FORTUNE:WORD™

How to Use This Guide

This reference guide can be used in several ways: as a follow-up to the training given in the Fortune:Word Operator's Guide, as a reference tool when you use word processing, or as a complete guide to word processing for experienced operators.

If you are learning word processing for the first time, you should first work your way through the operator's guide. If you plan to use word processing for your own work before completing the operator's guide, you may want to look through the reference guide to learn how to use word processing as you work. This guide does not give detailed explanations of how the functions work. For this information, consult the Operator's Guide.

As you use word processing, you will probably want to keep the reference guide close at hand to refresh your memory on procedures you've forgotten or on procedures that you seldom use.

If you're an experienced word processing operator, you may want to read through this manual first to learn how Fortune:Word differs from other word processing applications you've used. If you want to learn more about a feature, function, or key, use the index in the operator's guide to locate more detailed information.

This reference guide contains examples of all the screens and explanations for every function, feature, key, screen symbol, and error message in Fortune:Word. It has three parts: the operating information, which includes the screens through which you work; an alphabetical listing of the functions, features, and keys with step-by-step charts of the procedures involved; and a list of error messages with information on how to correct the error.

Ordering
Fortune:Word Reference Guide

Order No: 1002116-01 April 1983

Fortune:Word™ Reference Guide

Fortune:Word is a trademark of Fortune Systems Corporation.

Ordering Fortune:Word Reference Guide

Customer Comments

Your ideas about Fortune products and evaluations of the manuals would be helpful. Address these comments to Publications Department, Fortune Systems Corporation, 300 Harbor Boulevard, Belmont, CA 94002. Fortune Systems Corporation may use or distribute any of the information you supply in any way it believes appropriate with no obligation whatsoever.

Disclaimer of Warranty and Liability

Contents

FUNCTIONS, FEATURES, and KEYS continued

FUNCTIONS, FEATURES, and KEYS continued

FUNCTIONS, FEATURES, and KEYS continued

FUNCTIONS, FEATURES, and KEYS continued

Operating Information

Before you can use Fortune:Word, you must install the application and back it up following the instructions in *Understand Your Fortune System.* If you are using the operator's guide for your training, you must also install and back up the training documents.

The following pages introduce the keyboard, the screen structure, and the selections on each menu. The next section, arranged in alphabetical order, shows how each selection on those menus, as well as each key on the keyboard, functions.

The Keyboard

The keyboard of the Fortune 32:16, shown in the illustration below, contains all the keys you need for word processing. A plastic template fits in a groove below the top row of keys and identifies their word processing function. Keys with special functions, with a description of their use, are listed in the next part of this guide.
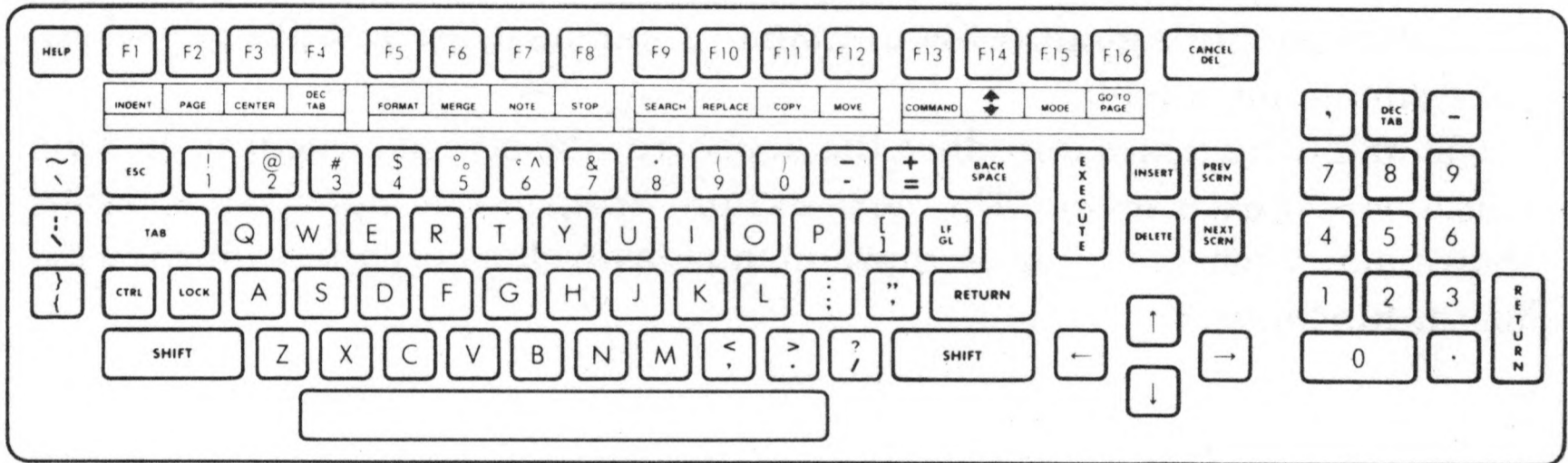
The Screen Structure

Word processing is organized into a group of screens, as shown in the illustration below. They begin with the global menu you use to choose Fortune:Word. The main menu lists the word processing activities you can choose from. Each activity has its own screen.

Main Menu

Other screens accessed from the main menu:

```
              FORTUNE : WORD
         Fortune Systems Word Processing

Please select next activity                Mon Apr  4  1983 at 08 24

              Edit Old Document      -- edd
              Create New Document    -- crd
              Print Document         -- prd
              Printer Control        -- prc
              Index
              Filing
              Advanced Functions
              Glossary Functions
              Supervisory Functions


Creation library is /u/training
```

Print Document

Printer Control

Index

Filing

Advanced Functions

Glossary Functions

Supervisory Functions

Document Summary

Editing Screen

The Main Menu

The main menu displays all the word processing activities available to you. Selecting any activity on this menu leads to another menu screen and, in some cases, to other screens as well.

```
                          FORTUNE:WORD
                  Fortune Systems Word Processing

   Please select next activity                 Mon Apr 4, 1983 at 08:24

                          Edit Old Document      -- edd
                          Create New Document    -- crd
                          Print Document         -- prd
                          Printer Control        -- prc
                          Index
                          Filing
                          Advanced Functions
                          Glossary Functions
                          Supervisory Functions


   Creation library is /u/training
```
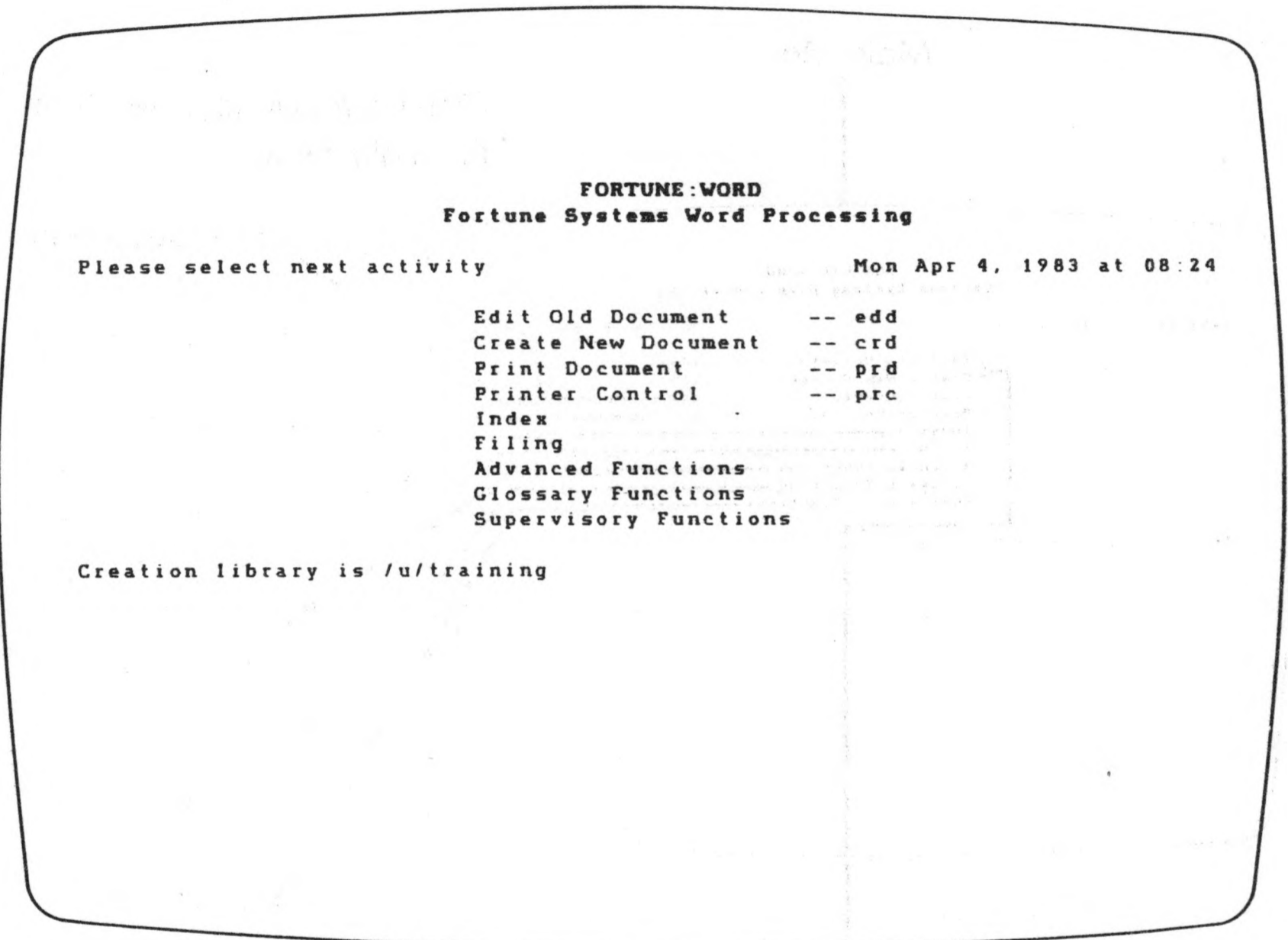
MOVING THE MARKER

The marker is the bright rectangle on a menu screen that you move to the activity you want to use. There are several ways to move the marker, and this is the same for all menu screens.

Key you press	Results
SPACE BAR	Move the marker from the top to the bottom of the list, and back to the top, one activity at a time.
RETURN	Works the same way as the Space Bar key.
↑	Moves the marker up one choice at a time.
↓	Moves the marker down one choice at a time.
a, or c, or e, and so forth	Moves the marker to the activity that begins with that letter.

Editing Screen

Use the editing screen to create and edit documents. The elements of this screen are shown in the illustration below.

Format line

Status lines

```
▶Doc alpha          Page 1    Line 1    Pos 1 [              ]
▶word Format 1   Spacing 1 Length 54
▶1(1▶....▶1...▶.....▶2...▶....▶3..▶....▶4...▶....▶5..▶...▶6....◀
                    ◆FROM CAVE PAINTINGS TO KEYBOARDS◀
    ◀
    ◀

    ▶People have always found ways to communicate with each oth
-- piling up stones, painting on cave walls, or by sending
signals.  Early man had no formal language as we know it today
people talked with each other by using sounds and gestures.
paintings were the first written records people made of their
lives and adventures.◀
    ▶As more complex sounds developed, signs were created to
describe things in phrase form.  To say five sheep, for instan
required a number five sign and a sheep sign.  But signs, too,
became indadequate and syllables were developed that could be
together to form more complex words.  The Chinese and Japanese
languages still use syllable symbols to form words.◀
    ▶The final development in language broke down syllables
individual characters and the alphabet was born.  Individual
characters could be put together in endless combinations of
People carved their words in wax, wood, or stone tablets and l
painted them on parchment, a specially treated animal skin.◀
    ▶When Charlamagne conquered Europe in the 8th century, he
                    [              ]
```

Text area

Message areas

Print Document Menu

The print menu is the screen you use to set some of the layout features and all of the printing features in word processing. It is divided into two parts, an upper half, and a lower half.

To move the marker and make a change on the upper half of the menu, use the up or down cursor keys, or the Next Scrn and Prev Scrn keys. Type over whatever information is in each category that you need to change.

In the lower half of the screen, you move the marker from one category to another with Next Scrn and Prev Scrn keys, and change the setting using the Space Bar, up or down cursor keys, or the Return key.

```
                          PRINT DOCUMENT

    Document name   alpha
          Print from page        1__            Paper length        66_
          Print through page     3__            Left margin         10_
          Starting as page no    1__            No  of originals    1__

          First heading page     1__            Printer number      1__
          First footing page     1__            Print wheel no      1__
          Footing begins on line 61_

    Please select one from each column

    Pitch   Format       Feed     Style  Summary  LPI  Paper  Banner  To file  Copy

      10   Unjustified  Tractor  Final    No      6   Std     No      No      Yes
      12   Justified    Sheet    Draft    Yes     8   Bin 1   Yes     Yes     No
      15   With notes   One bin                       Bin 2
                        Two bins                       Alt
```

Printer Control Menu

This menu controls document printing, allowing you to stop, restart, or remove documents from the print queue.

```
                              PRINTER CONTROL
                   Printer 1        NEC3510      port lp


   Job Name      Status    Operator    Type    Length Copies Title

   alpha         active    George      document  9102   1    From Cave Paintings
   report        waiting   June        document  5603   2    The Well-Planned Report
   page          suspended Grace       document   389   1    One page
```

Index Menu

The index menu allows you to see or print an index of documents on the system disk or an archive disk.

```
                          DOCUMENT INDEX

   Please select one from each column

            Type of Index            Index To             Index From

        Short format  -- ixs       Screen             Current library
        Operator      -- ixo       Printer            Archive disk
        Author        -- ixa       Both
        Long format   -- ixl
        Sublibraries  -- lib

   Current library is /u/training
```

Filing Menu

The filing menu contains activities for managing documents including moving documents to and from an archive disk.

```
                              FILING

Please select next activity

                        Copy document              -- cpy
                        Delete document            -- del
                        Rename document            -- ren
                        Copy to archive            -- cta
                        Move to archive            -- mta
                        Retrieve from archive      -- rta
                        Delete from archive        -- dfa
                        Remove archive disk        -- rad
                        Format archive disk        -- fad
                        Assign archive disk name   -- adn

Current library is /u/training
```

Advanced Functions Menu

Of the selections on this menu, only hyphenation and pagination is available
with Fortune:Word.

```
                        ADVANCED FUNCTIONS

Please select next activity

                    Hyphenation and Pagination    -- hyp
                    Records Processing             -- rpr
                    Spelling Checker               -- spl
                    Index Generator                -- ixg
                    Table of Contents Generator    -- toc

Current library is /u/training
```

Glossary Functions Menu

This menu allows you to edit, create, attach, detach, or verify a glossary document.

```
                              GLOSSARY FUNCTIONS

Please select next activity

                      Edit Old Glossary      -- egl
                      Create New Glossary    -- cgl
                      Verify glossary        -- vgl
                      Attach glossary        -- agl
                      Detach glossary        -- dgl

Current library is /u/training
```

Supervisory Functions Menu

All the functions concerning libraries are activities on this menu.

```
                         SUPERVISORY FUNCTIONS

Please select next activity

                         Change library    -- chl
                         Make library      -- mkl
                         Remove library    -- rml

Current library is /u/training
```

Functions, Features, and Keys

The following pages show you how each function, feature, and key in word processing is used. It is arranged in alphabetical order, so that you can easily find the item you want.

Most items in this part also contain a procedure chart to show you what to do. In contrast to the procedure charts in the operator's guide, these charts do not contain much explanatory information. You may want to review the same procedure in the operator's guide.

Read the chart from top to bottom, as shown by the arrows. The keys are shown in the same manner as in procedure charts in the operator's guide, ⌈RETURN⌋ for example. Screen messages like "Search for what?" are shown boldfaced: **Search for what?**. Information which explains what has happened on the screen is shown in parentheses. Text that tells you what to do does not have parentheses around it.

The illustration below shows each element of a procedure chart in this guide.

