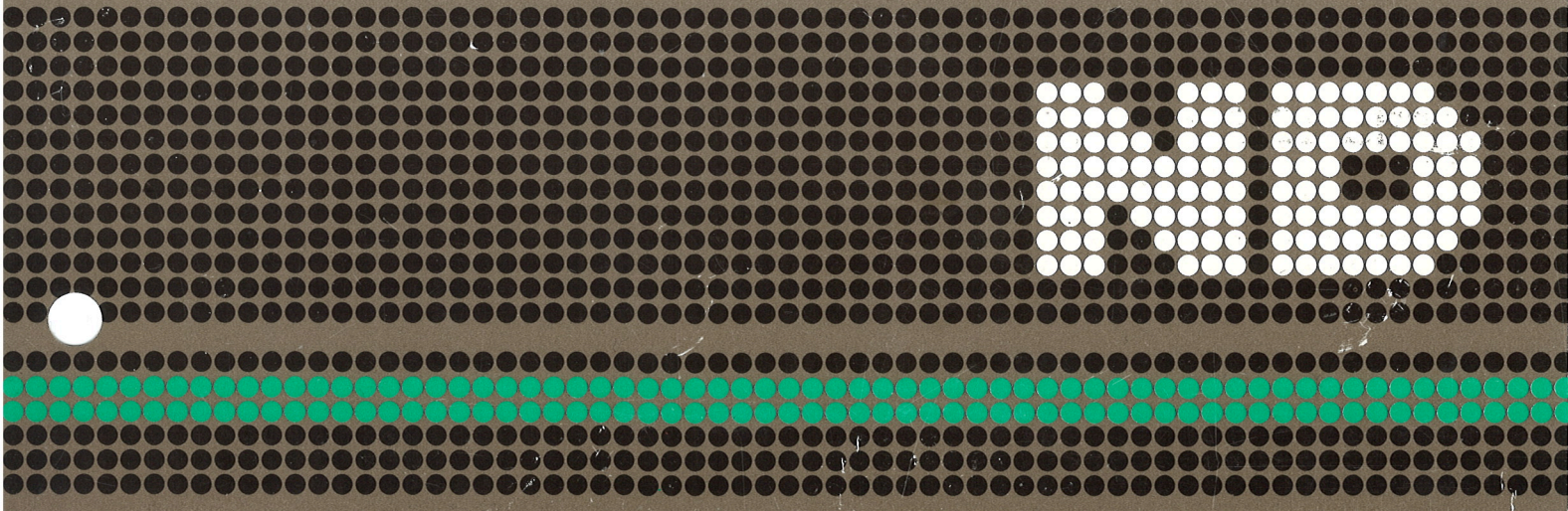


NOTIS-WP M

Release Information for new users

ND-63.042.1 EN



NOTIS-WP M

Release Information for new users

ND-63.042.1 EN

PREFACE

THE PRODUCT

This handbook gets you started using NOTIS-WP version M, ND-10079 M.

NOTIS-WP is a word processing system with many features that make the job of a typist almost fun. There are extensive editing and formatting functions.

Text is entered and edited using a terminal or VDU (video display unit). It can then be printed directly on a printer such as a PHILIPS.

THE READER

This manual is intended for people with little or no experience with computerized word processing. More experienced users will also benefit from it and will find the manual a useful learning tool.

PREREQUISITE KNOWLEDGE

No prerequisite knowledge is necessary to use either this manual or NOTIS-WP. Of course a basic familiarity with the principles of electronic word processing is a definite advantage.

THIS HANDBOOK

This is a TEMPORARY introduction to NOTIS-WP. It gives you the basic knowledge you will need to begin using NOTIS-WP. It is not meant to be a complete guide to all the features of the system, and it will be replaced by NOTIS-WP User Guide, ND-63.018, which will be released in the autumn of 1985.

There are two tutorials to help you understand and use the RULERS, STANDARD TEXTS and USER DEFINABLE KEYS.

There are three appendices and an index. APPENDIX A explains how to log in if you do not have USER ENVIRONMENT on your system. APPENDIX B is a quick reference guide to the special function and navigation keys. APPENDIX C is a simplified guide to the FACIT-4410-ND-NOTIS terminal and non-NOTIS terminals.

RELATED MANUALS

For a complete introduction to word processing, see NOTIS-WP User Guide, ND-63.018.2 EN (to be released in the autumn of 1985). The following manuals may also be of use:

- New Features in NOTIS-WP M, Reference Information and Tutorials, ND-63.036 EN.
- NOTIS-TF-M New Features, ND-63.041. EN.
- NOTIS-WP Reference Manual, ND-63.002.3 EN. (Due autumn 1985)
- NOTIS-TF User Guide, ND-63.023. EN. (Due autumn 1985)
- NOTIS-TF Macro Guide, ND-63.009. EN.
- SINTRAN III Introduction, ND-60.141. EN.
- NOTIS-ID Introduction, ND-63.011. EN.
- NOTIS-DS Introduction, ND-63.038. EN.

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
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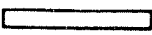
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STANDARD NOTATION

What you see on keyboard or screen:	What is used in text	What it means or what it is used for
		Represents the carriage return key.
	WP:Store document: <u>MY-DOC</u>	Text that YOU are to type is always underlined in examples.
	SHIFT + MARK	Tells you to hold down SHIFT while pressing MARK.
	FUNC 5	Tells you to press FUNC, release it, and then press 5.
	Command menu	Means the two-line menus at the top of your screen if you choose Command menu mode.
	Editor menu	Means WP editor set-up menus 1 to 5.
	Documents/Store	Means the menu command that has "Documents" as choice from the first line and "Store" as choice from the second line.
	Page mark	Shows where a new page begins.
	Ruler mark	Shows where a ruler is stored.
	Paragraph mark	Shows how much text is to be justified as one paragraph.

[^] 0 - [^] 9		Refers to the User Definable Keys (UDKs). They are the keys of the numeric keypad. UDKs always start with [^] , to distinguish them from the regular number keys.	
	[^] ENT	ENTER on the numeric keypad, when used as UDK.	
	[^] SPC	SPACE on the numeric keypad, when used as UDK.	
	<< key	Most keys are represented with the text that is engraved on them. All other keys are shown below.	
	HIDDEN HYPHEN key	Mark a word division.	
	NEW PARAGRAPH key	Make standard line spacing and indentation for a new paragraph.	
	DELETE CHARACTER key	Erase one character from the screen.	
	GO-TO key	Move directly to a numbered page or a certain line.	
	SCROLL UP/DOWN keys	Scroll text up/down	
	FAT ARROW LEFT/RIGHT keys	Move to previous page/ move to next page	
	HOME key	Move between text and command position WP:. Return to command position from editor set-up menus, HELP, etc.	
	ARROW keys (RIGHT, LEFT, UP, DOWN)	Move cursor.	
	TAB LEFT/RIGHT keys	Move to previous/next tabulator stop.	
	SPACE bar	Make space between words or (in command position) refresh screen.	

CHAPTER 1
INTRODUCTION

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IMPORTANT NOTE

This manual is a TEMPORARY introduction to NOTIS-WP M, it will be replaced by NOTIS-WP M user guide, ND-63.018 in the autumn of 1985. The user guide will be a much better manual, in B5 format. We hope that the present manual will be of help to you in getting started until you receive the user guide.

ADVANTAGES OF NOTIS-WP

NOTIS-WP does all the things you can do with a typewriter and much more.

- It makes correction of mistakes quick, easy and less messy.
- It has an automatic line shift, which gives you a carriage return automatically when you come to the right border.
- You can delete, copy, move, underline and change the case of text with ease. See chapter 6.
- It does arithmetic. See page 58.
- It sorts lines alphabetically and numerically. See page 59.
- You can press the HELP key at any time for terms unknown to the user or explanations of error messages. See page 22.
- NOTIS-WP M is page oriented. You can move directly to any page number. See page 28.
- All of your margin and tab settings are stored with the text, so you do not have to reset them each time you edit. You can type and edit numbers or leading texts to the left or right of your paragraphs. There is a step-by-step tutorial starting on page 127. See page 34 for a summary of functions.
- You may create libraries of standard texts that can be fetched quickly by name. See pages 53 and 111 for a summary.
- User Definable Keys (UDKs) The 14 keys of the numeric keypad can be programmed with text and functions. See page 113 for a summary and chapter 15 for a tutorial.

- NOTIS-ID (electronic mail) and NOTIS-DS (document storage). Provided that they are installed on your system, you may take advantage of these new products directly from NOTIS-WP M. See page 124.

These are a few of the features that NOTIS-WP has and which we will describe in this manual.

WHAT EQUIPMENT DOES THE SYSTEM NEED TO RUN NOTIS-WP?

- A terminal (VDU - Video Display Unit). It looks like a TV screen.
- A keyboard. It is like the typewriter keyboard except that it has a lot more keys to do special functions.
- An ND computer which carries out all the functions and stores your work in its memory.
- One or more printers. This is how you get paper copies of your work with NOTIS-WP.

This is the basic equipment. There can be other pieces of equipment (what we call hardware), but you don't need to know about them to use NOTIS-WP.

SOME QUESTIONS

Have you used ND computers before?

Do you know how to establish contact with the computer?

Yes? Skip to chapter 3.

No? Turn to chapter 2.

CHAPTER 2
HOW TO ESTABLISH CONTACT WITH THE COMPUTER

.....

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USER NAME AND PASSWORD

1. Contact your system supervisor to confirm that you are registered in the computer as a user.
2. Do you know your user name and password (you need them to log in on the terminal)? If not, you must ask your system supervisor.

IMPORTANT NOTE

If you do not have USER ENVIRONMENT on your computer, see Appendix A for instructions on how to begin your work with the computer.

3.

ESC

Press the ESC key, and the picture below appears on the screen.

Fill in each field, and press the ↵ key (return).

USER ENVIRONMENT	
Type your name :	<u>PETER GREEN</u> ↵.....
Password :	<u>(password, invisible)</u> ↵
Project password:	↵.....

NOTE: In this manual what YOU should type, is underlined.

PASSWORD

If you do not use a project password, press only ↵. Passwords are not shown on the screen when you type them.

ERROR

If you get the message.

'USER NAME/PASSWORD NOT RECOGNIZED'

you have made a mistake when typing the name or password. Try again, and take care to spell it right. If you get the same message again, you have used a wrong name or password. Contact your system supervisor.

4. You might get a picture like this on the screen:

M A I N M E N U	
User: PETER GREEN	11:5
User area: AREA-P-GREEN	1985-06-16
1. Word Processing	
2. Spreadsheet	
3. File Manager	
4. NOTIS-ID	
5. Profile Manager	


You must select:

1. WORD PROCESSING

by pressing the corresponding number.
In our example the number is 1, but this could vary from computer to computer.

1

MENU SELECTION

Instead of typing the number, you may select NOTIS-WP by pressing the  key while the cursor is placed in Word Processing.

ERROR

If you select the wrong task, you may go back to the main menu by pressing the EXIT key.

CHAPTER 3
HOW TO START USING NOTIS-WP M

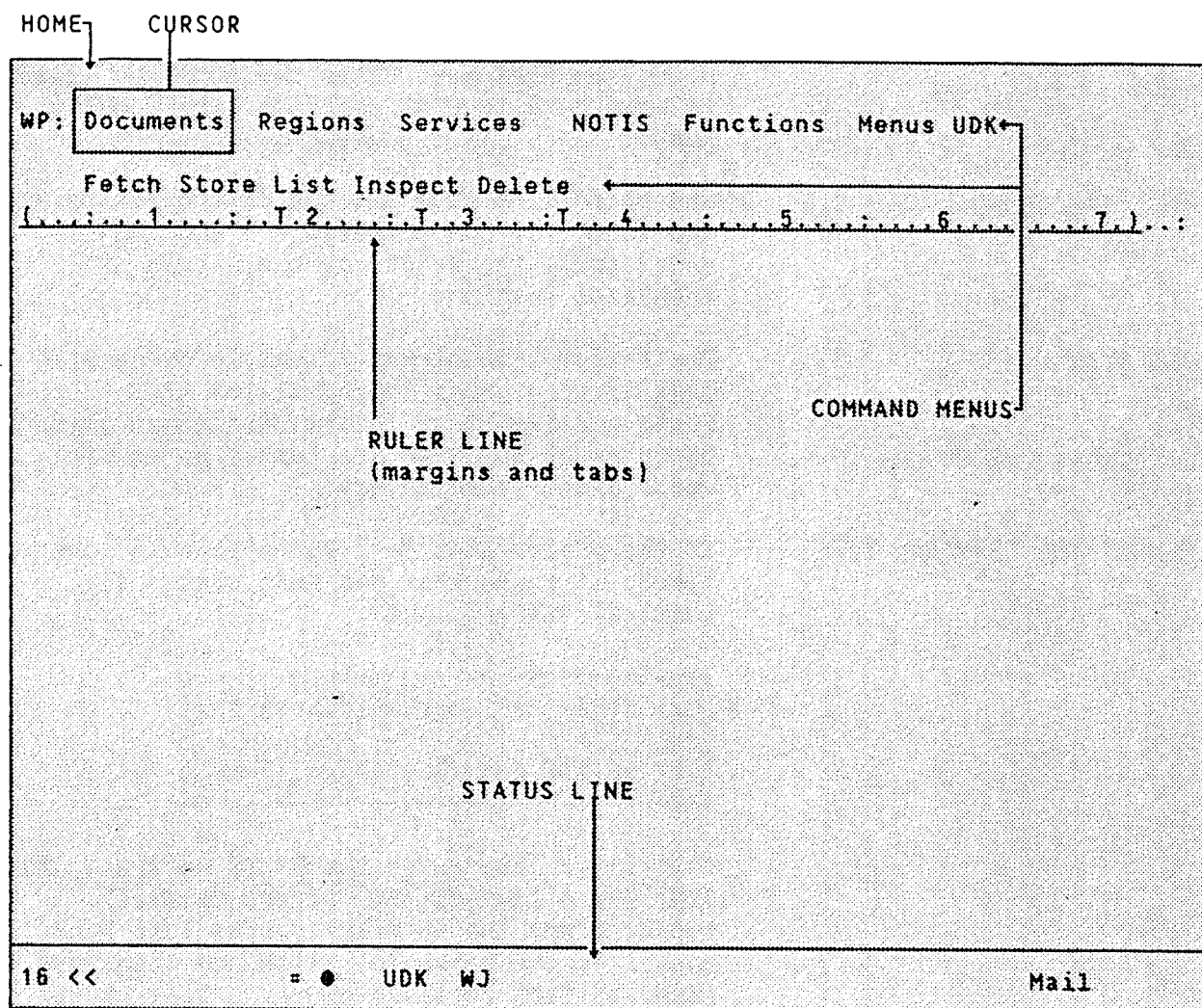
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COMMAND MENUS

To start NOTIS-WP M, press 1 (Word Processing) and then 1 (Create a new document) again, when the second menu comes up on the screen.

The following picture (or something very much like it) will come up on your screen.



THE COMMAND MENU

The first two lines are the COMMAND MENU. It allows you to give commands without remembering letters or symbols.

SCREEN FEATURES

When the CURSOR (a lighted rectangle) is in HOME position (the top line of the screen), one choice in the main menu is highlighted. The command list for the highlighted choice is shown on the second line.

TEXT AREA

The blank space in the middle of your screen is the TEXT AREA. This is where you type your text. To move the CURSOR to the TEXT AREA, press the HOME key. Press the HOME key again to move back to HOME position (the COMMAND MENU).

RULER LINE

The third line from the top of the screen is the RULER. It has numbers, T's and is underlined. The RULER has the margin and tabulator settings.

STATUS LINE

The bottom line of the screen is green with dark writing. This is the STATUS LINE. It gives you important information about which features of NOTIS-WP are turned on or off (more about these later).

TO CHANGE THE TERMINAL TYPE:

IF the STATUS LINE does NOT appear in inverse video, it means that you must change the terminal type.

1. WP:! (ie., exclamation mark)
2. WP:New terminal type: 93 ↵

This is of course for the NOTIS terminal, ND 320. For a list of the correct terminal types, press the HELP key (upper left hand corner of the keyboard) twice and then type TERMINAL TYPE followed by ↵. A list of the terminal types will appear on your screen.

The STATUS LINE should now be in inverse video. What is on the STATUS LINE may differ from system to system.

You are now ready to begin using NOTIS-WP.

IMPORTANT NOTE!

If you get an error message, press the HELP key immediately to get an explanation of that error message. When you are finished reading the HELP, press the HOME key to return to the TEXT AREA.

HOW TO ENTER TEXT USING NOTIS-WP

To begin to type, press \uparrow . The cursor will move into what we call the TEXT AREA. (This is the area that begins with the third line from the top of your screen and ends with the STATUS LINE at the bottom.) You may now begin to enter text as you would on a typewriter, except that when you come to the end of the line you just keep typing. NOTIS-WP will move to the next line automatically. This is called WORD WRAP.

Type in the following paragraphs for practice.

How can we change the world?

First we must change ourselves. This is the most important first step. Even if we somehow succeeded in changing the world outside, and we had not changed our own ways of thinking and acting, the world would revert to its old ways.

Be the kind of person that you would like to populate the entire Earth. Be an example of how we all should be and act and the world will have changed, at least that much.

Real and lasting change of the world must begin with individuals changing. I must begin. If I do not change, the world never will either.

If you make a mistake, press the left arrow key (\leftarrow) and simply type over the mistake. We will discuss other ways of correcting mistakes in the next chapter.

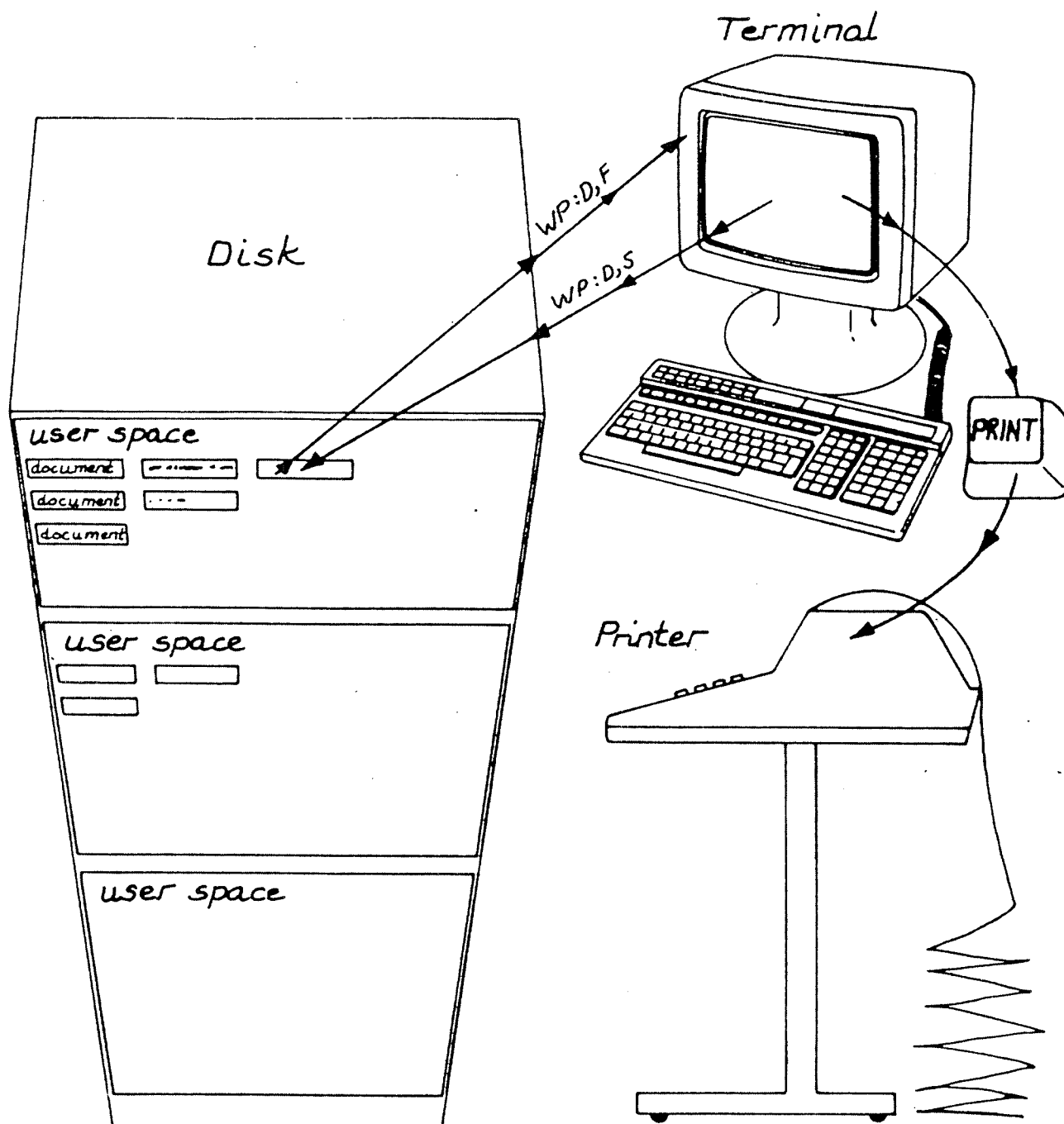



Fig. 1. Storing your work in the computer's memory

STORING TEXT

What you type in the TEXT AREA is only temporary until you STORE it in a document.

