mouse, if you have one, to move from cell to cell by clicking on the cell you want.

If you are using a keyboard, the → and ← keys move you from character to character within a cell. The ↑ and ↓ keys move you up and down from line to line. **Alt** ← moves the cursor one cell to the left. **Alt** → moves the cursor one cell to the right.

Fill in the rows with the following information:

| Personnel | Use Daily | Use all Features | Like Product |
|-------------------|--------------|---------------------|-----------------|
| Secretarial Staff | Y | Y | Y |
| Engineers | N | Y | Y |
| Managers | Y | Y | Y |
| Salespeople | N | Y | Y |
| Designers | Y | N | Y |

You can make the headings bold by selecting each one and pressing **Ctrl B**.

The figure shows how the table should look in the file.

```

1-C:\XYM\DOCS\ARTICLE.DOC
any information XyWrite needs to perform those functions. And if
you make a mistake, messages appear to let you know what is wrong
and how to correct the problem.-
*
And the Critics Say . . . *
*
Since the installation of XyWrite last month, users have had
nothing but high praise for the program. We did a little opinion
poll here in the home office, and the results are shown below.-
*
****
^Personnel      ^Use      ^Use all  ^Like
^Secretarial Staff ^Y        ^Y        ^Y
^Engineers      ^N        ^Y        ^Y
^Managers       ^Y        ^Y        ^Y
^Sales people   ^N        ^Y        ^Y
^Designers     ^Y        ^N        ^Y
****
    
```

CREATING FOOTNOTES

To add a footnote to the article:

1. Move the cursor to the end of the paragraph that begins "XyWrite also provides advanced functions ..."
2. Place the cursor on the period after the word "keys."
3. Choose Footnotes from the Insert menu (**F10**, I, E).

The Footnotes menu appears.

4. Choose Create from the Footnotes menu (C).

A command window appears in half of the screen.