Direction to read   ⌈ FORMAT ⌋   ← **Key you press**
                                   ↓
                          Change format   ← **Screen message**
                                   ↓
                       Cursor moves to format line.   ←**What happens**
                                   ↓
                       Make the changes you need.   ← **What you do**
                                   ↓
                  ⌈ SPACE BAR ⌋   or   ⌈ TAB ⌋
                  (removes tab)   (adds tab)
                                   ↓
                        ⌈ EXECUTE ⌋
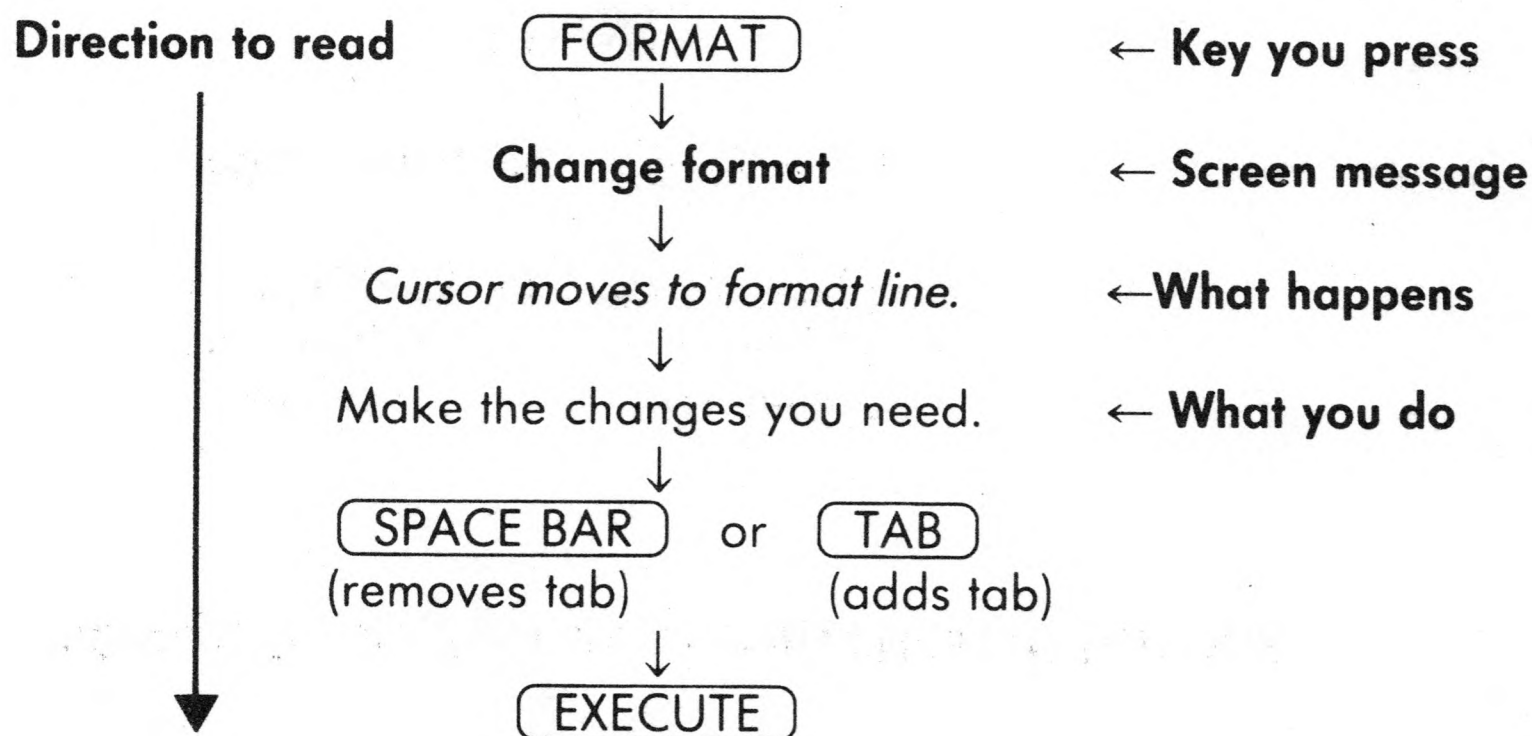
Alternate Format Line

See FORMAT and Format Line.

Alternating Headings or Footings

A type of heading or footing that prints different text on odd-numbered or even-numbered pages. See also Headings and Footings.

CREATING AN ALTERNATING HEADING OR FOOTING

EDITING SCREEN
↓
Which page?
↓
H or h for heading
F or f for footing
↓
Type text for odd-numbered pages.
↓
[MERGE]
↓
[SHIFT]
[MERGE]
↓
Type text for even-numbered pages.
↓
[GO TO PAGE] or [CANCEL]
(to go back to   (to leave the
document text)   document)
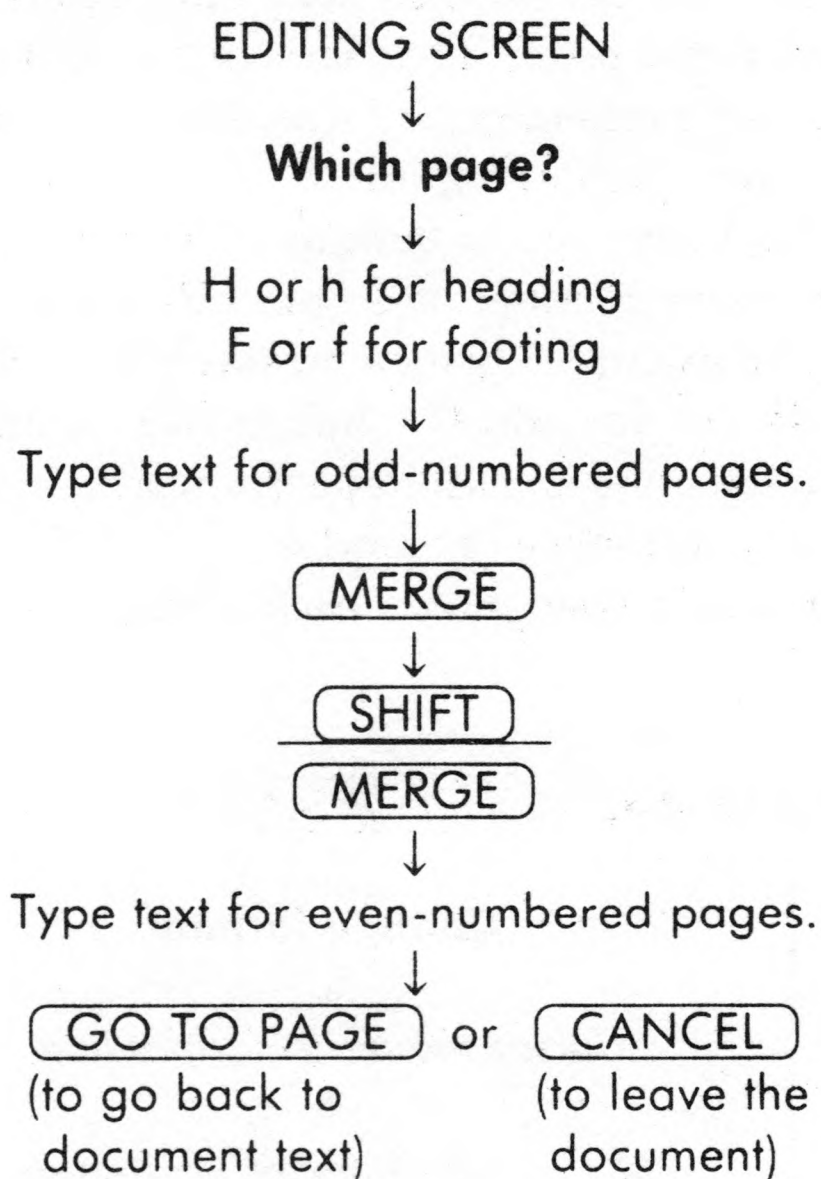
PRINTING ALTERNATING HEADINGS OR FOOTINGS

MAIN MENU
↓
Print Document
↓

(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Starting as page no.
↓
Type the number that determines
whether the odd or even alternating
heading or footing will be printed first.
↓
(EXECUTE)
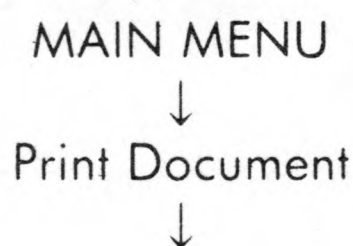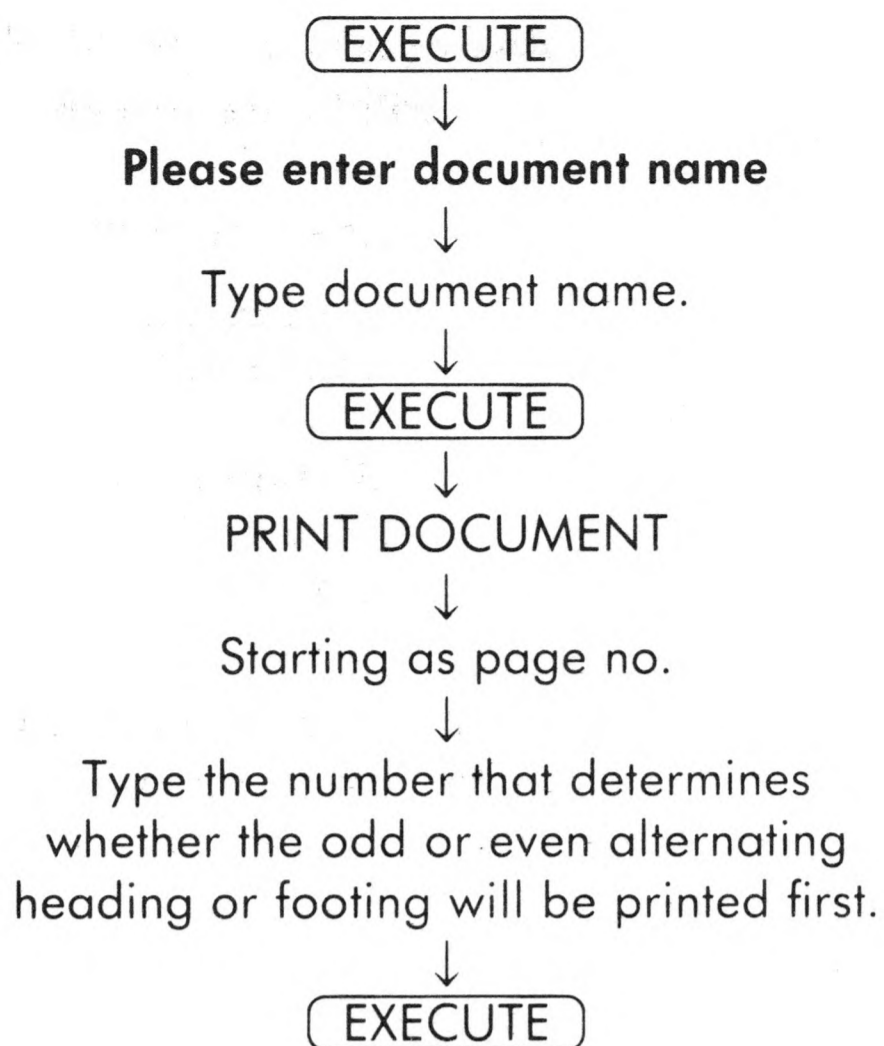
Archiving

Archiving is the process of saving or storing documents on a flexible disk that has been prepared for archiving, called an archive disk.

Archiving documents is done with the filing menu. The two processes are moving and copying. Moving removes a document from the system disk and moves it to an archive disk. Copying puts a copy on an archive disk but the document remains on the system disk. Retrieving moves a copy of the document from the archive disk back to the system disk.

ARCHIVE DISK PREPARATION

FILING
↓
Format archive disk
↓
(EXECUTE)
↓
**Press execute to continue
cancel to remove disk**
↓
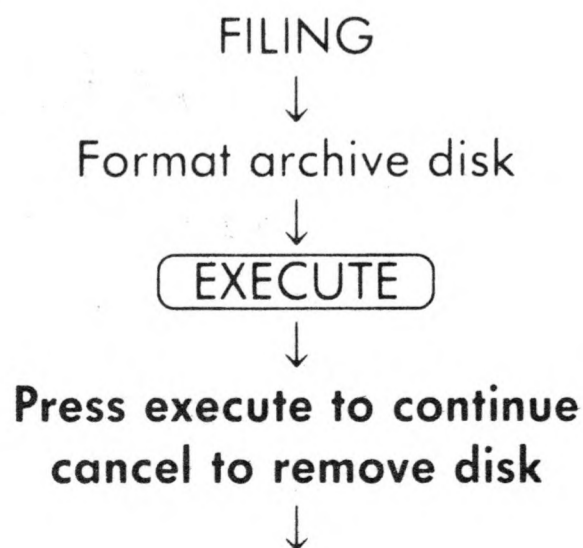
**Any documents on this disk
will be destroyed**

↓

Insert the disk.

↓

[EXECUTE]

↓

(Formatting)

↓

FILING

↓

Remove the disk. The name assigned
is "Formatted disk."

ASSIGNING AN ARCHIVE DISK NAME

FILING

↓

Assign archive disk name

↓

[EXECUTE]

↓

Insert disk, press execute

↓

Insert the disk.

↓

[EXECUTE]

↓

**Disk name is (disk name)
New archive disk name**

↓

Type in disk name, maximum of 36 characters.

↓

[EXECUTE]

↓

Remove the disk.

COPYING A DOCUMENT TO AN ARCHIVE DISK
USING THE FILING MENU

FILING
↓
Copy to archive
↓
(EXECUTE)
↓
Insert disk, press execute
↓
Insert the disk.
↓
(EXECUTE)
↓
Disk name is (name)
% full
Press execute to continue
cancel to remove disk
↓
(EXECUTE)
↓
Source document name
↓
Type the name of the document.
↓
(EXECUTE)
↓
Destination document name
↓
Type a new name for the document, or the same name.
↓
(EXECUTE)
↓
Remove archive disk
↓
(EXECUTE)

COPYING A DOCUMENT TO AN ARCHIVE DISK USING THE INDEX

MAIN MENU
↓
Index
↓
(EXECUTE)
↓
DOCUMENT INDEX
↓
Choose long or short format type,
index to screen, and current library.
↓
(EXECUTE)
↓
(Index on screen)
↓
Move marker to document
to be copied
↓
(SHIFT)
(COPY)
↓
Insert disk, press execute.
↓
Insert the disk.
↓
(EXECUTE)
↓
**Disk name is (name)
% full
Press execute to continue
cancel to remove disk**
↓
(EXECUTE)
↓
**Copy to archive
Destination document name**
↓
Type the document name.
↓
(EXECUTE)
↓
Document is copied
↓

(CANCEL)
↓
DOCUMENT INDEX
↓
(CANCEL)
↓
MAIN MENU
↓
Filing
↓
(EXECUTE)
↓
FILING
↓
Remove archive disk
↓
(EXECUTE)

MOVING A DOCUMENT TO AN ARCHIVE DISK USING THE FILING MENU

FILING
↓
Move to archive
↓
(EXECUTE)
↓
Insert disk, press execute
↓
Insert the disk.
↓
(EXECUTE)
↓
**Disk name is (name)
% full
Press execute to continue
cancel to remove disk**
↓
(EXECUTE)
↓
Source document name
↓
Type the name of document.
↓

(EXECUTE)
↓
Destination document name
↓
Type a new name for the document or the same name.
↓
(EXECUTE)
↓
Remove archive disk
↓
(EXECUTE)

MOVING A DOCUMENT TO AN ARCHIVE DISK USING THE INDEX

MAIN MENU
↓
Index
↓
(EXECUTE)
↓
DOCUMENT INDEX
↓
Choose long or short format type,
index to screen, and current library.
↓
(EXECUTE)
↓
(Index on screen)
↓
Move marker to document
to be moved.
↓
(SHIFT)
(MOVE)
↓
Insert disk, press execute
↓
Insert the disk.
↓
(EXECUTE)
↓

Disk name is (name)
% full
Press execute to continue
cancel to remove disk
↓
(EXECUTE)
↓
Move to archive
Destination document name
↓
Type the document name.
↓
(EXECUTE)
↓
Document is moved
↓
(CANCEL)
↓
DOCUMENT INDEX
↓
(CANCEL)
↓
MAIN MENU
↓
Filing
↓
(EXECUTE)
↓
FILING
↓
Remove archive disk
↓
(EXECUTE)

REMOVING AN ARCHIVE DISK

FILING
↓
Remove archive disk
↓
(EXECUTE)

RETRIEVING A DOCUMENT FROM AN ARCHIVE DISK

FILING
↓
Retrieve from archive
↓
(EXECUTE)
↓
(If an archive disk is not inserted,
the message will appear: **Insert disk, press execute**)
↓
Insert the disk and press (EXECUTE).
↓
(Archive disk name and % full are shown.)
↓
**Press execute to continue
cancel to remove disk**
↓
(EXECUTE)
↓
Source document name
↓
Type the name of document to be retrieved.
↓
(EXECUTE)
↓
Destination document name
↓
Type new name or keep same name
↓
(EXECUTE)
↓
Remove archive disk
↓
(EXECUTE)

Attach Glossary

The process of making a glossary document available for use. See
Glossary.

