Introduction to NOTIS-WP

ND-63.001.02

Norsk Data

Introduction to NOTIS-WP

ND-63.001.02

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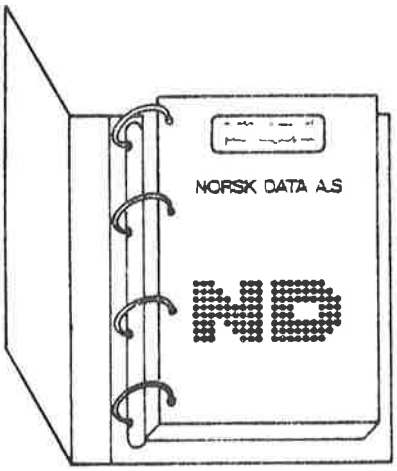

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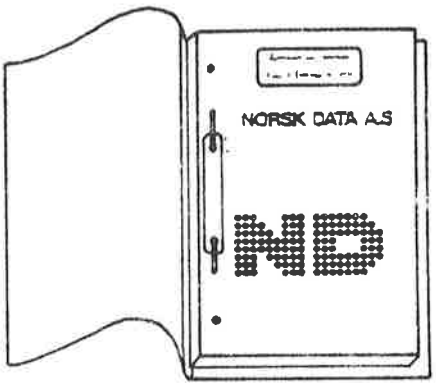

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Preface:

THE PRODUCT

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 or DIABLO.

This manual is primarily intended for use with the ND 246 (TDV 2200/9) terminal, though APPENDIX C gives a simplified guide for use with the FACIT-4410-ND-NOTIS terminal and non-NOTIS terminals.

In this manual, we are describing some of the functions available in

NOTIS-WP SUT 10079-J.

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.

THE MANUAL

This is an 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, but should be used in conjunction with the NOTIS-WP Reference Manual - Editor (ND-63.002).

There are three appendices and index. APPENDIX A explains some of the error messages that you might get using NOTIS-WP. 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

NOTIS-WP Reference Manual - Editor (ND-63.002)

NOTIS-TF Text Formatter Reference Manual (ND-63.007)

SINTRAN-III Introduction (ND-60.125)

SINTRAN-III Timesharing-Batch Guide (ND-60.132)

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C H A P T E R 1

INTRODUCTION

1 INTRODUCTION

1.1 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.
- It has automatic pagination and layout.
- You can delete, copy, move, underline and change the case of text with ease.
- It does arithmetic.
- It sorts lines alphabetically and numerically.

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

This manual is intended as an introduction to NOTIS-WP and does not describe all the functions of the J version. IT APPLIES ONLY TO THE ND-246 (TDV 2200/9) TERMINAL. APPENDIX C is a simplified guide for use with the FACIT-4410-ND-NOTIS terminal and non-NOTIS terminals.

For a complete description of NOTIS-WP you should consult the NOTIS-WP Reference Manual - Editor, ND-63.002. You will need the NOTIS-WP Text Formatter Reference Manual, ND-63.007 if you later begin to use the NOTIS-TF text formatter.

1.2 Equipment

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.

1.3 Some questions

Have you used ND computers before?

Do you know how to log in and log out?

Yes? Skip to chapter 3.

No? Turn to chapter 2.

CHAPTER 2

HOW TO BEGIN

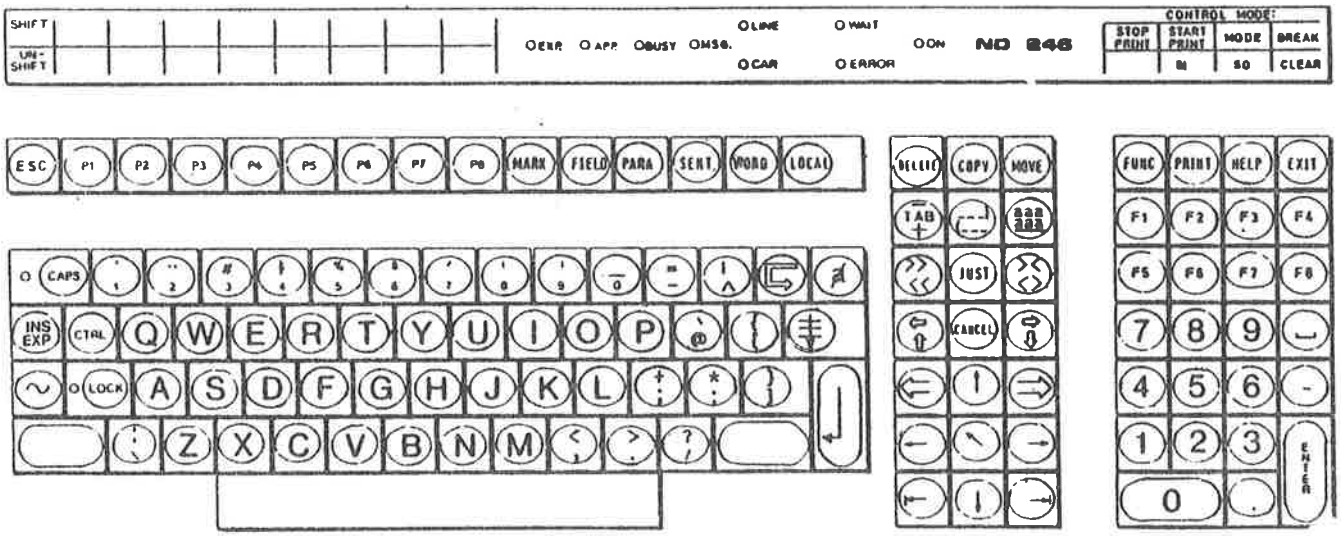


Fig. 1. The NOTIS keyboard, ND 246 (TDV 2200-9)

2 HOW TO BEGIN

2.1 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 ↵ key is the large orange key to the right of the white keys, it is the Carriage Return.)

   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.

2.2 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, as your responses will be underlined in the rest of this manual.)

```
[ESC]

ENTER BEN ↵

PASSWORD: ↵

PROJECT PASSWORD: ↵

OK
@LOGOUT ↵
```

CHAPTER 3

HOW TO START USING NOTIS-WP

3 HOW TO START USING NOTIS-WP

3.1 Starting NOTIS-WP

After you have logged in and you have the @ (the SINTRAN sign) on your screen, you are ready to start NOTIS-WP.

After the @, type NOTIS-WP-ENG followed by ↵. It may be abbreviated to @N-W-E ↵. This is for the English version of NOTIS-WP. If you are using one of the other language versions of NOTIS-WP, the ENG will change to NOR for Norwegian or FR for French, etc.

Example:

@NOTIS-WP-ENG ↵ (or @N-W-E ↵)

The following picture will appear on your screen:

```
WP:
Line: 1-21  Column: 1-80  Region:MAIN                    Position:
(...:...T1....:..T.2....:.T..3....:T...4....T....5...T:....6..T.:....).T..:...8
```

Indicates (standard) right border.

Indicate (standard) tabulator stops.

Indicate character positions.

Indicates (standard) left border.

Refers to how characters are stored in the computer.

Advanced or Beginner in NOTIS-WP.

Justification mode.

Filling mode (for use with NOTIS-TF).

Automatic word wrap.

Word justification.

```
7 Advanced    <<  FM=C    WW  WJ
```

The line at the bottom is the STATUS LINE. It appears in inverse video, ie., dark characters on a lighted background. Use it because it gives you important information about which features of NOTIS-WP are turned on or off. As we go on in this manual, we will refer to the STATUS LINE and the information you will see there.

The first position on the left is 7 when you call up NOTIS-WP for the first time, but may change to 16. It refers to the way characters are stored in the computer's memory, either in a 7 bit or 16 bit format. At this point you do not need to know what that means.

Next, you will see either Advanced or Beginner. Advanced gives you all the functions in NOTIS-WP and Beginner limits the number of functions you can use. We recommend always being in Advanced mode. Chapter 10 on MENUS tells how to change this, but do not look there yet!

The << refer to the justification mode the system is set in. In this case left justification. (This will be explained in section 5.3.)

WW refers to "word wrap" which means that when you are typing and you come to the end of the line, the cursor automatically goes to the beginning of the next line.

WJ means that automatic justification after word wrap is active.

The STATUS LINE also shows whether other functions are on or off. Later, we will refer to these.

Chapter 1 of the NOTIS-WP Reference Manual - Editor, ND-63.002 gives a full explanation of the STATUS LINE.

IF the STATUS LINE does NOT appear in inverse video, it means that you must change the terminal type. The correct terminal-type is 53.

To change the terminal type:

1. WP:! (ie., exclamation mark)
2. WP:New terminal type: 53 ↵

This is of course for the NOTIS terminal, ND 2200/9 and remember, your responses are the things that are underlined.