Documents are what you use to save text that you have entered using NOTIS-WP. They are like drawers in a cupboard. You put your work in them, give it a name and later you can get it out again when you want to see it again or make some changes to it.

Here is how to STORE text:

If you are in the TEXT AREA, press .

WP: D then S (Documents then Store)

WP:Store document: "PRACTICE-1" ↵

WP:Storing: PRACTICE-1:TEXT →

WP:14 lines stored (598 bytes)

Note that the last line in the above example is information that NOTIS-WP gives you to tell you that it has stored your work. The numbers, of course, will be different each time.

To STORE what you have typed in the TEXT AREA, you must first move the cursor back to HOME position.

In HOME position, press D (Documents) then press S (Store) and the following message will appear:

WP:Store document:

If you are storing a text for the first time, you must create a name for it so that you can find it again and bring it back to your screen. Begin with " (double quotes) and then use letters and/or numbers (which may be separated by hyphens) and end with " (double quotes). Note that you may only use letters and numbers and the only separators that you may use are hyphens, spaces are not allowed. Next press ↵.

STORE the text that you typed before on a document that you call "PRACTICE-1".

You have now created a document which contains all the text in the TEXT AREA. If you change some of your text (edit it) and then want to STORE the changes in the same document, press:



(If you are in the TEXT AREA)

WP: D . S

WP:Store document: ↵ (name comes automatically)

↵ (then the text is stored)

The first ↵ displays your document name (remember that you created it before with the double quotes " "). You should look and see that the name is correct, if it is, press ↵ again. If it is not correct, press F1, type the correct name and then press ↵ again.

IMPORTANT

Two points to remember:

- To create new document names, type them enclosed in double quotes.
- If you STORE text in a document that already exists, the old contents will be replaced by the contents of the TEXT AREA.

Examples: (These are some possibilities for document names. You of course should make up names which relate to your work and make it easy to recall them.)

"My-document"

"Billing-1"

"Billing-2"


"June-minutes"

"UN-5-consult"


PRINTING YOUR TEXT ON PAPER

First STORE your work as described above. Until you do this, your work is not permanent and will be lost if you exit from NOTIS-WP.

To get a printout:

Press: 

WP:Printer: PHILIPS (LINE-PRINTER) ↵

WP:Printing on: PHILIPS 

WP:Number of pages in document: 1

After you have pressed PRINT, NOTIS-WP will prompt:

WP:Device Name:

Type in the name of the printer you want to print your text on. It could be a PHILIPS, an EPSON or a LINE-PRINTER. (Ask your system supervisor what the name of your printer is. There may be a standard printer, so you only need to press ↵ in answer to Device name. Ask your supervisor about this.)

In the upper right-hand corner of the screen you will see an arrow moving through a line from left to right. This means NOTIS-WP is sending your text to the printer. The following will appear on the top line of your screen:

Wp:Printing on: your-printer-name 

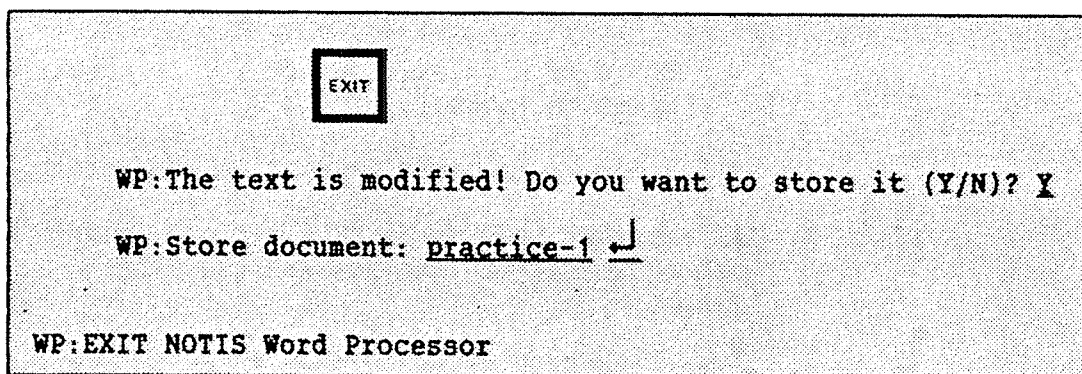
When the arrow has gone all the way to the right and the message is no longer on the screen, it means that your document has been sent to the printer. Keep in mind, though, that it might be a short while before the finished printout is ready since the printer takes time to print your document.

HOW TO EXIT FROM NOTIS-WP

To leave NOTIS-WP, press the orange key marked EXIT in the upper right-hand corner of the keyboard.



If you have not entered any text yet, you will immediately go out of NOTIS-WP and the USER ENVIRONMENT menu will again appear on your screen.



If you press EXIT when you have text which you have not yet stored, NOTIS-WP will ask you what you want to do with it. If you do not know how to answer a question from NOTIS-WP, just press HELP.

HELP

NOTIS-WP M has an advanced HELP function. Press HELP at any time and, depending on what you are doing, you will either:

- Immediately see a HELP picture appropriate to what you are doing, or
- Get the prompt: "Type Function key, HOME command or Keyword:"

An immediate picture

You get the appropriate picture immediately if:

- The cursor is anywhere in the Command menu.
- NOTIS-WP M is waiting for you to answer a question (prompt).
- There is an error message on the screen.

If you want some other HELP picture, just press HELP again, and you get the HELP prompt.

The HELP prompt

After the HELP prompt, "Type Function key, HOME command or Keyword:" you can:

- Press any of the colored keys except the Push-keys (P1 through P8) for an explanation of the key.
- Type any word for a topic you want help on, and press ↵.
- To see a complete list of available keywords, press HELP again.

HOME to get out of HELP

Press HOME to get out of HELP.

You should get used to using the HELP function. It will give you valuable assistance for nearly all your questions while you are using NOTIS-WP M.

CHAPTER 4

EDITING EXISTING TEXT

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FETCHING STORED DOCUMENTS

Here is how to FETCH stored documents.

WP: D , F (Documents then Fetch)

WP:Fetch document: practice-1 ↵

WP:Retrieving: PRACTICE-1:TEXT

WP: 14 lines fetched (598 bytes)

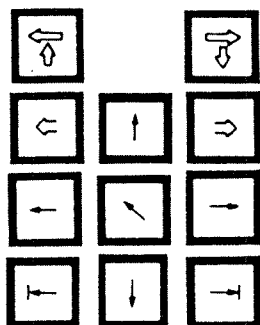
After you have entered NOTIS-WP, and you want to FETCH a document that you have created before, press D then F (Documents then Fetch) while you are in HOME position. Type the name of the document that you wish to work on again, followed by ↵.

**REMEMBER TO PRESS HELP IF QUESTIONS COME UP
ON THE SCREEN WHICH YOU DO NOT UNDERSTAND!**

LIST DOCUMENTS

When you are in HOME, you can get a list of your documents by pressing D then L (Documents then List) followed by ↵.

CURSOR MOVEMENT



These keys are used moving the cursor.

In the TEXT AREA

In HOME position

cursor moves HOME	cursor moves back to TEXT AREA
cursor moves 1 position right (repeats if held)	moves cursor through the menu to the right
cursor moves 1 position left (repeats if held)	moves cursor through the menu to the left
cursor moves 1 line down	moves cursor down in the menu
cursor moves 1 line up	moves cursor up in the menu
moves cursor to next page (if page check is on)	moves cursor to next page (if page check is on)
moves cursor to previous page (if page check is on)	moves cursor to previous page (if page check is on)
move to next tab stop (T)	
move to previous tab stop (T)	
SHIFT + move to end of line	
SHIFT + move to beginning of line	
Previous screen window displayed (Scroll) with SHIFT, display moves 40 positions (50% of screen) left	Previous screen window displayed (Scroll) with SHIFT, display moves 40 positions (50% of screen) left
Next screen window displayed (Scroll) with SHIFT, display moves 40 positions (50% of screen) right	Next screen window displayed (Scroll) with SHIFT, display moves 40 positions (50% of screen) right

PAGE CONTROL

NOTIS-WP M can show you where page breaks will occur when you print a document. You can also use the GO-TO function or the fat arrow keys (See page 28) together with page breaks to move around your document quickly.

How to start page control

Give the command Functions/Pages.

To remove page marks

If you wish to remove the page marks rather than updating them, give the menu command Functions/No-pages.

Page marks look like this:

§

The first line of each page is indicated at the right side of the screen window with a numbered mark. The mark may temporarily cover a few characters, but the text is not altered by the page mark in any way. Scroll right if you want to see what is under a page mark. Page control takes print directives (to be discussed later) and page size into account.

Page marks are stationary

Page marks stay in one place. They do not adjust themselves when you add, delete, or edit text or directives. Page marks do change to half intensity if you add or remove lines. This is to remind you that they are probably not valid anymore. Repeat the page control command to update the page marks.

All page marks are numbered.

GO-TO KEY AND FAT ARROW KEYS

Next and previous page

If you have used page control (see previous section), the FAT LEFT and FAT RIGHT arrow keys move the cursor to the top of the previous or next page. If you have not performed page control, these keys have no function.

Move directly to a page or a line number



This is the GO-TO key. Using GO-TO you can move directly to any page in a document if you have performed page control. If not, you can go directly to any line number. GO-TO will also move the cursor directly into the current ruler. (Rulers will be discussed later.)

GO-TO ↑	Moves cursor to first line of document.
GO-TO ↓	Moves cursor to end of document.
GO-TO ↵	Places cursor in pos. 1 on first line on screen.
GO-TO (...)	Moves cursor into the current ruler line.
GO-TO <region-name> ↵	Moves cursor to start of named region.
WITH PAGE MARKS:	
GO-TO <number> ↵	Moves cursor to top of page with that number.
WITHOUT PAGE MARKS:	
GO-TO +/- N ↵	Moves cursor/window forward/backward N lines.
GO-TO <line-number> ↵	Moves cursor to that line number.

MAKING CORRECTIONS

If you make a typing error, you can correct it in a number of ways. One way is to simply move the cursor back by pressing the ← key, and then type over the mistake. This does not work when you have EXPAND mode on. See below.

DELETE CHARACTER KEY

Deletes the character where the cursor is positioned. If there are no more characters to the right of the cursor, it deletes the character to the left of the cursor. It goes very fast if you hold the key down - be careful!!

DELETING ONE LINE

Deletes an entire line where the cursor stands.



1. Restores the last line deleted with F1, when no text is marked. (Marked text is explained in chapter 5.) 2. Turns off marking when text is marked. 3. Cancels changes that you have made in the current line.

EXPAND MODE

This key sets NOTIS-WP in EXPAND mode. When EXPAND mode is on, you can type in new letters or words into your text without typing over what is already there.

If EXPAND mode is on, the word "Expand" will appear (on the STATUS LINE) in the bottom right corner of your screen. The red (or green light to the left of the EXP. at the very top of the keyboard will also be lighted.

To turn EXPAND mode off, press the INS/EXP key again.

BLANK LINE INSERTION

F2

SHIFT
+

**INS
EXP**

There are two ways of inserting a blank line between existing lines of text.

1. This key inserts a blank line above the line where the cursor stands.

2. Shift plus this key sets NOTIS-WP in APPEND mode. When NOTIS-WP is set in APPEND mode, you will get a blank line inserted in your text every time you press **↵** or when you get an automatic line feed (wordwrap).

When APPEND mode is on, the word "Append" appears on the STATUS LINE of your screen in inverse video and the red (or green) light to the left of APP. at the very top of the keyboard is lighted.

To turn APPEND mode off, press SHIFT + INS/EXP again.

FIND A STRING

You can locate a group of up to 36 characters and spaces very easily. When you are in HOME position give the command Functions/Find.

WP: F , F (Functions then Find)

The message:

WP:Find string:

will appear on the screen. Type the character(s) you wish to find, then press **↵**.

F7

To find the next occurrence of the string, press the F7 key alone. NOTIS-WP will bring the next occurrence of the string to your screen and place the cursor under the first character.

SHIFT
+

F7

Another way of finding a string is the following: Press SHIFT + F7 either in HOME or in the TEXT AREA.

NOTIS-WP will bring the first occurrence of the character(s) to your screen and place the cursor under the first character of the

string. (The word string means any character or group of characters.)

SUBSTITUTION

Throughout your document, you can replace one character, or set of characters, with another, quickly and simply.

- In HOME, press the F then R (Functions then Replace). The following will appear on the top line of your screen:

WP:Replace:	with:	Manual check (Y/N):
-------------	-------	---------------------

- Type the characters that you wish changed, exactly as they appear in your text, followed by ↵. The cursor will move to the right of the word "with:".
- Next, type in the new characters (and spaces) you wish to replace the old ones with, followed by ↵.
- The cursor will now move to "Manual check:". Here you must type Y for yes, N for no or ↵ (which is the same as having answered Y).

If you answer Y, NOTIS-WP will bring each occurrence to your screen with the cursor positioned at its first character. You then must decide whether you wish the replacement to happen or not. If you press the Y key, the string will be replaced. If you press the N key, NOTIS-WP will not make the replacement and will bring the next occurrence of the string to the screen.

If you answer manual check with N, NOTIS-WP will automatically replace (substitute) all the occurrences of the string you typed in first with the new string.

Be very careful using this because it will replace every occurrence, even ones within other words, with the new string. For example, if you want to change "occurrence" to "occurrence" and you only type "an" after "Replace:" and "en" after "with:", NOTIS-WP will change ALL the places where "an" appears to "en", eg., in "than", "began", etc., so BE CAREFUL!

After all the substitutions have been made, the message:

WP:8 Replacements

will appear in HOME position. This tells you how many substitutions were made.

When using this command, be as precise as possible to avoid mistakes. Remember that NOTIS-WP may or may not distinguish between uppercase and lowercase, depending on what you have set in the Editing Menu. See page 75.)

UNDERLINE AS YOU TYPE

With NOTIS-WP you can automatically underline as you type.

Press this key to turn on the automatic underlining. After you have done this, a line will appear on the STATUS LINE in inverse video, toward the right end. When automatic underlining is on, all characters and spaces that you type will be underlined.

To turn the automatic underlining off, press SHIFT plus this key.

You can also add underlining to, or remove underlining from, text that you have already typed. We will discuss this in chapter 5.

SPLITTING AND REJOINING LINES

You may split a line in two.

Place the cursor under the character you want the next line to begin with and press the F5 key in the upper right of the key board. All the characters to the right of the cursor will be moved down one line and positioned at the left border.

SHIFT
+



You may rejoin a line to the one above it.

Place the cursor anywhere in that line and press SHIFT + F5. That entire line will be joined to the end of the line above.

RULERS

This section summarizes the ruler functions. Starting on page 127, there is a step-by-step lesson in using the new rulers. Most people can complete those exercises in about an hour.

Margins and tabulators

The ruler holds information about margins, symbolized with (and), and tabulator stops, symbolized with T and D.

Text fields

Your text may consist of up to three TEXT FIELDS: a left note margin, the wordwrap area and a right note margin.

Wordwrap area

Part or all of the ruler is underlined. The underlined part of the ruler is called the wordwrap area. In the wordwrap area, you have automatic carriage return when you reach the end of the underline (wordwrap area).

WP:

Line: 1-21 Column: 1-80 Region: MAIN

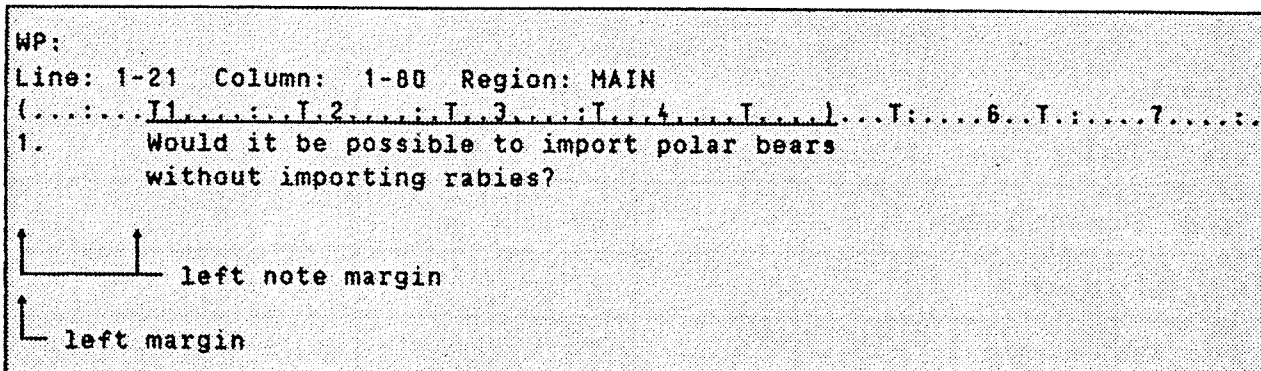
(.....T1.....T2.....T3.....T4.....T.....).....T:.....6..T:.....7.....

In fact, one may ask whether it would be a good idea to import polar bears to mainland Norway, since they have proved so popular with tourists on Spitzbergen. Several points would have to be made clear first.

↑ wordwrap area

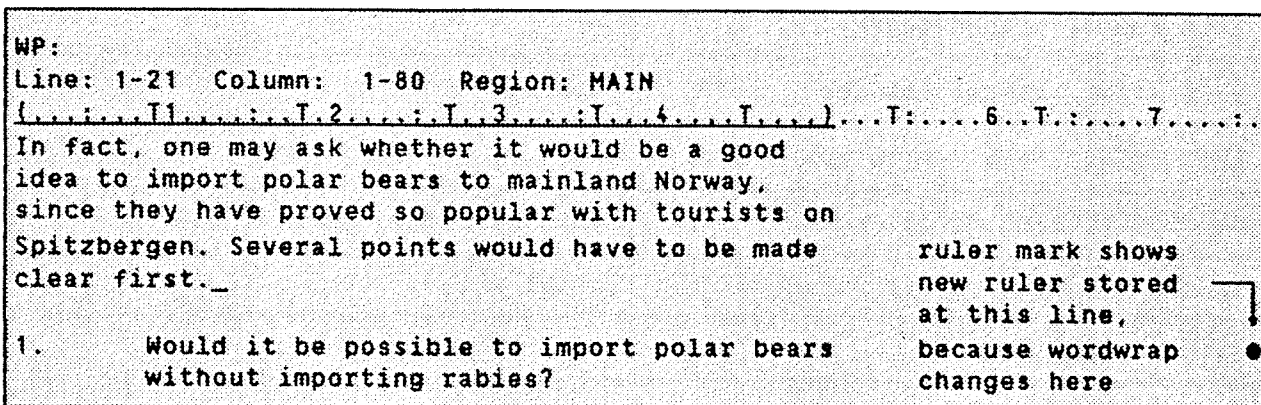
Note margins

If the wordwrap area does not reach all the way to the right or left margin, part of the ruler is not underlined. This is called the right or left note margin. In the note margin there is no wordwrap function. Note margins are primarily intended for leading texts and numbered paragraphs.



Multiple rulers

Provided that you use the new ND Standard format (S shown at the left of the STATUS line), you may have as many separate rulers in your text as you want. The rulers are stored and fetched with your document, making it unnecessary to set and reset tabulators and margins each time you edit.



The location of a new ruler is shown by a symbol at the right side of the screen. The ruler line shown on screen line three is always the current ruler line for the cursor position.

Editing rulers

Rulers are now edited directly in the text.
Here is a summary of the possibilities.

If you answer yes to "Justify on new ruler" in the Editing menu (see page 75), all text belonging to a ruler is automatically justified when you move out of the ruler after editing.

Function	Key	Alternative Key
Create/Enter ruler on current line	(...	
Enter current ruler	GO-TO (...	
Set left margin	((...
Set right margin)	SHIFT + (...
Set/remove tabulator stop	T	TAB
Set/remove decimal tabulator stop	D	SHIFT + TAB
Set beginning of wordwrap underline	<u>aaa</u>	
Set end of wordwrap underline	SHIFT + <u>aaa</u>	
Move wordwrap underline	FIELD, MOVE	
Exit ruler, save changes	↵	
Exit ruler, cancel changes	CANCEL	
Exit ruler, reset wordwrap in text	FUNC ↵	
Define document normal ruler	SHIFT + FIELD, COPY	
Recall document normal ruler	SHIFT + (...	
Delete ruler	F1	
Duplicate ruler	F2	
Mark rulers with text	(... while text is marked	

STOP!