BACKSPACE

This key moves the cursor back one space and does not remove text.

Banner

A selection on the print document menu that prints a page at the beginning of a document showing the user's name.

Boldface

Boldface text is printed twice, resulting in thicker letters resembling a bold typeface. The text on the editing screen is bright. See MODE.

Bookmarks

Bookmarks are electronic location marks used while editing to mark positions in text. They appear neither on the screen nor in the printed document and are deleted at the end of each edit.

ADDING A BOOKMARK

Position cursor at the desired bookmark location.
↓
(COMMAND)
↓
Which command?
↓
Type a number from 0 to 9 for each bookmark.
↓
(NOTE)

LOCATING A BOOKMARK

(GO TO PAGE)
↓
Which page?
↓

Type a bookmark number from 0 to 9
↓
(NOTE)
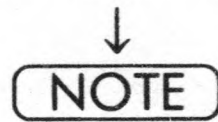
CANCEL

This key stops a process, such as editing or inserting.

CENTER ◆

This key centers text between the left and right margins.

CENTERING TEXT

Position cursor on line where text will go.
↓
(CENTER)
↓
Type in text.
↓
(RETURN)
↓
(EXECUTE)
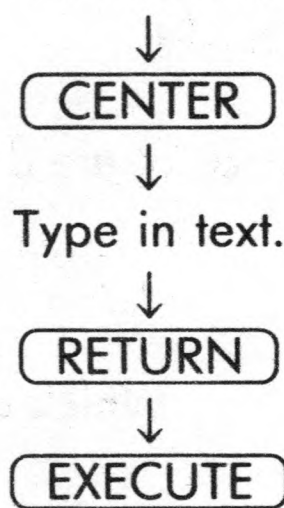
REMOVING CENTERING

Position cursor on center symbol.
↓
(DELETE)
↓
Delete what?
↓
(EXECUTE)

COMMAND

A function key that initiates word processing activities in combination with another key. See Bookmarks, Horizontal Scroll Setting, Hyphens and Hyphenation, Index, Line Spacing, Operating System Link, Page Length, Required Space, Restoring a Page, Screen Symbols, Search, Shortcut Codes, and Vertical Scroll Setting.

COPY

This key allows you to duplicate text in the same document, or from one document to another using the editing screen.

COPYING TEXT WITHIN A DOCUMENT

Position cursor at beginning of text to be copied.
↓
(COPY)
↓
Copy what?
↓
Move cursor to end of text to be copied.
↓
(EXECUTE)
↓
To where?
↓
Move cursor to position where text goes.
↓
(EXECUTE)
↓
*(Text is moved to new location and
cursor is positioned at end of moved text.)*

COPYING TEXT BETWEEN DOCUMENTS

Position cursor where you want copied text to appear.

↓

[SHIFT]
[COPY]

↓
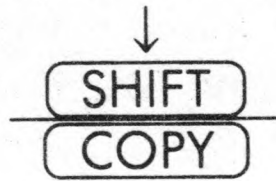
*(Copying Text Between Documents
screen appears for typing source
document name.)*

↓

From:

↓

Type source document name.

↓

[EXECUTE]

↓

From where?

↓

(Cursor located at beginning of source document.)

↓

Move cursor to beginning of text to be copied.

↓

[EXECUTE]

↓

Copy what?

↓

Move cursor to end of text to be copied.

↓

[EXECUTE]

↓

*(Text inserted in destination document. Cursor
is positioned at end of copied text.)*

COPYING A DOCUMENT ON THE SYSTEM DISK

This function on the filing menu duplicates a document on the system disk.

FILING

↓

Copy document

↓

EXECUTE
↓
Source document name
↓
Type the document name.
↓
EXECUTE
↓
Destination document name
↓
Type name for new document.
↓
EXECUTE
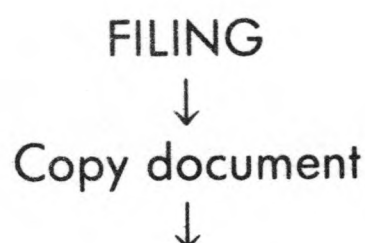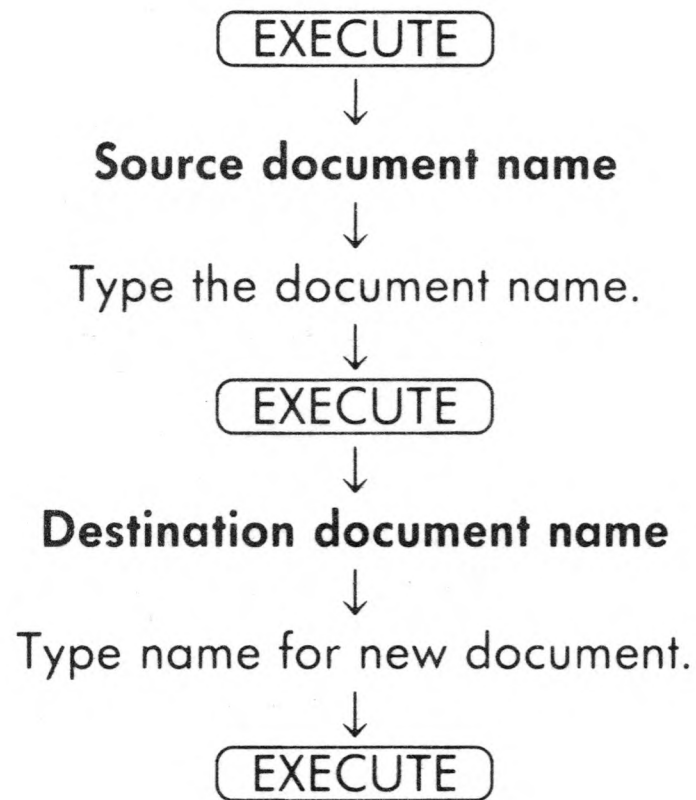
COPYING A DOCUMENT USING THE INDEX (System Disk Only)

MAIN MENU
↓
Index
↓
EXECUTE
↓
DOCUMENT INDEX
↓
Select short or long type.
↓
EXECUTE
↓
Position marker on document
to be copied.
↓
Copy document
Destination document name
↓
Type in name for copy.
↓
EXECUTE
↓
Document is copied

Creating a New Document

<div align="center">

MAIN MENU
↓
Create New Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type the document name.
↓
(EXECUTE)
↓
Prototype
↓
Type prototype document name, if different.
↓
(EXECUTE)
↓
Fill in items on the document summary.
(None required.)
↓
(EXECUTE)
↓
(Blank editing screen for typing text.)

</div>

CTRL

This key has no use in word processing.

Cursor

The cursor in the bright rectangle on the editing screen that shows where you are working.

CURSOR MOVEMENT

Use the cursor keys, to the left of the numeric keypad, to move the cursor up or down a line at a time, or to the left or right a character at a time. See also GO TO PAGE, NEXT SCRN, and PREV SCRN.

CURSOR MODE

Sets the shifted up and down cursor keys to move by word, sentence, paragraph, or page.

Setting the Cursor Mode

EDITING SCREEN
↓
(MODE)
↓
What mode?
↓

(SPACE BAR)   or   or   (RETURN)   or   (PAGE)
(for word)   (for sentence)   (for paragraph)   (for page)
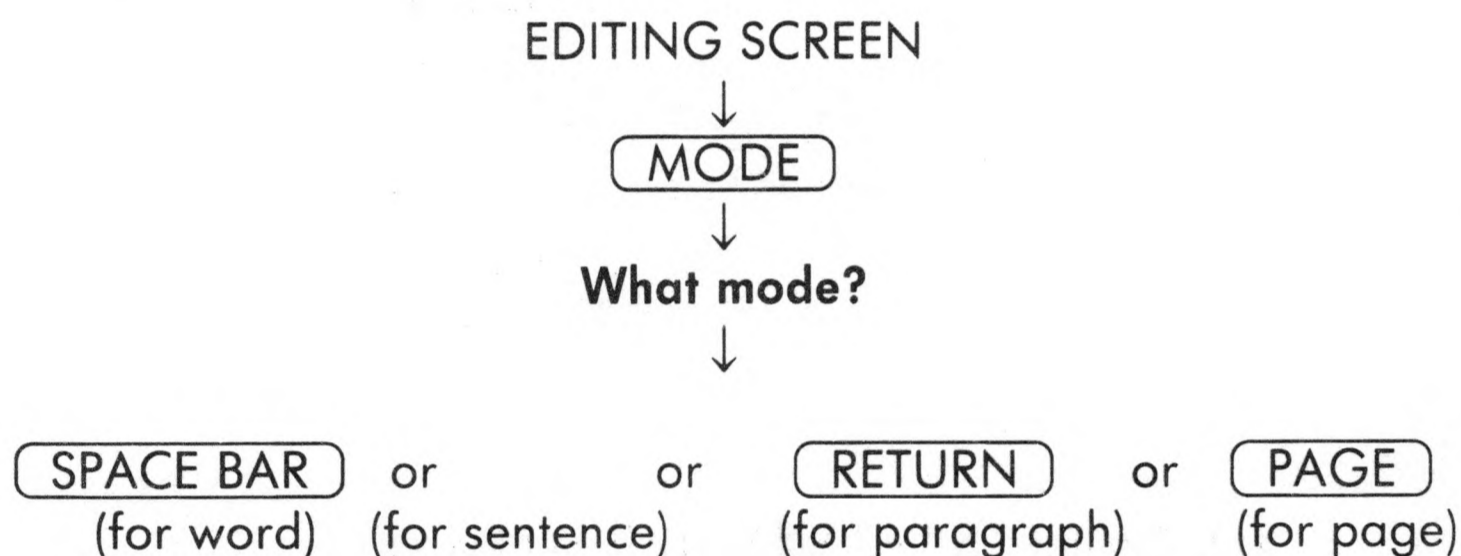
Using the Cursor Mode

(SHIFT)
↑ or ↓
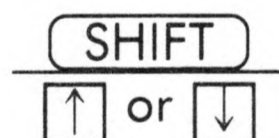
DEC TAB ∟

The key that aligns numbers on decimal points according to tab stops set in the format line.

USING THE DECIMAL TAB

(DEC TAB)
↓
*(Cursor moves to tab
position. Press again as needed.)*
↓
Type text.
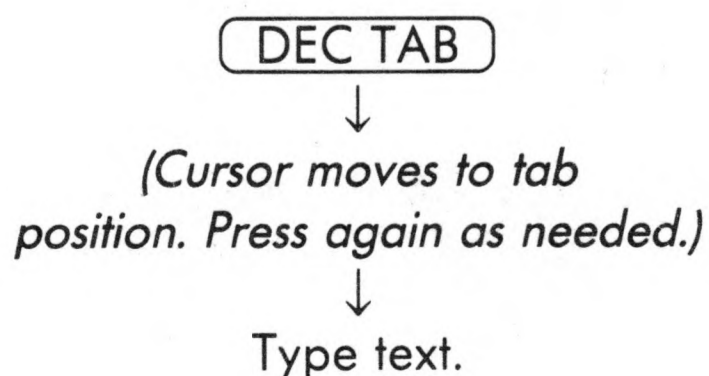
CHANGING DECIMAL TAB TEXT

Position cursor on text.
↓
(DELETE) or (INSERT) or type over text.
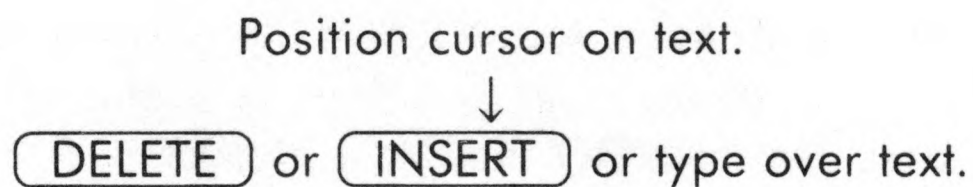
CHANGING A DECIMAL TAB POSITION

(FORMAT)
↓
Change format
↓
(Cursor moves to format line.)
↓
(SPACE BAR)   or   (TAB
(removes tab)   (adds tab)
↓
(EXECUTE)
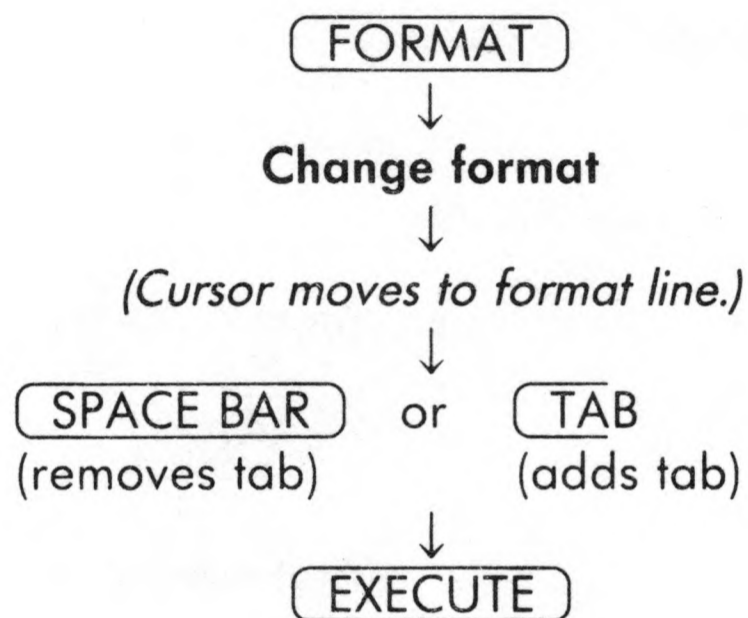
REMOVING A DECIMAL TAB FROM TEXT

Position cursor on the decimal tab symbol.
↓
(DELETE)
↓
Delete what?
↓
(EXECUTE)

DELETE

This key removes text and formatting and general screen symbols from a document.

Position cursor where text or format symbol
needs deletion.
↓

(DELETE)
↓
Delete what?
↓
Move cursor to end of text to be
deleted or past screen symbol.
↓
(EXECUTE)

Deleting a Document

FROM THE ARCHIVE DISK

FILING
↓
Delete from archive
↓
(EXECUTE)
↓
Insert disk, press execute
↓
Insert the disk.
↓
(EXECUTE)
↓
**Disk name is (disk name)
% full
Press execute to continue
cancel to remove disk**
↓
(EXECUTE)
↓
Document name
↓
Type name of document to be deleted.
↓
(EXECUTE)
↓
Press execute to delete
↓
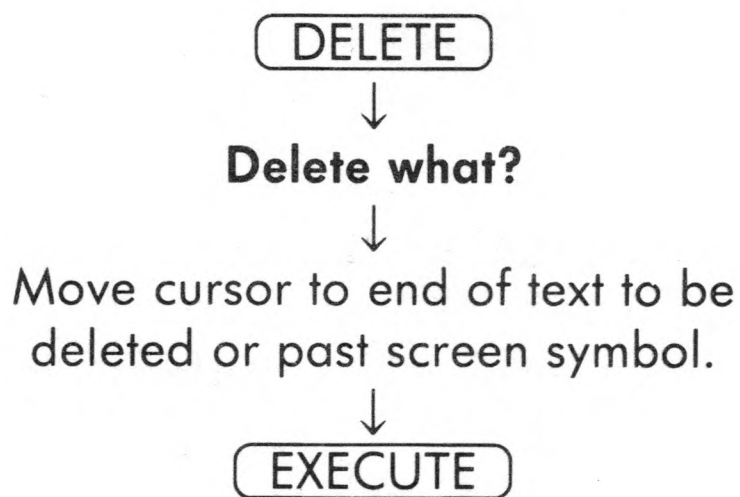
(EXECUTE) or (CANCEL)
(to complete the deletion)   (to stop the deletion)