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```
Type the text for the footnote. [F1] [Command Window] \ARTICLE.DOC [ ] [ ]
.....1-8->.....2->.....3->.....4->.....5->.....6->.....7->.....8
1-C:\MY\DOCS\ARTICLE.DOC
2-[F1] [Command Window] \ARTICLE.DOC --Shift-F1 to save. Esc to cancel.
-----
"redlining" them on the screen, and assign frequently-performed
key sequences to function keys!.*
*
As you can see, XyWrite provides you with many easy-to-use tools
to make your documents, letters, and memos more attractive and
more effective.*
*
Co-Starring: The Lovely Graphic View*
```

5. Type: These are called text macros.

6. Press **[Shift] [F1]**.

A 1 appears where the footnote is referenced. The footnote text is visible in expanded view, in graphic view, or when you print the article.

GENERATING A TABLE OF CONTENTS

To generate a table of contents:

1. Choose the text "XyWrite Debut" in the first line of the article.

Be sure not to select the carriage return.

2. Choose Table of Contents from the Insert menu (**[F10]**, I, C).

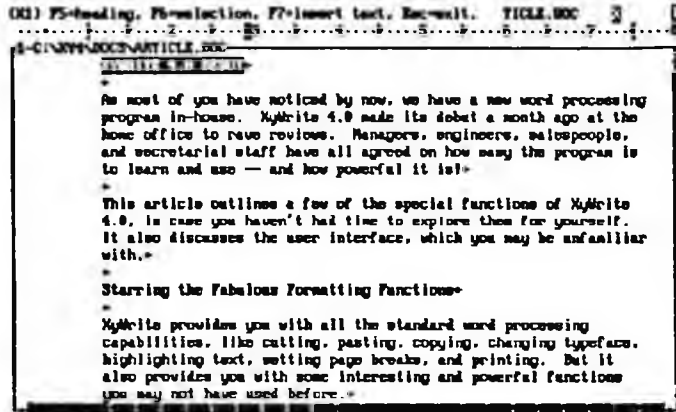
The Table of Contents menu appears.

3. Choose Mark Entry from the Table of Contents menu (M).

Keyboard Shortcut. To skip steps 2 and 3, press **[Ctrl] [Shift] E**.

A message appears and asks if you want to mark entries for an index or a table of contents. Press T.

A set of options appears in the status line.



4. Press **[F6]**.

The first line is marked, the highlighting disappears, and a marker appears at the beginning of the line.

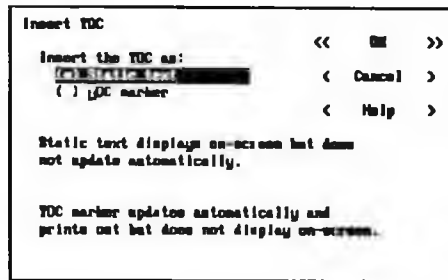
5. Choose the next heading, being sure not to select the carriage return, then press **[F6]** again. Repeat this step until you have selected and marked all headings.
6. Press **[Esc]**.

The options disappear from the status line.

7. Choose Table of Contents from the Insert menu (**[F10]**, I, C).
8. Choose Generate from the Table of Contents menu (G).

The Insert TOC dialog box appears.

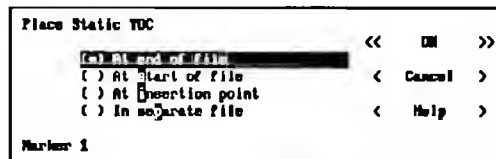
LESSON 8 • USING EXTENDED XYWRITE FUNCTIONS



Because you want to see the table of contents on the screen, the default selection is correct.

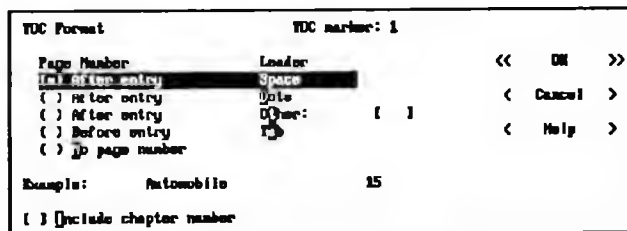
9. Press .

The Place Static TOC dialog box appears.



10. Activate the At start of file radio button and press .

The TOC Format dialog box appears.



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This dialog box lets you choose the kind of leader you want in the table of contents. A *leader* is a character such as a period or a space that appears between each entry in the table of contents and the page number that corresponds to that entry. Leaders and page numbers can appear before or after each entry.

11. Activate the After Entry Dots radio button.
12. Press .

In a few moments, the table of contents appears at the top of the document.