Before reading any further, you should do the exercises in Chapter 14, Tutorial: Working with the rulers.

SETTING TABS

In the TEXT AREA, place the cursor in the column where you want a tab.

Press:



If there is no tab set there, NOTIS-WP will set a tab and indicate it with a T in that position on the third line from the top. If there is already a tab set there, NOTIS-WP will remove the tab from that position.

The TAB key both sets and removes tabs! If there is a tab set in the cursor position (indicated by a T in that position on the third line from the top), pressing TAB will remove the tab. If there is no tab set, pressing the TAB key will set a tab there.

JUSTIFICATION

Justification refers to the way your text is adjusted within the wordwrap area. There are four possible justification modes: left, right, stretched and centered.

To set the justification mode, you use the orange keys toward the right of the keyboard which look like this:



For left justification, press



Left justification means that the paragraph has a straight left border and a ragged right border. This paragraph is an example of left justification.

For right justification, press SHIFT +



Right justification means that the right border is straight and the left border is jagged. This paragraph is an example of how right justification looks.

For stretch justification, press



Stretch justification means that both the left and right borders are straight. This paragraph is an example of stretch justification. It makes both the right and the left of the paragraph even.

For center justification, press SHIFT +



Finally, center justification means that the lines of your text are centered between the left and right borders. As you have probably already guessed, this paragraph is an example of what centered text might look like.

The justification mode will be indicated toward the left of STATUS LINE.

<< means left justified (this is default)
>> means right justified
<> means stretch justified
>< means center justified

As you type text in the wordwrap area, NOTIS-WP will automatically justify it according to the mode you have set. If you make corrections, though, you may have to re-justify your text.



When you press JUST, NOTIS-WP M justifies one paragraph. The paragraph will be justified according to the justification mode which is set on the STATUS LINE. There are three ways for you to show what text belongs to the same paragraph:

- Leave one line blank within the wordwrap area.
- Indent a line from the beginning of the wordwrap area.
- Make a paragraph mark.

Paragraph marks



Paragraph marks look like this. Make them by pressing the NEW PARAGRAPH key. Remove them by placing the cursor to the right of the mark and pressing NEW PARAGRAPH again.

NEW PARAGRAPH key



The NEW PARAGRAPH key will insert a given number of blank lines and indentation spaces as well as a paragraph mark. Tell how many blank lines and spaces you want in the Editing menu (see page 75).

HYPHENATION



Use this key to indicate where a word can be hyphenated if necessary. The character that you indicate with this key will appear slightly darker than the rest. A hyphen will only be used if necessary during justification. The hyphen will occur to the right of the marked character.

NOTE

For a complete list of hyphenation assistance available in NOTIS-WP M, press HELP then type "hyphenation" after the prompt:

Type Function key, HOME command or Keyword:
hyphenation ↵

ACCENTS

SHIFT

+



This is used to type accents over letters.

1. Press SHIFT + ~. You will see #.
2. Press the accent you want.
3. Type in the letter you want.
4. The letter with the accent will appear on your screen.

NOTE: Your printer may not be able to produce all the accented letters which NOTIS-WP can show on the screen.

HELP

Press SHIFT plus the ~ key, then press the HELP key for an overview of accented characters available and how to make them.

CHAPTER 5
MARKING TEXT



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MARKING TEXT

NOTIS-WP has some special functions which allow you to delete, copy, move, underline and change the case of text which you have already entered. You must learn to mark text before you can use these functions. To mark text, use the orange keys on the top row of the keyboard:



WORD MARKING

When you press this key, you mark the word where the cursor is located. It is marked in inverse video (dark letters on a light background).

NOTIS-WP thinks of a word as all the characters between two spaces. This means that a comma, a full stop or any other character after a word will be taken as part of the word.

To mark three words, press the WORD key three times.

SENTENCE MARKING

When you press this key, you mark the sentence where the cursor is located. As with word marking, it is marked in inverse video. It does NOT work in the note margins.

In NOTIS-WP a sentence begins with the first character to the right of a full stop, question mark, colon or exclamation mark followed by a space and ends with the next full stop, question mark, colon or exclamation mark followed by a space.

To mark several sentences in a row, press the SENT key once for each sentence to be marked.

PARAGRAPH MARKING



Press this key to mark the paragraph in which the cursor is placed. (See page 39 for what NOTIS-WP M means by paragraph.)

You may mark several paragraphs by pressing the PARA key once for each paragraph to be marked.

FIELD MARKING



This key marks a line in a text field, ie., either in the wordwrap area OR the note margins.

SHIFT
+



SHIFT + FIELD marks a complete line of 255 positions. Remember that even that part of the line which you do not see, ie., to the right of your screen picture, is marked with this key.

You may mark more than one field by pressing the FIELD or SHIFT + FIELD once for each field to be marked.



Use this key to mark text that is less than a word, more than a word but less than a sentence, more than a sentence but less than a paragraph or more than one paragraph. This kind of marking is shown on the STATUS line with ≡.

Place the cursor on the first character you want marked and press the MARK key. Next, place the cursor on the last character you want marked and press MARK again. All characters and spaces between characters will be marked. Blank lines will not be marked.

Changing marking type

When you have a marked area, you can change marking type by pressing MARK to change to continuous marking, or SHIFT + MARK to change to block marking.

Changing extent of continuous marking

Continuous marked areas have a start point and an end point. To extend/shrink a continuous marked area:

- Place the cursor where you want a new start or end point.
- Press MARK.
- The start or end point (whichever is nearest) will move to the cursor position. Special situations: when the cursor is in the middle line or middle position of the marked area, the end point will be moved.

BLOCK MARKING

To mark a rectangle or a box place the cursor in the upper left-hand corner of the rectangle or box you want marked and press SHIFT + MARK. Then place the cursor in the lower right-hand corner of the rectangle or box and press SHIFT + MARK again. All characters, spaces and blank lines in the rectangle will be marked. This type of marking is used for framing and calculation, which will be discussed later.

Use this method when marking parts of tables.

Note: If SHIFT + MARK is used twice in column one, but in different lines, the entire lines (255 character positions) will be marked and not just the one column. When you use SHIFT + MARK this way in any other column than column one, only that column will be marked.

Changing extent of block marking

Block marked areas have four corners. To extend/shrink a block marked area:

- Place the cursor where you want a new corner.
- Press SHIFT + MARK.
- The nearest corner will move to the cursor position. Special situations: when the cursor is an equal distance from two corners, the upper left or lower right corner will be moved. When the cursor is in the exact middle of the block, the lower right corner will be moved.

REMOVE MARKING



When you press this key, NOTIS-WP removes marking from a text, if there is text that is marked. If no text is marked, this key restores the last line deleted with F1 or with the DELETE key.

RESTORE MARKING


SHIFT
+




If you want to restore marking to text from which the marking has been removed, press SHIFT + CANCEL.

Note that the last physical space that was marked will be marked again, not necessarily the same text.

Difference between MARK and
SHIFT + MARK

Text marked with SHIFT + MARK will displace any previous text to the right when you use COPY or MOVE. The symbol  appears on the status line whenever you have marked text with SHIFT + MARK.

Text marked with MARK, or in any way except SHIFT + MARK, will displace any previous text downwards. The symbol  appears on the status line when you have marked continuous text.

Marking rulers

Rulers may be marked along with text to protect format during a COPY or MOVE. To mark rulers:

- Place the cursor anywhere within marked area.
- Press (... .
- You see the message "Ruler(s) marked" and a ruler mark (●) appears on the status line.
- Press (... again to remove marking from rulers.

CHAPTER 6

WORKING WITH MARKED TEXT

.....

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DELETE, COPY AND MOVE MARKED TEXT



These keys operate on areas already marked (ie., shown in inverse video).

THE DELETE KEY



This key deletes the marked area and closes up the remaining text to fill up the space. The deleted area may be brought back by pressing the CANCEL key.

SHIFT

+



This deletes the marked area, but fills it with spaces. The remaining text is not closed up and the deleted area cannot be brought back with the CANCEL key.

THE COPY KEY




Place the cursor where you want the text moved to and press the "COPY" key. NOTIS-WP will make room for the marked text and will duplicate it, placing the first character in the cursor position and moving the text that was there to the right, and/or down.

THE MOVE KEY



If you want to move text which you have marked and at the same time delete it from its old position, place the cursor in the position where you want the text to be moved to and press the MOVE key. The marked text will be inserted at the cursor position and deleted from its original position.

Note that you may push the existing text out into the positions to the right of your screen picture. If you seem to have lost some text, press:

SHIFT + 

Moving text with marked ruler(s)

This is the easiest way to move text in NOTIS-WP M. The text you move keeps its format. The text at the destination keeps its format. You may mark text belonging to more than one ruler. You cannot use SHIFT + MOVE or SHIFT + COPY with marked rulers.

In this section, ^^ represents unmarked text, and ooo represents marked text.

Mark the text with PARA, PARA. Mark the rulers with (...)

Position the cursor at the destination

Press MOVE

Result:

```

^^^  oooooooooo ●
^^^  oooooooooo
      oooooooooo

oooooooooooooooo ●
oooooooooooooooo

^^^^^^^^^^^^^^
^^^^^^^^^^^^^^
^^^^^^^^^^^^^^

```



```

^^^^^^^^^^^^^^
^^^^^^^^^^^^^^
^^^^^^^^^^^^^^

^^^^^^^^^^^^^^
^^^^^^^^^^^^^^
^^^^^^^^^^^^^^

```

```

^^^^^^^^^^^^^^
^^^^^^^^^^^^^^
^^^^^^^^^^^^^^

      oooooooooo ●
      oooooooooo
      oooooooooo

oooooooooooooooo ●
oooooooooooooooo

^^^^^^^^^^^^^^ ●
^^^^^^^^^^^^^^
^^^^^^^^^^^^^^

```

JUSTIFY MARKED TEXT

You may justify text that you have marked as a FIELD or as a PARAGRAPH. The keys you use for this are the same as for setting the justification mode (we spoke of these in section 5.3):



For left justification, press



For right justification, press SHIFT +



For stretch justification, press



For center justification, press SHIFT +



UNDERLINE/REMOVE UNDERLINE

Mark the text that you want underlined.



Press this key to underline marked text.

SHIFT
+



SHIFT + this key removes underlining from marked text.

CHANGING CASE

This key changes marked text from UPPERCASE to lowercase. If no text is marked, all the rest of the line (from the cursor position and right) will be changed from UPPERCASE to lowercase.

SHIFT
+



SHIFT + the F6 key changes marked text from lowercase to UPPERCASE. If no text is marked, all the rest of the line (from the cursor position and right) will be changed from lowercase to UPPERCASE.

TEMPORARY TEXTS

Temporary texts are used to store long, complicated phrases, words, or directives that you will use many times during one editing session. When you leave NOTIS-WP M by pressing EXIT, the temporary texts are erased. They cannot be re-used.

Making a temporary text

Suppose you are typing the minutes of a formal meeting, and you want to store the title and name of a participant:

Walter Middleton, Vice President for Sales

under the letter "M" so that you could recall it with three keystrokes: SHIFT + F8, M, ↵.

- Mark the name and title.
- Press SHIFT + F8.
- You see: WP: Temporary text name:
- Type "M"↵.

Recalling a temporary text

Next time you have to type Middleton's name and title:

- Position cursor where name should start.
- Press SHIFT + F8.
- Type M↵.

Listing temporary texts

To see a list of temporary texts:

- Press SHIFT + F8.
- Type ?↵.
- You see the list of text names and texts. Press SPACE when you are finished looking.

Naming temporary text

As you have seen in this example, new names are typed in " marks. We recommend single-letter names. You may abbreviate names when you recall or list texts.

Deleting a temporary text

- Press SHIFT + F8.
- Type name: M ↓
- Delete: Y




CHAPTER 7
DECIMAL JUSTIFICATION, ARITHMETIC AND SORTING

.....

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DECIMAL JUSTIFICATION

You can use NOTIS-WP to justify columns of numbers about the decimal point.

1. SHIFT +  top left of area to be justified.
2. SHIFT +  bottom right of area to be justified.
3. Move cursor to the column where you want the decimal point.
4. Press  then press . (full stop).

IMPORTANT!


1. When marking, take some extra space on either side of the numbers. NOTIS-WP needs this when it moves the numbers around.
2. Do not hold FUNC too long, your terminal will not like it!
3. When using the comma as your decimal divider, you must press the "FUNC" key followed by the full stop (.). The type of decimal point is set in the EDITING MENU (Menu 3, see page 75).

ARITHMETIC FUNCTIONS

NOTIS-WP can add, subtract, multiply and divide. Use the following signs in your text to perform these arithmetic functions:

- + addition (eg., 36 plus 43 is expressed as 36+43)
- subtraction (eg., 63 minus 34 is expressed as 63-34)
- * multiplication (eg., 4 times 89 is expressed as 4*89)
- / division (eg., 45 divided by 9 is expressed as 45/9)
- ** exponentiation (eg., 5^2 is expressed as 5**2)
- % percent (eg., 45 plus 12% is expressed as 45+12%)
- () are used as they are in ordinary mathematical operations

How to perform arithmetic operations:

1. Enter the numbers you wish to operate on and the correct sign.
2. Mark the area including the numbers and the signs as a rectangle or with SHIFT + FIELD.
3. Place the cursor where you want the decimal point of the answer. Remember to leave enough room for the answer!
4. Press 
5. The answer will appear on the line where the cursor is positioned, with the decimal point at the cursor position.

NOTE:

MAKE SURE YOU HAVE ALL THE NECESSARY SIGNS IN THE MARKED AREA.

ARITHMETIC PRACTICE

Now practice decimal justification and arithmetic on the figures below.

$$\begin{array}{r} 456.23 \\ 3985.24 \\ + 56.89 \\ \hline \end{array}$$

$$\begin{array}{r} 4980.326 \\ -1758.859 \\ \hline \end{array}$$


$$\begin{array}{r} 7793.3 \\ * 47.5 \\ \hline \end{array}$$

$$\begin{array}{r} 950.44 \\ /478.37 \\ \hline \end{array}$$

ALPHABETIC OR NUMERIC SORTING



NOTIS-WP can sort lines alphabetically or numerically.


How to sort lines alphabetically or numerically:

1. SHIFT +  top left AND bottom right of area to be sorted.



2. 

3. WP: F , S (Functions then Sort)

4. WP:Sort area:  

- First mark the area you wish sorted. You should mark it as a rectangle.
- Second, press the  key to go HOME.
- Third, in HOME position, WP: F ; S (Functions then Sort), you see:

Wp:Sort area:

- Fourth, press  and the line and column numbers of the area which you marked will appear. Press  again and the marked area will be automatically sorted. (Be patient, it can take some time!)

IMPORTANT NOTE!

YOU CAN ONLY SORT SINGLE LINES. Each single line will be rearranged alphabetically and numerically. We suggest that you STORE your work BEFORE you use this function as a protection against mistakes. Once you have sorted the marked area, it cannot be restored to its original form unless you STORED the original work first.

This list:

Petersen, Don
Johnson, Ray
Fartland, Odd
Raygun, Ron
Brown, George

sorted looks like this:

Brown, George
Fartland, Odd
Johnson, Ray
Petersen, Don
Raygun, Ron

CHAPTER 8

GRAPHIC MODE, GREEK AND MATHEMATICAL CHARACTER SETS

.....

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DRAWING BOXES AROUND TEXT


With NOTIS-WP you can draw lines, boxes around text, arrows, bar graphs, and a variety of other graphic symbols, but keep in mind the limitations of the printer you use.

Here is how to put a box around text.


1. Place the cursor at least one line above and at least one character position to the left of the upper left-hand corner of the text you want to put a box around.

2. Press: SHIFT + 

3. Place the cursor at least one line below and at least one character position to the right of the lower right-hand corner of the text. Make sure the cursor is at least one character position to the right of the entire text.

4. Press: SHIFT +  again.

The text will now be marked as a rectangle or box.

5. Press: SHIFT + 

You will now have a box around the text that was marked, like the one around these instructions.

IMPORTANT NOTE:

THE LINES OF THE BOX TAKE UP CHARACTER POSITIONS. You must make sure that you have included in the marked area at least the line above and the line below plus the columns to the left of the text and to the right of all text you wish boxed in. If you do not allow the extra space for the lines of the box, some of your text will be deleted!

HOW TO TURN GRAPHIC MODE ON AND OFF

To turn GRAPHIC mode on:

1. Press: SHIFT + F1
2. A large plus sign, + appears on the STATUS LINE. GRAPHIC mode is on.

To turn Graphic mode off:

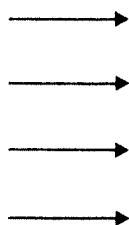
1. If + is on the STATUS LINE.
2. Press: SHIFT + F1
3. The + will disappear from the STATUS LINE.

THE DESIGNS IN GRAPHIC MODE

The number keys (the white keypad on the right side of the keyboard or the ordinary number keys) are used to draw lines, corners, etc. The following shows what the number keys produce. IMPORTANT NOTE: The cursor moves quite differently when you type these symbols, so experiment with them and be a little careful.

These number keys produce these designs in GRAPHIC mode.

7	8	9
4	5	6
1	2	3
0		.




┌	┐	└
├	┤	┴
└	┘	┐
—		

HELP


To get the complete list of the character set in GRAPHIC mode, press HELP while you are in GRAPHIC mode or press SHIFT + F1 after pressing HELP.

MATHEMATICAL CHARACTER SET

To turn MATHEMATICAL character set mode on:

1. Press: SHIFT + 
2. The # (not equal to) means MATHEMATICAL mode is on.

To turn MATHEMATICAL character set mode off:

1. If # is on the STATUS LINE.
2. Press: SHIFT + 
3. The # will disappear from the STATUS LINE.

HELP

To get the complete list of the character set in the MATHEMATICAL character set mode, press HELP while you are in that mode or press SHIFT + F3 after pressing HELP.

GREEK CHARACTERS

To turn GREEK character mode on:

1. Press: SHIFT + F2
2. On the STATUS LINE, γ (Greek letter gamma) will appear, which indicates that GREEK mode is on.

To turn GREEK mode off:

1. If γ is on the STATUS LINE.
2. Press: SHIFT + F2
3. The γ will disappear from the STATUS LINE.

HELP

As with the other special character sets, you can get the complete list of the character set in GREEK mode, by pressing HELP while you are in that mode or pressing SHIFT + F2 after pressing HELP.

CHAPTER 9 THE EDITOR MENUS

.....

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INTRO TO THE EDITOR MENUS



The EDITOR MENUS set values which control the way certain functions operate. You are free to modify these values to suit your particular needs, and may do so from your terminal while you are logged in under your personal user name. Your modifications will not interfere with other users' MENUS.

HOW TO ENTER THE MENUS

In Command menu mode, give the command `Menus/X` where X is the name of the menu you want.

`WP: M , W (Menus then WP-Environment)`

Move from one MENU to another with:

 and 
previous next

Move from a MENU back to the text with:



HELP ON CHOICES

You can position the cursor on any line and press HELP for a list of possible values and their effects.

- WP-Environment menu (1) This menu shows which files and programs NOTIS-WP M uses, and which command mode you are using.
- Screen menu (2) This menu shows scrolling behavior and screen appearance, split screen information, and the cursor position option.
- Editing menu (3) This menu shows features such as hyphenation mode, justification mode, and tabulator, underline, capital letter and decimal behavior.
- Print menu (4) This menu shows page layout, printer and font information. Information used by PRINT and NOTIS-TF.
- Text formatter menu (5) This menu shows standard TF directives. Information used mainly by NOTIS-TF. Though some items are used by PRINT, you may usually ignore this menu if you do not use NOTIS-TF.

WP-ENVIRONMENT MENU

WP-Environment menu (1)	
Storage document name	:
Formatting document name	:
Exit command	:
Standard text library	: file name ex: MEMOS
UDK library name	: file name ex: JOHN-JONES
UDK set name	: set name ex: CTRL-CHAR
Start-up UDK	: key name ex: '1
Storage format	:
Changes before backup	:
CANCEL after DELETE (Y/N):	
Command menu mode (Y/N):	
Use Document Storage	:

} See the tutorials.

Storage document name

When you STORE, text it is the name which appears automatically when you press ↵.

Formatting document name

Document to be sent to the formatter.

Exit command

Program to be started when you exit from NOTIS-WP.

Standard text library

Give the name of a file containing standard texts made with NOTIS-WP M. (See section "Standard texts" on page 111). If you create new standard texts, they will automatically be stored in this library. If you ask for a previously defined standard text, NOTIS-WP M will look for it in this library. The default file type is :STXT.

UDK library name

Give the name of a library file containing one or more sets of User Definable Key (UDK) definitions made in NOTIS-WP M. See page 113. If you create a new set of definitions using the UDK editor in NOTIS-WP M, it will be stored in this library. The default file type is :UDK.





UDK set name

Give the name of a set of UDK definitions stored in the library named in the previous line. The instructions stored in this set will be carried out whenever you press one of the UDKs.