FROM THE SYSTEM DISK

FILING
↓
Delete document
↓
(EXECUTE)
↓
Document name
↓
Type name of document to be deleted.
↓
(EXECUTE)
↓
Press execute to delete
↓
(EXECUTE) or (CANCEL)
(to complete the deletion)   (to stop the deletion)
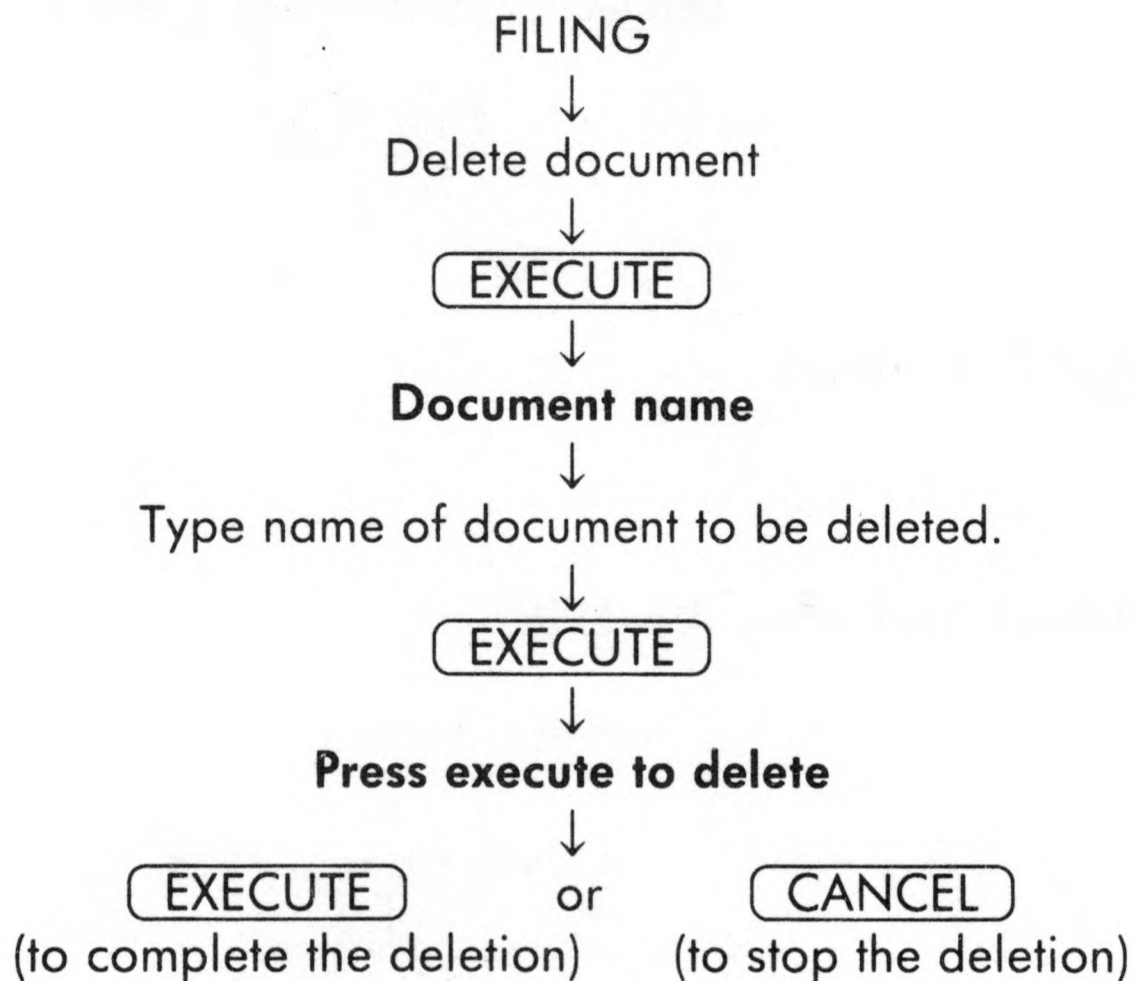
Document Summary

The screen between the main menu and the editing screen that gives the document name, title, author, comments, and prototype used as well as some statistics about the document. All of the fields except the name can be edited.

PRINTING A DOCUMENT SUMMARY

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type the name of the document for which the summary is needed.
↓

$\boxed{\text{EXECUTE}}$
↓
PRINT DOCUMENT
Print from page
↓
1
↓
$\boxed{\text{RETURN}}$
↓
Print thru page
↓
1
↓
Use $\boxed{\text{NEXT SCRN}}$ to move to Summary heading.
↓
Summary
↓
Use ⬇ cursor key to move to Yes.
↓
$\boxed{\text{EXECUTE}}$
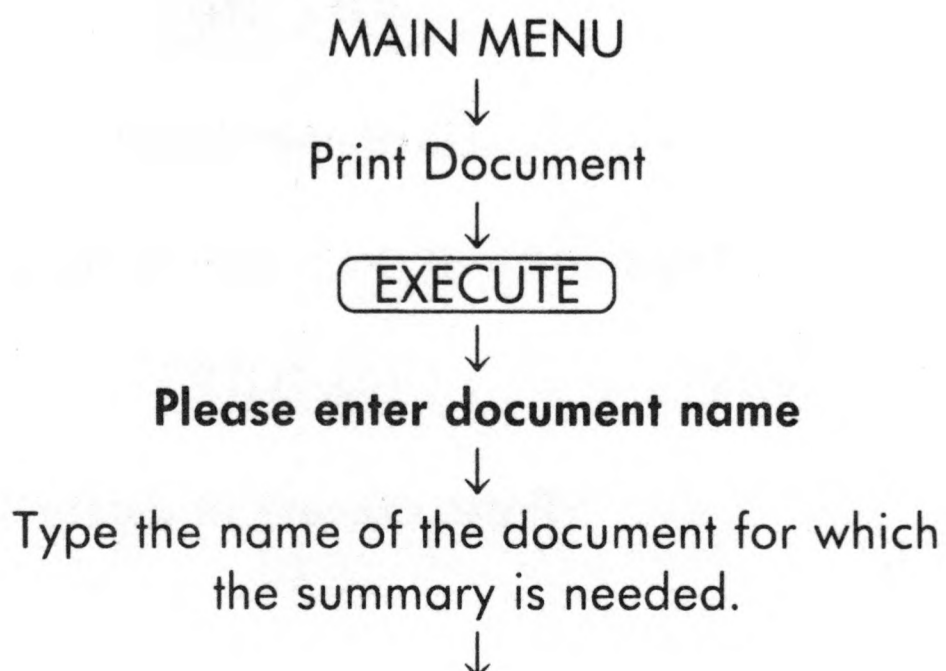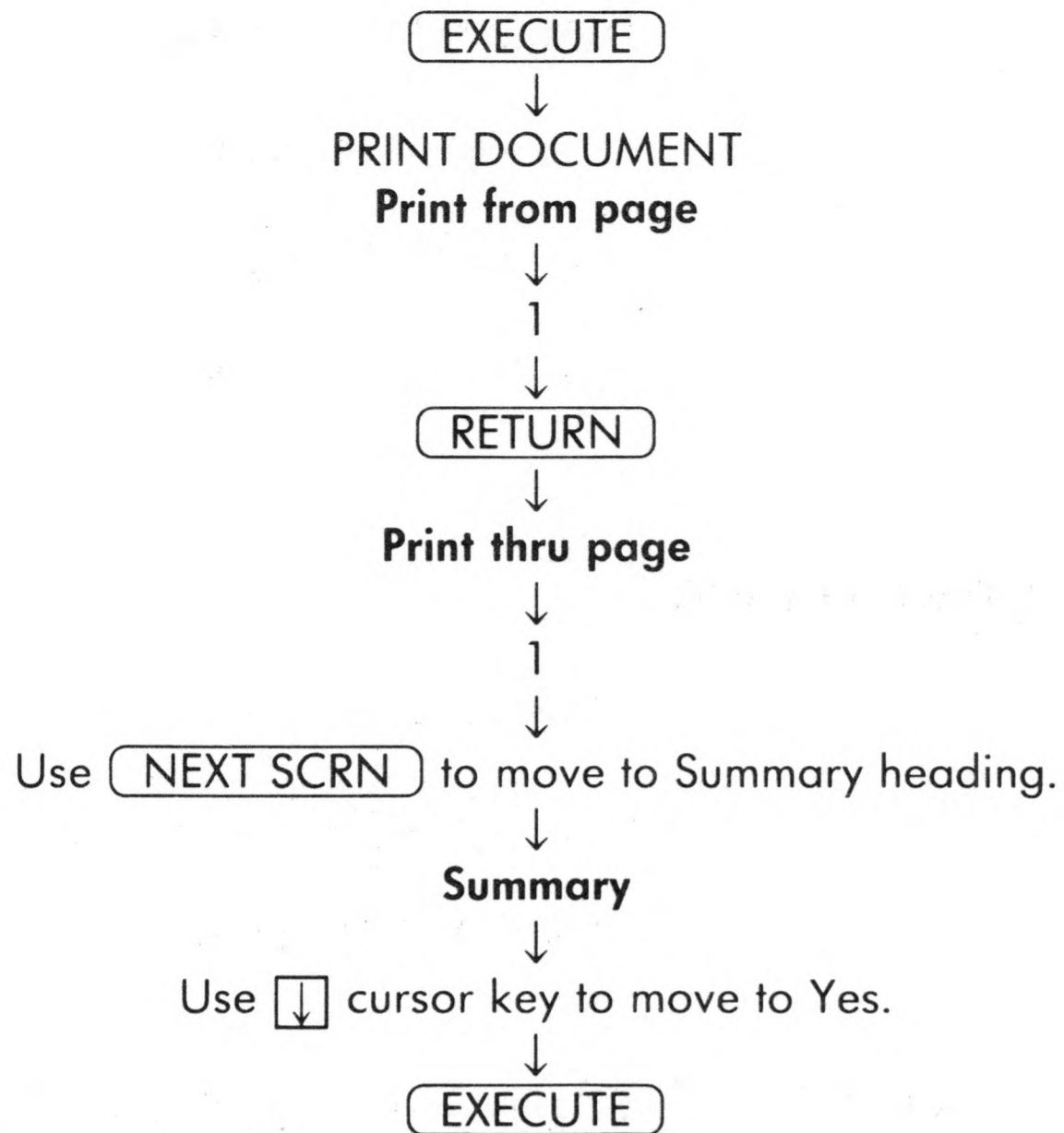
Double Underline ═══

Two underlines under text. See MODE.

Editing a Document

The process of revising text in a document.

MAIN MENU
↓
Edit Old Document
↓
$\boxed{\text{EXECUTE}}$
↓
Please enter document name
↓
Type the document name.
↓
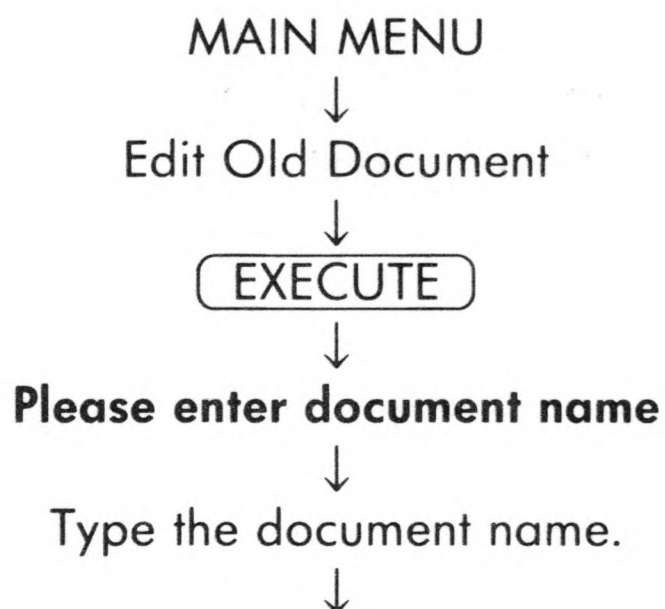
DOCUMENT SUMMARY
↓
Change if necessary.
↓
(EXECUTE)
↓
(Text on editing screen.)

ENDING EDITING

(Text on editing screen.)
↓
(CANCEL)
↓
END OF EDIT options
↓

(EXECUTE)   or   (RETURN)   or   (COPY)   or   (DELETE)
(saves the   (goes back   (saves a   (erases
changes)   to the   copy of the   the
                    editing   old document)   changes)
                    screen)

ESC

The Escape key has no use in word processing.

EXECUTE

Use this key to acknowledge and continue a process like inserting text or archiving a document.

Feed

Feed is a print menu setting that identifies the way that paper will be fed into the printer: tractor, single sheet, single bin, and dual bin. The dual bin option is not available in this version of Fortune:Word.

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Feed
↓
Press ⬆ or ⬇ to move marker to current choice.
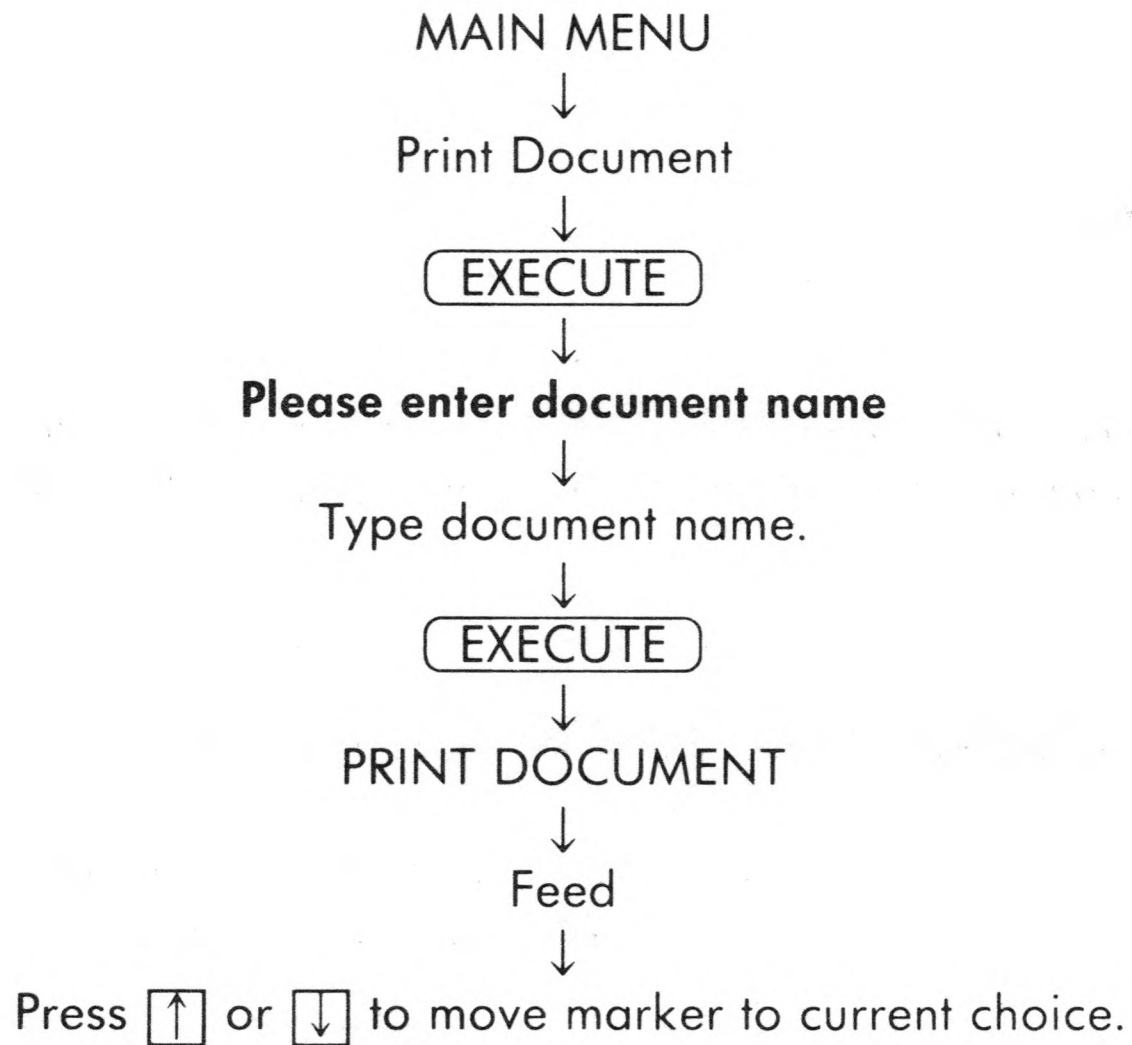
Filing

The document mangement processes that are grouped on the filing menu. See: Archiving, Copying a Document on the System Disk, Deleting a Document, Formatting an Archive Disk, Moving a Document, Renaming a Document, and Retrieving a Document.

Footing

A footing is the space reserved at the bottom of the page for a bottom margin which may include repeating text or consecutive page numbers. See also Page Numbering.

(GO TO PAGE)
↓
Which page?
↓
Type F or f.
↓
Type footing text.
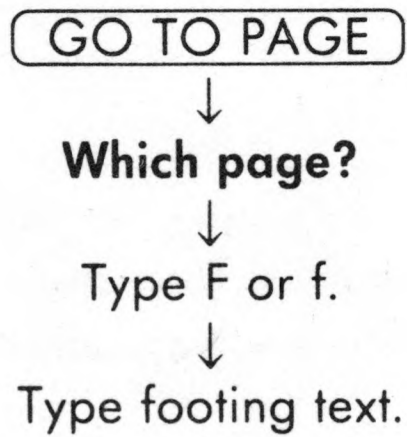
FORMAT

This key is used to move the cursor to the format line to make changes and create alternate format lines. See also Text Length.