```
I-C:\MY\DOCS\ARTICLE.DOC
A*
A*
XYWRITE 4.0 DEBUT.....1-
Starring the Fabulous Formatting Functions.....1-
Co-Starring the Lovely Graphic Views.....2-
Directed by the Brilliant User Interfaces.....2-
And the Critics Say . . .A.....2-
A*
XYWRITE 4.0 DEBUT-
=
As most of you have noticed by now, we have a new word processing
program in-house. XyWrite 4.0 made its debut a month ago at the
home office to rave reviews. Managers, engineers, salespeople,
and secretarial staff have all agreed on how easy the program is
to learn and use — and how powerful it is!-
=
This article outlines a few of the special functions of XyWrite
4.0, in case you haven't had time to explore them for yourself.
It also discusses the user interface, which you may be unfamiliar
with.-
```

CHANGING PREFERENCES

When you install XyWrite, certain settings, such as screen colors, default margins and typeface, and default units of measure, are set. You can change these default settings according to your needs.

In this part of the lesson, you will learn to change preferences so that XyWrite automatically saves whatever file you are working on at regular intervals while you work. XyWrite stores the last autosaved version of an

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open file in a file named AUTOSAVx.TMP, where x is the number of the text window in which the open file appears. XyWrite can also create and save an extra copy of a file each time you save the original. The extra copy has an extension of .BAK.

If you do not want to change the initial setting of this default, you can read the instructions below without performing them.

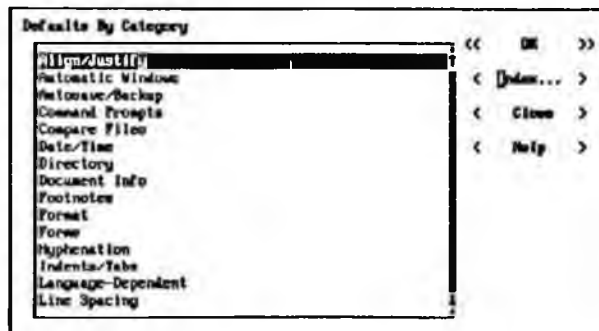
To change the preference setting for Autosave:

1. Choose **Preferences** from the Advanced menu (**F10**, A, P).

The Preferences menu appears.

2. Choose **Defaults** from the Preferences menu (D).

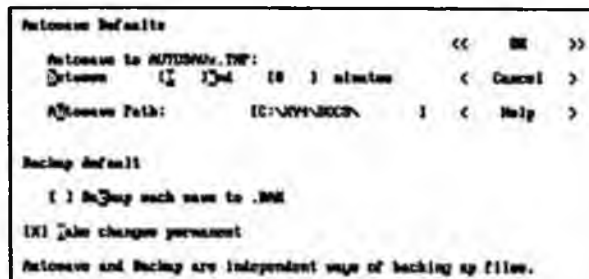
The Defaults by Category dialog box appears.



3. Highlight **Autosave/Backup** in the list box and press **↵** or activate the OK pushbutton.

The Autosave Defaults dialog box appears.

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4. Type 9 and 10 in the Autosave between fields.

These fields tell XyWrite to save the document within the specified time frame. XyWrite waits for a pause in typing before saving. If you do not stop typing before the allotted time is up, XyWrite interrupts your typing and saves the file. You cannot work while XyWrite is saving the file.

5. In the Autosave Path field, type the path where you want XyWrite to store the AUTOSAVx.TMP files. (For more information about paths, refer to your DOS documentation.)
6. You can have XyWrite create and save an extra copy of each file by activating the Backup each save to .BAK check box. Then, each time you make a change to a file and save it, XyWrite updates the .BAK version of the file.
7. If you deactivate the Make changes permanent check box, the new setting applies only until you exit XyWrite. If you want to keep this new default, do not deactivate the check box.
8. Press , or activate the OK pushbutton.

From now until the time you change the preferences again, XyWrite saves your files as you have specified.

9. Press **[Esc]**, or activate the Cancel pushbutton until you return to the main XyWrite window.

INTRODUCING MORE EXTENDED FUNCTIONS OF XYWRITE

XyWrite has many other extended functions available for you to use. The step-by-step instructions for all XyWrite functions, including those discussed below, are covered completely in the *Command Reference Guide* and in the on-line help file. The following sections briefly describe a number of these extended functions.

PERFORMING CALCULATIONS

You can add, subtract, multiply, or divide numbers in XyWrite using the Calculate function on the Advanced menu.

GENERATING A FORM

You can create and fill in forms in XyWrite. Typical forms are databases, questionnaires, surveys, applications, and invoices.

WORKING FROM THE COMMAND LINE

In general, any function you can perform from the menus you can also perform from the command line. XyWrite provides command equivalents for most menu functions. These commands, their syntax and variables, and a description of each are provided in the *Command Reference Guide*.

FORMATTING IN COLUMNS

XyWrite lets you create “snaking” columns, where the text continues from the bottom of one column to the top of the next. You can have up to six columns of equal width.

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GENERATING DOCUMENT INFORMATION

XyWrite keeps track of any work performed on every XyWrite file, including:

- The number of times the file has been revised
- The logon of the original author of the file
- The logon of the person who last modified the file
- The date and time the file was created
- The date and time of the last modification

NOTE: In this case, the term “logon” refers to the name typed during installation that tells XyWrite who is using the product on a given workstation. If you are one of a group of people working on a set of files (on diskette), the document information tells you, more accurately, *where* the file was created and *where* it was last edited, rather than by whom.

REDLINING