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. If you have difficulty calling NOTIS-WP or getting the correct picture on your screen, ask your system supervisor.

3.2 How to enter text using NOTIS-WP

When you first enter NOTIS-WP, the cursor (a blinking line _ or a rectangle of light) is in what we call HOME position (the upper left hand corner of the screen, after WP:). HOME may also be called COMMAND position because you can give direct commands to the system from this place. We will talk more about that in chapter 4.

To begin to type, press ↵. The cursor will move into what we call the WORK AREA. (This is the area that begins with the third line from the top of your screen and end with the STATUS LINE at the bottom.) You may now begin to enter text in the same way as you would on a typewriter.

Type in the following paragraphs for practice. (If you make a typing error, you may take a quick look at section 4.3, on page 25, but come right back here!!)

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.

3.3 Storing text

What you type in the WORK AREA is only temporary until you STORE it in 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.

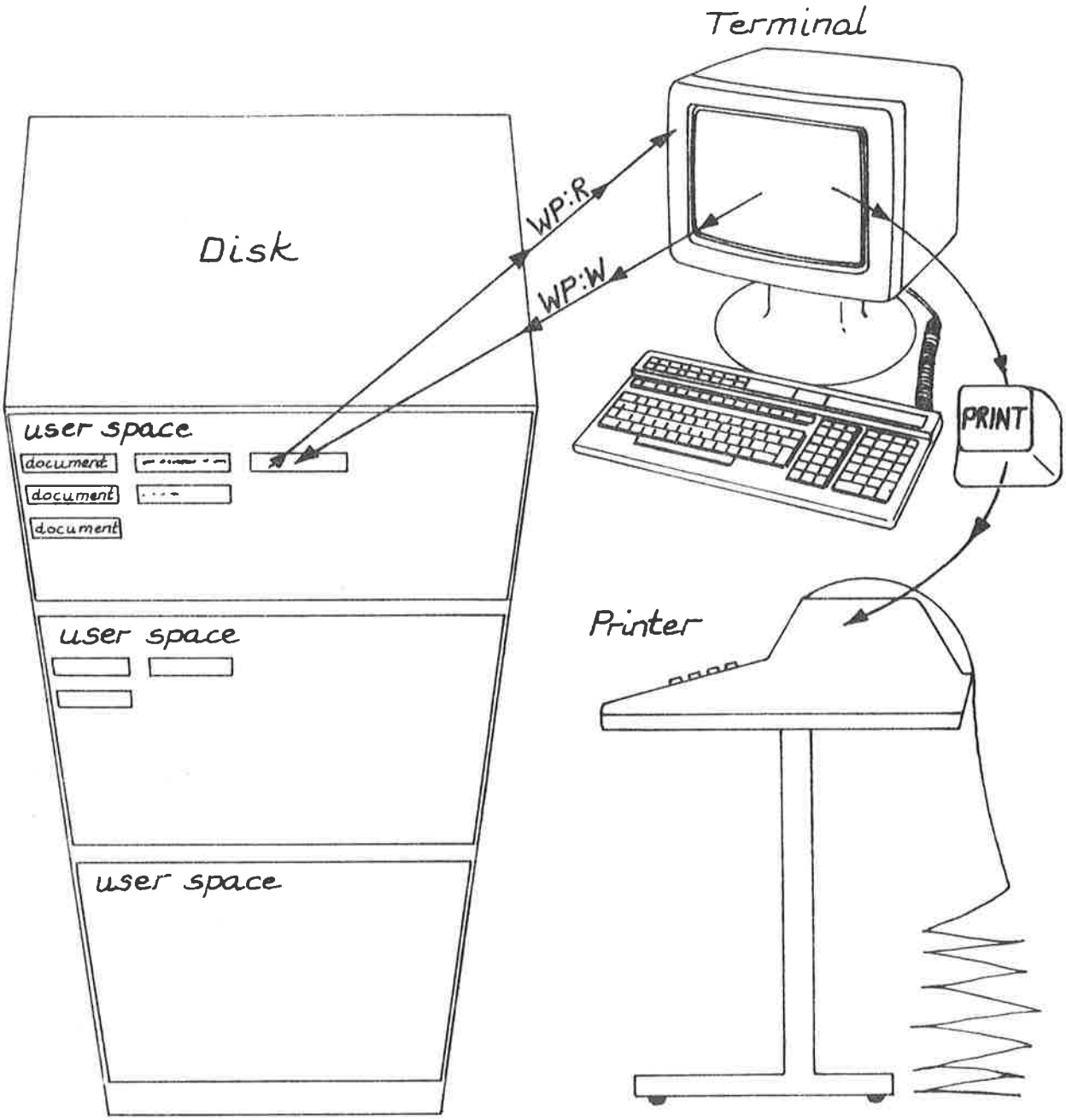


Fig. 2. Storing your work in the computer´s memory

Here is how to STORE text:

```
If you are in the WORK AREA, press [↖].

WP:W

WP:Store document: "your-document-name" ↵

WP:Storing: YOUR-DOCUMENT-NAME:TEXT

WP:249 lines stored (8919 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 WORK AREA, you must first move the cursor back to HOME position. Press the brown key marked ↖ (we call it the HOME key). This moves the cursor back to HOME position.

When the cursor is in HOME positon, press W (which stands for write). 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 by beginning with " (double quotes) and using letters and/or numbers (which may be separated by hyphens) and ending with " (double quotes). Note that you may only use letters and numbers and the only separators that you may use are hyphens. (It must have a name so that you can find it again and bring it back to your screen.) Next press ↵.

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

↖	(If you are in the WORK AREA)
WP:W	
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.

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 WORK 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"

Now is the time for you to practice what you have just learned! STORE the text that you typed in before on a document that you call "PRACTICE-1".

Chapter 10 has more details on how to STORE your work, but do not look there yet!

3.4 Printing your text on paper

First STORE your work using WP:W 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 print-out:

Press the orange key in the upper right section of the keyboard.

PRINT

WP:Device name: PHILIPS (or DIABLO or LINE-PRINTER) ↵

WP:Printing on: PHILIPS

WP:Ready

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, a DIABLO, 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 print-out is ready since the printer takes time to print your document.

Note well: There is a difference between PRINT and WRITE.

PRINT means producing a print-out on paper.

WRITE means storing or saving your work in the computer's memory.

3.5 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.

EXIT

IF you have not entered any text yet, you will immediately go out of NOTIS-WP and @ will again appear on your screen.

Example of exiting after you have entered text.

```
EXIT

WP:The text is modified! Do you want to store it (Y/N)? Y

WP:Store document: your-document-name ↵

WP:EXIT NOTIS Word Processor
@
```

Once you have entered text in the WORK AREA there is a slightly longer procedure when you exit. If you try to exit and you have not stored your work, NOTIS-WP will prompt:

WP:The text is modified! Do you want to store it (Y/N)?

If you answer Y (for yes),

WP:Store document:

appears on the screen. Type the name of the document you wish to STORE your work in, followed by ↵, and then you will exit.

If you answer N (for no), you will just exit without storing your work. In other words, any changes made since the last STORE command will be lost.

CHAPTER 4

EDITING EXISTING TEXT

4 EDITING EXISTING TEXT

4.1 Retrieving existing text

How to RETRIEVE existing text.

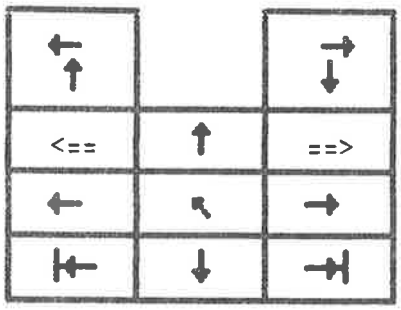
```
WP:R