Start-up UDK	Enter the name of one of the UDKs as shown in the UDK editor (^1, for example).
Storage format	Tells how much storage space is used for each character in your text. Type S for ND Standard Format (uses 8 bits per character). Other possibilities are 7 for ASCII 7-bit format, 16 for 16-bit, or 8 for NORTEXT format.
CANCEL after DELETE	<p>Answer Y if you want to be able to press CANCEL after a DELETE to restore the deleted text. If you answer N, CANCEL will still restore an edited line or the last line deleted with F1, but it will NOT restore a text removed with DELETE.</p> <p>IMPORTANT NOTE: Answering N to CANCEL after DELETE makes NOTIS-WP M work faster when you delete large blocks of text.</p>
Command menu mode	Answer Y to use the new Command menus in NOTIS-WP M. Answer N if you want to use HOME commands. <u>We recommend the Command menus.</u>
Use Document Storage	Answer Y if NOTIS-DS is installed on your system and you want documents made with NOTIS-WP M to use the Document Storage System (Drawers, Folders and Documents). Answer N to store each document as a separate SINTRAN file.

SCREEN MENU

Screen menu (2)	
Region in window 1	:
Lines.Columns in window 1	:
Region in window 2	:
Lines.Columns in window 2	:
Region in window 3	:
Lines.Columns in window 3	:
Horizontal step in %	:
Vertical step in %	:
Scroll on down arrow (Y/N):	
Show position	(Y/N):

Region in window 1	Name of region number 1. It will automatically be MAIN, unless you change it.
Lines.Columns in window 1	The number of lines and columns in window number 1.
Region in window 2	Name of region number 2 (used with the split screen function).
Lines.Columns in window 2	The number of lines and columns in window number 2.
Region in window 3	Name of region number 3 (used with the split screen function).
Lines.Columns in window 3	The number of lines and columns in window number 3.
Horizontal step in %	Per cent of screen moved left or right when  or  are used from home position.
Vertical step in %	Per cent of screen moved up or down when  or  are used from home position;
Scroll on down arrow Y/N	Not relevant when you are using COMMAND Menu mode, so just ignore this.

Show position

Answer Y to get an arrow in the ruler line at the top of the screen. The arrow shows which position the cursor is in. Answer N if you do not want the arrow.

```
WP:
Line: 1-21  Column: 1-80  Region: MAIN
(.....1.....2.....3.....4.....5.....6.....7.....)....
The cursor is here. _
```

EDITING MENU

Editing menu (3)		Stored with document:
Capital letters (Y/N) :		no
Case significance (Y/N) :		no
Hyphenation mode (N/M/S/A):	None, Manual, Auto or Semiauto	yes
Fill mode :		yes
Wordwrap (Y/N) :		
Justify on new ruler(Y/N) :		yes
Decimal point character :		yes
Group divider :		yes
Number of decimals :		yes
Underline space (Y/N) :		yes
Underline as char (Y/N) :		yes
Tab. spacefill (Y/N) :		
Strip trailing spaces(Y/N):		yes
NEW-PARA key line spacing :	number of lines	yes
NEW-PARA key indentation :	number of spaces	yes

Capital letters Y/N

If Y, all letters will be capitals.

Case significance Y/N

Y- upper and lowercase letters are different in Sort, Replace and Find.

N - upper and lowercase letters taken as the same.

Filling mode

Way the formatter will arrange text on a line.

Wordwrap

Yes means that, as you type, there will be an automatic carriage return when you reach the end of the wordwrap area.

Hyphenation mode (N/M/S/A)

Specify how much help (if any) you want from NOTIS-WP M in adding hidden hyphens to your text. None, Manual, Semiautomatic, Automatic. Note: for Semiautomatic and Automatic, language tables are required. NOTIS-WP M assumes that you are using the language given in "Document language" in the Print menu (menu 4).

Justify on new ruler

Y: When you exit from a ruler you have just edited, all the text that belongs to it is rejustified. N: No text is rejustified until you press JUST. The recommended value is Y.

Decimal point character ./,	Character used as decimal point in arithmetic.
Group divider value (number)	0 = continuous result. 32 = space per 3 digits in the result.
Number of decimals	Number of figures after the decimal point in arithmetic.
Underline space Y/N	Y- spaces between words underlined. N- only words underlined, not spaces between.
Underline as character Y/N	Y - underline is taken as normal character N - underline is not taken as normal character
Tabulator spacefill Y/N	Y puts spaces in between end of text and next tab stop.
Strip trailing spaces	Y - End-of-line blanks not stored. N - End-of-line blanks stored.
NEW-PARA key line spacing	Tell how many blank lines you want inserted when you press the NEW PARAGRAPH key to make a paragraph. This has NO influence on the behavior of the ^PS directive.
NEW-PARA key indentation	Tell how many spaces you want to indent the first line of a paragraph made with the NEW PARAGRAPH key. This has NO influence on the behavior of the ^PI directive.

This is the NEW PARAGRAPH key:



PRINT MENU

PAGE LAYOUT

Before looking at the PRINT Menu, you should have an idea of the basic (printed) page layout. We have given the page layout standard values:

left border = 18

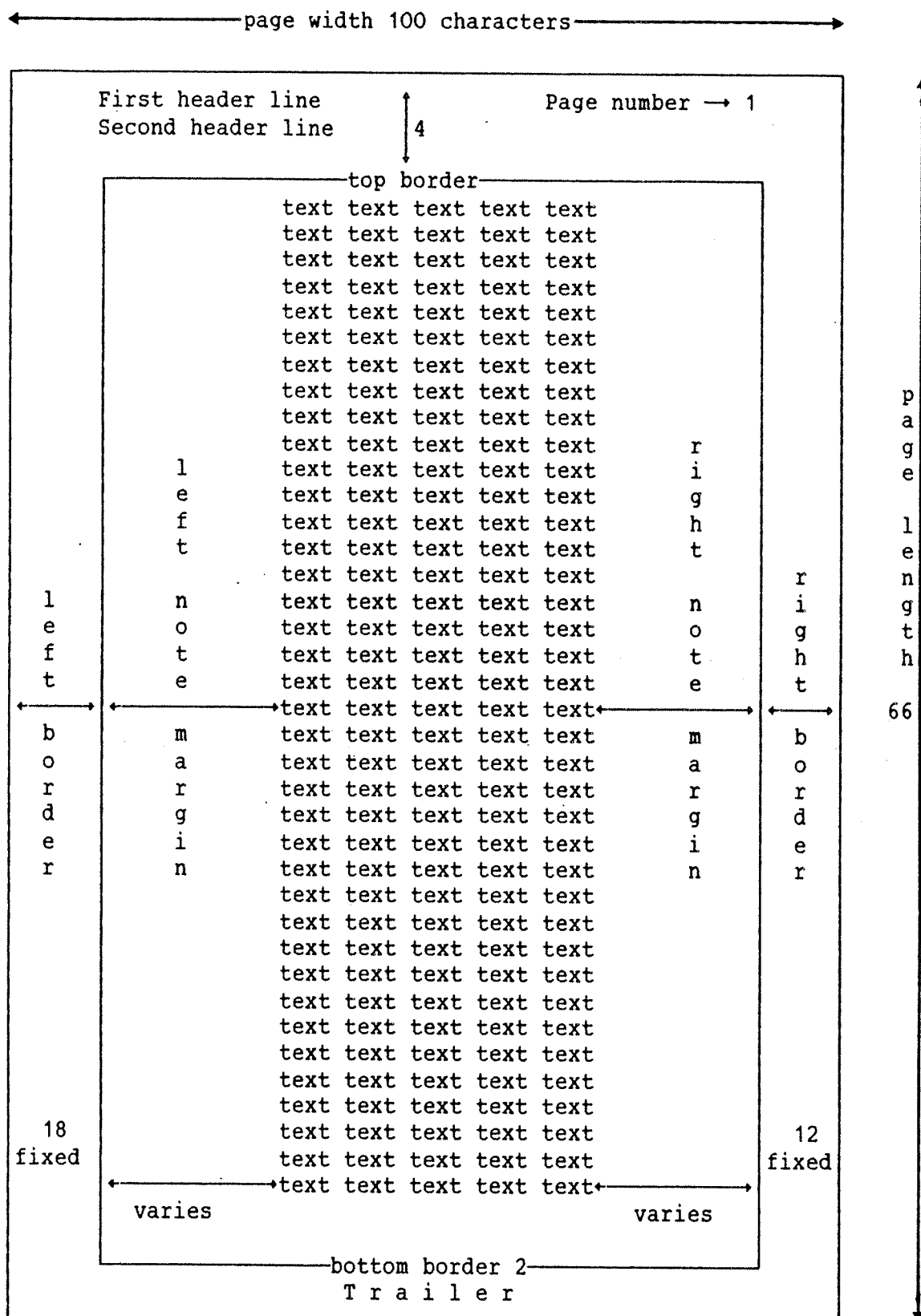
right border = 12

top border = 4

bottom border = 2

These standard values in NOTIS-WP suit A4 paper.

This standard (printed) page layout is given in the figure on the next page.



The standard (printed) page layout

An A4 page is 100 characters wide, assuming you print in horizontal pitch 12 (12 characters per inch) as in this manual.

It has 74 lines, assuming you use single lines pacing and vertical pitch 6 (6 lines per inch).

Your screen only shows 80 characters at once, and you usually want some space between the edges of the text and the edge of your paper. The left border tells how many spaces between the left edge of the paper and whatever you had in column 1 on the screen.

The top border tells how many lines between the top edge of the paper and the top line on your screen (or the first line on a page with a page marker).

You can vary the positions of the left parenthesis (and the right parenthesis) in the Ruler, and the width of the note margins on the screen, to make wider or narrower text.

The left border remains the same.

Headers and page numbers are inserted in the top border, and the trailer in the bottom border. The values of the top and bottom borders are included in the page length.

Print menu {4}

Vertical pitch	:	
Page length	:	
Page header	:	
Top border	:	
Bottom border	:	
Horizontal pitch	:	All values are
Page width	:	stored with the
Left border	:	document.
Other border	:	
Character font no.:		
Document language	:	
Default printer	:	
Input bin no.	:	Bin number
Output bin no.	:	Bin number
Duplex printing	:	

Vertical pitch	Number of lines per inch on printout
Page length	Number of lines per page
Page header	0 off - no page numbering, header lines cannot be used 1 on - page numbering, header lines can be used if desired
Top border	Number of blank lines between top of paper and first line of text
Bottom border	Number of blank lines between last line of text and bottom of paper
Horizontal pitch	Number of characters per inch on printout
Page width	Number of characters per line
Left border	Number of blank positions between left edge of paper and first character of line.
Other border	Number of blank positions between end of line and right edge of paper.

Character font no.

Character font number

Document language

The language you are writing in.

Default printer

Name of the printer you use by pressing PRINT and then ↵.

Input bin no.

If your printer has a sheet feeder that holds several different kinds of paper, specify which bin the paper is to come from. On a Philips dot matrix printer, bin 1 is in front.

Output bin

If your printer has more than one bin for output, set the number of the bin where this printout should be delivered.

Duplex printing

See page 106 for an explanation of duplex printing.

0 - off

1 - on

NOTIS-TF (TEXT FORMATTER) MENU

NOTIS-TF menu (5)		All values are stored with document.
*JM - Justification (L/S/R/C/N) :		
*FM - Filling mode (C/N/F) :		
*PI - Paragraph indentation :		
*PS - Paragraph spacing :	←	Used by PRINT for all paragraphs made with directives or NEW-PARA
*PF - Paragraph footing :	←	
*SI - Section indentation :		
*SS - Section spacing :	←	Used by PRINT for all sections made with dir.
*SF - Section footing :	←	
*LS - Line spacing :	←	Used by PRINT
*UM - Underline mode :		
*UC - Underline character (F/P) :	←	Used by PRINT
*BS - Bold sections :		
*DS - Directive start :	:character	
*DE - Directive end :	:character	
Standard macro library :	:file name	

Justification mode (L/S/R/C/N)-	Way in which text will be justified by the TF formatter.
Filling mode (C/N/F)	Way the TF formatter will arrange text on a line.
Paragraph indentation	Number of blanks on first line of new paragraph.
Paragraph spacing	Number of blank lines between paragraphs.
Paragraph footing	Number of lines which must be left on a page for a new paragraph to be started.
Section indentation	Number of blanks on first line of new section.
Section spacing	Number of blank lines between sections.
Section footing	Number of lines which must be left on a page for a new section to be started.
Line spacing	Number of lines between paragraphs.
Underline mode (F/P)	F words and spaces underlined. P only words underlined.
Underline character	The character which switches underline on/off.

Bold sections

The level down to which section headings will be written in bold.

DS - Directive start

If you need to use something other than the hat (^) to start your directives, enter the character you want to use.

DE - Directive end

If you need to use something other than the semicolon (;) to end your directives, enter the character you want to use.

Standard macro library

If you use a macro library other than the official macro library, place the library name here. Only your library will be used. Your library will be treated as the standard library in relation to any other libraries that you include with ^IN in the document to be formatted.

CHAPTER 10

WORKING WITH TWO DOCUMENTS

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A TYPICAL PROBLEM - TWO DOCUMENTS

A typical problem

Suppose your firm has two contracts that it uses regularly, and has now decided to add a third one. The new contract will have some parts taken from each of the old ones.

You have two documents, CON-1 and CON-2. You want to make a third document called CON-3 by copying parts of each of them.

The solution

The easiest way to do this is to tell NOTIS-WP that you want to work with all three documents at once.

WHAT ARE REGIONS?

Regions

You do this by creating extra regions in NOTIS-WP, one for each extra document.

If you like, you can think of each document as being on a separate tablecloth hung up behind the screen. You can only see the tablecloth closest to the screen. Whenever you want to, you can tell NOTIS-WP to switch them around so that a different tablecloth is closest. Each tablecloth is one region.

Though you only see one document at a time, all three are ready to use, each in its own region of NOTIS-WP. You can switch from one to another easily. You can even mark text in one region and move it to another.

MAIN region

You may have noticed that you have always worked in the MAIN region of NOTIS-WP up to now. The MAIN region is always there.

CREATING REGIONS

New names in " marks

To create an extra region, give the command Regions/Go-to. You see: Move to position:. Type a name for the new region, in " marks, just as if it were a new document name. Press the ↵ key. NOTIS-WP will create the new region and move the new region to the screen. If you had text in the MAIN region, you cannot see it while you are looking at the new region, but don't worry, the text is not lost.

PUTTING DOCUMENTS IN REGIONS

Bringing a document into an existing region

To bring a document into a region, place the cursor in the text area. Then you see location information on line 2. Check on line 2 to make sure you are in the proper region:

```
WP:
Line: 1-21 Column: 1-80 Region: NEW Position: |
(.....1.....2.....3.....4.....5.....6.....7.....):
```

Give the command Documents/Fetch, type your document name and press the ↵ key.

Old text in the region

If you already have text in this region, NOTIS-WP will ask what you want done with the existing text. Remember that you can always press the HELP key if you do not know how to answer a question.

Create region and
fetch document
in one operation

To save time you may want to create a new region and fetch a document to the new region in a single operation.

Begin by giving the command Documents/Fetch. After typing your document name press the DOWN ARROW key instead of the ↵ key. You see: Insert before: . Type ** and press the ↵ key.

```
WP:Fetch document:DOC-NAME ↓
Insert before: ** ↵
(.....1.....2.....3.....4.....5.....6.....7.....):.
```

REGION-NAME equals
DOC-NAME

The new region is automatically created. Since you typed ** rather than a region name with letters, the new region has the same name as the document that you fetched. The new region is moved to the screen, with the document that you fetched displayed in the text area.

MOVING FROM ONE REGION TO ANOTHER

No " in name of
existing region

To move any existing region to the screen, press the GO-TO key. You see: Go to line (page): Type the region name (without " marks) and press the ↵ key.

OK to abbreviate

You may abbreviate the region name down to a single letter as long as no other region name starts with that letter.

LISTING REGIONS

To see a list of existing regions and which documents are in them, give the command Regions/List.

Press the HOME key to return to your text when you have finished viewing the list.

Copying or moving text from one region to another is not really different from copying or moving within the same region.

- Begin in the region where the original text is located.
- Mark the text to be moved or copied.
- Use the GO-TO key to see the destination region on the screen.
- Press the MOVE or COPY key.

CLEARING A REGION

You can clear the text out of any region, leaving the region empty and ready for a new text.

Make sure the region you want to clear shows on the screen. Give the command: Regions/Clear. You see:Delete area:. Type all and press ↵.

If the region contains text that has not been stored, NOTIS-WP will ask what you want done with the text. Remember you can press the HELP key if you don't know how to answer a question.

Deleting a region

You may want to delete a region from the list rather than just leaving it empty. You can clear any text and delete the region in one operation.

Begin by moving to some region other than the one you want to delete. Give the command Regions/Clear. You see:Delete area:. Type the name of the region to be deleted and press the ↵ key.

SEEING TWO DOCUMENTS AT ONCE

A typical problem

Suppose you are translating a document. You would like to see the French original on the top half of your screen while you are typing the English translation on the bottom half. Then you will not have to look back and forth between the screen and a piece of paper.

What are windows?

You divide the screen into parts called WINDOWS. One region can be shown in each window. Each region can contain a different document. In this way you can see two documents on the screen at the same time.

You may make up to three windows. The screen may be divided either horizontally or vertically, but not both ways.

In this chapter we will make only two windows, and we will divide the screen horizontally.

MAKING WINDOWS

Getting the regions ready

Begin in the MAIN region. Fetch the document you want to see on the top half of the screen.

Create a new region called A with the Regions/GO-TO command:

WP:Move to position: "A" ↵

In region A, fetch the document you want to see at the bottom half of the screen.

Making the windows

Give the command Menus/Screen to enter the screen menu. Fill out the first 4 lines like this:

Screen menu (2)

```
Region in window 1      :MAIN
Lines.Columns in window 1 :10.80
Region in window 2      :A
Lines.Columns in window 2 :10.80
```

This says that we want two windows, each 10 lines high and 80 positions wide. The first window will show the contents of the main region, and the second window will show the contents of region A.

(If you want to divide the screen in two vertically, set Lines.Columns to 21.40 and 21.39.)

Remember that the dividing line or lines will take up one column or one line. If you give numbers that do not add up to 21.80 when dividing lines are taken into account, WP will come as close to your numbers as possible.

MOVING FROM WINDOW TO WINDOW

Press FUNC 1 to place the cursor in window 1. Press FUNC 2 to place the cursor in window 2. All scrolling keys, editing keys, etc. will only affect the window where you have the cursor.

Screen appearance

The top three screen lines are not part of window 1. They show location information and ruler for the for the window where the cursor is located.

HOME does not
change windows

If you press HOME to move to the command menu, you have not changed windows. The command will only affect the window the cursor is in.

Easier scrolling

You can use a set of UDKs (User Definable Keys) that make it easier to scroll both windows up or down at the same time - see page 181.

CHAPTER 11

PRINT DIRECTIVES

.....

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WHAT IS A PRINT DIRECTIVE?

Print directives are instructions to NOTIS-WP which you may use in your text to specify certain formats, titles or headings you want in your document when it is printed. When you press the PRINT key, NOTIS-WP will execute all these directives.

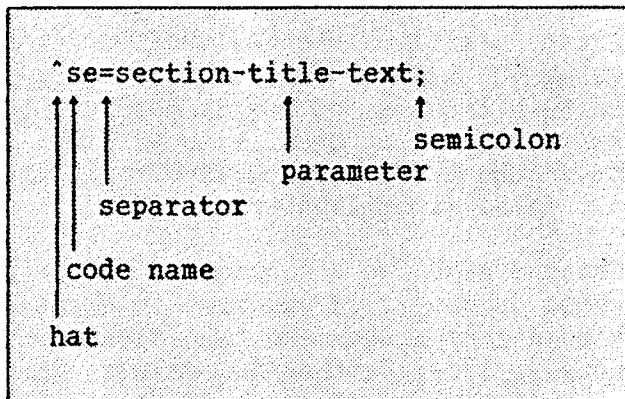
Use the MENUS to set standard values for the whole document. If you want to change these for part of a document, use directives in the text to override the MENU values. There are also directives for some functions not found in the MENUS.

Some directives must be given at the beginning of your document, others exactly where you want them to take effect. If you must give a directive at the beginning of your document, it will be indicated in the explanation of the directive.

In the various standard print directives explained in this chapter we have used the following parameters:

- lines = number of lines wanted
- num. pos. = number of character positions wanted
- n = a number or, occasionally, number of inches
- text = chapter or section title or page header
- 0/1 = 0 means off / 1 means on
- a = the character of your choice

Here is a look at a directive with each of its parts labelled:



IMPORTANT NOTE:

All directives should start with ^ (hat), and must end with ; (semicolon). These can be changed in NOTIS-TF menu (5) with the Directive Start and Directive End values. You may use = / % \$, as separators for the parameters. Not all directives have parameters.