XyWrite’s Redlining function helps you keep track of the changes you make to a document. If you edit someone else’s work, redlining makes it possible for that person to review your changes before finalizing them. In draft view, all additions are displayed in bold and all deletions are displayed in reverse video (black on white rather than white on black, for example). In graphic view, additions are displayed with a double underline and all deletions are displayed with a stikethrough.

After reviewing the online edits, you can choose to accept or disregard them on an edit-by-edit basis.

ASSEMBLING A DOCUMENT

You can “build” a new document by taking labeled material from one file and inserting it into a new file.

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USING MAIL MERGE

In XyWrite, you can use Mail Merge to create multiple versions of a document more easily than you could create them manually. You could, for instance, create a dozen personalized letters from a single standard form letter and a dozen addresses. To print the dozen letters, you issue a single print command that merges the addresses with the form letter to produce 12 copies of the same letter addressed to 12 different people.

You can also have XyWrite perform certain tasks before or during the merge, such as including certain text in the letter only for particular people or performing a calculation and inserting the result in the merge file.

SETTING PREFERENCES

As a XyWrite user, you have choices regarding the way you want the product to work. For example, you can specify whether you want the action bar or the command line to appear at the top of the screen while you are using XyWrite. If you have a color display, you can specify the colors you want XyWrite to use when displaying information on your screen. XyWrite lets you set these preferences, and many others, so that you can personalize the program to suit your needs.

DEFINING AND USING MACROS

XyWrite lets you record a sequence of keystrokes, called a *macro*, and assign it to a function key. You can use these macros repeatedly. Macros are helpful for creating shortcuts and speeding up procedures by automating repetitious tasks.

DEFINING AND USING TEXT MACROS

You can save a block of text to insert later into a file you are working on. You do this by selecting the block of text and saving it to any one of 36 key combinations, called *text macros*. You can then recall the text as often as you want and insert it where you want.

GENERATING OUTLINES

The outline function of XyWrite lets you generate, edit, and print an outline quickly and easily. You can then use your outline file as the starting point for a larger document. Or, for example, you can print the outline and use it as a guide for an oral presentation.

REVIEWING WHAT YOU LEARNED

In this lesson, you learned to do the following:

- Use the memo pad
- Generate a table
- Create a footnote
- Generate a table of contents
- Change preferences

You also learned a little about a number of other extended functions available in XyWrite.

YOU MADE IT

Congratulations! You have completed all of the lessons in this book. You should now have a good working familiarity with XyWrite and its powerful functions. If you are not comfortable with any of the procedures discussed in this lesson, please review the appropriate sections. Also, review any other lessons or sections of this book in order to be comfortable with the product.

Be sure to see the *Command Reference Guide* and the *LAN Administrator's Guide* for instructions on those functions not covered in this book. Also remember that on-line help is just a keystroke away, and that it displays information on the topic that is under the cursor.

GLOSSARY

This glossary defines important terms and abbreviations used with XyWrite. Included are program terms, editorial word processing terms, data processing terms, and terms that are used with particular meanings in this book.

A

Abort To exit a document without saving it.

Action bar A bar at the top of the screen that displays menu titles.

Activate To “turn on” a pushbutton, radio button, or check box using the mouse or keyboard.

Active The state a resource is in when it has been activated and is operational.

Align To make text flush with either or both the left and right margins or to center the text between the margins. See also *justify*.

Append To attach a file or a block of selected text to the beginning or end of another file.

B

Back up To make a copy of information in case the original is lost or altered.

Bitstream Fontware typefaces Scalable typefaces designed by Bitstream Inc. that can be used with XyWrite.

Bookmark A marker used for navigation in a file. Bookmarks do not have text associated with them. See also *stop codes*.

GLOSSARY

C

Check box A choice, represented in a dialog box by two brackets followed by text, that can either be *on* or *off*. An *X* between the brackets indicates that the check box is *on*, or activated.

Click To press the mouse button once and release it.

Clipboard Temporary storage for text that is copied or cut from a document.

Command A word or phrase that is used to carry out an action.

Command line A line at the top of the screen where commands are entered.

Counter A numbered sequence in text (such as a list or set of chapters). A counter rennumbers text where necessary as the document is changed.