ADDING AN ALTERNATE FORMAT LINE

Position cursor at desired location of
alternate format line.
↓
(INSERT)
↓
Insert what?
↓
(FORMAT)
↓
Change format
↓
*(Cursor moves into a new format line shown
on the screen.)*
↓
Change element(s) to desired format.
↓
(EXECUTE)
↓
Insert what?
↓
(EXECUTE)
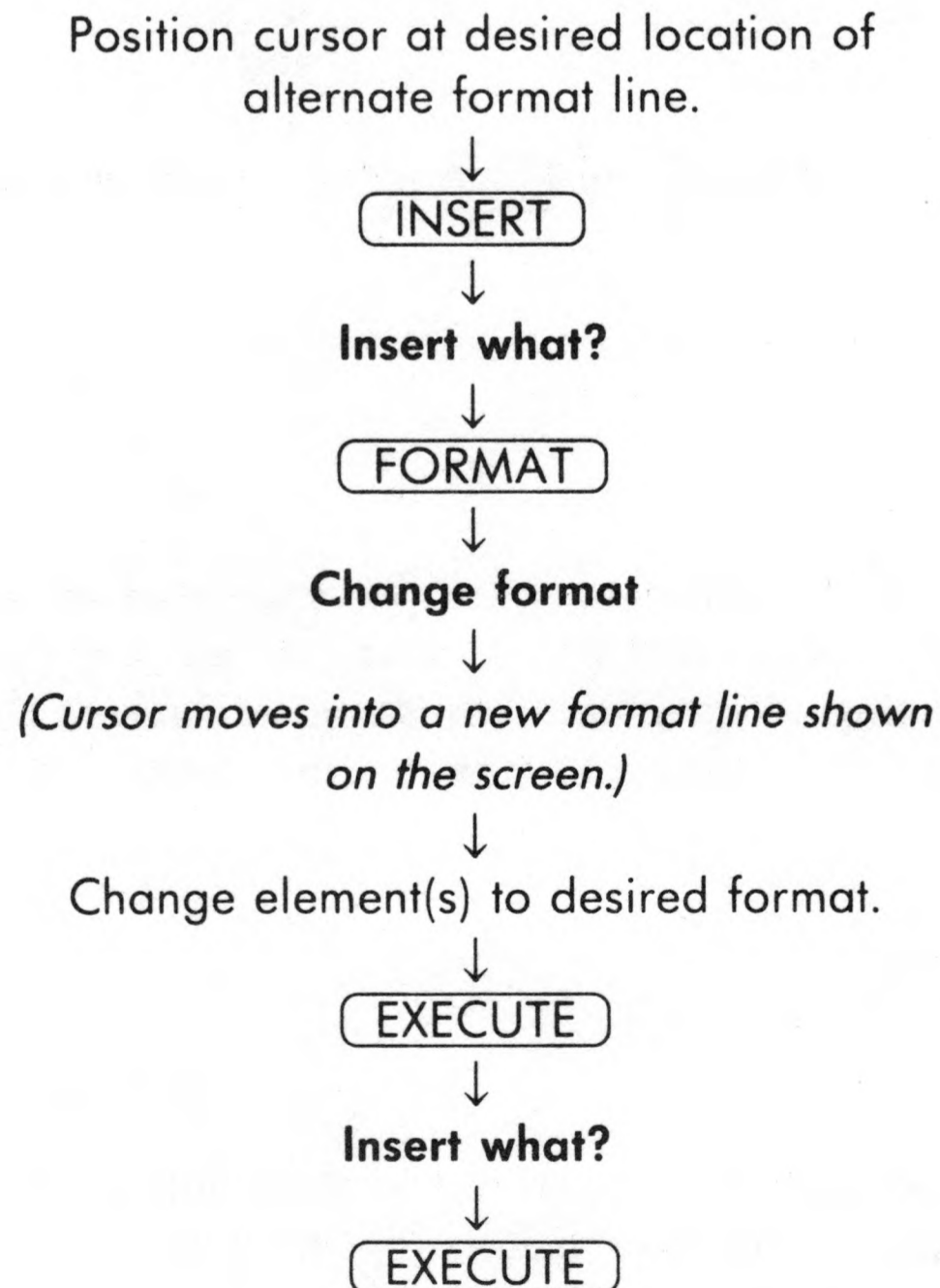
ADDING A COPY OF AN ALTERNATE FORMAT LINE

Position cursor at desired location of
alternate format line.
↓
(INSERT)
↓
Insert what?
↓
(COPY)
↓
(FORMAT)
↓
Which format?
↓
Type number of desired format line.
↓
(EXECUTE)
↓
Insert what?
↓
(EXECUTE)
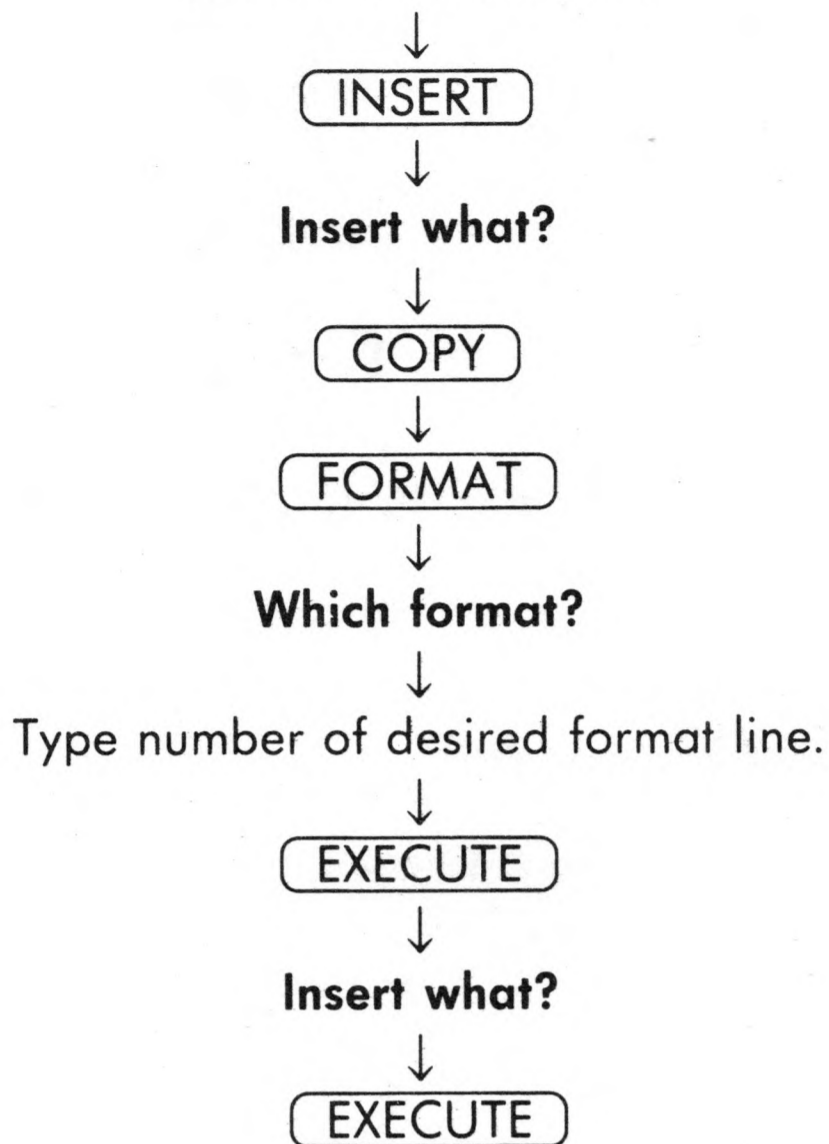
CHANGING A FORMAT LINE

Position cursor below format line to be changed.
↓
(FORMAT)
↓
Change format
↓
Change element(s) to desired format.
↓
(EXECUTE)
↓
*(Each occurrence of the format line in the
document is changed.)*
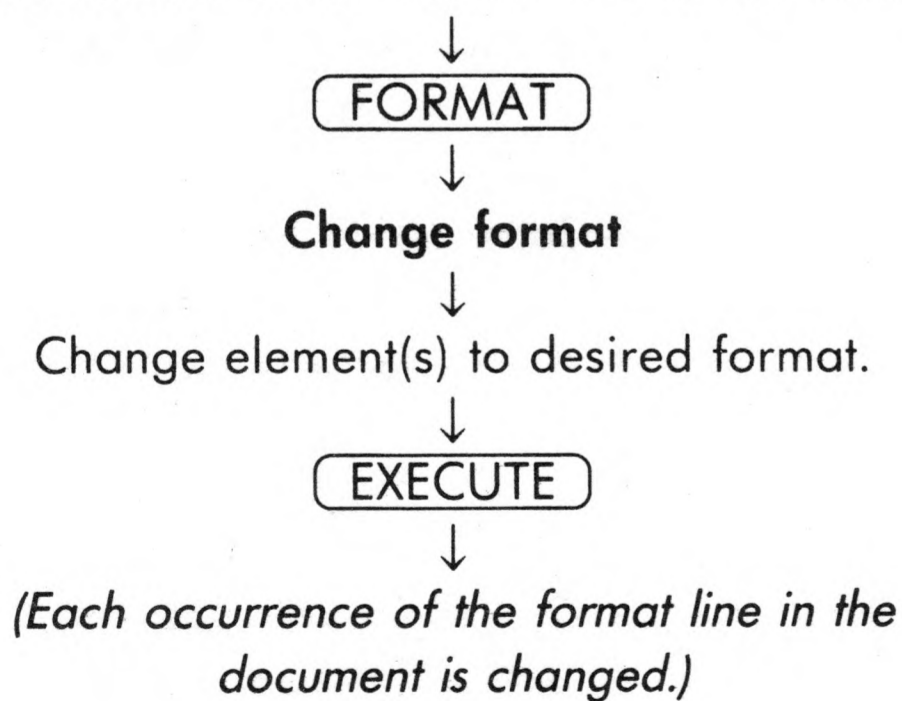
DELETING A FORMAT LINE

Position cursor below format line
to be deleted.
↓
(FORMAT)
↓
Change format
↓
(DELETE)
↓
(Format line is removed.)

LINE SPACING

Position cursor below format line where
line spacing will be changed.
↓
(COMMAND)
↓
Which command?
↓
s
↓
Line spacing?
↓
Type new code for line spacing.
↓

Code	Line spacing
0	Zero spacing
q	Quarter spacing
h	Half spacing
1	Single spacing
w	1-1/2 line spacing
2	Double spacing
3	Triple spacing

TAB STOPS ▶

Changing, Removing or Setting a Tab Stop

(FORMAT)
↓
Change format
↓
(Cursor moves to format line.)
↓
Position cursor.
↓
(SPACE BAR) or (TAB)
(removes tab)   (adds tab)
↓
(EXECUTE)

Using a Tab

(TAB)
↓
(Cursor moves to tab position.
Press again as needed.)
↓
Type text.

Removing a Tab from Text

Position cursor on Tab stop symbol.
↓
(DELETE)
↓
Delete what?
↓
(EXECUTE)
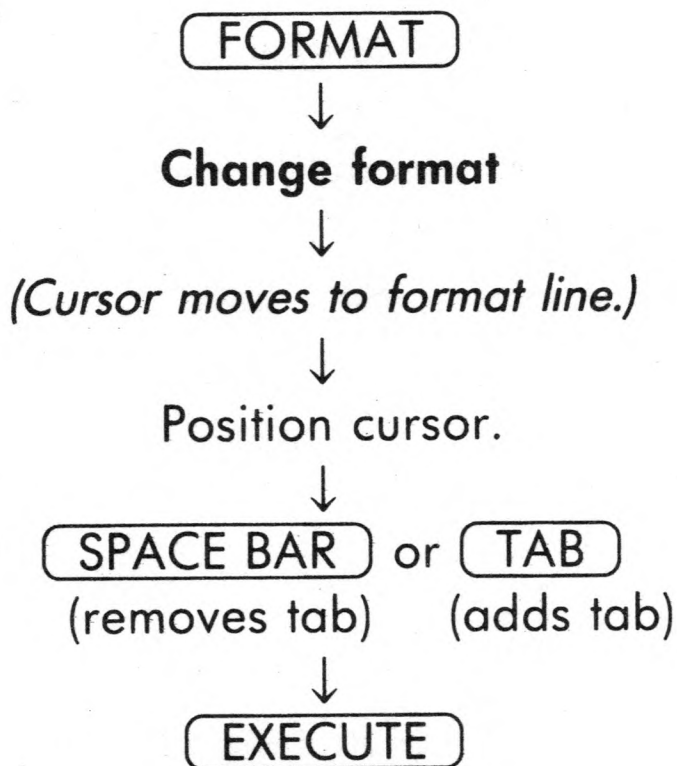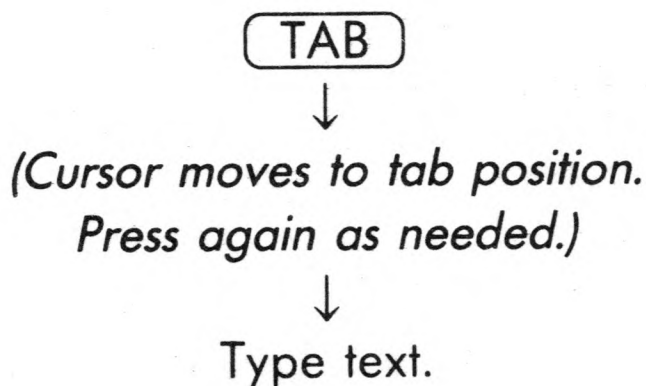
Format Defaults

The standard settings (defaults) on the editing screen, unless changed by a prototype document are: tabs every 4 spaces, line length of 65, single line spacing, page length 54 lines.

Format Line

Certain elements of horizontal and vertical layout -- line spacing, tab stops, line length, and right margin -- are set in the format line. An *alternate format line* can be created or copied and inserted anywhere in a document and sets the format for all text that follows up to the next alternate format line. Up to 99 format lines can be used in any one document. See also Format.

GL

This key is used to create glossary entries by example, recall a glossary entry for use, or attach a glossary document. See Glossary.

Global Search and Replace

Global search and replace is the function that searches for one to ten pieces of text or screen symbols and replaces them with new text you specify to a maximum of 30 characters each.

(SHIFT)
(REPLACE)
↓
GLOBAL SEARCH AND REPLACE screen.
↓
Search for:
↓
Type text to be searched for.
↓
(EXECUTE)
↓
Replace it with:
↓
Type replacement text.
↓
(EXECUTE)
↓
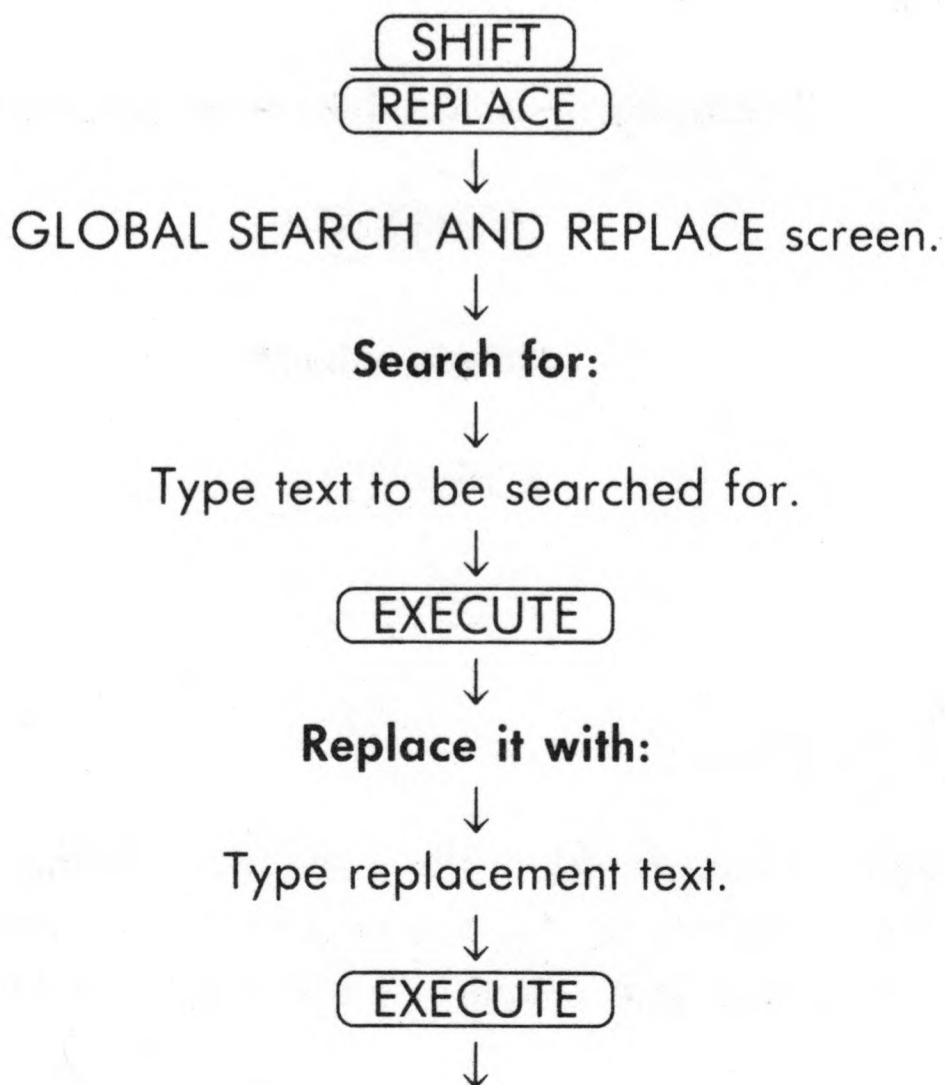
Complete typing the list.
↓

(EXECUTE)   or   (CANCEL)
(to continue)   (to abandon list and return
to the editing screen.)
↓

*(Editing screen appears again and cursor is
on first word found from search list.)*
↓

(SHIFT)
(EXECUTE) or (SEARCH) or (REPLACE)
(to replace   (to *not*   (to replace this text
text and   replace this   and perform search
continue   text and   and replace auto-
search)   continue   matically throughout
                       search)   rest of document)

or (CANCEL) (to stop global search and replace)

Glossary

A glossary is a special document in which you may save text or keywords for later recall.