WP:Retrieve document: your-document-name ↵

WP:Retrieving: YOUR-DOCUMENT-NAME:TEXT

WP:109 lines retrieved (4089 bytes)
```

After you have entered NOTIS-WP, and you want to RETRIEVE a document that you have created before, press R (which stands for RETRIEVE) while you are in HOME position. Type in the name of the document that you wish to work on again followed by ↵.

In chapter 10 we will explain how to RETRIEVE documents if you already have text in the WORK AREA, but do not turn to that chapter yet, just continue reading in this chapter.

4.2 Cursor movement

Look at the brown keys (the ones with the arrows on them) toward the right side of the keyboard. They look like this:



These keys are used for navigation, i.e., moving the cursor.

In the WORK AREA	In HOME position
↖ cursor moves HOME	↖ cursor moves back to WORK AREA
→ cursor moves 1 position right	→ display moves 40 positions right (50% of screen, set in MENU 1)
← cursor moves 1 position left	← display moves 40 positions left (50% of screen, set in MENU 1)
↓ cursor moves 1 line down	↓ Next screen window displayed
↑ cursor moves 1 line up	↑ Previous screen window displayed
→| move to next tab stop	
|← move to previous tab stop	
SHIFT + ==> move to end of line	
SHIFT + <== move to first position of the line	
←↑ Previous screen window displayed with SHIFT, display moves 40 positions (50% of screen) left	←↑ Previous screen window displayed with SHIFT, display moves 40 positions (50% of screen) left
→↓ Next screen window displayed with SHIFT, display moves 40 positions (50% of screen) right	→↓ Next screen window displayed with SHIFT, display moves 40 positions (50% of screen) right

4.3 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.

4.3.1 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!!

4.3.2 Deleting one line

[F1] Deletes an entire line where the cursor stands. Section 7.1.1 describes other ways of deleting text.

Later, you can refer to chapter 10 in the NOTIS-WP Reference Manual - Editor, ND-63.002 for ways of deleting parts of lines.

[CANCEL] Restores the last line deleted with F1, when no text is marked. It will be inserted above the line where the cursor stands. (Marked text will be explained later.)

4.3.3 Expand mode

[INS EXP] This key sets NOTIS-WP in EXPAND mode. When EXPAND mode is on, new characters can be inserted to the left of the character where the cursor is positioned. NOTIS-WP will make room for the new characters.

If EXPAND mode is on, the word "Expand" will appear (on the STATUS LINE) in the bottom right corner of your screen. The red 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.

4.3.4 Blank line insertion

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

F2

1. This key inserts a blank line above the line where the cursor stands. This is the most common way of inserting blank lines.

SHIFT + INS EXP

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 ↵.

When APPEND mode is on, the word "Append" appears on the STATUS LINE of your screen in inverse video and the red 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.

4.3.5 Get (find) a string - F7

You can locate a group of up to 36 characters and/or spaces very easily.

SHIFT + F7

Press SHIFT + F7 either in HOME or in the WORK AREA. The message: WP:Get string: will appear on the screen. Type in the character(s) you wish to find, then press ↵.

NOTIS-WP will bring the next 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.)

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.

4.3.6 Substitution - S

You can replace one character or set of characters throughout your document with another by using the S command in HOME.

1. In HOME, press the S key. The following will appear on the top line (HOME) of your screen:

```
WP:Substitute:                    with:
                                                Manual check:
```

2. Type in the characters that you wish changed, exactly as they appear in your text followed by ↵. The cursor will skip to the right of the word "with:".

3. Next, type in the new characters (and spaces) you wish to replace the old ones with, followed by ↵.

4. The cursor will now skip 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 occurence to your screen with the cursor position at its first character. You then must decide whether you wish the replacement to happen or not. If you press the S key, the string will be replaced. If you press any other 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 "occurrance" to "occurrence" and you only type "an" after "Substitute:" 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 substitutions

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 can distinguish between uppercase and lowercase.

4.3.7 Underlining as you type - F3

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

F3

Press the F3 key to turn on the automatic underlining. After you have done this, a line _ will appear on the STATUS LINE in inverse video, just to the right of center. When automatic underlining is on, all characters and spaces that you type in will be underlined.

To turn the automatic underlining off, press the F3 key again. In other words, the F3 key is both the on and off switch for automatic underlining.

You can also add underlining to, or remove underlining from text that you have already typed in. We will discuss this in section 8.2.2.

4.3.8 Splitting and rejoining lines - F5

You may split a line in two.

F5

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

You may rejoin a line to the one above it.

SHIFT
+
F5

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

4.4 Paging through a document

Use the following commands from HOME position to page through a document:

↓ - Displays next-screen-picture (default is the next 19 lines of your text. The number of lines is set in MENU 1.

↑ - Displays previous-screen-picture (default is the previous 19 lines of your text. The number of lines is set in MENU 1.

N - Displays the next page.

P - Displays the previous page.

F - Displays the first-screen-picture, the beginning of your text.

L - Displays the last-screen-picture, the last half screen of your text.

M - Move to line number n.

If you are in the WORK AREA press [↖].

WP:Move to position: 487 ↵ (the line number you want)

That line will appear as the first line in the WORK AREA.

```
*********************************************************************
* At this point you should type in about 50 lines of text for *
* practice. Then practice using what you have already learned and try *
* the quiz on the next page.                                          *
*********************************************************************
```

4.5 Quiz number 1

Answer the following questions. Check your answers in the previous sections.

In HOME position, what do the following keys do?

	Section
F -	4.4
L -	4.4
M -	4.4
N -	4.4
P -	4.4
W -	3.3
↓	4.2 4.4
↑	4.2 4.4
←	4.2
→	4.2
PRINT	3.4
↖	4.2

In the WORK AREA, what do the following keys do?

	Section
F1	4.3.2
F2	4.3.4
F3	4.3.7
F5	4.3.8
F7	4.3.5
SHIFT + F7	4.3.5
↑	4.2
↓	4.2
→	4.2
←	4.2
⇤	4.2
⇥	4.2
SHIFT + ==>	4.2
SHIFT + <==	4.2
INS EXP (SHIFT)	4.3.3 4.3.4
↖	4.2
↵	3.2

CHAPTER 5

BORDERS, TABS, JUSTIFICATION AND ACCENTS

5 BORDERS, TABS, JUSTIFICATION AND ACCENTS

5.1 Setting BORDERS

Default, or standard borders are preset to 1 for the left border and 70 for the right. They may be set to different standard values on your machine.

There are 2 ways to change the borders.

1. From HOME position:

```
WP:B

Wp:Borders: 1,75 ↵
```

In HOME, press B. Then type in the new borders you want separated by a comma. Press ↵.

On the third line from the top of your screen, there will be a left parenthesis at the position you set the left border and a right parenthesis where you set the right border. See the next line.

```
(...:...T1....:..T.2....:.T..3....:T...4....T....5...T:....6..T.:....).T..:...8
```

2. In the WORK AREA, to set the left border, position the cursor where you want the left border to be.

Press:

```
...)
(...
```

To set the right border, place the cursor where you want the right border to be.

Press SHIFT +

```
...)
(...
```

You may set the borders to any position from 1 to 255. The default (standard) values for the borders may also be set in MENU 2 and are called "left border" and "right border". This will be explained in chapter 11 on MENUS.

5.2 Setting TABS

Like the borders, there are default (standard) values set for tabs. These are 9, 27, 36, 45, 54, 63, 72. They are indicated on the screen by T's on the third line from the top.

There are 2 ways to change the tab values.

1. In HOME position,

```
Wp:T

WP:Tabulators: 5,12,20,35,40,60,65 ↵
```

In HOME, press the T (for tabs) key. Then type in the position numbers where you want the new tabs to be set, separated by commas. Press ↵.

2. From the WORK AREA.

Place the cursor in the column where you want a tab.

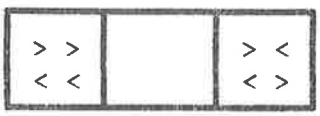
Press;

If there is no tab set there, NOTIS-WP will set a tab and indicate it with a T 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 at tab there.

5.3 Justification

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



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

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 made straight. This and all the other paragraphs of this manual are examples of stretch justification.

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 in your text, 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.

Place the cursor anywhere in the paragraph you want justified. Press this key. The paragraph will be justified according to the justification mode which is set on the STATUS LINE.

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.

You can, of course, type in an actual hyphen if you want a word hyphenated, though NOTIS-WP will not break a word on a real hyphen during justification.

5.4 Accents

SHIFT
+

This is used to type in accents over letters.

1. Press SHIFT + ~. You will see £ on the screen.

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.

CHAPTER 6

MARKING TEXT

6 MARKING TEXT

6.1 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:

MARK	FIELD	PARA	SENT	WORD

6.1.1 Word marking

WORD

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.

In NOTIS-WP a word begins with the first character to the right of a space and ends with the last character to the left of the next space. Note that we say character and not just letter; 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.

6.1.2 Sentence marking

SENT

When you press this key, you mark the sentence where the cursor is located. As with word marking, it is marked in inverse video.

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.

6.1.3 Paragraph marking

PARA

Press this key to mark the paragraph in which the cursor is placed.

1) NOTIS-WP considers all the text between two blank lines to be a paragraph.

2) It also considers a blank in position 1 of a line to be the beginning of a new paragraph.

3) Finally, NOTIS-WP considers the text to the left of the left margin to be the beginning of a new paragraph.

Examples:

```
...(....:....T....:....T....:....T....:....T....:....T....:....)....:...T
```

(left margin)

1) Text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

1) Text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

2) Text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

3) Text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

6.1.4 Field marking

FIELD

This key marks an entire line (field) from character position 1 to position 255.

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.

6.1.5 Continuous text marking

MARK

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.

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.

6.1.6 Marking rectangles

SHIFT + MARK

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.

Use this method when marking parts of tables.

Note: If SHIFT + MARK is used twice in the same column but in different lines, the entire lines will be marked and not just the one column.

6.2 Remove marking

CANCEL

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. (Confer sections 4.3.2. and 7.1.1)

6.3 Restore marking

SHIFT + CANCEL

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.

Now practice all the things explained so far, then turn the page and

try quiz number 2.

6.4 Quiz number 2

The numbers in the parentheses refer to the sections which contain the answers.

What are the ways to set borders? (5.1)

How do you set tabulators? (5.2)

What is left justification? right? stretch? center? (5.3)

How do you set the justification mode? (5.3)

How do you justify a paragraph? (5.3)

How do you tell NOTIS-WP where to hyphenate a word? (5.4)

What is a "word" in NOTIS-WP? How do you mark a word? (6.1.1)

What is a "sentence"? How do you mark a sentence? (6.1.2)

What is a "paragraph"? How do you mark a paragraph? (6.1.3)

How many character positions are in a field? How do you mark a field? (6.1.4)

How do you mark continuous text? (6.1.5)

How do you mark a rectangle or box? (6.1.6)

How do you remove marking? (6.1.7)

How do you restore marking? (6.1.8)

C H A P T E R 7

WORKING WITH MARKED TEXT

7 WORKING WITH MARKED TEXT

7.1 Delete, copy and move marked text

DELETE	COPY	MOVE

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

7.1.1 The DELETE key

DELETE

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 + DELETE

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.

7.1.2 The COPY key

COPY

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.

7.1.3 The MOVE key

MOVE

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 + [→↓]

7.2 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 + [> < < >]

7.3 Underline/remove underlining

Mark the text that you want underlined.

Press this key to underline marked text. (Confer section 4.3.7.)

SHIFT
+

SHIFT + this key removes underlining from marked text.

7.4 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.

CHAPTER 8

DECIMAL JUSTIFICATION, ARITHMETIC AND SORTING

8 DECIMAL JUSTIFICATION, ARITHMETIC AND SORTING

8.1 Decimal justification

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

1. SHIFT + [MARK] top left of area to be justified.
2. SHIFT + [MARK] bottom right of area to be justified.
3. Move cursor to the column where you want the decimal point.
4. Press [FUNC] 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 comma (,). The decimal point divider is set in MENU No. 2, see chapter 11.

8.2 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 procedures

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.
3. Place the cursor where you want the decimal point of the answer. Remember to leave enough room for the answer!
4. Press [F4]
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.

8.2.1 Arithmetic practice

Now practice decimal justification and arithmetic on the figures below.

```
  456.23
    3985.24        4980.326        7793.3          950.44
+  56.89          -1758.859        *  47.5        /478.37
```

8.3 Alphabetical or numerical sorting

NOTIS-WP can sort lines alphabetically or numerically.

How to sort lines alphabetically or numerically:

1. SHIFT + [MARK] top left AND bottom right of area to be sorted.
2. [↖]
3. WP:Q
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, press the Q key and the message:

Wp:Sort area:

will appear. 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.

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:

Smith
Johnson
Fartland
Raygun
Petersen
Brown

sorted looks like this:

Brown
Fartland
Johnson
Petersen
Raygun
Smith

CHAPTER 9

Graphic mode

9 Graphic mode

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

9.1 Drawing boxes around text

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 + [MARK]

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 + [MARK] again.

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

5. Press: SHIFT + [F1]

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 column 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!

9.2 How to turn GRAPHIC mode on and off

To turn GRAPHIC mode on:

1. Press: SHIFT + F1

2. On the STATUS LINE, ┼ (a large plus sign) will appear which indicates that 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.

9.3 The designs in GRAPHIC mode

The number keys (the white field of keys 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.

These number keys			produce	these designs in GRAPHIC mode.		
7	8	9	→	┌	┬	┐
4	5	6	→	├	┼	┤
1	2	3	→	└	┴	┘
0		.	→	—		│

Here is a list of the keys you use to produce the other design characters in GRAPHIC mode, but remember the limitations of your printer! This particular example was printed on a DIABLO-1650.

This key produces		this design character in GRAPHIC mode
!	→	
"	→	
£	→	
$	→	
%	→	
&	→	
/	→	c
(	→	
)	→	
=	→	
?	→	

This key produces		this design character in GRAPHIC mode
+	→	●
.	→	≡
-	→	∿
:	→	↲
,	→	↓
;	→	↑
<	→	←
>	→	→

9.4 Quiz number 3

After you have practiced all the functions that you have learned so far, answer the following questions:

How do you delete text? (7.1.1)

How do you copy text? (7.1.2)

How do you move text? (7.1.3)

What is the difference between COPY and MOVE?

How do you justify marked text? (7.2)

How do you underline text? Remove underlining? (7.3)

What does the F6 key do? SHIFT F6? (7.4)

What do we mean by decimal justification? How do you do it? (8.1)

What do the following signs mean in arithmetic functions? (8.2)

+ .....

- .....

* .....

/ .....

** .....

% .....

How do you do arithmetic in NOTIS-WP? (8.2)

What procedure must follow to sort lines alphabetically and/or numerically? What should you always do BEFORE beginning the sorting procedure? (8.3)

How do you draw a box around text? (9.1)

Does the box take up space? Why should that affect the way you mark the text?

How do you turn GRAPHIC mode on/off? (9.2)

Why must you be careful using this key?

CHAPTER 10

MORE DETAILS ON RETRIEVE AND STORE

10 MORE DETAILS ON RETRIEVE AND STORE

This chapter gives you some very important details about reading documents into NOTIS-WP and storing all or part of your work.

10.1 RETRIEVE document - R

The R command reads text into the NOTIS-WP WORK AREA from a document which has already been entered on a terminal and stored in the computer's memory.

The basic format of the RETRIEVE command is:

```
WP:R

WP:Retrieve document: document-name ↵
```

The only mandatory parameter in this command is document-name and if you give this parameter alone followed directly by ↵, the whole document from the first to the last line will be read into the WORK AREA.

If you want to read only part of a document into the WORK AREA, use ↓ to specify the optional (from line),(to line) parameters.

The format of the command is then:

```
WP:R

WP:Retrieve document: document-name ↓
Insert before: ↓                    Area: line nos. ↵
```

Example:

```
WP:R

WP:Retrieve document: training-manual ↓
Insert before: ↓                    Area: 25:250 ↵
```

Only lines 25 to 250 of your document TRAINING-MANUAL will then be read into the WORK AREA. This is useful if you only want to use parts of a document, since you can choose either to create a separate document with these few lines by giving it a new name, or to abbreviate your current document because you now only need lines 25 to 250.

If you now use:

Wp:W ↵ ↵

to STORE this text to the same document, only lines 25 to 250 will be stored. In other words, the rest of the text will be deleted and only lines 25 to 250 of the text will remain. If that was your intention, to abbreviate the document and keep only these particular lines then just STORE in the normal way, ie., WP:W ↵ ↵.

BUT if you want to keep all the original document, but also have lines 25 to 250 stored separately, you must create a new document containing just these lines. The whole procedure would be like this:

```
WP:R

WP:Retrieve document: training-manual ↓

Insert before: ↓                          Area: 25:250 ↵

WP:W

WP:Store document: "new-manual" ↵
```

The new document, NEW-MANUAL, will now be the abbreviated version containing only lines 25-250 and training manual will remain as it was before you began the whole operation.

(See the next section (9.2) devoted to the W command - STORE current text to document-name or to "document-name".)

With the R command you can also merge a new document (or parts of it) into the document you are currently editing, ie., read in more text from another document while you are working on the current document.

You can also decide exactly where you want the additional text inserted.

With the main document on the screen, use the R again as shown below:

```
WP:R

WP:Retrieve document: second-document-name ↓

Insert before: line number ↓              Area: line nos. ↵
```

Example:

```
WP:R

WP:Retrieve document: handbook ↓

Insert before: 250 ↓                    Area: 300:600 ↵
```

You have inserted 300 lines from your second document, handbook, before line 250 of your current document, training manual, though they still exist in the document called handbook in the computer's memory

If you read a second, complete document into the WORK AREA with with a second R command, your command will result in the following prompts from the system:

- **Save edited text to default-document-name (Y/N)?**

  This prompt occurs if you have modified something in your document before giving the second R command, and avoids your losing text that has not been stored in the computer's memory yet.

  If there is text in the WORK AREA but no default-document-name, ie., this is new text that you have not yet stored under a document name, the system will prompt:

- **Do you want to clear current text before reading new document (Y/N)?**

  If you reply Y (yes) your current-document-name will disappear from the WORK AREA. If you reply N (no), it will remain in the WORK AREA when second-document-name is read in.

  IMPORTANT! If you have are working on new text, ie., text that you have never STORED in a document, you will lose it if you answer Y to this question! BE CAREFUL!

- If you answer N to the above question the following prompt comes up:

  Update the default-document-name to second-document-name (Y/N)?

  The prompt requests confirmation of the default-document-name. The options are either to answer NO and thus maintain the current-document-name, or to reply YES and rename the merged documents with the second-document-name.

In all these 'READ and MERGE' options the default values used by NOTIS-WP, whenever you simply type ↵ after document name, are:

- Insert before: after the last line in the WORK AREA

- Area: the whole document.

10.2 STORE document - W

The STORE command will cause text to be written from the NOTIS-WP WORK AREA into a document (in the computer's memory).

Here is how you use this command:

1. Press [↖] if you are in the WORK AREA.
2. WP:W
3. WP:Store document: document-name ↵

a) If you want to STORE all of the text you have in the WORK AREA, the format of the answer is:

- WP:Store document: document-name ↵

  DOCUMENT-NAME is the name of the document to be stored.

  You then STORE all of what you have in the WORK AREA at that time in the computer's memory under the given name.

If you want STORE just part of the text in the WORK AREA, use the following format:

- WP:Store document: document-name ↓ Area: line nos. ↵

  where

  Area: line nos. is the portion of the text in the WORK AREA that you wish to STORE in the computer's memory under DOCUMENT-NAME.

An example:

```
WP:W

WP:Store document: training-manual ↵
```

This results in the whole document being written to memory.

```
WP:W

WP:Store document: training-manual ↓  Area:1:50 ↵
```

This results in only lines 1 to 50 being written to memory.

A new document name must be given in double quotes when it is created for the first time with a STORE document command: "document-name".

Another example:

```
WP:W

WP:Store document: "information" ↓   Area: 20:1500 ↵
```

In this example we have decided that we want to create a document called 'information' and STORE lines 20 - 1500 of our current text in this document.

When you STORE text to the computer's memory under a name which is different from the default document name already set, NOTIS-WP will ask:

WP:Update default document name to INFORMATION:TEXT (Y/N)?

This question asks whether you want to continue working on the document called INFORMATION:TEXT. If you answer Y (for yes), the default document name will be updated to INFORMATION:TEXT in MENU 1. If you answer N (for no), the default document remains the same and you will still be working on TRAINING-MANUAL:TEXT. The document INFORMATION:TEXT has already been created at this point, and will be STORED no matter which answer you give to the question.

In either case you find yourself with two documents which can be read into the WORK AREA separately with the R command, each under its own name:

a) your original TRAINING-MANUAL:TEXT document

b) a new document called INFORMATION:TEXT, containing 1480 lines of text taken out from the TRAINING-MANUAL.

Be aware that if you STORE only a part of your current document TRAINING-MANUAL back to the computer's memory under that particular name, you will lose the part of the text that you do not STORE. This is therefore a way to shorten a document, provided that is what you intend!

Here are some examples of how the STORE command can be used:

1) WP:Store document: document-name ↵

   the document name must already exist, and the full contents of the NOTIS-WP WORK AREA will be written into it.

2) WP:Store document: "document-name" ↓ area: 10:140 ↵

   A document with the name DOCUMENT-NAME:TEXT is created, and lines 10 through 140 from the NOTIS-WP WORK AREA are written into this document.

3) WP:Store document: document-name ↓ area: 20 ↵

   Only line 20 of document-name is written.

4) WP:Store document: document-name ↓ area: 20:$ ↵

   All the lines from line 20 onwards from the NOTIS-WP WORK AREA are written into the document.

5) WP:Store document: ↵ and another ↵

   STORE all the lines from the NOTIS-WP WORK AREA into the default document name which has been set either with a previous STORE document or RETRIEVE document command, or from a previous STORE.

   Before any STORE in the default document is carried out, the default document name is displayed, and must be confirmed by pressing ↵ once again.

CHAPTER 11

THE MENUS

11 THE MENUS

11.1 Intro to the MENUS

The MENUS set values which control the way certain functions operate. You are free to modify these values to suit your particular purposes, 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.

From HOME position, MENUS are called up by:

WP:1 or **WP:2** or **WP:3** or **WP:4**

Move from one MENU to another with:

<=== and ===>

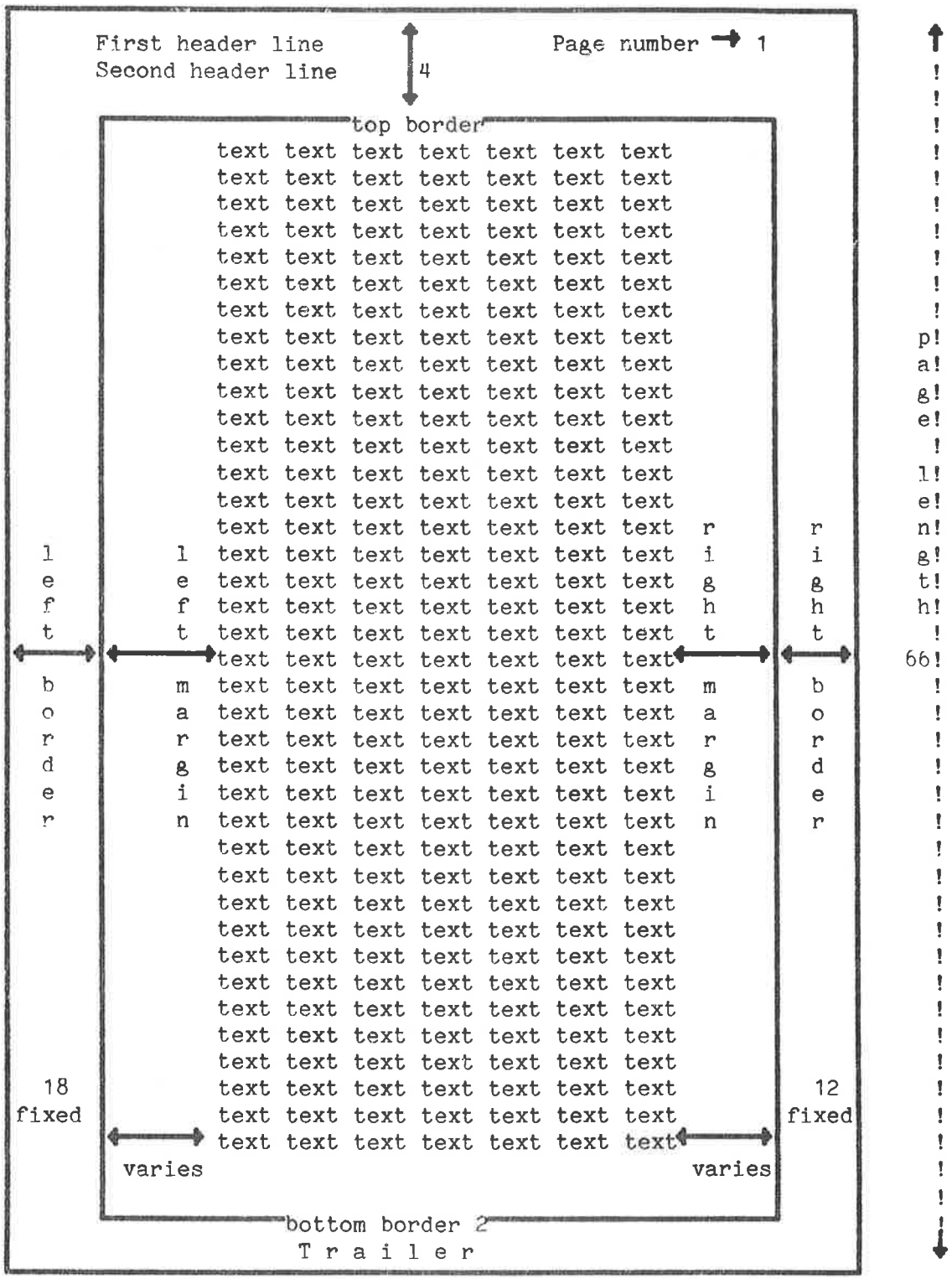
Move from a MENU back to the text with: ↖

11.2 Page layout

Before looking at the MENUS, you should have an idea of the basic page layout. We have given the page layout standard values, left border = 18, right border = 12, top border = 4 and bottom border = 2. These standard values in NOTIS-WP suit A4 paper.

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