**NEW CHAPTERS AND SECTIONS:
CREATION AND NUMBERING**

To produce the following:

1. INTRODUCTION

1.1 Users

1.2 Commands

1.2.1 Public

1.2.2 RT

1.2.3 System

1.3 Documentation

2 MAINTENANCE

You need to input the following directives,
which we will explain below:

```
*CH=INTRODUCTION;  
  
*SD=Users;  
  
*SE=Commands;  
  
*SD=Public;  
  
*SE=RT;  
  
*SE=System;  
  
*SU=Documentation;  
  
*CH=MAINTENANCE;
```

Numbering, underlining of titles and blank lines between sections are automatic. Just type the directive on a line by itself, then continue with your normal text on the lines below. DO NOT FORGET THE SEMICOLON!!!

`^CH=text;`

or

`^CHAP=text;`

New chapters

Starts a new chapter (ie., a new section on the highest level), numbers it and gives it a title which is the text that you have given in the `<text>` parameter.

Example:

`^CH=INTRODUCTION;`

New sections, one level down

`^SD=text;`

Starts a new section on the level below the previous one.

It should always be the first section directive to be used after a new chapter directive. If the chapter number is 1, the directive will lead to the first section being numbered 1.1 The `<text>` parameter will become the section name.

New sections on the same level

`^SE=text;`

Starts a new section on the same level as the previous section, numbers it, and writes out `<text>` as section name.

If the current section is numbered 3.3, the new one will be 3.4.

New sections, one level up

`^SU=text;`

Starts a new section on a higher level. If the last section number is 1.1.2, the directive at this point will result in 1.2 becoming the next section number. The `<text>` parameter will become the section name.

Chapter and section number setting

`^CN=n;`

With this directive you may decide on the initial chapter or section number.

This sets the initial numbers of chapters and sections. Give this directive, before giving the first chapter or section directive, with the number you wish the chapters or sections to begin with.

The directive has a default value 1, which

means that if you do not give the directive, your chapter numbers will begin with 1.

PAGE HEADERS, NUMBERS AND TRAILERS

First header

`^H1=text;`

Sets the first header, which is printed on the first line of the top border of each page. See PRINT DIRECTIVES at the top of this page. It may be in a font other than the rest of the text if the `^FONT=n` directive is used before this directive. Remember to reset the FONT afterwards. (The FONT directive is described below.)

Second header

`^H2=text;`

Sets the second header, which is printed on the second line of the top border of each page. The second header will be printed on the line below the first header/page number.

Page trailer line

`^TL=text;`

Sets the page trailer, which will be centered on the bottom line of each page (example at the bottom of this page: ND-63.002.02). It may be in a font other than the rest of the text if the `^FONT=n;` directive is used before this directive. Remember to reset the FONT afterwards.

Page number setting

`^PN=n;`


Sets the number of the first page in your document. This directive has default value = 1, which means that if the directive is not used, NOTIS-WP will automatically see to it that your document is numbered from page 1 onwards, in the normal manner.

The page number will be written on the first line of the top border, opposite the first page header.

This directive also enables you to decide the page numbering yourself.

Example:

You have a printed document that is 55 pages long. You want to add another document on to the end so that when you print this second document, it will begin with page number 56.

1. RETRIEVE the second document alone into the work area.
2. Use the F2 key to get a blank line at the top of the TEXT AREA.
3. Type the directive ^PN=56; on this line.
4. STORE the document with: WP: D , S
5. PRINT the document with .

Your printout will be numbered from page 56 onwards.

PAGE FORMATS (BORDERS)

NOTE: We recommend using MENU 4 for setting the left and other (ie., right) borders.

Top border

^TB=lines;

Sets the number of lines in the top border (included in total page length).

Header lines and page numbers are written in the top border.

Bottom border

^BB=lines;

Sets the number of lines in the bottom border (included in total page length).

The trailer line is written in the last line of the bottom border.

New page

`^PG;`

starts a new page, exactly where you put the directive.

The new page directive has no parameter. It is useful if you want to make sure that a certain part of your document starts at the top of a new page, or if automatic pagination does not suit your needs.

If you do not use this directive, NOTIS-WP will automatically split your document into the page length set in MENU 4.

Conditional page

`^CP=n;`

starts a new page if there are less than n (number of lines) lines left on the page, otherwise it continues as usual.

Example:

You have a table 6 lines long which must all be printed on the same page. So you need at least 6 lines plus 2 for the bottom border, ie., 8. Type: `^cp=8;`

1981	1980	1979
245.0	180.1	124.2
101.0	70.2	48.4
90.3	63.8	50.6
59.2	100.5	4.8

Continue typing text.

If there are less than 8 lines (including 2 lines for the bottom border), NOTIS-WP will start printing the table on a new page. If there are 8 or more lines, it will continue and print the table on the bottom of that same page.

CHARACTER PITCH AND BLANK LINES Vertical pitch

`^VP=n;`

Defines the number of lines per inch. The directive automatically adjusts page length, top and bottom borders. We recommend using MENU 4 to set the Vertical pitch value for a whole document. Use this directive if you want to change it for parts of a document. Remember, the page length must be changed accordingly.

A value of:

`^VP=12;` gives two screen lines for each print line.

`^VP=6;` gives normal single line spacing.

`^VP=4;` gives one and a half line spacing.

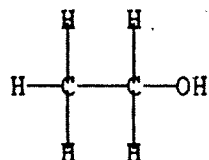
`^VP=3;` gives double line spacing.

Example:

Using `^VP=12;` produces print output like the following:

The formula for ethanol is C_2H_5OH .

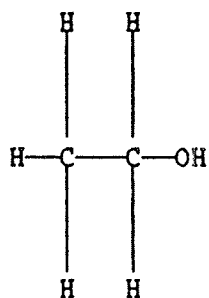
or



When you use `^VP=6;` the output will look like the following:

The formula for ethanol is still C_2H_5OH

or



**PRINTER FONTS, PAPER BINS AND
CONTENTS GENERATION****Printer fonts****`^FONT=n;`**

Sets the number of one of the fonts available on the Philips GP300L printer. Default font for text documents when a GP300L is used is font no. 2 (`^FONT=2;`). Here are some of the available fonts.

This is font number 1.

This is font number 2.

This is font number 4.

THIS IS FONT NUMBER 5.
(only uppercase)

The different fonts can be used to obtain headings and titles in fonts other than that of the text itself. Hence, a `^FONT=n;` directive may be used before the `^H1=text;` `^H2=text;` `^TL=text;` directives, and will cause these headers and trailers to be printed out in the desired special font.

The font directive may also be used in conjunction with the `^CO;` directive which generates the table of contents. The font number indicated with a `^FONT=n;` directive given before the `^CO;` directive will cause the headings and trailers to be printed out in that specific font throughout the document.

The standard no. 2 font will have to be reset again immediately after the `^CO;` directive, with a `^FONT=2;` directive.

Set input paper bin

`^BIN-IN=n;`

Selects one of the input paper bins on your printer. The default (standard) value is 1.

The function may be used to have the first page of a letter printed out on a special letterhead. Remember to reset the `^BIN-IN=n;` afterwards to get the rest of the letter on the usual paper.

Table of contents

`^CO;`

Generates a table of contents for the document. This table of contents comes at the end of the document, but the directive should be given at the very beginning of your text.

All chapter and section titles generated with one of the chapter and section directives explained previously, will be included in the table of contents. They may be in a font other than the rest of the text, if the `^FONT=n;` directive is used.

`^IC;`

Used with the `^CO;`, it places the table of contents where you put this directive.

DUPLIX COPYINGDuplex copying

`^Dx=0;`

turns duplex printing OFF.

`^DX=1;`

turns duplex printing ON.

When you are printing on two sides of a sheet of paper, you may want to use duplex printing. This reverses the borders so that when duplex copying is requested, the value of 'other border' is used as 'left border' on even-numbered pages. Page headers and numbers, if any, are also reversed.

If you want duplex printing for an entire document, set the duplex printing value to 1 in MENU 4.

An example of duplex printing is this manual. Notice particularly the headers and the borders, which are reversed on even-numbered pages.

Here are some useful directives.

On Screen	On Printout	Comments
<code>^B=short form;</code>	<code>short form</code>	Exactly the same as <code>^BOLD</code> . Used to save space. Especially useful in note margins.
<code>^N=5= (;</code>	<code>æ</code>	Short form of <code>^NAT</code> . Used to change national character sets for a short time only. First parameter is number for national character set, same as nation number in Print menu. Second parameter is text to be printed in this character set.
<code>^F=5=green;</code>	<code>GREEN</code>	Short form of <code>^FONT</code> directive. First parameter is font number. Second parameter is text to be printed in this font.
Directive to printer: <code>^BIN-OUT</code>		
<code>^BIN-OUT=4;</code>		Used to specify compartment where printout should be delivered. Only has an effect when printer actually has multiple output compartments.

CHAPTER 12
STANDARD TEXTS AND USER DEFINABLE KEYS (UDKS)

.....

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STANDARD TEXTS

Letterheads, memo layouts, distribution lists or any other frequently used piece of text can be stored as a STANDARD TEXT. Standard texts are easy to recall with a few key strokes. Standard texts are similar to temporary texts (described on page 53), but they are stored in STANDARD TEXT LIBRARIES. You can have many standard texts in one library.

For a short tutorial on standard texts, see Chapter 15, starting on page 159.

Typical uses

Standard texts are useful for storing letterheads, memo layouts, standard sets of directives, distribution lists, forms, signature blocks, or frequently used paragraphs of text.

Standard text libraries

NOTIS-WP M must know which standard text library to use when you store or fetch standard texts. The first time you give a library name in an editing session, it is inserted in the WP-Environment menu (menu 1). Thereafter, you do not have to give the standard text library name. The name in the menu will be used for the rest of the editing session, unless you change the menu entry.

Creating a standard text library

- Go to the WP-Environment menu (menu 1).
- If a library name is listed beside "Standard text library :", delete it.
- Type a new library name in " marks.
- Return to WP:

Making a standard text

First type the text directly in NOTIS-WP M. You may use special character sets and print directives. To store the text as a standard text:

- Mark the text. The text will be returned as continuous text if you mark it as continuous text, with rulers if you mark rulers with it, etc.

- Press F8. You see: WP:Standard text name:
- Enter the standard text name in " marks and press ↵.
- Enter a description of the text and press ↵.

Using your standard text

- Position the cursor where the text is to begin.
- Press F8.
- Type the text name and press ↵.

Listing standard texts

- Press F8.
- WP:Standard text name: ? ↵.
- Press SPACE to refresh the screen when you have finished with the list.

Deleting a standard text

- Press F8.
- Enter the text name.
- Press DOWN ARROW.
- Delete: Y

File type and location

Standard text libraries have the default file type :STXT. The WP-Environment menu only displays the file type if it is different from the default.

Changing libraries

You can switch to a new standard text library during an editing session by changing the library name in the WP-Environment menu.

Naming standard texts

Standard texts are usually given single-letter names so that it is quicker to recall them. You may abbreviate the names when you recall or list standard texts.

Describing standard texts

If you have entered a description once, and then store a revised standard text under the same name, just leave the description space blank to save the old description.

USER DEFINABLE KEYS (UDKS)

This section describes the User Definable Key (UDK) function. It includes a very simple example of a UDK. For a tutorial and practical examples, see Chapter 15, starting on page 159.

With a UDK, you can record any operation or series of keystrokes that you need to use frequently. Then you can perform the whole series of keystrokes by pressing one UDK. The 14 keys on the numeric keypad are the UDKs.

Typical uses for UDKs

SUPERSHIFT or special character set characters, calculations used for bids or billing, scrolling both parts of a split screen together, alternating between two standard rulers, converting an address list to mailing labels - these are just a few of the possibilities.

UDK library and sets

The definitions are stored in named sets, so you can have one set for each job. Sets must be stored in a UDK library. You can store as many sets as you like in one UDK library.

The UDK library and set where NOTIS-WP M will look for definitions when you press one of the UDKs are listed in the WP-Environment menu (menu 1).

NOTIS-WP - Environment Menu (1)

```

Storage document name      :
Formatting document name   :
Exit command               :

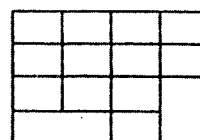
Standard text library      :
UDK library name           : JOHN-JONES:UDK
UDK set name               : FRENCH
Start-up UDK               :

Changes before backup      :
CANCEL after DELETE (Y/N):

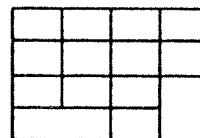
Command menu mode (Y/N):
Use Document Storage       :
```

UDK Library = JOHN-JONES:UDK

UDK set = FRENCH



UDK set = INVOICE



File type and location

UDK libraries have default file type :UDK. The WP-Environment menu only displays the file type if it is different from the default.

Defining a UDK

We will define key 1 on the numeric keyboard so that it produces this key sequence: "Test of UDK"

- Choose UDK/Edit from the Command menu.
- You see the prompt: WP: Edit UDK:
- Press the key marked 1 on the numeric keypad.
- You see: WP: Edit UDK: ^1
- Press ↵
- Type Test of UDK.

WP: Editing UDK: ^1															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1
T	e	s	t	SPC	o	f	SPC	U	D	K					

- Press HOME when you have finished defining the UDK.

Testing your UDK

When you have returned to NOTIS-WP M, place the cursor where you want the text to appear and press 1 on the numeric keypad. The text that you typed is reproduced.

Creating a UDK library

- Go to the WP-Environment menu (menu 1).
- If a library name is listed beside "UDK library name:", delete it.
- Type "MY-KEYS:UDK" ↵
- Return to WP:

Storing your UDK

Give the command UDK/Store.

- WP: Store UDK set: "test" ↵.
- Set description: set for practice, only key 1 defined. ↵.

You have now created a new UDK set and a new UDK library, and stored the set. As with documents, new names are always written in " marks. Note that the description is NOT typed in " marks, and that you can only have one

description for an entire set.

Your set, TEST, contains only one definition so far - for the key ^1. You can define the rest of the keys in the set whenever you like.

Go to the WP-Environment menu (menu 1). There you should see that the set and library names have been entered:

UDK library	:MY-KEYS
UDK set	:TEST

These are now the current UDK library and UDK set. NOTIS-WP M will use this library and set whenever you press a UDK. To switch to a different set or library, change the menu entry.

When you give a UDK command such as UDK/Store and you are asked for the UDK set name, you may press ↵, and the current set name will be filled in for you.

UDK commands

The menu commands for UDKs are listed below.

```
WP: ..... UDK
    Fetch Edit Store Delete List UDK-mode Numeric-mode
    (...:1..1.....2.....3.....4.....5.....6.....7..)...
```

UDK/Fetch

Brings a set of UDK definitions into the work area and connects them to the keys of the numeric keypad. NOTIS-WP M goes into UDK-mode. When you press a key on the numeric keypad, the UDK definition is executed.

UDK/Edit

Enters the UDK editor to create or alter the definition of one UDK at a time. If you have a document in NOTIS-WP M, you will not see your text while you are editing the UDK. Press HOME to return to your text in NOTIS-WP.

- Give the command UDK/Edit.
- WP: Edit UDK: ^1↓ (Note: You must press 1 on the numeric keyboard or type ^ and then 1. It will be shown as ^1 on your screen to distinguish it from the regular 1 character.)




```
WP: Editing UDK: ^1
1   2   3   4   5   6   7   8   9   10  11  12  13  14  15  1
T   e   s   t   SPC o   f   SPC U   D   K
```


- UDK/Edit has an optional parameter if you want to delete the previous contents of a single key definition:

```
WP:Edit UDK: ^1↓   Delete Y/N:Y
```

Each key you press is recorded as part of the definition. Some keys have to be typed in a special way. They are all keys that you may need to use while you are editing your UDK definition.


To enter any of these keys as part of your definition, press CTRL + O, followed by the particular key.

CTRL + O, LEFT ARROW = 
 CTRL + O,  = 

Keys that must be typed after CTRL + O in a UDK definition				
LEFT ARROW	HOME	CANCEL	CTRL + A	FUNC ↑
RIGHT ARROW		HELP	DEL	FUNC ↓
UP ARROW		EXP		FUNC Ⓚ
DOWN ARROW				SHIFT + FUNC

Note that when you are working with UDKs, NOTIS-WP M uses ^1 for UDK 1, ^2 for UDK 2, etc. to distinguish them from the numbers located above the letter keys.

The UDK editor represents keys like this:

- If the key has a name, the name is abbreviated: PRINT = PRNT.
- If the key has a picture, the picture is duplicated if possible: RIGHT ARROW = 
- SHIFT is shown by ↑. SHIFT + MOVE = ↑MOV

UDK/Store	Stores a set of UDK definitions in a UDK library. Use this function when you have created or changed UDK definitions so that you will be able to use them again. As with document names, the names of new UDK sets must always be given in " marks. In addition to set name, you may give a set description that will be shown with the UDK/List command. If you leave the description space blank, the old description (if any) will be kept.
UDK/Delete	Deletes a set of UDK definitions from the computer's disk. Once deleted, they cannot be used again.
UDK/List	Lists the names and descriptions of all UDK sets in the current UDK library. If no UDK library is entered in the WP-Environment menu you will be prompted for the file name. To clear the list from the screen, press the SPACE BAR.
UDK/UDK-mode	Give this command to make the numeric keypad function according to the current set of UDK definitions. When you are in UDK mode, "UDK" appears on the status line.
UDK/Numeric-mode	Give this command to make the keys of the numeric keypad STOP using UDK definitions and work as numbers. When you give this command "UDK" disappears from the status line.
UDKs that call UDKs	To make a ^1 call itself, for example: While editing definition of ^1, press 1 on the numeric keyboard.

CHAPTER 13
INTERFACE WITH NOTIS-DS AND NOTIS-ID

.....

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NOTIS-DS

NOTIS-DS stands for Document Storage, a new NOTIS product for storing, finding and fetching documents. NOTIS-DS is explained in its own handbook, NOTIS-DS Introduction, ND 63.038. EN.

Must be installed

If NOTIS-DS is installed on your system, you may choose whether to store each document as a separate SINTRAN file, or as a document within the Drawer/Folder/Document system of NOTIS-DS. NOTIS-DS has fewer limitations as to the number of documents per user, and provides a better document catalogue than SINTRAN. We recommend that you choose either NOTIS-DS or SINTRAN, and do not alternate between storage methods.

To use NOTIS-DS, set "Use Document Storage" to Y in the WP-Environment menu (menu 1). Then you will always be prompted for document names in NOTIS-DS format when you fetch or store documents. All commands concerning document filing - Documents/Fetch, Documents/List, etc., will then use NOTIS-DS.

To enter the NOTIS-DS program to store, fetch or list documents, use the command NOTIS/DS.

When you are finished working with NOTIS-DS, press EXIT to return to NOTIS-WP M.

NOTIS-ID

NOTIS-ID stands for Information Distribution. NOTIS-ID is a new NOTIS product for sending messages, memos, circulars and documents between users. This program is explained in its own handbook, called NOTIS-ID (mail) system, ND 63.011. EN.

Must be installed

You can only use NOTIS-ID if it is installed on your system.

You will see a signal on your NOTIS-WP M status line when you have received mail.

To enter the NOTIS-ID program to read or send mail, use the command NOTIS/ID.

To return to NOTIS-WP M when you are finished working with NOTIS-ID, press EXIT.

CHAPTER 14
TUTORIAL: WORKING WITH THE RULERS

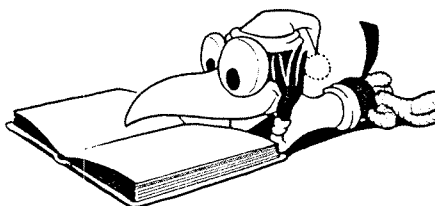
.....

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STARTING THE TUTORIAL

READ THIS:

The tutorial begins here. Each section contains a short text for you to read, and one or more exercises for you to do. Please read carefully and follow instructions exactly! If you experiment, the examples in the tutorial will not match your screen.



DO THIS:

EXERCISE: FETCH SAMPLE

First you will work with a sample text that is already stored on your system.