ATTACHING A GLOSSARY DOCUMENT WITH GLOSSARY FUNCTIONS

GLOSSARY FUNCTIONS
↓
Attach glossary
↓
(EXECUTE)
↓
Glossary name
↓
Type the glossary name.
↓
(EXECUTE)

ATTACHING A GLOSSARY DOCUMENT ON THE EDITING SCREEN

(COMMAND)
↓
Which command?
↓
(GL)
↓
Which glossary?
↓
Type glossary name.
↓
(EXECUTE)

CREATING A GLOSSARY DOCUMENT USING GLOSSARY FUNCTIONS

GLOSSARY FUNCTIONS
↓
Create glossary
↓
(EXECUTE)
↓
Please enter glossary name
↓
Type glossary name.
↓
(EXECUTE)
↓
Prototype
↓
Type new prototype document name
if necessary.
↓
(EXECUTE)
↓
GLOSSARY SUMMARY
↓
Fill in fields as necessary.
↓

(EXECUTE)
↓
(Editing screen for creating entries.)
↓
(CANCEL)
↓
END OF EDIT options
↓

(EXECUTE) or (RETURN) or (COPY) or (DELETE)
(saves the   (to editing   (old   (erases the
changes)   screen)   document)   changes)

↓
(Verifying)
↓
*(If errors are detected, new
screen appears. Otherwise,
Glossary Functions menu appears.)*
↓
**Number of errors detected:
Verification error options**
↓

(RETURN)   or   (DELETE)
(to go back   (to ignore errors
to editing   and return to
screen and   Glossary Functions
fix errors)   menu)
↓
(GO TO PAGE)
↓
Which page?
↓
W or w
↓
*(Error location is defined. Return
to editing screen to correct errors.
End the editing to reverify.)*

CREATING A GLOSSARY DOCUMENT USING CREATE NEW DOCUMENT

MAIN MENU
↓
Create New Document
↓
(EXECUTE)
↓

Please enter document name

↓

Type glossary document name.

↓

(EXECUTE)

↓

Prototype

↓

Type prototype document name if different.

↓

(EXECUTE)

↓

DOCUMENT SUMMARY

↓

Fill in summary as needed. When editing
is complete, save the changes.

↓

MAIN MENU

↓

Glossary Functions

↓

(EXECUTE)

↓

Verify glossary

↓

(EXECUTE)

↓

Please enter glossary name

↓

Type glossary document name.

↓

(EXECUTE)

↓

(Verifying)

↓

*(If errors are detected, new
screen appears. Otherwise,
Glossary Functions menu appears.)*

↓

**Number of errors detected:
Verification error options**

↓

RETURN　　or　　DELETE
(to go back　　　　(to ignore errors
to document　　　　and return to
on editing　　　　Glossary Functions
screen to　　　　menu)
correct errors)

↓

GO TO PAGE

↓

Which page?

↓

W or w

↓

*(Error location is defined. Return
to editing screen to correct errors.
End the editing to reverify.)*

↓

GLOSSARY FUNCTIONS

↓

CANCEL

↓

MAIN MENU

↓

*(Glossary is now verified and attached,
ready for use.)*

CREATING A GLOSSARY ENTRY BY EXAMPLE

EDITING SCREEN

↓

(A glossary document must be attached.)

↓

MODE

↓

What mode?

↓

GL

↓

Type glossary entry text.

↓

```
┌─ MODE ─┐
└────────┘
    ↓
What mode?
    ↓
 ┌─ GL ─┐
 └──────┘
    ↓
Which entry?
    ↓
Type entry code.
```

CREATING A GLOSSARY ENTRY USING KEYWORDS

Adding entries to a glossary document can be done using Edit Old Document on the main menu or Edit Glossary on the glossary functions menu. The keywords and syntax are shown below. For definitions, alternatives and more information, check the operator's guide.

Keywords

backspace	go to	quote
cancel	indent	return
center	insert	replace
command	left	right
copy	merge	search
decimaltab	mode	south
delete	move	space
down	nextscrn	subscript
east	north	superscript
entry	note	tab
execute	page	up
format	prevscrn	west

Strings

Text to be placed in a document must be enclosed in quotation marks.

Syntax

Entry label ──────► entry c
{ insert "Hello" execute }

String

Key words

Enclosed by braces

DETACHING A GLOSSARY DOCUMENT

GLOSSARY FUNCTIONS
↓
Detach glossary
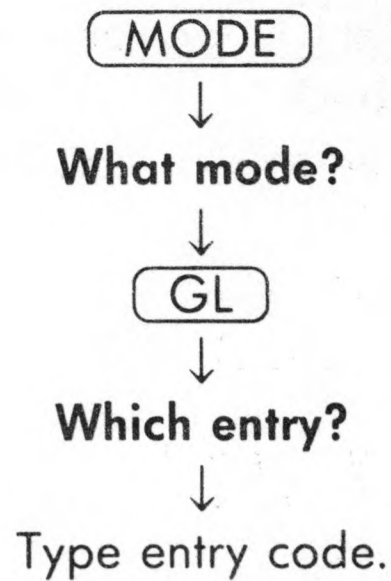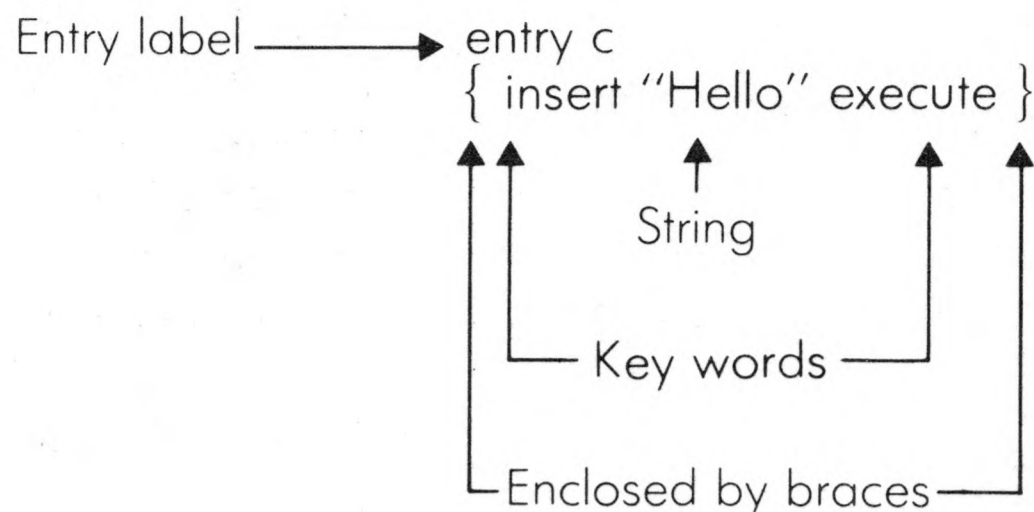
Or, attach a new glossary document. The old one will be detached.

USING A GLOSSARY ENTRY

(Text on editing screen.)
↓
GL
↓
Which entry?
↓
Type entry code.

GO TO PAGE

This key moves the cursor to a particular location in a document. See also Bookmarks.

GO TO PAGE
↓
Which page?
↓
Type code or press key for desired location of cursor (see chart below).
↓

Code or Key	Moves cursor to
B or b	Beginning of document
E or e	End of document
F or f	Footing page
H or h	Heading page
W or w	Workpage
(number) (EXECUTE)	Page number specified
[↑]	Top of page
[↓]	Bottom of page
[←]	Left margin
[→]	Right margin
(NEXT SCRN)	Top of the next page
(PREV SCRN)	Top of the previous page

Heading

Space reserved for a top margin, which may include a page number, or repeating text pertaining to the contents of the document, or empty lines.

(GO TO PAGE)
↓
Which page?
↓
Type H or h.
↓
Press (RETURN) for each line of space desired
and type any heading text.
↓

(GO TO PAGE)   or   (CANCEL)
(type page   (to leave
number and   document)
press (EXECUTE))
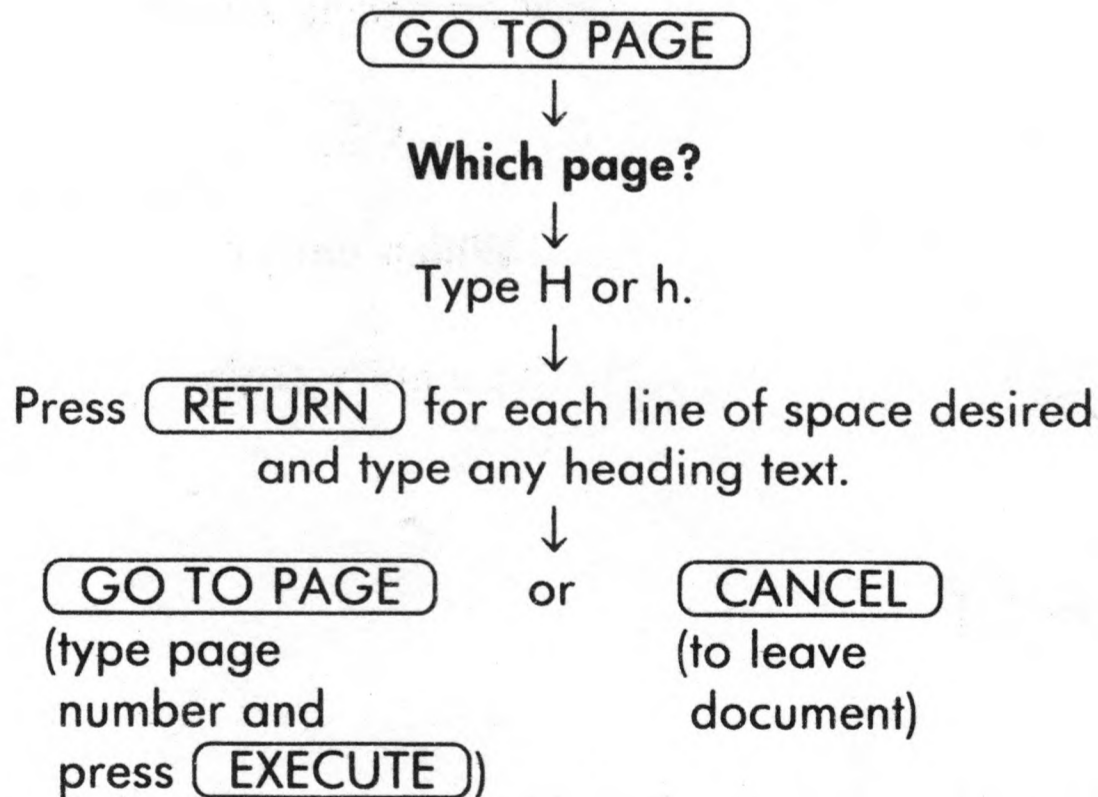
HELP

This key provides information on menu selections and the editing keys and functions on the editing screen.

EDITING SCREEN or MENU
↓
(HELP)
↓
(Help screen with list of help items.)
↓
Move marker to item needed.
↓
(HELP)
↓
(Information on that item.)
↓
(CANCEL) *(returns to the help list)*
↓
(CANCEL) *(returns to editing screen)*
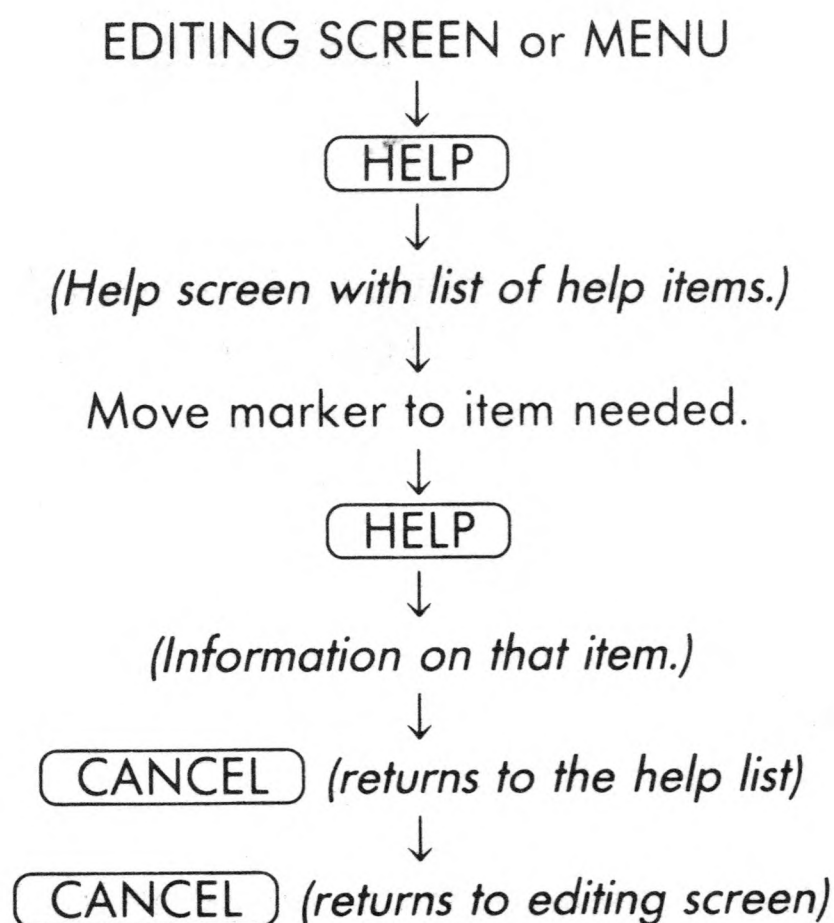
Horizontal Scroll

The ability to move the screen display to show any portion of the maximum line length that can be typed, 250 characters. Horizontal scroll is possible only on the length of the format line you have set.