```
<-----------------page width 100 characters-------------------->
```



The standard page layout

Note the difference between a border and a margin: The border is the blank area on the paper and has a fixed width. You set them for your entire text and they cannot be changed in the middle of the text.

The margin is on the screen. Using standard values, the left margin is position 1 on the screen which corresponds to position 19 on the paper, as in the above example. The margins may be changed during editing.

When a document is formatted, what you see on the screen (including both margins) will be placed between the borders on the page, with column 1 starting at the left border.

The values of the left and right border are included in the page width. The number of character positions available for text includes the left and right margins.

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.

Now that you know what we mean by the basic page layout, call up each of the four MENUS and look at the explanations below. Note that Y stands for YES and N stands for NO.

Menu no. 1: Editor flags	Explanations
Default document-name	When you STORE text it is the name which appears automatically when you press ↵
Main document-name	Document to be sent to the formatter
Exit program name	Program to be started when exiting
Horizontal step in %	Per cent of screen moved left or right when → or ← used from home position
Vertical step in %	Per cent of screen moved up or down when ↑ or ↓ used from home position
Capital letters Y/N	If Y, all letters will be capitals
Tabulator spacefill Y/N	Y spaces put in between end of text and next tab stop
Character size (7/16)	The way characters are represented in the computer 7 is standard ND format 16 is used automatically if you use a character which requires it, or change yourself if you want to store changes in margins, tabs etc. along with your document
Text editor Y/N	Y = text documents (filetype :TEXT) N = program files (filetype :SYMB)
Region in window 1	Name of region number 1
Lines.columns 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 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 window 3	The number of lines and columns in window number 3

Menu no. 2: Editor defaults	Explanations
Case significance Y/N	Y - upper and lower case letters different in sort, substitute and get-string N - upper and lower case letters taken as the same
Underline space Y/N	Y - spaces between words underlined N - only words underlined, not space between
Underline as character Y/N	Y - taken as normal character N - switches underlining on/off
Left border	Column on screen where text starts, marked by (
Right border	Column on screen where text ends, marked by)
Updates before save	A value >0 means contents of the text buffer will automatically be written to the document on disk at regular intervals A value <0 means this function is not in use
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
Scroll on down arrow Y/N	Y ↓ brings next page onto screen N ↓ moves cursor into work area
Beginner in NOTIS Y/N	Y - beginner mode (some commands are not available) N - advanced mode (the full range of commands is available)
Write without trail. space	Y - End of line blanks not stored N - End of line blanks stored

The values in MENU 3 are for use with the NOTIS-TF formatter and for more detailed explanations you should look in the NOTIS-TF Reference Manual, ND-63.007.

Menu no. 3: Justification defaults	Explanations
^LM - Left margin	Number of positions in left margin
^RM - Right margin	Number of positions in right margin
^JM - Justification mode (L/S/R/C)	Way in which text will be justified by the TF formatter
^FM - Filling mode (C/N/F)	Way the TF formatter will arrange text on a line
^PI - Para.indentation	Number of blanks on first line of new paragraph
^PS - Para. spacing	Number of blank lines between paragraphs
^PF - Para. footing	Number of lines which must be left on a page for a new paragraph to be started
^SI - Section indentaiton	Number of blanks on first line of new section
^SS - Section spacing	Number of blank lines between sections
^SF - Section footing	Number of lines which must be left on a page for a new section to be started
^LS	Line spacing
^UM - Underline mode (F/P)	F words and spaces underlined P only words underlined
^UC - Underline character	The character which switches underlining on/off
^BS - Bold sections	The level down to which section headings will be written in bold

Menu no. 4: Page layout defaults	Explanations
^PL - Page length	Number of lines per page
^PW - Page width	Number of characters per line
^LB - Left border	Number of blank positions between left edge of paper and first character of line
^OB - Other border	Number of blank positions between end of line and right edge of paper
^TB - Top border	Number of blank lines between top of paper and first line of text
^BB - Bottom border	Number of blank lines between last line of text and bottom of paper
^PH - Page header	0 off - no page numbering, header lines cannot be used 1 on - page numbering, header lines can be used if desired
^HP - Horizontal pitch	Number of characters per inch on printout
^VP - Vertical pitch	Number of lines per inch on printout
^FONT Character font no.	Character font number
^NAT	National character set
^DX - Duplex printing	0 - off 1 - on
Default printer	Name of the printer you use by pressing PRINT and then ↵

The values in MENUS no. 3 and 4 are used by the PRINT functions in NOTIS-WP and by the Text Formatter NOTIS-TF. In addition, paragraph indentation and spacing (^PI and ^PS) are used by the NEW PARAGRAPH function

CHAPTER 12

PRINT DIRECTIVES

12 PRINT DIRECTIVES

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.

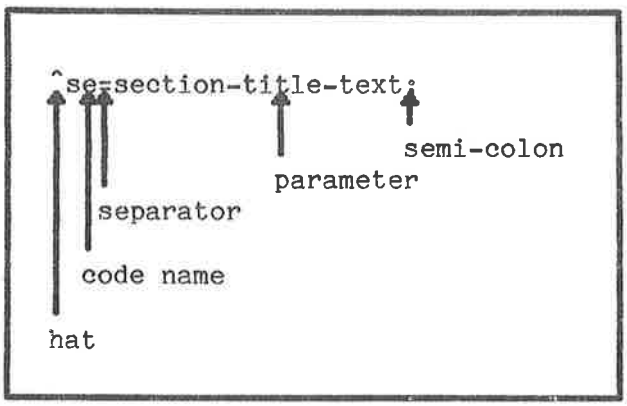
Use the MENUS to set standard values for the whole document. If you want to change these for part of a document, use directives in the text to override the MENU values. There are also directives for some functions not found in the MENUS.

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:



NOTE: all directives <u>must</u> start with ^(hat), and <u>must</u> end with ; (semi-colon). You may use = / % $, as separators for the parameters. Not all directives have parameters.

12.1 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 in the directive on a line by itself, then continue with your normal text on the lines below. DO NOT FORGET THE SEMI-COLON!!!

New chapters

^CH=text;
or
^CHAP=text;

Start 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 current 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 current 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.