- Fetch the sample document:

```
WP:Fetch document:(NOTIS)NEW-FEAT-WP-EN-M:TEXT↵
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T.2.....T.3.....T.4.....T.5.....T:.....6..T:.....).....
```

- If you have been using 7 or 16-bit format, you get a message that you have automatically changed to S format, because the sample document has S format.
- The top of the sample document looks like this:

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T.2.....T.3.....T.4.....T.5.....T:.....).....7.....
In fact, one may ask whether it would be a good idea to
import polar bears to mainland Norway, since they have
```

INTRODUCTION TO MULTIPLE RULERS

READ THIS:

Ruler	Look at the sample document. The line full of periods and tabulator stops is called a RULER. The ruler contains margin information and tabulator stops. Part of the ruler is underlined - more about that later.
Ruler marks	The marks at the right side of the screen are called RULER MARKS. A ruler mark means "a new ruler is stored here".
Current ruler	The ruler on line three changes when you move the cursor to a line with a ruler mark. The top of the screen shows the ruler for wherever the cursor is located. This is called the CURRENT RULER.
Ruler over text	Each line of text gets its format from the ruler ON or OVER that line.
Editing with rulers	You can add new text or edit text anywhere in the document without setting margins and tabulators.

DO THIS:

EXERCISE: VIEWING THE CURRENT RULER

- Place the cursor anywhere in the first paragraph. The ruler that gives the format for this paragraph shows on line 3.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(. . . . . T 1 . . . . . T 2 . . . . . T 3 . . . . . T 4 . . . . . T 5 . . . . . T . . . . . ) . . . . . 7 . . . . .
In fact, one may ask whether it would be a good idea to
import polar bears to mainland Norway, since they have
```

- Use the DOWN ARROW to move the cursor through the document. Watch the ruler on line three change each time you come to a line with a ruler mark.

EXERCISE: EDITING TEXT WITH EXISTING RULERS

- Turn EXPAND mode on by pressing the EXP key, and add this sentence to the beginning of the first paragraph:
Visitors always ask to see the polar bears.
- Press JUST.

WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T2.....T3.....T4.....T5.....T6.....T7.....)
Visitors always ask to see the polar bears. In fact, one may ask whether it would be a good idea to import polar bears to mainland Norway, since they have proved so popular with tourists on Spitzbergen. Several points would have to be

- Move to the paragraph numbered 1. Add this text in the middle of the sentence:
real, live

WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T2.....T3.....T4.....T5.....T6.....T7.....)
In fact, one may ask whether it would be a good idea to import polar bears to mainland Norway, since they have proved so popular with tourists on Spitzbergen. Several points would have to be made clear first.

1. Would it be possible to import real, live polar bears without importing rabies?

- Note that you did not need to change the margins, though you added text to paragraphs of different widths.

THE THREE INDEPENDENT TEXT FIELDS

READ THIS:

Wordwrap area

The underlined part of the ruler defines the WORDWRAP AREA. You type in paragraphs, and you have automatic line shift when you come to the end of the underlined part. The cursor moves down one line to the beginning of the Wordwrap underline.

Note margins

If the wordwrap area does not reach all the way to the right or left margin, part of the ruler has no underline. This is called the LEFT or RIGHT NOTE MARGIN. In the note margin there is no wordwrap function. The note margin is intended for paragraph numbering or leading texts.

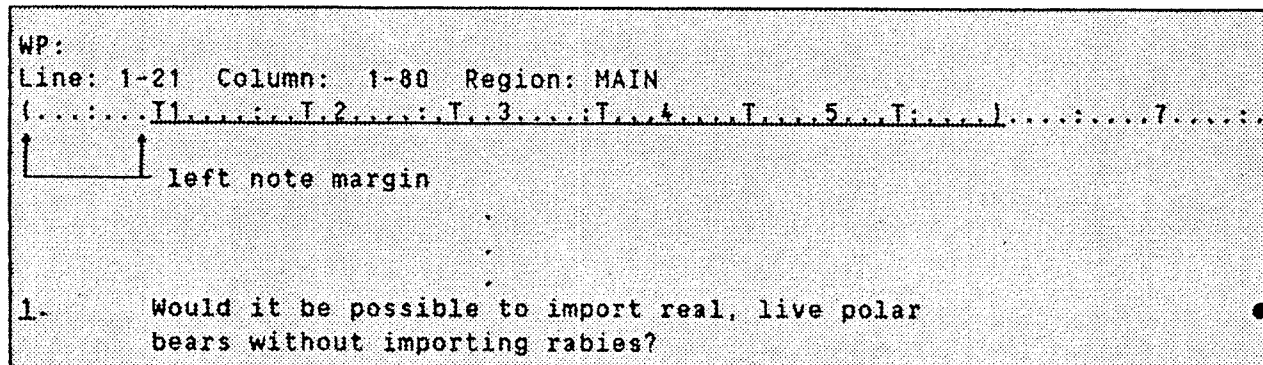
Independent text fields

There are three text fields: the left note margin, the wordwrap area, and the right note margin. As a general rule, editing in one text field will not have any effect on text in another text field. Adding or deleting text or using F5 in the note margin will not affect text in the wordwrap area, and vice versa. The F1 and F2 keys, which add and delete whole lines, still work on whole lines.

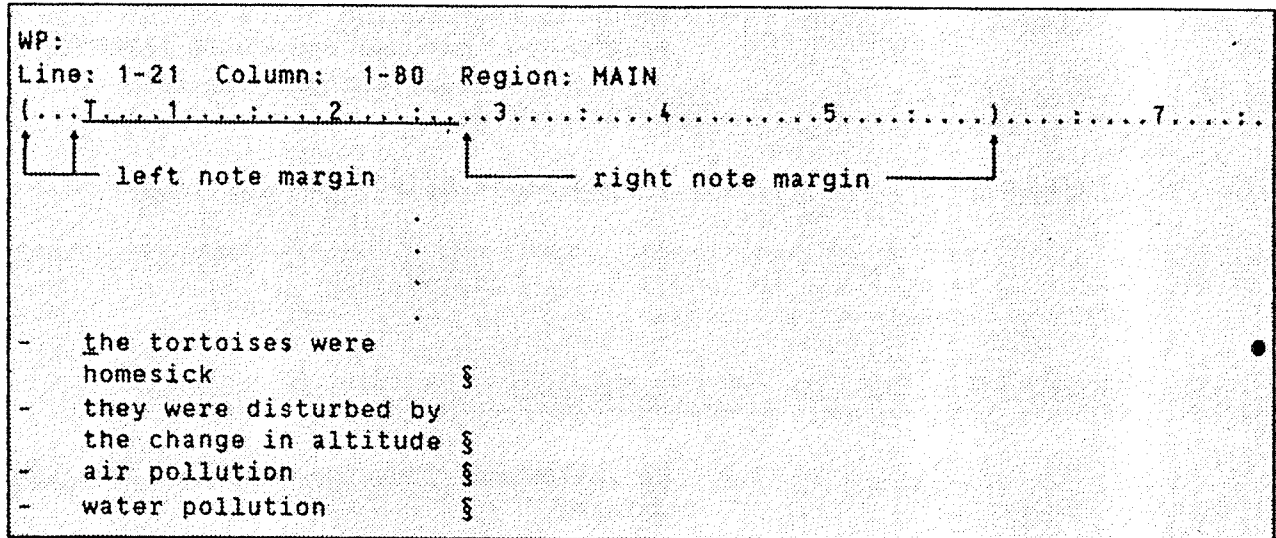
DO THIS:

EXERCISE: FINDING THE NOTE MARGINS

- Move the cursor up and down in the sample document and watch the current ruler on line 3.
- What part of the document has a left note margin?



- What part of the document has both left and right note margins?



EXERCISE: TYPING IN INDEPENDENT TEXT FIELDS

- Turn EXPAND on.
- Place the cursor on "1." Delete it.
- Type: Point ↵ 1.
- Note that the text in the wordwrap area does not move.

Point Would it be possible to import real, live polar
1. bears without importing rabies?

- Place the cursor on "2." Delete it.
- Type Twoxxxxx. Type some extra Xs.

Point Would it be possible to import real, live polar
1. bears without importing rabies?
TwoxxxxxWhere should this new tourist attraction be located?

- Note that the cursor does not cross into the wordwrap area. You cannot type over wordwrap text if you start in the note margin. You may use the RIGHT ARROW key or the TAB RIGHT key to move into the wordwrap area.
- Delete a few of your Xs.

```
Point_1. Would it be possible to import real, live polar
bears without importing rabies?
Twoxx_ Where should this new tourist attraction be located?
```

- No characters from the wordwrap area are deleted.

EXERCISE: F5 IN THE NOTE MARGIN

- Place the cursor on "1."
- Press SHIFT + F5.

```
Point_1. Would it be possible to import real, live polar
bears without importing rabies?
Twoxx_ Where should this new tourist attraction be located?
```

- Note that two lines are joined, but only within the left note margin.
- Place the cursor on "xx".
- Press F5.

```
Point 1. Would it be possible to import real, live polar
bears without importing rabies?
Two
xx_ Where should this new tourist attraction be located?
```

- The line is split, but only within the left note margin. Note that an extra line is created in this case, so that your editing does not affect the paragraph below.

- Press SHIFT + F5 to rejoin the lines.

Point 1. Would it be possible to import real, live polar
bears without importing rabies?

Two_xx Where should this new tourist attraction be located?

RULERS, WHOLE BLANK LINES, AND PARAGRAPH MARKS

READ THIS:

You have seen that your text can be divided into three "columns" - the left and right note margins and wordwrap area.

Horizontal dividers

The text can also have horizontal divisions. Both rulers and whole blank lines act as "walls" across the text. As a general rule, editing performed ABOVE a whole blank line or a ruler will not affect text BELOW the blank line or ruler.

Numbered paragraphs

Use whole blank lines to separate paragraphs with numbers or leading texts, or protect them with rulers. The numbers or leading texts will stay beside the beginning of the paragraph no matter how you edit.

Paragraph definition

When you press JUST, NOTIS-WP M justifies one paragraph. There are three ways for you to show what text belongs to the same paragraph:

- Leave one line blank within the wordwrap area.
- Indent a line from the beginning of the wordwrap area.
- Make a paragraph mark.

Paragraph marks

Paragraph marks look like this §. Make them by pressing NEW PARAGRAPH. Remove them by placing the cursor to the right of the mark and pressing NEW PARAGRAPH again.

NEW PARAGRAPH key

The NEW PARAGRAPH key will insert a given number of blank lines and indentation spaces as well as a paragraph mark. Tell how many blank lines and spaces you want in the Editing menu. See page 75.

DO THIS:

EXERCISE: FINDING AND USING WHOLE BLANK LINES AND RULERS

- Where are the horizontal dividers in the sample document?

Whole blank line →

Ruler on this line →

Whole blank line →

Whole blank line →

Ruler on this line →

Whole blank line →

Ruler on this line →

Whole blank line →

Ruler on this line →

WP: Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....:..T.2.....:..T..3.....:..T...4.....
Visitors always ask to see the polar bears.
ask whether it would be a good idea to import
mainland Norway, since they have proved so p
tourists on Spitzbergen. Several points would
made clear first.

Point 1. Would it be possible to import real,
bears without importing rabies?

Two xx Where should this new tourist attrac

A similar project was carried out in Texas,
Galapagos tortoises were relocated. Seventee
moved to the mainland. Though fifteen surviv
ate well, none of them laid eggs. Experts su
possible reasons:

- the tortoises were
homesick \$
- they were disturbed by
the change in altitude \$
- air pollution \$
- water pollution \$

(pas
her

It turned out that all fifteen tortoises wer

- Note that even though a whole blank line is often followed by a ruler, either one BY ITSELF forms a horizontal divider in the text.
- Place the cursor on "1." Press F5 four times.

Point Would it be possible to import real, live polar bears without importing rabies?

1

Two xx Where should this new tourist attraction be located?

- The whole blank line over "Two" acts as a horizontal divider. All text below the divider is pushed down, and new blank lines are created above the divider to make room for your editing.
- Press SHIFT + F5 four times. The newly created blank lines are removed.

```
Point_1.Would it be possible to import real, live polar
        bears without importing rabies?

Two xx  Where should this new tourist attraction be located?
```

EXERCISE: FINDING AND USING PARAGRAPH MARKS

- Where are paragraph marks used in the sample document?

```
- the tortoises were
  homesick           §
- they were disturbed by
  the change in altitude §
- air pollution      §
- water pollution    §
```

- Why were paragraph marks used here?

To keep the items in the experts' list of reasons from getting justified together, without putting a lot of blank lines in the list.

- Give the command Menus/Editing to enter Editing menu. Look at the bottom of the menu. What values are set for NEW PARAGRAPH line spacing and indentation in the Editing menu?

```
NOTIS-WP - Editing menu (3)
```

```
Strip trailing spaces (Y/N): N
NEW-PARA key line spacing : 0
NEW-PARA key indentation  : 0
```


- Return to your text by pressing the HOME key and place the cursor after "homesick".
- Type for their native island.
- Press JUST.

```
- the tortoises were  
homesick for their  
- native island_ $  
they were disturbed by  
- the change in altitude $  
- air pollution $  
water pollution $
```

- The items in the list are not justified together. Note that since paragraph marks are NOT horizontal dividers, the hyphens in the left note margin have not moved down with the paragraphs.
- This is easy to correct. Place the cursor on the second hyphen and press F5.

```
- the tortoises were  
homesick for their  
native island $  
- they were disturbed by  
the change in altitude $  
- air pollution $  
- water pollution $
```

HOW TO EDIT IN A RULER

READ THIS:

Edit in a ruler

When you edit a ruler, you call it into the text and make your changes directly on the ruler.

Enter a ruler

To enter a ruler, move the cursor to the line with the ruler mark and press (... . Or, to save time, press the GO-TO key and then (...) to move directly into the current ruler.

Keys for editing in ruler

Function	Key	Alternative Key
Set left margin	((...
Set right margin)	SHIFT + (...
Set or remove tabulator stop	T	TAB
Set or remove decimal tabulator (tabulator for typing numbers)	D	SHIFT + TAB
Start wordwrap underline	<u>aaa</u>	
End wordwrap underline	SHIFT + <u>aaa</u>	
Go out of ruler, keep changes	↵	
Go out of ruler, cancel changes	CANCEL	

You may also set tabulator stops with the cursor OUTSIDE the ruler, by using the TAB key.

Rejustification on new ruler

When you change a ruler, all of the text that belongs to that ruler is automatically rejustified. This automatic rejustification can be turned off by typing N in answer to "Justify on new ruler (Y/N):" in the editing menu. Then you need to justify each paragraph manually after you edit a ruler.

Left must fit

When you edit a ruler or edit in the left note margin, the changes will only be accepted if the results will fit into the note margin.

DO THIS:**EXERCISE: SETTING "REJUSTIFY ON NEW RULER"**

- Give the Menus/Editing command to enter the Editing menu.
- Set "Justify on new ruler (Y/N)" to Y.

```

NOTIS-WP - Editing menu (3)

Fill mode                : Conditional
Wordwrap                 (Y/N): Y
Justify on new ruler     (Y/N): Y

```

- Press HOME to return to your text.

EXERCISE: ENTERING A RULER AND CHANGING THE MARGINS

- Place the cursor anywhere in the first paragraph of the sample document.
- Press GO-TO and then (...) to enter the current ruler.
- A copy of the ruler is inserted into the text, with your cursor in it.

```

WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....2.....3.....4.....5.....6.....7.....)
(.....1.....2.....3.....4.....5.....6.....7.....)
Visitors always ask to see the polar bears. In fact, one may
ask whether it would be a good idea to import polar bears to

```

- Place the cursor on position 15. Press (to set the left margin.
- Move the cursor to position 45. Press) to set the right margin.

- Press `←` to go out of the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
.....1.....(.....I..2.....I..3.....I..4.....).....5...T:.....6.....7.....
    Visitors always ask to see the
    polar bears. In fact, one may
    ask whether it would be a good
    idea to import polar bears to
    mainland Norway, since they
    have proved so popular with
    tourists on Spitzbergen.
    Several points would have to be
    made clear first.

Point 1. Would it be possible to import real, live polar
        bears without importing rabies?
```

- Note that the underline in the ruler is automatically limited so that it stays within the margins.
- Note that only the text belonging to the ruler you edited was automatically rejustified.
- Press GO-TO (...) to enter the current ruler again. Set the left margin back at position 1. Set the right margin back at position 60. Press `←` to get out of the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....(.....I..2.....I..3.....I..4.....).....5...T:.....).....7.....
left margin      Visitors always ask to see the      right note      ]
                  polar bears. In fact, one may      margin
                  ask whether it would be a good
                  idea to import polar bears to
```

- Why isn't the text rejustified?

The wordwrap area was automatically limited when you moved the margins in, because there cannot be a wordwrap area outside of the margins. However, it was not automatically extended when you moved the margins out. Your newest changes to the ruler line created left and right note margins.

EXERCISE: SETTING THE WORDWRAP AREA

When you set the beginning or end of the wordwrap area, you are also creating or removing note margins - the space between margins and wordwrap area, if any.

First remove the note margins you created in the last exercise:

- Press GO-TO and then (...) to enter the current ruler again.
- Place the cursor at position 1 and press aaa.
- The underline for wordwrap now starts at position 1. It automatically extends to the right margin.
- Press ↵ to get out of the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....T.2.....T.3.....T.4.....T.5...T:.....).....7.....
Visitors always ask to see the polar bears. In fact, one may
ask whether it would be a good idea to import polar bears to
mainland Norway, since they have proved so popular with
```

Now create a right note margin:

- Enter the ruler again and place the cursor at position 45.
- Press SHIFT + aaa to indicate that the wordwrap underline should stop here.
- Press ↵ to get out of the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....T.2.....T.3.....T.4.....T.5...T:.....).....7.....
Visitors always ask to see the polar bears.
In fact, one may ask whether it would be a
good idea to import polar bears to mainland
Norway, since they have proved so popular
```

EXERCISE: SETTING TABULATORS

In this exercise you will set tabulator stops while the cursor is inside the ruler. You can still set and remove tabulator stops as you did in NOTIS-WP versions K and L.

- Place the cursor on the "P" in "Point 1."
- Enter the ruler.
- Press TAB RIGHT twice to place the cursor under the tabulator stop at position 18.
- Press T. The tabulator stop is removed.

```
(.....T1.....2.....T..3.....T...4....T....5...T:.....).....7.....
Point 1.Would it be possible to import real, live polar ●
```

- Press T again. The tabulator stop is replaced.

```
(.....T1.....T..2.....T..3.....T...4....T....5...T:.....).....7.....
Point 1.Would it be possible to import real, live polar ●
```

- Move to position 22.
- Press D. A decimal tabulator stop is set.

```
(.....T1.....T..2.D....T..3.....T...4....T....5...T:.....).....7.....
Point 1.Would it be possible to import real, live polar ●
```

- Press D again to remove the decimal tabulator stop.

```
(.....T1.....T..2.....T..3.....T...4....T....5...T:.....).....7.....
Point 1.Would it be possible to import real, live polar ●
```

- Press ↵ to get out of the ruler.

EXERCISE: ERROR MESSAGES ABOUT THE LEFT NOTE MARGIN

Try to edit the left note margin in such a way that the results will not fit.

- Enter the ruler for "Point 1".
- Place the cursor on position 1 and Press aaa to start wordwrap here.
- Press ↵ to get out of the ruler.
- You get an error message:

WP:
Line: 1-21 Column: 1-80 Region: MAIN
The new ruler does not have enough space for note margins.

- You have text in the left note margin. If you make wordwrap start at position 1, there is nowhere to put this text. If you delete or move the text in the left note margin, you will be allowed to extend the wordwrap area.
- Move the cursor down one line.
- Type BEARS
- Place the cursor under "B".

Point 1. Would it be possible to import real, live polar
BEARS bears without importing rabies?

- Press SHIFT + F5 to join BEARS to the previous line in the left note margin.
- You get an error message:

WP:
Line: 1-21 Column: 1-80 Region: MAIN
Borders too close, word(s) won't fit between them.

- There is no room to move "BEARS" up to the previous line in the note margin. If you edit the ruler so that the left note margin is wide enough, you will be allowed to move BEARS to the previous line.

DELETING AND COPYING RULERS

READ THIS:

Defining a document normal ruler

The document normal ruler is the ruler that you use over and over again, the one that you want to return to after each special format for a table, inverted paragraph, etc. Enter the ruler you want to define as document normal ruler. Press SHIFT + FIELD to mark the ruler. Press COPY.

Recalling the document normal ruler

Any time you want to go back to your regular format, you recall the document normal ruler. Place the cursor where you want a new copy of the document normal ruler. Press SHIFT + (...)

Deleting a ruler

To delete a ruler, enter the ruler and press F1. After you delete a ruler, text is reformatted according to whatever ruler is now the nearest one OVER the text.

Duplicating a ruler

Normally NOTIS-WP M will not allow two identical rulers after each other in the text. Since the second ruler does not represent a change in format, no ruler mark is made. If you want two identical rulers, press (...) to create a ruler and F2 to duplicate it.

DO THIS:

EXERCISE: DEFINING A DOCUMENT NORMAL RULER

- Place the cursor in the paragraph beginning "A similar project...".
- Enter the current ruler.