Crop To remove portions of a graphic in order to make it more effective or to fit the image into a particular space.

Cursor A box or underscore (blinking or nonblinking) that shows the screen position where the next operation will occur.

Cut To delete selected text from a file and place it in temporary storage. Contrast with *paste*.

D

Data file A file containing information (for example, names, addresses, and phone numbers). Often the data is merged into the main file in mail merge. See also *main file* and *target file*.

Delete (1) To remove specified text or data from a file. (2) To remove a file from a fixed disk or diskette.

Dialog box A box that appears on the screen and prompts for information required to perform an action.

Directory A listing of the files stored on a fixed disk or diskette.

Document A computer file that is created or edited with a word processing application. Can contain text, data, or both.

Double click To press and release the mouse button twice in rapid succession.

Draft view A manner of displaying an unformatted version of a document in a monospaced font. Contrast with *formatted view*, *graphic view* and *expanded view*.

Drag To press and hold the mouse button while moving the mouse.

Draw To add lines and boxes around monospaced text.

E

Embedded command A command, represented by a marker (▲), used to format a document (for example, set the margins, indents, spacing, or typeface).

Expanded view A manner of displaying an unformatted version of a document, including the contents of embedded commands. Contrast with *formatted view*, *draft view* and *graphic view*.

GLOSSARY

F

Field (1) In XyWrite, the individual pieces of information that make up a data file. (2) An area in a dialog box in which you can type specific information (such as a file name) about the task you want to perform.

File Part or all of a document or group of records that can be stored on a fixed disk or diskette. See *file name extension* and *file name*.

File name A name used to identify a file. See also *file name extension*.

File name extension A suffix of up to three characters, separated from the file name by a period. See also *file name*.

Floating graphic A graphic that moves (or “floats”) with its associated text.

Font A set of characters with a specific typeface, type style, and type size (for example, Swiss Bold 12 point).

Footnote separator A visual cue used to divide the text on a page from the first footnote on that page. A horizontal line is the default.

Formatted view A manner of displaying a formatted version of a document in a monospaced font. Includes page breaks. Contrast with *draft view*, *graphic view*, and *expanded view*.

Frame A reserved area in a specific location on a page. A frame can be empty, or it can contain shading, artwork, or text.

Framed graphic A graphic that remains at a fixed position on the page regardless of how the text is arranged around it.

G

Graphic view A manner of displaying a formatted version of a document showing how the document will look when printed. Includes all graphics, fonts, and point sizes. Contrast with *formatted view*, *draft view* and *expanded view*.

H

Hanging indent The placement of text so that the first line spans the full width of the column or page, and the following lines begin or end within the specified margins.

Help panel A panel containing a condensed description or helpful information on one or more topics. The topics define or explain XyWrite options or capabilities.

Highlight (1) *n.* The appearance of an option or text in reverse video. (2) *v.* To use contrasting typestyles to emphasize or call attention to text.

Horizontal scroll bar A bar across the bottom of a window that is used to move additional information into the visible area of the window. See also *slider box* and *vertical scroll bar*.

I

Insert mode A keyboard state in which existing text moves to the right as new text is typed at the cursor location. Contrast with *overtyping mode*.

J

Justify To align text with even right and left margins. See also *align*.

K

Keep together A XyWrite feature that lets you join selected text so that it stays on the same page.

Keystroke Pressing a key to perform a function or type a character.

L

LAN See *local area network*.

Leader Dots, hyphens, or other characters used to lead the eye horizontally, as in a table of contents.

Leading The vertical space between lines of type. See also *line spacing*.

Line spacing The amount of space on a page advanced by the printer at the end of every line. See also *leading*.

List box In a dialog box, a rectangular area, with optional scroll bars, that contains a list of available choices.

Local area network (LAN) A network that exists within a limited physical area, such as a building or office complex. See also *network*.

Log off To end a session.

Log on To begin a session.

M

Mail merge A process used to combine a data file with a main file. Often the data file is a list of addresses and the main file is a standard letter to be sent to all the addresses. See also *data file* and *main file*.

Main file A file that contains a body of text plus fields where additional data is to be inserted (during a mail merge). See also *data file* and *target file*.

Marker A representation (such as ▲) of one or more embedded commands or nonprinting characters. See also *embedded command*.