12.2 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 NOTIS-WP Training Manual at the top of this page. It may be in another font than the rest of the text if the ^ FONT=n directive is used before this directive. Remember to reset the FONT afterwards. (Section 12.5 below describes the FONT directive.)

Second header

^H2=text; sets the second header, which is printed on the second line of the top border of each page. See PRINT DIRECTIVES on this 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 another font 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 traditional 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 WORK AREA.
3. Type the directive ^PN=56; on this line.
4. STORE the document with: WP:W ↵ ↵
5. PRINT the document with PRINT.

Your print out will be numbered from page 56 onwards.

12.3 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 in 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.

12.4 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.

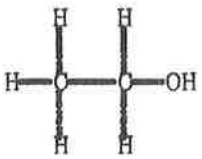
^VP=3; gives double line spacing.

Example:

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

This produces one print-line for two screen-lines.
The formula for ethanol is C_2H_5OH

or

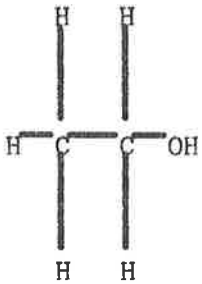


When you use ^VP=6; the printed that looks like the following:

This gives one print-line for each screen-line.

The formula for ethanol is still C H OH
2 5

or



Blank lines (or break line)

^BL=n; leaves n blank lines in your text at the point where you put the directive. You could use this to leave space for drawings, for example.

Example:

You may want to make room for an illustration for which you need 10 lines. You input the directive ^BL=10; where you want the illustration to be. (You might also want to input ^CP=10;, the conditional page directive, to make sure that the 10 lines needed are not split over two different pages.)

^BL; or ^BL=0; is equivalent to pressing ↵.

12.5 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;). Available fonts are 1, 2, 4 and 5, shown below.

This is font 1.
This is font 2.
This is font 4.
THIS IS FONT 5.
(Font 5 is only uppercase)

The different fonts can be used to obtain headings and titles in fonts different from that of the text itself. Hence, a directive may be used before the ^H1=text; ^H2=text; ^TL=text; directives, and will cause these headers and trailers to be written 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 trailer to be written 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 two input paper bins on the Philips GP300L printer. The default (standard) value is 1.

The function may be used to obtain that the first page of a letter be 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 above, will be included in the table of contents. They may be in another font 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.

12.6 Duplex copying and the national character sets

Duplex 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.

National character sets

^NAT=n; specifies the national character set to be used by the PHILIPS GP300 printer. The parameter 'n' is a number from 1 to 127 inclusive.

The following national character sets are implemented in the J-version of NOTIS-WP:

Variations:

US-ASCII	= 1	#	@	[	\	]	`	{	|	}	~
France	= 2	£	à	°	ç	§	`	é	ù	è	~
Germany	= 3	#	§	Ä	Ö	Ü	`	a	ö	ü	~
UK	= 4	£	@	[	\	]	`	{	|	}	~
Norway	= 5	#	@	Æ	Ø	Å	`	æ	ø	å	~
Denmark	= 5	#	@	Æ	Ø	Å	`	æ	ø	å	~
Sweden	= 6	#	@	Ä	Ö	Å	`	ä	ö	å	~
Finland	= 6	#	@	Ä	Ö	Å	`	ä	ö	å	~
Italy	= 7	#	§	°	ç	é	ù	à	ò	è	~

Please note that the national character set directive may only be used with the PHILIPS GP300 printer.

CHAPTER 13

HELP!

13 HELP!

If you get stuck, and there is no manual around, you can always ask NOTIS-WP for HELP.

HELP or **WP:H** or **WP:?**

By pressing the orange HELP key in the upper right hand corner of the keyboard, or by pressing H or ? while the cursor is in HOME, you get access to the lists of available commands and functions in NOTIS-WP.

You may then go from one list to another by using the up and down arrows:

↑ and ↓

on your terminal, or by calling the lists up on the screen individually with the number keys, as explained in the beginning of the HELP list which appears on your screen.

The lists are often long, hence in several parts. Go to the next part of a list with the right arrow and back to a previous part with the left arrow.

← and →

Note: to leave HELP and return to your text, give any command you want, or press the HOME key or the space bar.

If there is a difference between the HELP list and the manual, use what the HELP list gives you. It means that you have a different kind of terminal and the HELP list is suited to your particular terminal.

Now press the HELP key and take a look at the HELP lists on your screen. Practice "paging" through the lists and then return to the edit mode (the WORK AREA).

A P P E N D I X A

NOTIS-WP AND SYSTEM ERROR MESSAGES

SYSTEM MESSAGES

Here are the most common error messages from SINTRAN. If you are at a loss for what to do, ask your system supervisor or try to find out from the SINTRAN III Reference Manual ND-60.128.

Most common SINTRAN error messages

- TOO LONG PARAMETER

  You used more than 16 characters for a name. Try again, keeping it shorter.

- AMBIGUOUS USER NAME

  You abbreviated too much, try again.

- NO SUCH USER NAME

  Wrong name given, perhaps a typing error. Check the name and try again.

- NO SUCH DOCUMENT NAME

  Wrong name given, perhaps a typing error. Check the name and try again.

- AMBIGUOUS DOCUMENT NAME

  You abbreviated too much, try again.

- NOT POSSIBLE TO CREATE MORE DOCUMENTS

  You have used your quota of 256 documents, see your system supervisor.

- NO MORE AVAILABLE SPACE FOR THIS USER

  You have used all your disk storage space, see your supervisor immediately. Do not exit from NOTIS-WP or you will lose part of your work!!!

- DOCUMENT ALREADY EXISTS

  You tried to create a new document with the same name as an existing document. Choose a new name.

- DOCUMENT/DEVICE IS IN USE BY SOMEONE

  Try again later.

- YOU DO NOT HAVE STORE ACCESS TO THIS DOCUMENT

  You tried to write to a document protected against unauthorized writing. Make your own version by writing to an new document.

- YOU DO NOT HAVE STORE APPEND ACCESS

  Same as above.

- YOU DO NOT HAVE READ ACCESS TO THIS DOCUMENT

  You are not allowed to read this document into your work area.

WORD PROCESSOR MESSAGES

These messages may appear on your screen in HOME position in connection with the commands you give.

If you are in doubt contact your System Supervisor.

- WHAT?