(.....I1.....I2.....I3.....I4.....I5.....I:.....).....7.....
 A similar project was carried out in Texas, where some
 Galapagos tortoises were relocated. Seventeen tortoises were
 moved to the mainland. Though fifteen survived and they all

- Press SHIFT + FIELD to mark the ruler.
- Press COPY to define this as the document normal ruler.
- You get a message:

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
The document normal ruler is redefined.
```

- Press ↵ to go out of the ruler.

EXERCISE: RECALLING THE DOCUMENT NORMAL RULER

- Move to line 1 of the first paragraph.
Press SHIFT + (...) to recall a copy of
the document normal ruler here.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....:2.....:3.....:4.....5.....:.....7.....)
Visitors always ask to see the polar bears.
In fact, one may ask whether it would be a
```

- Press ↵ to get out of the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....:2.....:3.....:4.....5.....:.....7.....)
Visitors always ask to see the polar bears. In fact, one may
ask whether it would be a good idea to import polar bears to
```

EXERCISE: DELETING A RULER

- Enter the ruler for the paragraph beginning "A similar project...".

```
(.....T1.....:T.2.....:T.3.....:T.4.....T.5.....T.....).....7.....:
A similar project was carried out in Texas, where some
Galapagos tortoises were relocated. Seventeen tortoises were
moved to the mainland. Though fifteen survived and they all
```

- Press F1 to delete the ruler.

```
BEARS bears without importing rabies?

Two xx Where should this new tourist attraction be located?

A similar project was carried out in Texas, where
some Galapagos tortoises were relocated. Seventeen
tortoises were moved to the mainland. Though
fifteen survived and they all ate well, none of
them laid eggs. Experts suggested many possible
reasons:
```

- All of this text was in the wordwrap area of the deleted ruler, so it is rejustified in the wordwrap area of the nearest ruler OVER. It now belongs to the same ruler as "Point 1."

EXERCISE: WHY USE DUPLICATE RULERS?

- Delete the blank line between "BEARS" and "Two xx".

```
(.....I1.....I2.....I3.....T4.....T5.....T.....7.....
Point 1.Would it be possible to import real, live polar
BEARS  bears without importing rabies?
Two xx  Where should this new tourist attraction be located?

        A similar project was carried out in Texas, where
```

- Add this text after "rabies?" The mainland is presently free of rabies.

```
Point 1.Would it be possible to import real, live polar
BEARS  bears without importing rabies? The mainland is
Two xx  presently free of rabies.
        Where should this new tourist attraction be located?

        A similar project was carried out in Texas, where
        some Galapagos tortoises were relocated. Seventeen
```

- Point "Two xx" was not protected by a blank line or a ruler, so the leading text "Two xx" is now out of line.
- Duplicate rulers may be used to keep leading texts in line with paragraphs if you do not want to skip lines.
- Move to the "T" in "Two xx".
- Press F5 to move "Two xx" down one line.

```
Point 1.Would it be possible to import real, live polar
BEARS  bears without importing rabies? The mainland is
        presently free of rabies.
Two xx  Where should this new tourist attraction be located?

        A similar project was carried out in Texas, where
        some Galapagos tortoises were relocated. Seventeen
```

EXERCISE: DUPLICATING THE RULER

- With the cursor on the "T" in "Two", press (...) to create a new ruler.
- You get a copy of the current ruler inserted at the cursor location.

```

Point 1. Would it be possible to import real, live polar
BEARS  bears without importing rabies? The mainland is
        presently free of rabies.
(.....I1.....I2.....I3.....I4.....I5.....I.....).....7.....
Two xx  Where should this new tourist attraction be located?

        A similar project was carried out in Texas, where

```

- Press ↵ to go out of the ruler. Since you made no changes, the ruler does not represent a format change. The ruler is not stored, and no ruler mark appears on this line.
- Press (...) to enter the ruler again.
- Press F2 to duplicate the ruler.

```

Point 1. Would it be possible to import real, live polar
BEARS  bears without importing rabies? The mainland is
        presently free of rabies.
Two xx  Where should this new tourist attraction be located?

        A similar project was carried out in Texas, where

```

- The duplicate ruler is stored, and a new ruler mark shows at the right side of the screen.

MAKING YOUR OWN TEXT WITH RULERS

READ THIS:

- | | |
|--------------------------------|--|
| Setting the first ruler | With the cursor on line 1, press (...) to enter the first ruler. |
| Creating a new ruler | When you want a new ruler inserted into the text, press (...). A copy of the current ruler is inserted, and you may edit it in any way you like. |
| Adding a ruler after typing | You may want to add a ruler to fit your text <u>after</u> it has been typed, without having the text rejustified. Use FUNC ↵ to exit the ruler instead of ↵. |
| Tip - Left margin | Pressing ↵ will place the cursor under the left margin. Set the left margin at a convenient position so that you do not need to press TAB RIGHT or RIGHT ARROW before you begin typing. |
| Tip - Tabulator stops | NOTIS-WP M will put an automatic tabulator stop at the beginning of the wordwrap area. If you have a left note margin, you can get to the beginning of the wordwrap area quickly by pressing TAB RIGHT once. Avoid creating tabulator stops in the note margin if you can. |
| Tip - Ways to use note margins | Use very wide note margins to protect text in tables and boxes. |

DO THIS:**EXERCISE: TYPING A BUSINESS LETTER**

- Clear your screen if necessary.
- Press (...) to enter the first ruler.
- Edit the ruler as shown below. Note the tabulator stop. The wordwrap area will start and end in the same place - because we do not want wordwrap text in our letter heading at all.
- Press ↵ to get out of the ruler.
- Type in the letter heading.

```

WP:
Line 1-21 Page 1 Region: MAIN
(. . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . T . . . . . 5 . . . . . 6 . . . . . 1 . . . . .)
Franklin Jeeves                               Oslo, 4 December 1985
88c Rock Ridge Road
Columbia, MO
USA 64201

Dear Sir,

```

- Press (...) to create a new ruler. Edit the ruler as shown below, and type the text.

```

Dear Sir,

(. . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . T . . . . . 5 . . . . . 6 . . . . . 1 . . . . .)
Thank you for your kind letter of 24 November 1985. We were happy to
hear that you like our products, and hereby confirm your order for:

```

- Define the ruler over "thank you" as the document normal ruler.

- Skip a line under the last paragraph and press (...) to create a new ruler. Edit the ruler as shown below, and type the text.
- Note that the (and the T are placed so as to make it simple to type the list.

hear that you like our products, and hereby confirm your order for:

.....(.....T.....2.....3.....4.....T.....5.....6.....).....:
 - 32 cast iron woodburning stoves (50 liter)
 - 32 sets of fireplace accessories (5 pieces)
 - 41 fire-proof panels, oak

- Recall the document normal ruler. Type the text shown below.

(.....1.....2.....3.....4.....T.....5.....6.....).....:
 You request a complete price list for our products, which we include
 here. All prices are exclusive of Value Added Tax.

- Press (...) to create a new ruler. Edit the ruler as shown below, and type the rest of the text.
- Note that the wordwrap area is again limited. We do not want the price list to be justified.

(...:1...T...2...:3...:4...T...5...:6...D...1...:			
Code	Description	Size	Price (NOK)
1234-a	Woodburning stove	50 liter	3 000.00
1234-b	Woodburning stove	80 liter	3 850.00
1234-c	Woodburning stove, glass door	80 liter	4 200.00
1371-a	Fireplace accessories	5 pieces	413.00
1371-b	Fireplace accessories	7 pieces	612.00
2011-a	Fire-proof panels, fir	120 x 170	390.00
2011-b	Fire-proof panels, oak	120 x 170	970.00

Sincerely yours,

Annelise Riset
Sales Manager

- You can edit the completed letter without setting margins and tabulators. The completed letter looks like this on your screen:

WP:
 Line 1-21 Page 1 Region: MAIN
 (.....1.....2.....3.....4.....7.....5.....6.....1.....)
 Franklin Jeeves Oslo, 4 December 1985
 88c Rock Ridge Road
 Columbia, MO.
 USA 64201

Dear Sir,

Thank you for your kind letter of 24 November 1985. We were happy to hear that you like our products, and hereby confirm your order for:

- 32 cast iron woodburning stoves (50 liter)
- 32 sets of fireplace accessories (5 pieces)
- 41 fire-proof panels, oak

You request a complete price list for our products, which we include here. All prices are exclusive of Value Added Tax.

Code	Description	Size	Price (NOK)
1234-a	Woodburning stove	50 liter	3 000.00
1234-b	Woodburning stove	80 liter	3 850.00
1234-c	Woodburning stove, glass door	80 liter	4 200.00
1371-a	Fireplace accessories	5 pieces	413.00
1371-b	Fireplace accessories	7 pieces	612.00
2011-a	Fire-proof panels, fir	120 x 170	390.00
2011-b	Fire-proof panels, oak	120 x 170	970.00

Sincerely yours,

Annelise Riset
 Sales Manager

EXERCISE: ADDING A RULER TO EXISTING TEXT

If you have typed a text without setting an appropriate ruler, you can add the correct ruler afterwards.

- Clear your screen. The default ruler is shown on line 3. It may vary from one system to another.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T2.....T3.....T4.....T5...T:.....6.....7.)...
-
```

- Type the text shown below without making any changes to the ruler.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T2.....T3.....T4.....T5...T:.....6.....7.)...
14/12   Staff Christmas party. JAR responsible for decorations. ENI
        responsible for refreshments.
16/12   Children's_
```



- Suppose you now realize that you should have set the ruler with a left note margin.

At this point NOTIS-WP M considers the dates to be part of the wordwrap text. If you edit the ruler to make a left note margin, the dates will be justified with the rest of the text when you go out of the edited ruler.

- Enter the current ruler and set wordwrap to begin directly over the "S" in "Staff".

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....T2.....T3.....T4.....T5...T:.....6.....7.)...
(.....T1.....T2.....T3.....T4.....T5...T:.....6.....7.)...
14/12   Staff Christmas party. JAR responsible for decorations. ENI
        responsible for refreshments.
16/12   Children's
```



- Press FUNC  to get out of the ruler instead of .

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
{.....1.....T.2.....T.3.....T.4.....T.5.....T.....6.....7.....}...
14/12 Staff Christmas party. JAR responsible for decorations. ENI
      responsible for refreshments.
16/12 Children's
```

- Before justifying the text, NOTIS-WP M redefines the beginning and end of wordwrap on each line to match your edited ruler.

CHAPTER 15

TUTORIAL: STANDARD TEXTS AND USER DEFINABLE KEYS (UDKS)

.....

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INTRODUCTION

The User Definable Key (UDK) section of the reference chapter, starting on page 113, contains all the information you need in order to make and use standard texts and UDKs. This chapter helps you get started and gives some ideas about HOW the new features can be used.

The standard text example goes into detail, and is actually a step-by-step tutorial for standard texts.

The first UDK example is also a step-by-step tutorial. Successive examples are given in summary form.

All examples shown in this chapter were included on diskettes containing NOTIS-WP M, and should be located on your system on user NOTIS. (If your system does not have a user named NOTIS, check with your system supervisor for the user name).

These examples were created by a NOTIS-WP M user who is NOT a programmer - there may very well be faster, better ways to do things than what you see here. If you invent a better way, or find an interesting new UDK application, we would be happy to hear about it!

All UDK sets in the examples are "self-documenting". If you fetch one of the UDK sets and press the UDK ^SPC, it will give you a list of what each UDK in the set does.

STANDARD TEXTS FOR LETTERHEADS AND MEMOS

In this example you will first recall existing standard texts for a letterhead and a notice of meeting. (These sample texts should be stored on user NOTIS on your system). Then you will create and store a memo heading yourself.

Entering the sample standard
text library

Standard texts are stored in Standard text libraries (see page 111). NOTIS-WP M must be told which library to use.

- Go to the WP-Environment menu (menu 1).
- "Standard text library :" should be blank. If there is already a name there, delete it.
- Type this library name: (NOTIS)NEW-FEAT-WP-EN-M:STXT
- Press HOME to return to WP:

Listing sample standard texts

To see a list of all the sample standard texts:

- Press F8.
- WP:Standard text name: ? ↵
- Press SPACE to refresh the screen when you are done viewing the list.

Recalling the sample letterhead To recall the standard text named L:

- Position the cursor on line 1, column 1.
- Press F8.
- WP:Standard text name:L ↵

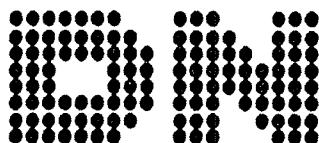
```

WP:
Line: 1-21 Column: 1-80 Region: Main
(.....T1.....T2.....T3.....T4.....T5.....T6.....T.....).....:
^PH=0;
^VP=12;
.....
DN Computer Co.
1136 The Alameda
San Diego, CA 92120
^VP=6;
$DATE;
@
@
@
@

```

The directives used in the sample should be familiar to you already. The @ signs are simply place markers to help you position the cursor to type the address. A UDK will move the cursor directly to these positions (see page 166).

A letter made with this standard text prints out like this:



Director J. M. Williamsen
Cascade Paper Company
328 North Second Street
Pittsburgh, PA 29817

DN Computer Co.
1136 The Alameda
San Diego, CA 92120
30.10.1985

- Clear your screen and place the cursor on line 1, column 1.
- Press F8.
- WP:Standard text name:M ↵

```

WP:
Line: 1-21 Column: 1-80 Region: Main
{.....T1.....T.2.....T.3.....T.4.....T.5...T:....6..T:.....}.....:..

```

N O T I C E O F M E E T I N G	
DN Computer Company	Research Department

```

Date      :@
Time      :@
Location  :@

Group     :@
Members   :


```

AGENDA

@

Again, the @ signs are intended as an aid in cursor placement. This standard Notice of Meeting form is intended to be used by many groups. The group names and lists of members are also stored as standard texts.

- Position the cursor on the @ sign after "Group :". Delete the @ sign.
- Press F8.
- WP:Standard text name: C ↵

N O T I C E O F M E E T I N G			
DN Computer Company		Research Department	
Date	:@	Group	:Communication
Time	:@	Members	:WER, TE, DTA,
Location	:@		JW, THI, FREE

Note that Standard text C was marked as a block, with SHIFT + MARK, when it was created. That is why no existing text gets pushed down when you recall standard text C.

Creating your own standard text library

To create your library:

- Go to the WP-Environment menu and delete the sample standard text library name: (NOTIS)NEW-FEAT-WP-EN-M.
- Type the name you want your own standard text library to have, in " marks since it is a new name.

Standard text library : "MINE"

(The file will have the default file type, :STXT).

Recalling and listing your
standard texts

- List your standard texts using F8 and ?.
- If you have difficulties, see the example on page 160.
- Recall your memo heading.
- If you have difficulties, see the example on page 161.

UDK SET FOR LETTERHEADS AND MEMOS

In this section you will first try out a sample UDK that positions the cursor correctly in the sample letterhead and notice of meeting shown in the previous section.

Then you will create and store your own UDK to do this job.

Remember that UDKs are written in a special way: UDK 1 is written ^1. If the directions say "Press ^1", then you should press the 1 key on the numeric keypad.

Fetching the sample UDK

NOTIS-WP M must always know which UDK library and set you are referring to.

- Go to the WP-Environment menu (menu 1).
- The space beside "UDK library :" should be blank. If there is already a name there, delete it.
- Type this UDK library name: (NOTIS)NEW-FEAT-WP-EN-M:UDK. Since :UDK is the default file type, you may omit the file type if you wish.
- Check Standard text library. For this example it should be (NOTIS)NEW-FEAT-WP-EN-M.
- Press HOME to return to WP:
- Give the command UDK/Fetch.
- UDK set: CURSOR ↵
- Look at the status line. You should see the symbol UDK.

The symbol on the status line indicates that a UDK set has been fetched, and the keys of the numeric keypad will now work according to the definitions in that set.

Listing UDK sets

To see what other sets of definitions are stored in the sample UDK library, give the command UDK/List. Press SPACE to refresh your screen when you have finished viewing the list.

Listing set contents

Each set may have up to 60 key definitions. It is difficult to remember what each key in a set does. All the sample UDK sets have one key (^SPC) that is defined to produce a list of what the other keys do. To list the contents of the CURSOR set:

- Press ^SPC.
- The list is automatically written at the end of your document, so that it will not destroy any text.
- The list is marked so that you can press DELETE as soon as you have finished viewing it.

We strongly advise you to follow this example and make a "list" key definition for each of your own UDK sets.

Testing the sample UDK

- Clear your screen if necessary.
- Recall standard text M, the Notice of Meeting.
- Press ^ENT (The ENTER key).
- The cursor moves to the first @ sign and the @ sign is deleted. Type the meeting date. 19 August 1985
- Press ^ENT.
- The cursor moves to the next @ sign and the sign is deleted. Press F8.
- Standard text name: C ↵
- You have recalled the standard text for the Communications group.
- Press ^ENT.
- The cursor moves to the next @ sign and the sign is deleted. You are ready to complete the rest of the Notice of Meeting.

Viewing the ENTER key definition

You have just seen how the UDK ^ENT works. To see how the definition looks:

- Give the command UDK/Edit.
- WP: Edit UDK : ^ENT ↵
- You enter the UDK editor and see this key definition on your screen. The key names are written in full in parentheses, and the purpose of each line of definition is shown at the right.
- Press HOME to leave the definition without changing it.

Definition:	Keys:	Reason:
F-5 EXP -	FUNC 5, EXP, -	Turns expand off.
↑F7 @ ↵	SHIFT + F7, @, ↵	Finds next @.
SPC +	SPACE, LEFT ARROW	Erases @ and repositions the cursor.

Creating your own UDK Library and UDK set

First you need to create your own UDK library.

- Enter WP-Environment menu and delete the sample UDK library name, (NOTIS)NEW-FEAT-WP-EN-M.
- Type your own UDK library name: "MINE", in " " marks because it is a new library. You do not need to type the file type :UDK, because it is the default file type.
- Erase the set name CURSOR from UDK set:. This set does not exist in your newly created UDK Library.
- Check that the sample Standard text library is entered here: Standard text library: (NOTIS)NEW-FEAT-WP-EN-M.
- Press HOME to return to WP:

Planning your UDK

The simplest way to make a UDK is to go to NOTIS-WP M and carry out the operation yourself once, noting down your keystrokes. Then enter the UDK editor and repeat the keystrokes.

- Recall the sample standard text M.
- Turn expand off if it is on. The UDK will work differently depending on whether expand is on or off.
- How would you move to the first @ mark if you did not know where it was? With SHIFT + F7, @, ←.
- How could you get rid of the @ and still have the cursor in the correct position? SPACE, LEFT ARROW will always work, since expand is off.

Making your UDK

After the analysis, we have this list: Turn expand off if it is on, SHIFT + F7, @, ←, SPACE, LEFT ARROW.

- Give the command UDK/Edit.
- Press ^1.
- Press DOWN ARROW. (We will delete anything that happens to be left on the UDK after previous experiments.)
- Delete (Y/N):Y

WP: Editing UDK: ^1														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
—														

- There is no key on the keyboard that will "turn expand off IF it is on". We will use the FUNC 5 command for expand mode: FUNC 5, EXP, -. (see page 175).
- Press FUNC 5.
- Press CTRL + O first, and then EXP. This is the way you type a key when you want it entered in the definition rather than carried out. There are a few keys that have to be typed this way. (see page 118).

- Press -.
- Press ↵ once to start a new line and once more if you want a blank line.

WP: Editing UDK: ^1														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F-5 EXP -														
-														

- Press SHIFT + F7. Note that the SHIFT is represented by ↑ in the UDK editor. Press @.
- To enter ↵, press CTRL + O, and then ↵.
- Press ↵ twice.
- Press SPACE. Press CTRL + O and then LEFT ARROW.

WP: Editing UDK: ^1														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F-5 EXP -														
↑F7 @ ↵														
SPC ←														

- Your definition is complete. Press HOME to return to WP:
- Press ^1 to test your new UDK on the Notice of Meeting you have waiting here.

Storing your UDK

You have created a UDK library (MINE). Now you must create a set and store the definition you have just made.

- Give the command UDK/Store.
- WP:Store UDK set: "MY-CURSOR"↵
- Description: Moves cursor to next @, and erases @,↵.

You have stored a "set" that consists of one definition. You may define other keys and store the set again if you want to "fill up" the empty keys.

SYMBOLS IN THE UDK EDITOR

This table shows some of the symbols used by the UDK editor. It is NOT complete - it shows primarily those function keys or function key sequences used in the following sample sets.

In UDK Editor	Key (sequence) name
→	TAB RIGHT
↑→	SHIFT + TAB RIGHT (go to next decimal tabulator)
←	TAB LEFT
→	RIGHT ARROW
↵	↵ (carriage return)
↑<==	SHIFT + FAT ARROW (move to beg. of line)
F4	F4 (calculate)
F5	F5 (split line)
↑F3	SHIFT + F3 (mathematic char. set)
↑F7	SHIFT + F7 (Find)
↑MRK	SHIFT + MARK
(...	(... (margin key)
/a	DELETE CHARACTER
EXP	EXP
F-	FUNC HOME (move to HOME position)
F-5	FUNC 5
GOTO	GO-TO
SCR↑	SCROLL UP
SPC	SPACE
UL	<u>aaa</u>
WIN2	FUNC 2 (Cursor to window 2)
2	UDK 2 (calls UDK 2)

PURPOSE:	WHAT TO PRESS IN UDK DEFINITION:			
Append mode on or off	FUNC 5	CTRL+O	APP	+ or -
Expand mode on or off	FUNC 5	CTRL+O	EXP	+ or -
Graphics mode on or off	FUNC 5	C	1	+ or -
Greek mode on or off	FUNC 5	C	2	+ or -
Mathematic mode on or off	FUNC 5	C	3	+ or -
Print to screen on or off	FUNC 5	F		+ or -
Menu mode on or off	FUNC 5	M		+ or -
Set UDK flag on status line	FUNC 5	U		
Execute UDK stepwise off/on	FUNC 5	FUNC 9	S	+ or -

UDK SET FOR SPECIAL CHARACTERS

This example and further examples in this chapter are presented in summary form to illustrate certain principles of UDK definition or to provide inspiration for practical applications. Refer to the previous section for step-by-step instructions, or to Chapter 12, which begins on page 113, for complete details about UDKs.

Purpose of set

Suppose you type text with a lot of numbered footnotes. You define a set of UDKs that produces each number with a single keystroke. Then you no longer have to switch back and forth between character sets. You may also include one or two SUPERSHIFT characters that you use frequently.

Sample set

Set these values in the WP-Environment menu:

WP-Environment Menu (1)