(FORMAT)
↓
Change format
↓

⬅ or ➡   or   (TAB)   or   (SPACE BAR)   or   (RETURN)
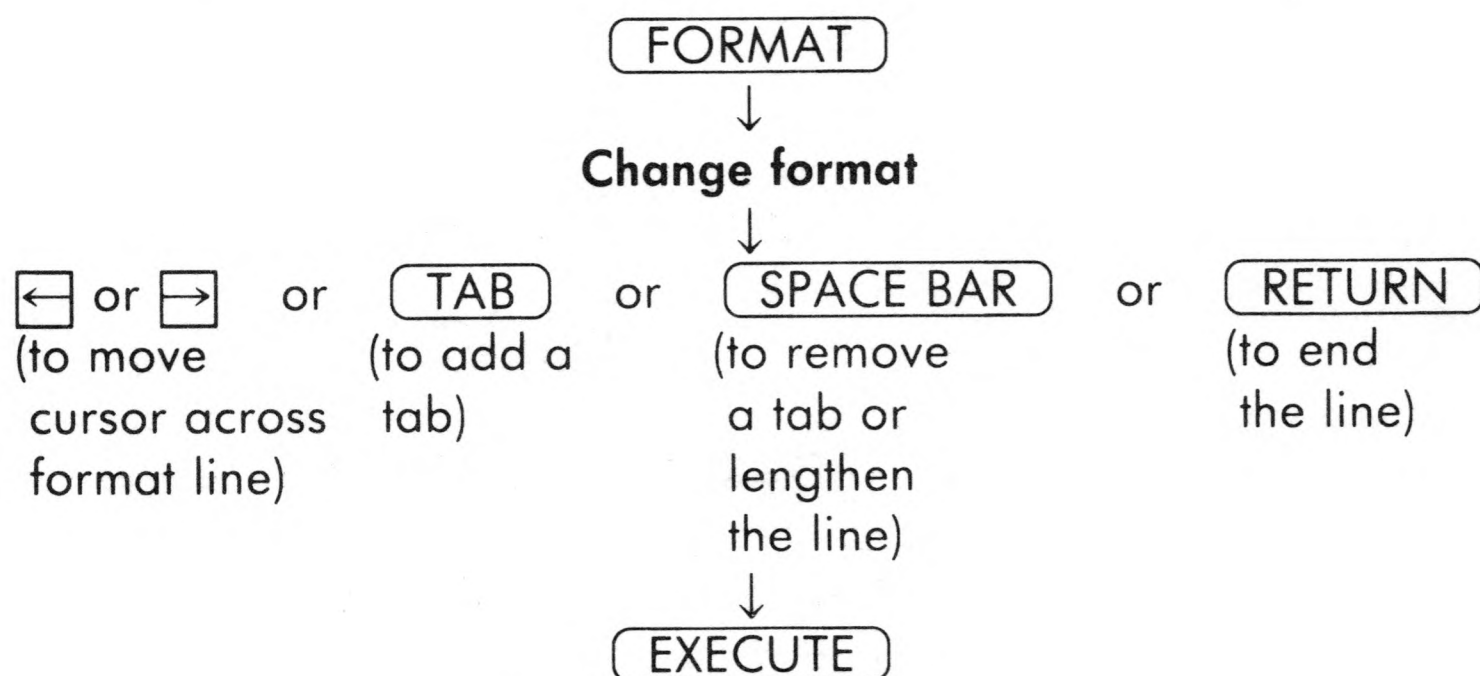(to move   (to add a   (to remove   (to end
cursor across   tab)   a tab or   the line)
format line)   lengthen
                                     the line)
↓
(EXECUTE)

Horizontal Scroll Setting

This setting controls how many characters the screen display scrolls to the left or right when the cursor moves past the right edge of the screen using a wide format line.

(COMMAND)
↓
Which command?
↓
Type the number of characters desired for the
horizontal scroll setting, from 1 to 79.
↓
Type H or h.
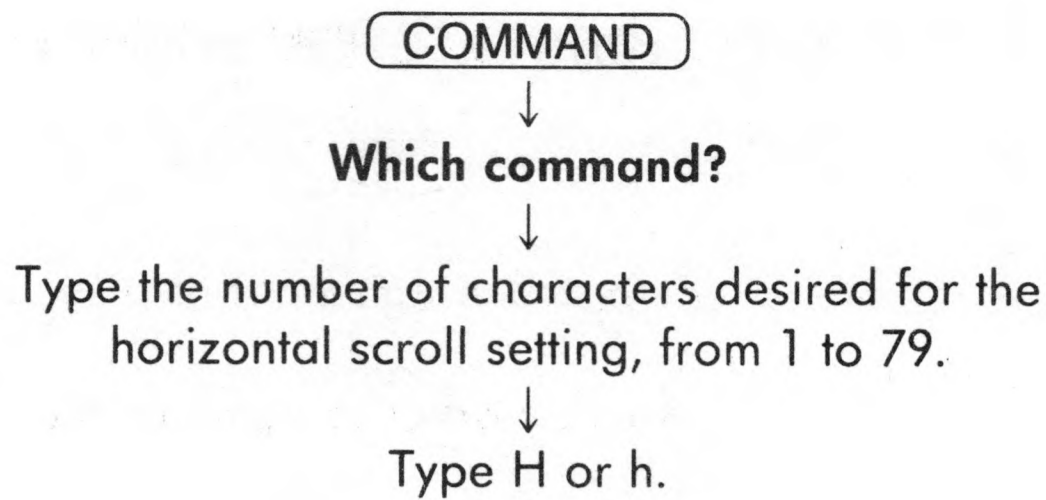
Hot Zone Length

A specified number of character positions before the right margin
where words can be hyphenated. See Hyphenation and Pagination.

Hyphenation and Pagination

Hyphenation and pagination is an activity on the advanced functions
menu used to hyphenate and paginate an entire document at one
time after it has been edited.

MAIN MENU
↓
Advanced Functions
↓
(EXECUTE)
↓
ADVANCED FUNCTIONS
↓
Hyphenation and Pagination
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
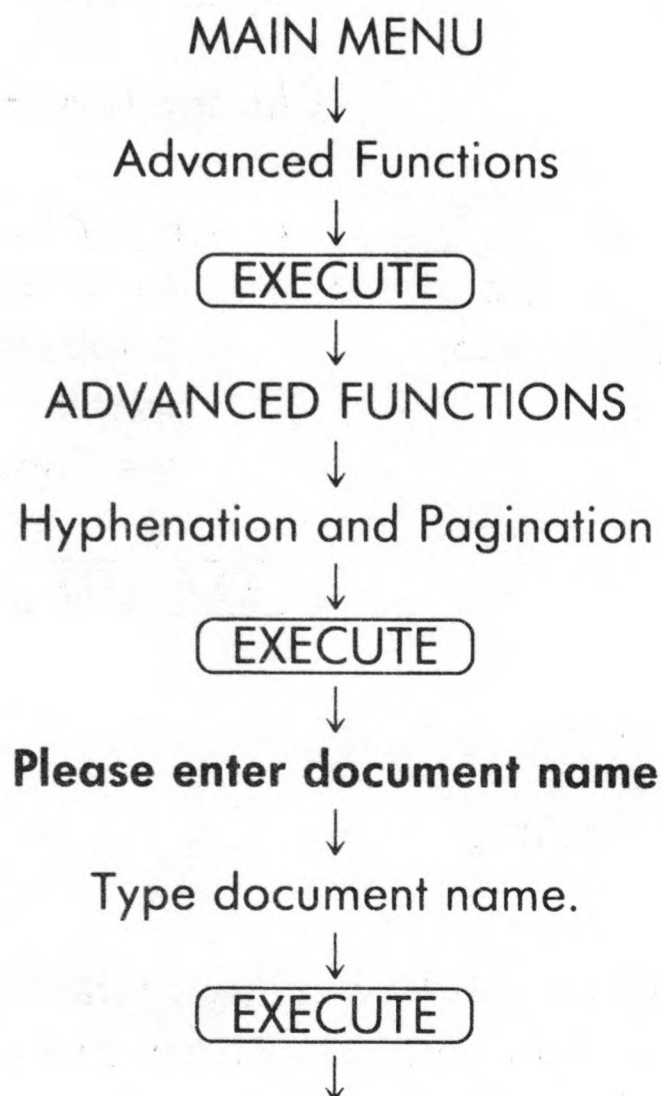
Hot zone length

↓

Type the number for zone length for
hyphenation if other than 3.

↓

Use 99 to paginate but not hyphenate.

↓

(EXECUTE)

↓

Text length

↓

Type the number for text length for pagination.

↓

(RETURN)

↓

Process from page

↓

Type page number to start with.

↓

(RETURN)

↓

through page

↓

Type page number to end with.
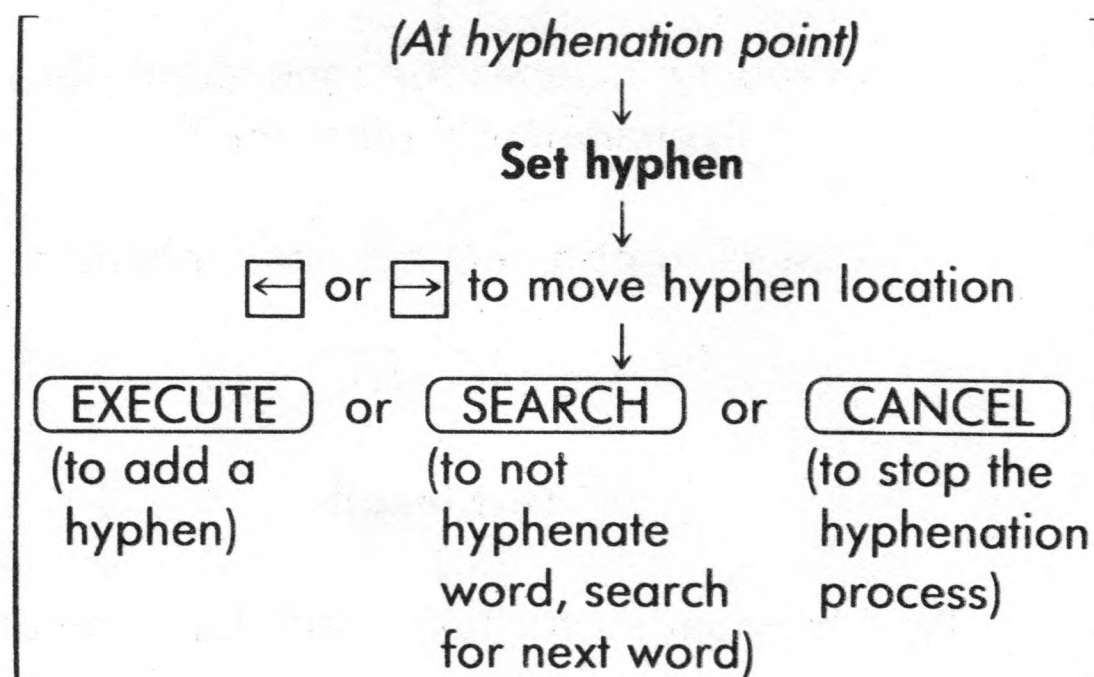
↓

(RETURN)

↓

Automatic? No

↓

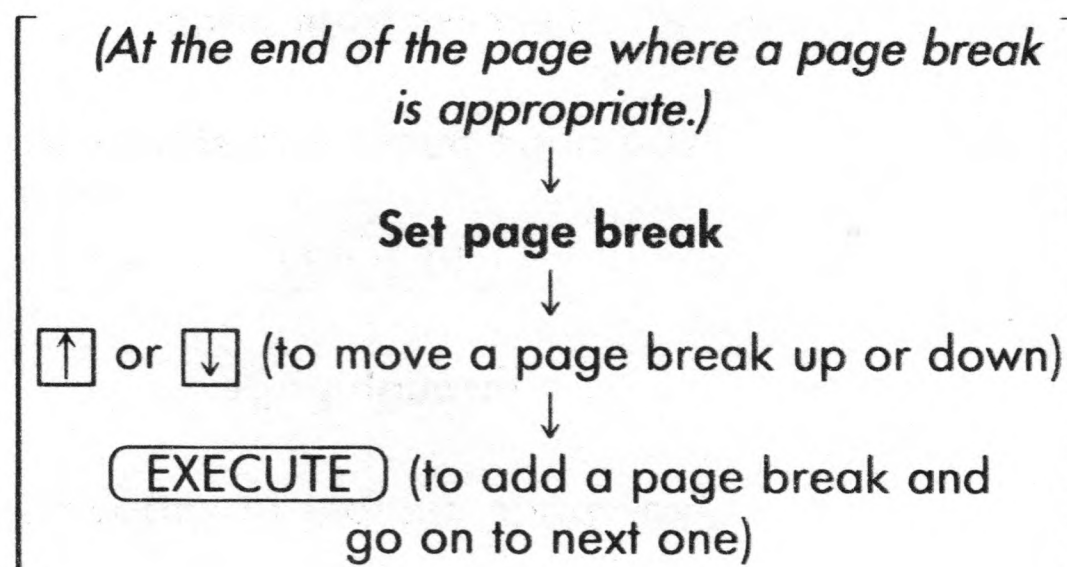Press ⬇ to choose automatic hyphenation
and/or pagination if desired

↓

(EXECUTE)

↓

*(New screen with status line showing first instance
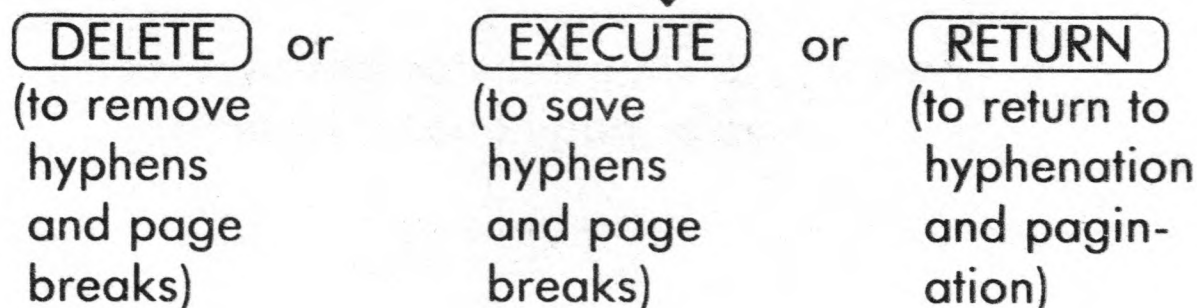of hyphenation or pagination.)*

Hyphenation

(At hyphenation point)
↓
Set hyphen
↓
⬅ or ➡ to move hyphen location
↓

| EXECUTE | or | SEARCH | or | CANCEL |

(to add a   (to not   (to stop the
hyphen)   hyphenate   hyphenation
                   word, search   process)
                   for next word)

Pagination

(At the end of the page where a page break is appropriate.)
↓
Set page break
↓
⬆ or ⬇ (to move a page break up or down)
↓
EXECUTE (to add a page break and go on to next one)

↓

End of Hyphenation and Pagination
↓

| DELETE | or | EXECUTE | or | RETURN |

(to remove   (to save   (to return to
hyphens   hyphens   hyphenation
and page   and page   and pagin-
breaks)   breaks)   ation)

↓
ADVANCED FUNCTIONS

Hyphens

Hyphens are used to break words at the end of a text line for a more even right margin when printing, and to prevent large spaces in a line when printing justified text. Hyphens can be added manually or by using the hyphenation activity on the advanced functions menu. There are three kinds of hyphens:

GENERATED HYPHEN (BRIGHT -)

This hyphen is added in the hyphenation process, and removed automatically each time hyphenation in used on a document again.

REGULAR HYPHEN (-)

This hyphen is entered during document creation or editing by pressing (-). This hyphen is permanent and is not removed by hyphenation process.

REQUIRED HYPHEN (⊥)

This hyphen controls where a word can be broken during hyphenation, or, if placed at the beginning of a word, prevents hyphenation.
(COMMAND) and (-) enters a required hyphen.

Indent →

The key that allows a line or block of text to be left-justified and aligned with a tab stop. All text typed after indent will align until the next return.

CHANGING INDENT POSITION

(FORMAT)
↓
Change format
↓

(SPACE BAR)   or   (TAB)
(to remove a tab stop)   (to add a tab stop)
↓
(EXECUTE)
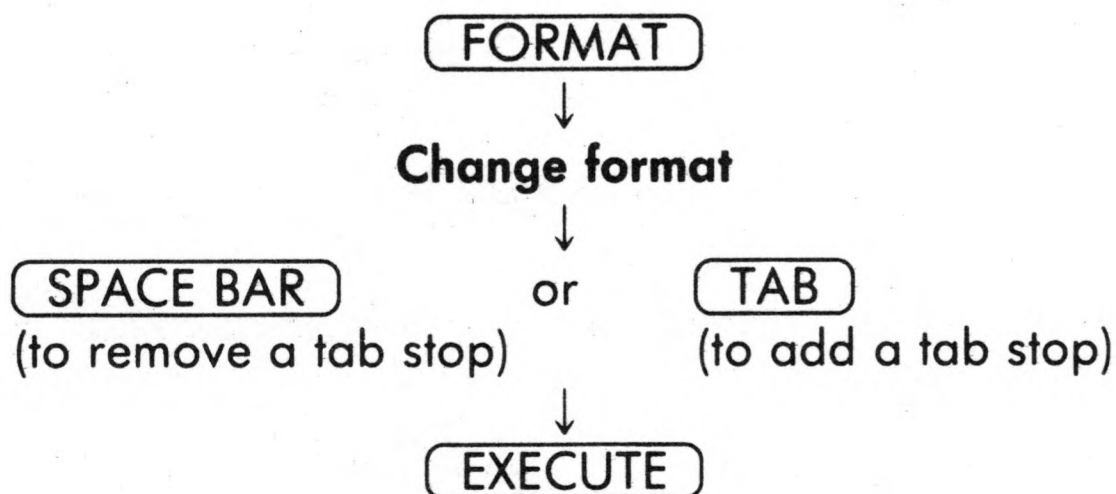
REMOVING AN INDENT

Position cursor on indent symbol.
↓
(DELETE)
↓
Delete what?
↓
(EXECUTE)

USING INDENT

(INDENT)
↓
Press as many times as needed to reach
desired tab stop.
↓
Type text.