  You tried to do something NOTIS-WP does not understand. Try again. (NOTIS-WP still has to learn good manners!)

- LINE INDICATED IS GREATER THAN THE LAST LINE NUMBER

  In an AREA:<line nos> parameter, the first line number given is greater than the last line in the document.

- THIS FUNCTION CANNOT BE USED (NOW)

  You tried to do something not avalilable in beginner mode.

- "string" NOT FOUND

  The string you specified with SHIFT + F7 cannot be found or the search has come to an end.

- SEARCH ABORTED AT LINE NUMBER "n"

  This occurs if a search using SHIFT + F7 or F7 is interrupted with the HOME key before the whole search area has been searched.

- NO AREA SELECTED FOR THIS FUNCTION

  You did not define an area before you tried to use this function. Define it and try again.

- THE CHOSEN AREA TYPE IS NOT SUFFICIENT FOR THIS FUNCTION

  You tried to carry out a function on an unsuitable area, eg., justify a single, short sentence with the JUST key.

- PRESS CANCEL KEY IF YOU WANT TO EDIT/INPUT TEXT

  You tried to type in text with a marked area still marked.

- FATAL EDITOR ERROR IN ROUTINE "n", PLEASE REPORT TO ND

  Tell your system supervisor at once!!!

- LIBRARY ERROR NUMBER "n", PLEASE REPORT TO ND

  Tell your system supervisor at once!!!

- BORDERS TOO CLOSE, WORD(S) DON'T FIT BETWEEN THEM

  The message is given if a word is longer than the border width, and no discrete hyphen is set. JUSTIFY function and word wrap are aborted.

- PRINTING ABORTED AFTER SHEET No. "n"

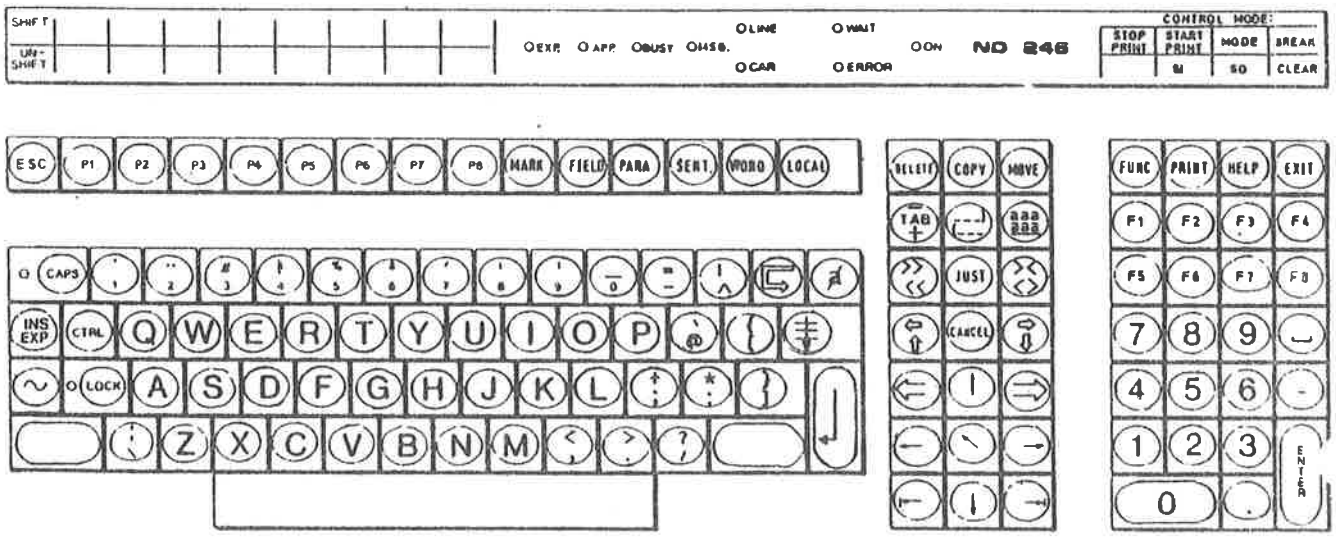
  The message is given if HOME is pressed before all the requested text has been printed.

- "XX" IS NO PRINTER

  When you used the PRINT key, you gave a device name which does not exist.

A P P E N D I X B

QUICK GUIDE TO THE BROWN AND ORANGE KEYS



The NOTIS keyboard, ND 246 (TDV 2200-9)

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 quide. 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 vlaid 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".

[MARK] Marks parts of a text.

SHIFT + [MARK] 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.

[FIELD] Marks <u>one</u> entire line (256 character positions).

[PARA] Marks a paragraph.

SENT — Marks a sentence.

WORD — Marks a word.

LOCAL — Turns your terminal on/offline.

INS EXP — EXP (expand) Turns EXPAND mode on and off.

SHIFT + INS EXP — 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 3.)

Deletes a character.

Moves the cursor down 5 lines.

DELETE Deletes marked text.

SHIFT + DELETE Deletes the marked text but leaves blank spaces where the marked text was.

COPY Copies text.

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

MOVE Moves marked text.

SHIFT + MOVE Moves marked text, leaves blank spaces and overwrites existing text.

- TAB + Sets/removes tabulator stops.

...) (...	Sets left margin.
SHIFT + ...) (...	Sets right margin.
aaa aaa	Underlines marked text.
SHIFT + aaa aaa	Removes underlining from marked text.
> > < <	1. Sets left justification mode. 2. Left justifies marked text.
SHIFT + > > < <	1. Sets right justification mode. 2. Right justifies marked text.
JUST	Justifies a paragraph.
> < < >	1. Sets stretch justification mode. 2. Stretch justifies marked text.
SHIFT + > < < >	1. Sets center justification mode. 2. Center justifies marked text.

CANCEL

1. Removes marking from a marked area.

2. Restores last line deleted with F1 when no text is marked.

SHIFT
+
CANCEL

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 1.)

Shows the next screen window.

SHIFT
+

Moves the screen window 40 positions to the right.
(This depends on the value of the Horizontal step set in MENU 1.)

<==

1. Moves the marking and the cursor to the word, line, sentence or paragraph before the last one you marked. Default is paragraph.

2. In the MENUS, it moves you to the previous MENU.

SHIFT
+
<==

Moves the cursor to the beginning of the line.

==>

1. Moves marking and the cursor to the word, line, sentence or paragraph after the last one marked. Default is paragraph.

2. In the MENUS, it moves you to the next MENU.

SHIFT
+
==>

Moves the cursor to the end of the line.

Moves the cursor to the next tabulator stop.

Moves the cursor to the previous tabulator stop.

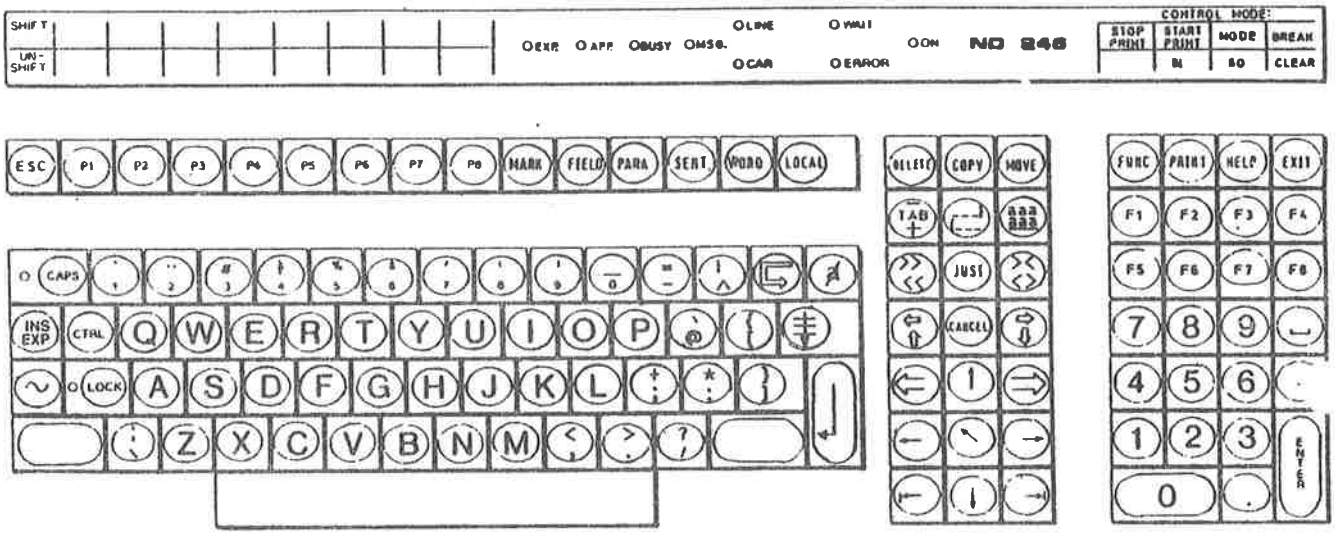
FUNC	PRINT	HELP	EXIT
F1	F2	F3	F4
F5	F6	F7	F8

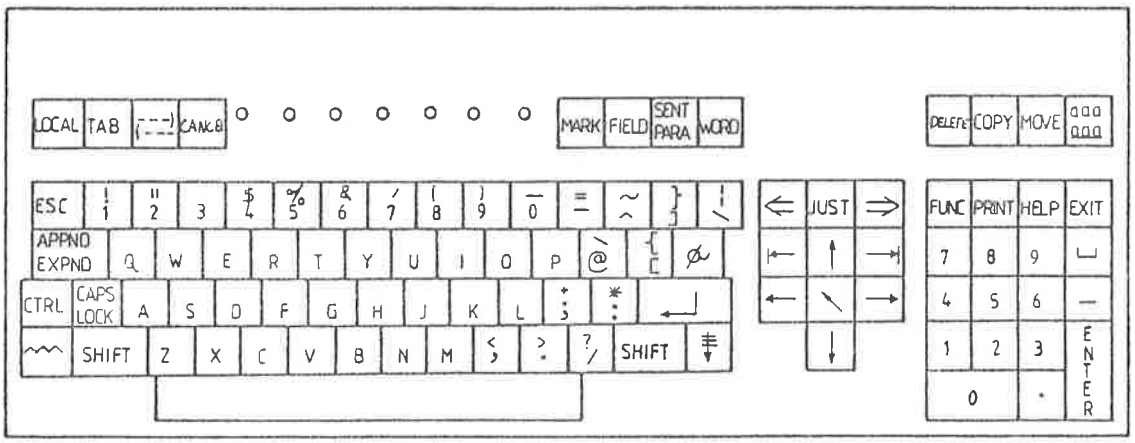
Key	Use	SHIFT + this key
F1	Deletes the line the cursor is on	1. Graphic mode on/off 2. Boxes in a marked area
F2	Inserts a blank line.	Turns Greek letter mode on and off.
F3	Underlining on/off	Turns mathematical character mode on and off.
F4	Arithmetic functions	Not yet used
F5	Splits line at cursor position	Joins line to previous line
F6	Changes (marked) text from uppercase to lower case	Changes (marked) text from lowercase to uppercase
F7	Finds the next occurence in the GET string command	Same as get string in home position
F8	Not yet used	
FUNC	Used with other keys to perform various functions, eg., decimal alignment.	
PRINT	Used to get paper copies of your work	
HELP	Displays the HELP lists	
EXIT	Used to leave NOTIS-WP	

Appendix B

A P P E N D I X C

GUIDE TO OTHER TERMINALS





The NOTIS keyboard, ND 246 (TDV 2200-9) (above)

The FACIT-4410-ND-NOTIS Keyboard (below)

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.

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.

[MARK] use: FUNC <Z>

SHIFT
+
[MARK] use: FUNC <V>

[FIELD] use: FUNC F

[PARA] use: FUNC P

[SENT] use: FUNC S

[WORD] use: FUNC W

[INS EXP] use: <E>

SHIFT
+
INS
EXP
use: <B>

DELETE use: FUNC D

SHIFT
+
DELETE use: FUNC space-bar

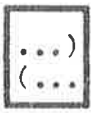
COPY use: FUNC C

SHIFT
+
COPY use: FUNC I

MOVE use: FUNC M

SHIFT
+
MOVE use: FUNC E

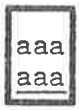
-
TAB
+
use: FUNC TAB or FUNC <T>



use: FUNC (

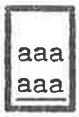
SHIFT
+

use: FUNC)

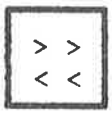


use: FUNC _ (underline character)

SHIFT
+

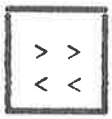


use: FUNC `



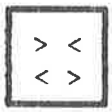
use: FUNC <

SHIFT
+



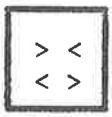
use: FUNC >

use: FUNC J



use: FUNC =

SHIFT
+



use: FUNC :

CANCEL use: FUNC X

SHIFT
+
CANCEL use: FUNC Q

use: FUNC ↑

SHIFT
+
use: FUNC ←

use: FUNC ↓

SHIFT
+
use: FUNC →

<== use: FUNC B

==> use: FUNC N

use: <T>

use: <U>

FUNC	PRINT	HELP	EXIT
F1	F2	F3	F4
F5	F6	F7	F8

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	se: FUNC ? or H in HOME	
EXIT	use: E in HOME	

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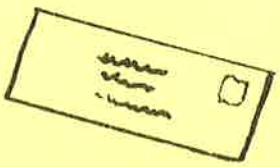

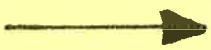

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