```
UDK library name      : (NOTIS)NEW-FEAT-WP-EN-M:UDK
UDK set name          : CHAR
```

Go back to WP: and try out each key on the numeric keypad.

They should work like this:

7	8	9	List
4	5	6	à
1	2	3	§
0		£	

Things to note

Look at the definition on ^0, for example.

Definition:	Purpose:
F-5 C 3 +	Turns mathematical character set on.
,	is index 0 in mathematical set
↑F3	Turns mathematical character set off.

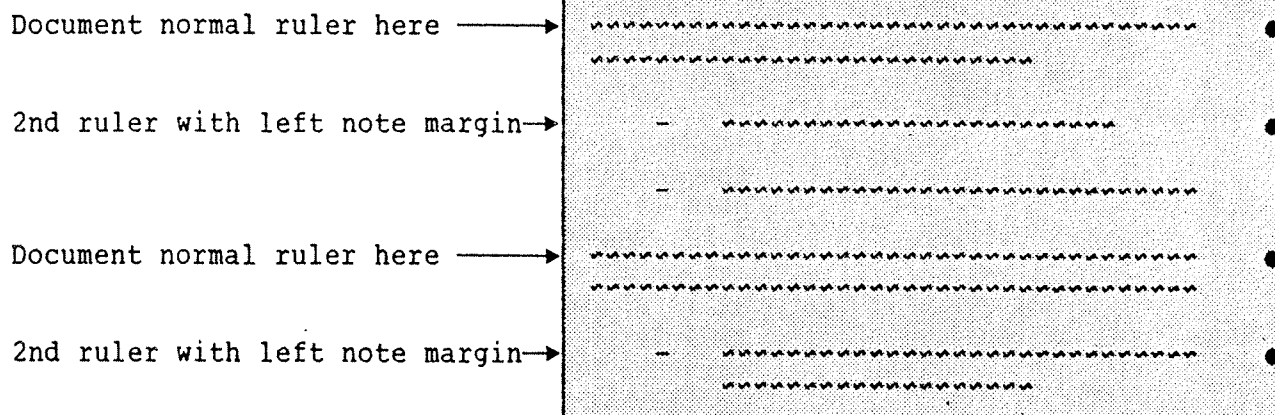
Since the UDK has no way of knowing whether the mathematic character set is on or off when it starts, it is dangerous to use SHIFT + F3. The FUNC 5 command turns the character set on if it was off, and leaves it alone if it is already on. At the end of the definition it is all right to use SHIFT + F3 to turn the mathematic set off, because now you are certain that the character set is on.

IMPORTANT IDEA IN UDKs

Use a FUNC 5 command at the start of each definition to turn on any character sets or modes (EXP, APP) that a UDK needs. Page 173 gives a list of the FUNC 5 commands.

UDK SET FOR ALTERNATING RULERS

Probably the most common way to use rulers is to alternate between two different standard rulers:



This set lets you switch between the two rulers with a single keystroke each time you want to change format.

Sample set

Set these values in the WP-Environment menu:

WP-Environment Menu (1)	
UDK library name	: (NOTIS)NEW-FEAT-WP-EN-M:UDK
UDK set name	: RULERS

			List Set content
New ruler with left note margin		New normal ruler	

- Clear your screen. Edit the ruler so that wordwrap starts at the left margin, in position 1. Put the first tabulator at position 9.
- Type a paragraph of text under the document normal ruler, and press ↵ twice.
- Press ^1 for the alternate ruler.
- Press -, TAB RIGHT, and type in a short paragraph. Press ↵ twice.
- Press ^2 for the normal ruler.
- Type another paragraph of "normal" text.

Things to note

Look at the definition for ^1, which makes the alternate ruler.

WP: Editing UDK: ^1														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
{	...	→	→	→	→	(→		UL	←				

Note that the UDK assumes you have pressed ↵ and are therefore located under the left margin. The UDK first calls up the current ruler and then moves the cursor four positions in from the left margin.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....T1.....2T.....3.....4.T.....5.....6.....).....:
dsa| lads|lfkj a|lsdkfj |alsdkjf |laskjf |laskjd f|laksdj f|laksjdf |l
alsdf {a|sldkf {|sdlkf a|}.
(.....T1.....2T.....3.....4.T.....5.....6.....).....:
|
| cursor
```

The left margin is reset where you will type your lead-in character "-" to save pressing TAB RIGHT. The cursor is moved to the first tabulator stop to set a new start point for wordwrap.

```
WP:
Line: 1-21 Column: 1-80 Region: MAIN
(.....1.....2T.....3.....4.T.....5.....6.....).....:
dsa| lads|lfkj a|lsdkfj |alsdkjf |laskjf |laskjd f|laksdj f|laksjdf |l
alsdf {a|sldkf {|sdlkf a|}.
.....(.....T1.....2T.....3.....4.T.....5.....6.....).....:
|
| cursor
```

Then the UDK goes out of the ruler.

UDK SET FOR BID CALCULATION

Suppose you are typing a long contract or an invoice, where you must frequently multiply price by quantity. You want a UDK that does the calculations for you.

Sample set

Set these values in the WP-Environment menu:
Note that there is a sample standard text that you can test these UDKs with.

WP-Environment Menu (1)	
Standard text library	: (NOTIS)NEW-FEAT-WP-EN-M:STXT
UDK library name	: (NOTIS)NEW-FEAT-WP-EN-M:UDK
UDK set name	: BID

			List Set content
List to Labels		Labels back to list	

Call the sample standard text B. It looks like this. Note the position of the decimal tabulators (D) and tabulators (T). Note also that the wordwrap area has been set in such a way that this text cannot be justified by accident.

WP:				
Line: 1-21 Column: 1-80 Region: MAIN				
(.....T.....2.....3T.....D.4.T.....5D.....6..D.....).....				
Code	Description	No.	Price	Sum
D-123	Doors, standard	32	435__	
D-123a	Hinges, set of 2	32	17	
D-123b	Door handles	64	43	

Place the cursor right after a number in the Price column, as if you had just finished typing the number. Press ^1 for the sum.

After you have completed the sum column, press ^2 for Total.

Things to note

Look at the definition of ^1.

Definition;	Purpose:
F-5 EXP -	Turns expand off.
← * ← ←	Moves left to T between No. and Price. Sets multiplication sign Moves left to T left of N.
↑MRK ↑→ ← ↑→ ← ↑→ ← ↑MRK	Marks part of line to be included in calculation. Note FIELD marking not used because of numbers in Code column.
F4	Performs calculation.
← SPC ↵ ↵	Removes * by typing SPACE on it. Moves to next number line.

UDK SET FOR SPLIT-SCREEN EDITING

You may split the screen and work with one document in each half, for example when translating. Then it is helpful to be able to scroll one or both screens with a single keystroke, or move the cursor from one half of the screen to the other.

Sample set

Set these values in the WP-Environment menu:
Note that this set requires Command menu mode.

```

WP-Environment Menu (1)

UDK library name      : (NOTIS)NEW-FEAT-WP-EN-M:UDK
UDK set name         : SPLIT-SCREEN
.
.
.
Command menu mode (Y/N) : Y
  
```

top half	up	cursor to top	down	List
both halves	up		down	Split Screen
bottom half	up	cursor to bottom	down	

Go back to WP:. Use the ^- key first to divide the screen. Fetch one of your own documents. Press ^2 to move the cursor to the lower window and fetch another of your own documents. Try out the other keys on the numeric keypad.

Things to note

Look at the definition for ^4. This is the UDK that scrolls both windows up.

Definition:	Keystrokes:
WIN2 SCRT WIN1 SCRT	FUNC 2, SCROLL UP, FUNC 1, SCROLL UP

Six keystrokes have been incorporated in one UDK. But in order to be really helpful, the UDK must take into account whether you are working primarily in window 1 or in window 2.

Recall that FUNC 1 moves the cursor into window 1, while FUNC 2 moves it to window 2. The cursor will therefore always be in window 1 when this UDK is finished working.

If you work primarily in window 2, define your UDK accordingly!

APPENDIX A
HOW TO BEGIN IF YOU DO NOT HAVE USER ENVIRONMENT

.....

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LOG IN

The first thing you must do is to get in touch with the computer, ie., you must LOG IN.

Here are the steps to follow to LOG IN. Your responses are underlined. The key marked ↵, is the carriage return.

HOW TO LOG IN.

Power on?

ESC

ENTER your-user-name ↵

PASSWORD: ↵ (or your password then ↵)

PROJECT PASSWORD: ↵ (or your project password then ↵)

OK

@

To LOG IN:

1. Check to make sure that the power is on. The on/off switch is the lower switch on the left side of the VDU.
2. Press the orange key marked ESC, in the upper left corner of the keyboard.
This is like knocking on the computer's door.

3. The word ENTER will appear on the screen. Type in the "user name" which your system supervisor gave you, followed by ↵. S/he must give you a user name before you can do anything!

The way the computer asks: "Who is there?" is by displaying the word ENTER. You identify yourself by giving your user name and ↵.

4. The word PASSWORD will now appear on the screen. IF you have a password, type that in followed by ↵. If you have no password, simply press ↵.

The PASSWORD is used for security reasons. You use it so that no one else besides you can enter the computer using your name.

5. If your machine uses an accounting system, the words PROJECT PASSWORD will appear. Give the project password plus ↵, or just ↵ if you have no project password.

N.B. There may be no accounting system on your machine. If that is so, disregard this step.

6. OK will appear on your screen. On the next line @ (the "commercial at" sign) will appear, if you have done everything correctly.

IF YOU HAVE MADE A MISTAKE, press ESC again and repeat the above procedure.

The @ means that you are in contact with SINTRAN. SINTRAN is ND's operating system. Through the operating system, you communicate with the computer by means of commands. These SINTRAN commands perform operations or provide you with information.

The following are useful SINTRAN commands:

- @WHO-IS-ON ↵

This tells you who is using the computer and their terminal numbers. It also has an arrow pointing to your name.

- @LIST-FILES,,, ↵

This gives you a list of all your documents.

If you wish to know more about SINTRAN commands you should refer to the ND manual: SINTRAN-III Timesharing/Batch Guide.

LOGOUT

~~When~~ you have finished your work with the computer, you must break off contact with SINTRAN and the computer.

You do this by giving the SINTRAN command:

@LOGOUT ↵

You may abbreviate this to LOG.

You should always LOGOUT when you are going away from your terminal for any time. Make it a habit to LOGOUT when leaving the terminal.

Here is a complete example of how a person with the user name of BEN would LOG IN and LOGOUT: (Note that he has no password and his responses are underlined. Your responses are underlined in this whole manual.)

ESC

ENTER BEN ↵

PASSWORD: ↵

PROJECT PASSWORD: ↵

OK

@LOGOUT ↵

APPENDIX B
QUICK GUIDE TO THE BROWN AND ORANGE KEYS

.....

Here is an overview of the brown and orange keys on the NOTIS-WP terminal and what they do. It is meant as a quick reference guide. We hope that you will find it useful.

ESC (ESCAPE) ESC lets you log in.

P1	P8
P9	P16

These keys are programmable. You may decide yourself what functions you want to give them. They are valid for the terminal, not the user. Note that P9 is SHIFT + P1, P10 is SHIFT + P2, etc.

How to program the keys:

1. Hold the CTRL key down while pressing the HELP key twice.
2. Move the cursor down to PUSH-keys with the "down arrow".
3. Press ENTER.
4. Fill in the columns with the functions you want. You may move from field to field by using ↓ and ↑.
5. Press ESC 3 times to get back to SINTRAN.

Example: You program P1 to be "NOTIS-WP-E" so when you want to use the editor, you only need to press P1 instead of writing "NOTIS-WP-E".



Marks parts of a text. This must be given at the beginning and end.

SHIFT

+



Marks a rectangular area of text when used in the upper left and then again in the lower right of the text you want marked.



Marks one TEXT field.

SHIFT

+



Marks one entire line (255 character positions).



Marks a paragraph.



Marks a sentence.



Marks a word.



Turns your terminal on/offline.



EXP (expand) Turns EXPAND mode on and off.

SHIFT

+



INS (insert) Turns APPEND mode on and off.



Conditional word divider.

SHIFT
+

Use this key to type in letters with accents.



1. After pressing this, # will appear on the screen.

2. Press the accent mark you want.

3. Type in the letter.



Starts a new paragraph. (Paragraph spacing and paragraph indentation are determined in MENU number 5.)



Deletes a character.



This is the GO-TO key. Use this to move directly to a numbered page or a certain line.



Deletes marked text.

SHIFT
+

Deletes the marked text but leaves blank spaces where the marked text was.



Copies text.

SHIFT
+

Copies marked text and writes over the text found in the new area.



Moves marked text.

SHIFT

+

Moves marked text, leaves blank spaces and overwrites existing text.



Sets/removes tabulator stops.

SHIFT

+

Sets/removes decimal tabulator stops.



Calls the Ruler for the cursor position into the text.

SHIFT

+



Calls the document normal Ruler into the text.



1. Underlines marked text.
2. Turns on underline mode.
3. In rulers it starts underline for wordwrap at cursor position.

SHIFT

+



1. Removes underlining from marked text.
2. Turns off underline mode.
3. In rulers it stops underline for wordwrap at cursor position.



1. Sets left justification mode.
2. Left justifies marked text.

SHIFT

+



1. Sets right justification mode.
2. Right justifies marked text.



Justifies a paragraph.



1. Sets stretch justification mode.
2. Stretch justifies marked text.

SHIFT

+



1. Sets center justification mode.
2. Center justifies marked text.



1. Removes marking from a marked area.
2. Restores the last changes in the current line.
3. Restores last line deleted with F1 when no text is marked.

SHIFT

+



Restores marking to the last text area that was marked.



Shows the previous window.

SHIFT

+



Moves the screen window 40 positions to the left.
(This depends on the value of the Horizontal step set in
MENU 2.)



Shows the next screen window.

N.B. There may be no accounting system on your machine. If that is so, disregard this step.

6. OK will appear on your screen. On the next line @ (the "commercial at" sign) will appear, if you have done everything correctly.

IF YOU HAVE MADE A MISTAKE, press ESC again and repeat the above procedure.

The @ means that you are in contact with SINTRAN. SINTRAN is ND's operating system. Through the operating system, you communicate with the computer by means of commands. These SINTRAN commands perform operations or provide you with information.

The following are useful SINTRAN commands:

- @WHO-IS-ON ↵

This tells you who is using the computer and their terminal numbers. It also has an arrow pointing to your name.

- @LIST-FILES,,, ↵

This gives you a list of all your documents.

If you wish to know more about SINTRAN commands you should refer to the ND manual: SINTRAN-III Timesharing/Batch Guide.

LOGOUT

When you have finished your work with the computer, you must break off contact with SINTRAN and the computer.

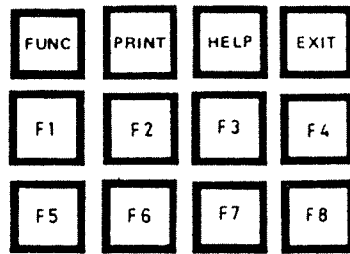
You do this by giving the SINTRAN command:

@LOGOUT ↵

You may abbreviate this to LOG.

You should always LOGOUT when you are going away from your terminal for any time. Make it a habit to LOGOUT when leaving the terminal.

Here is a complete example of how a person with the user name of BEN would LOG IN and LOGOUT: (Note that he has no password and his responses are underlined. Your responses are underlined in this whole manual.)



Key	Use	SHIFT + this key
F1	Deletes the line the cursor is on	1. Graphic mode on/off 2. Boxes in a marked area
F2	Inserts a blank line.	Turns Greek letter mode on and off.
F3	Not used yet.	Turns mathematical character mode on and off.
F4	Arithmetic functions	Not yet used
F5	Splits line at cursor position in the cursor's text field.	Joins line to previous line in the cursor's text field.
F6	Changes (marked) text from uppercase to lower case	Changes (marked) text from lowercase to uppercase
F7	Finds the next occurrence in the FIND command.	Same as FUNCTIONS/FIND
F8	Used with STANDARD/TEMPORARY texts.	
FUNC	Used with other keys to perform various functions.	
PRINT	Used to get paper copies of your work	
HELP	Enters the HELP system.	
EXIT	Used to leave NOTIS-WP	

APPENDIX C
GUIDE TO OTHER TERMINALS

.....

Here is a simplified guide to the FACIT-4410-ND-NOTIS terminal and non-NOTIS terminals. For a more complete guide, consult the NOTIS-WP Reference Manual - Editor, ND-63.002 or NOTIS-WP Reference Card for FACIT-4420, ND-63.019 EN. When using the FUNC key:

1. Press it and let go, as you would if you typed in an ordinary character.
2. Press the other character indicated.

NOTE: A letter written between less than and greater than signs, eg., <Z>, means that you press that letter while holding the CTRL key down.



use: FUNC <Z>

SHIFT

+



use: FUNC <V>



use: FUNC F



use: FUNC P



use: FUNC S



use: FUNC W



use: <E>

SHIFT

+



use:



use: FUNC D

SHIFT

+



use: FUNC space-bar



use: FUNC C

SHIFT

+



use: FUNC I



use: FUNC M

SHIFT

+



use: FUNC E



use: FUNC TAB or FUNC <T>



use: FUNC (

SHIFT

+



use: FUNC)



use: FUNC _ (underline character)

SHIFT

+



use: FUNC `



use: FUNC <

SHIFT

+



use: FUNC >



use: FUNC J



use: FUNC =

SHIFT

+



use: FUNC :



use: FUNC X

SHIFT
+

use: FUNC Q



use: FUNC

SHIFT
+

use: FUNC



use: FUNC

SHIFT
+

use: FUNC



use: FUNC B



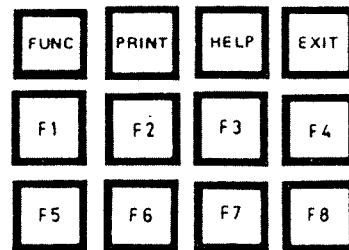
use: FUNC N



use: <T>



use: <U>



Key	Use this instead	SHIFT + this key
F1	use: <D> <D>	use: FUNC A
F2	use: <L>	use: FUNC G
F3	use: FUNC <U>	
F4	use: FUNC +	
F5	use: FUNC Y	use: FUNC Z
F6	use: FUNC L	use: FUNC U
F7	use: G in HOME	use: <G>
FUNC	use: CTRL + _	
PRINT	use: FUNC !	
HELP	use: FUNC ? or H in HOME	
EXIT	use: E in HOME	

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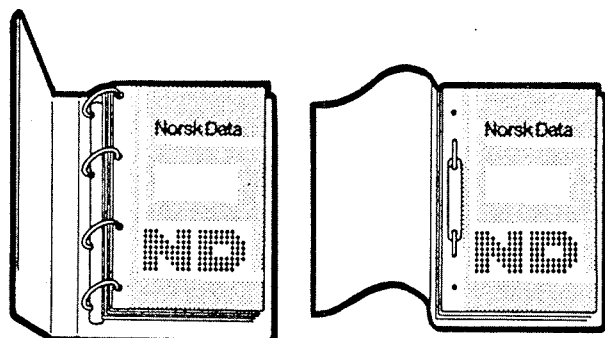
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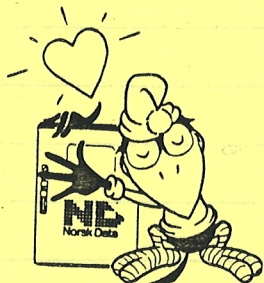
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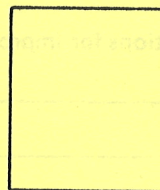
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