Maximize To expand a window to its largest possible size.

Menu A list of options available from a menu title or the action bar.

Message A response that provides helpful information about a task in progress, the purpose of a menu, a particular formatting command in the text, or the correction of a mistake.

Message box A box displayed to ask a question, give information, or report an error.

Mouse pointer An arrow or box on the screen that is controlled by the movement of a mouse. The mouse pointer shows where the next mouse initiated operation will occur.

O

Offset The amount of space that the left margin of text or data is shifted to the right when printed.

Options Commands or actions listed on XyWrite menus.

Orphan In printing, the first line or lines of a paragraph that appear at the bottom of a page. Contrast with *widow*.

Overtyping mode The text typed replaces any text already there in the same spot.

GLOSSARY

P

Paste To take text out of temporary storage and place it in a document.
Contrast with *cut*.

Point (1) *v.* To place the mouse pointer over a specific point on the screen.
(2) *n.* A unit of about 1/72 of an inch used in measuring typographic material.

Protect To prevent editing in a selected block of text or data.

Pushbutton In a dialog box, a set of angled brackets (< >) surrounding text that describes an action. When a pushbutton is activated, XyWrite performs the described action.

R

Radio button In a dialog box, two parentheses followed by text that describes a choice. Radio buttons always appear in groups, from which only one choice can be selected (by activating that radio button). An asterisk (*) between the parentheses shows that the choice is activated.

Redline To mark and show all insertions and deletions made to a document.

Ruler A horizontal line on the screen that displays information about tab, indent, and margin settings.

S

Save To write a document to a file on a diskette or fixed disk. After saving, the document remains on the screen.

Save as An option that saves a file to another name.

- Scalable typeface** A typeface that can be printed in any point size. The scalable typefaces included with XyWrite are Bitstream Fontware typefaces.
- Scale** To adjust the size of a graphic (both horizontally and vertically).
- Scroll** To move up, down, right, or left in a document using the cursor movement keys, PgUp, PgDn, or scroll bars.
- Scroll bar** A rectangular bar used to move additional information into the visible portion of a text window.
- Select** (1) To use a mouse or keyboard to choose an option from a menu. (2) To use a mouse or keyboard to mark a block of text you want to work with.
- Selection status indicator** An indicator on the status line that shows whether text is selected in the document.
- Slider box** A rectangle in a scroll bar that shows the position of the visible text within the active document.
- Soft hyphen** A hyphen that is displayed and printed only when a word breaks (unless you select **Expanded View**).
- Status line** A line at the top of the screen that displays prompts and feedback.
- Stop code** A marker used for navigation in a file. Stop codes have text associated with them. See also *Bookmark*.
- Strikethru** A type style that places a line through the middle of a word or phrase.
- Style** A set of formatting commands that can be applied to selected text or an entire document.

GLOSSARY

Subscript A type style that prints characters one-half line below the normal printing line.

Superscript A type style that prints characters one-half line above the normal printing line.

T

Tab stop A formatting option indicated by one of several symbols on the ruler and used to position text within a document.

Table of contents (TOC) A XyWrite option used to build a directory of headings and page numbers.

Text entry field An area in a dialog box where a user types text.

Text macro A frequently used word, phrase, or block of text that is assigned to a single key. When you press the key, XyWrite inserts the corresponding text in the document.

TOC Table of contents.

Toggle indicator One of several indicators on the right side of the status line that show whether any of the following are active: Caps Lock (C), Insert (I), Num Lock (N), and Overtime (O).

Typeface The particular design of a set of characters (for example, Courier, Dutch, or Swiss). In XyWrite, there are scalable typefaces provided by Bitstream Inc.

U

Undelete To restore a deleted block of text to a document.

V

Vertical scroll bar A bar along the right side of a text window or list box that is used to scroll additional information into the visible area. See also *slider box* and *horizontal scroll bar*.

W

Wildcard character A special character in a search string that substitutes for or replaces particular characters.

Widow In printing, the last line of text in a paragraph that prints alone at the top of a page. Contrast with *orphan*.

Window An area of the screen with visible boundaries through which a file or portion of a file can be seen.

Window number The number associated with a text window.

Z

Zoom To reduce or enlarge the visible portion of an open document.

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NOTES



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