Index

A list of documents or sublibraries on an archive disk or on the
system disk. Indexes can be made of all the documents or those by
a particular author or operator and in short or long format. The index
can be shown on the screen, printed, or both.
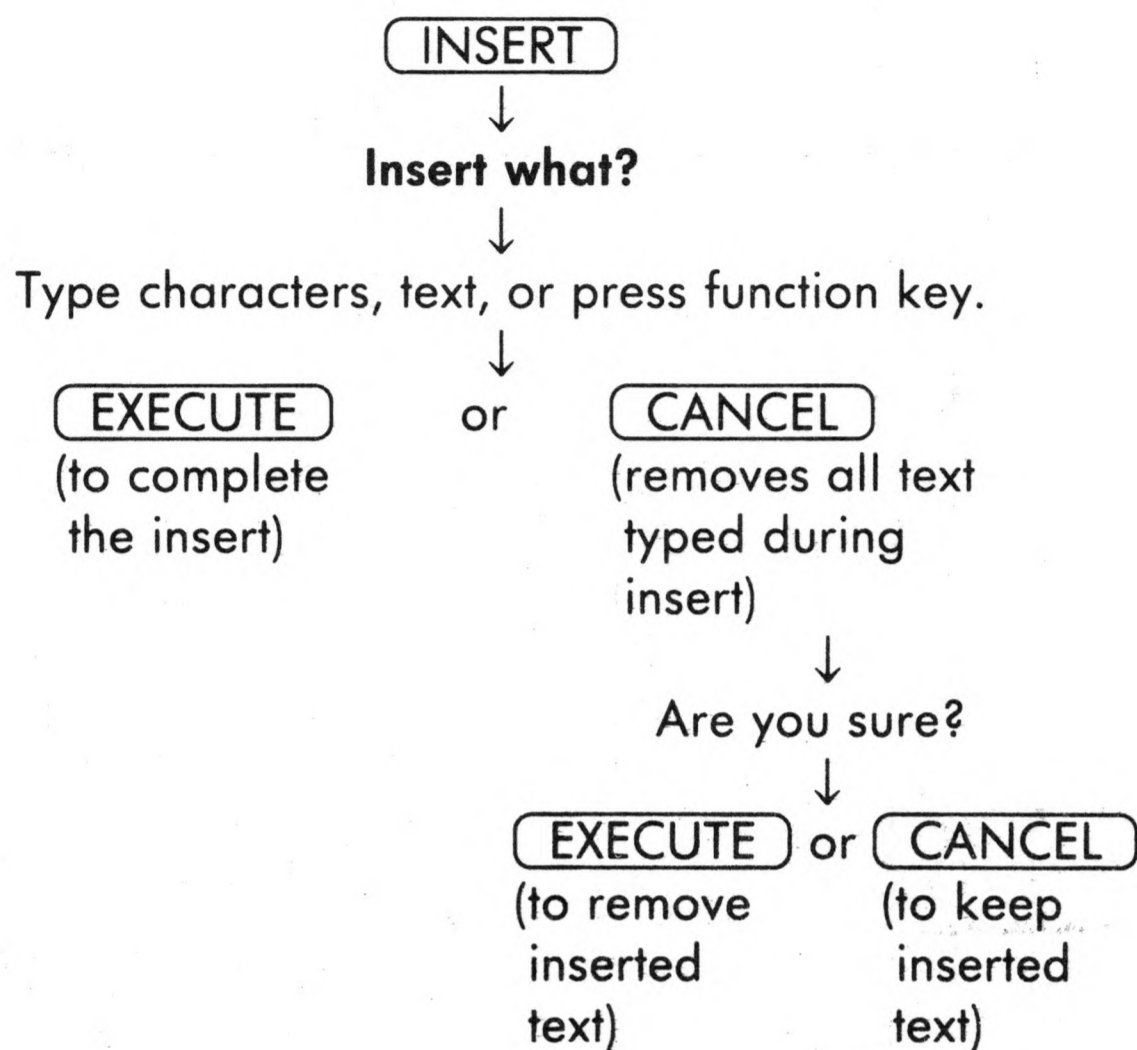
MAIN MENU
↓
Index
↓
(EXECUTE)
↓
DOCUMENT INDEX
↓
Make one choice from each category.
↓
(EXECUTE)
↓
DOCUMENT LISTING

INSERT

This key adds characters, new text, or functions such as centering to text that has already been created.

(INSERT)
↓
Insert what?
↓
Type characters, text, or press function key.
↓

(EXECUTE)   or   (CANCEL)
(to complete   (removes all text
the insert)   typed during
                        insert)
                        ↓
                        Are you sure?
                        ↓

(EXECUTE) or (CANCEL)
(to remove   (to keep
inserted   inserted
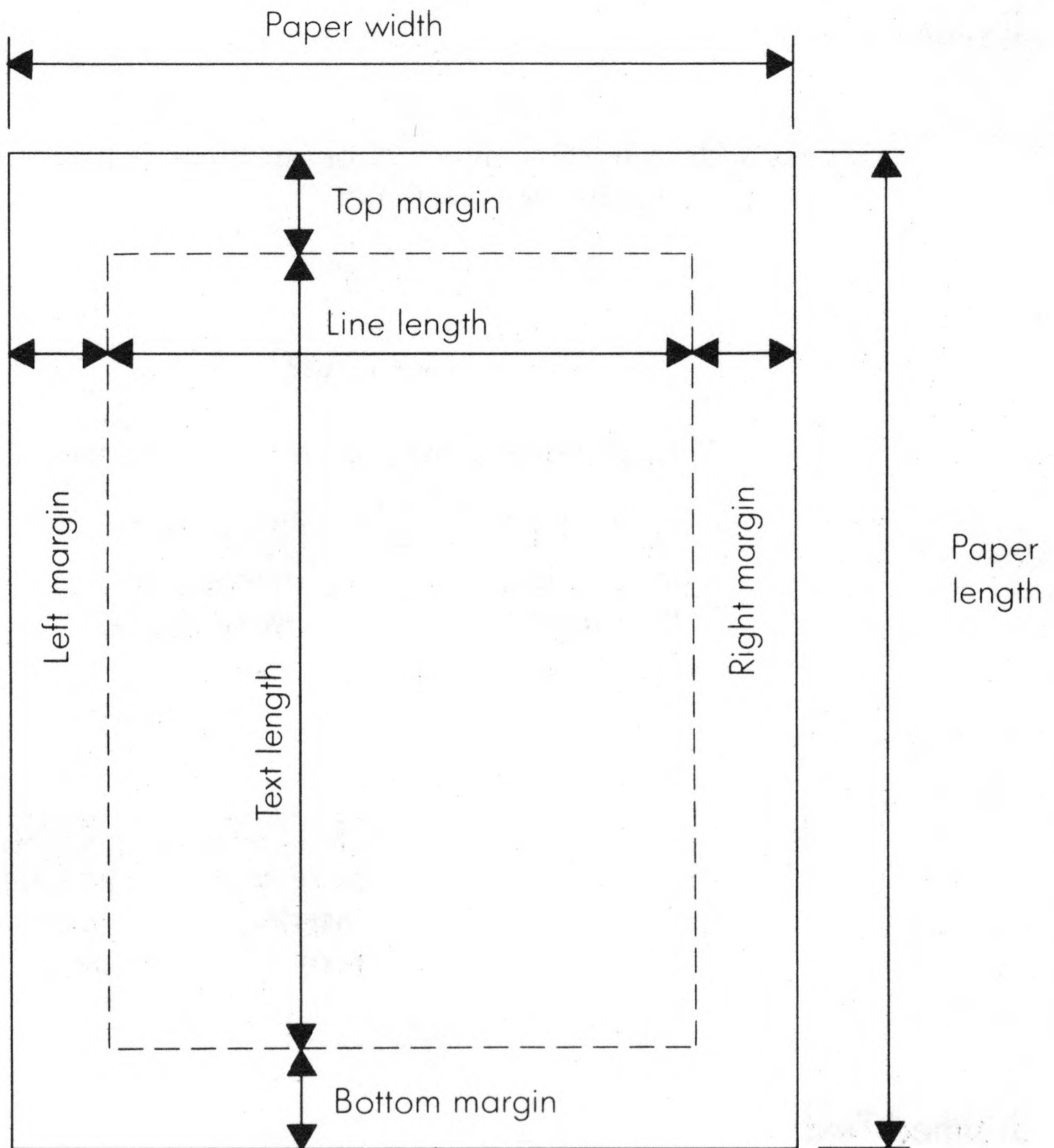text)   text)

Justified Text

See Printing.

Keywords

The names of function keys on the keyboard that are used in glossary documents. See Glossary for a list of keywords.

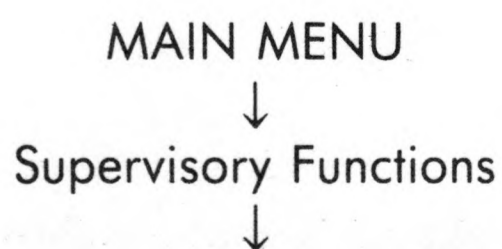## Layout

The elements of page layout are shown in the illustration on the next page. Each element is listed in this section.

Diagram showing paper layout with labeled dimensions: Paper width, Top margin, Line length, Left margin, Right margin, Text length, Paper length, Bottom margin.
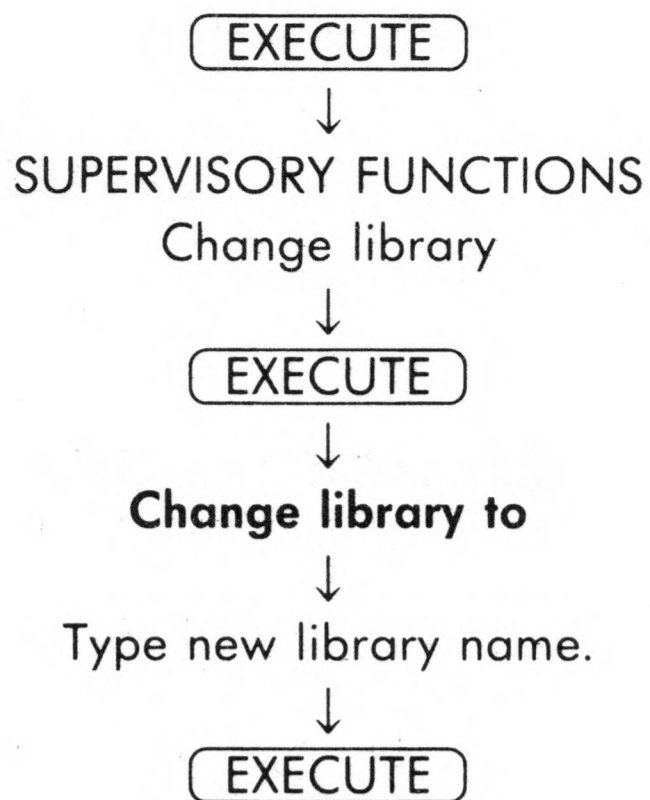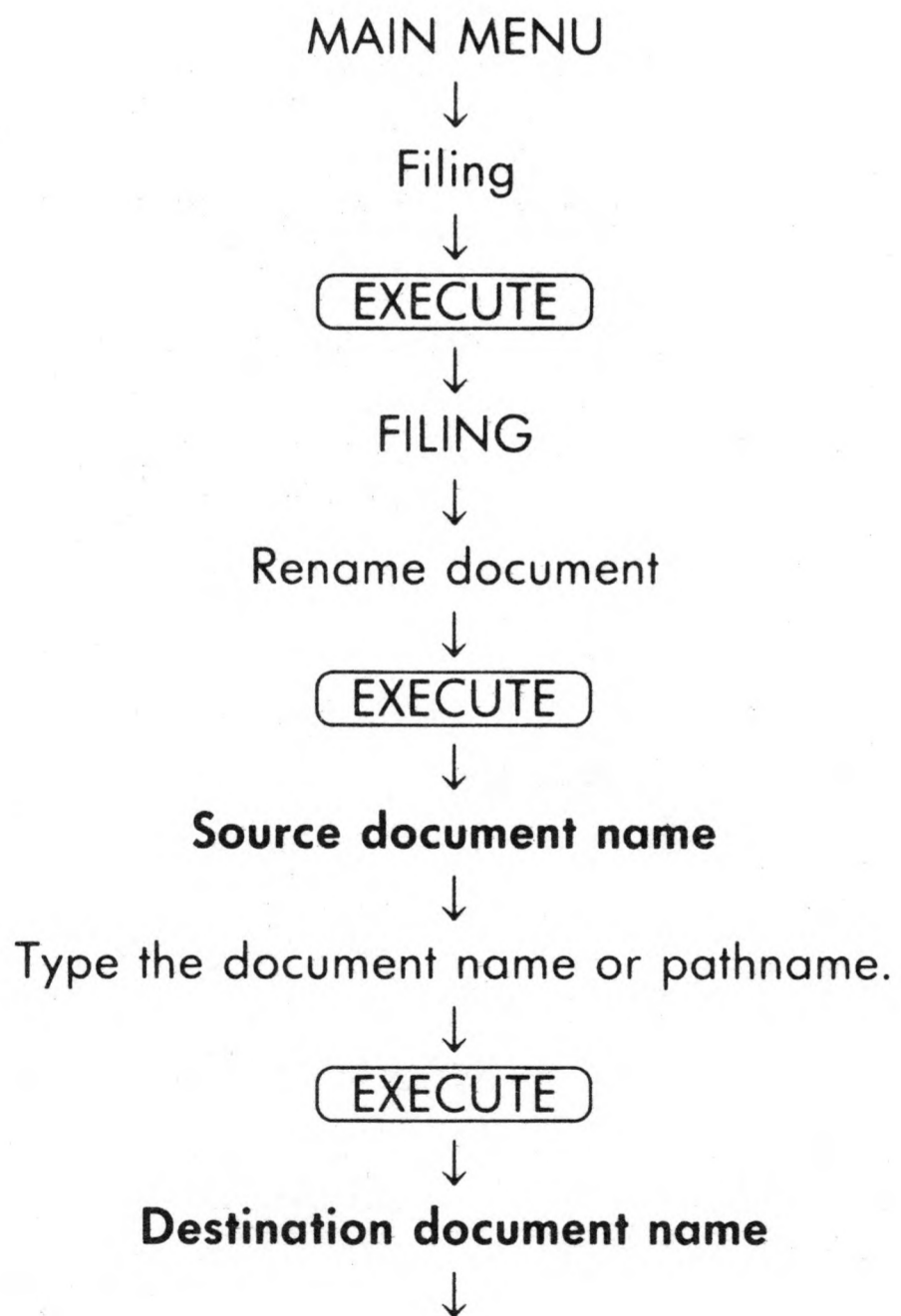
Library

A library is a list of documents. Libraries and their subdivisions, sublibraries, are used to organize your documents. A library name always begins with a /, as in /u/training.

CHANGING THE LIBRARY

MAIN MENU
↓
Supervisory Functions
↓

(EXECUTE)
↓
SUPERVISORY FUNCTIONS
Change library
↓
(EXECUTE)
↓
Change library to
↓
Type new library name.
↓
(EXECUTE)

MOVING A DOCUMENT TO A DIFFERENT LIBRARY

MAIN MENU
↓
Filing
↓
(EXECUTE)
↓
FILING
↓
Rename document
↓
(EXECUTE)
↓
Source document name
↓
Type the document name or pathname.
↓
(EXECUTE)
↓
Destination document name
↓

Type the new pathname.
↓
(EXECUTE)

CREATING A LIBRARY OR SUBLIBRARY

MAIN MENU
↓
Supervisory Functions
↓
(EXECUTE)
↓
SUPERVISORY FUNCTIONS
↓
Make library
↓
(EXECUTE)
↓
Please enter new library name
↓
Type library name.
↓
(EXECUTE)
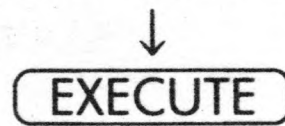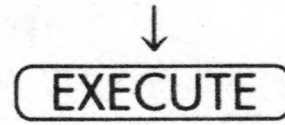
REMOVING A LIBRARY

MAIN MENU
↓
Supervisory Functions
↓
(EXECUTE)
↓

SUPERVISORY FUNCTIONS
↓
Remove library
↓
(EXECUTE)
↓
Please enter library name
↓
Type library name.
↓
(EXECUTE)
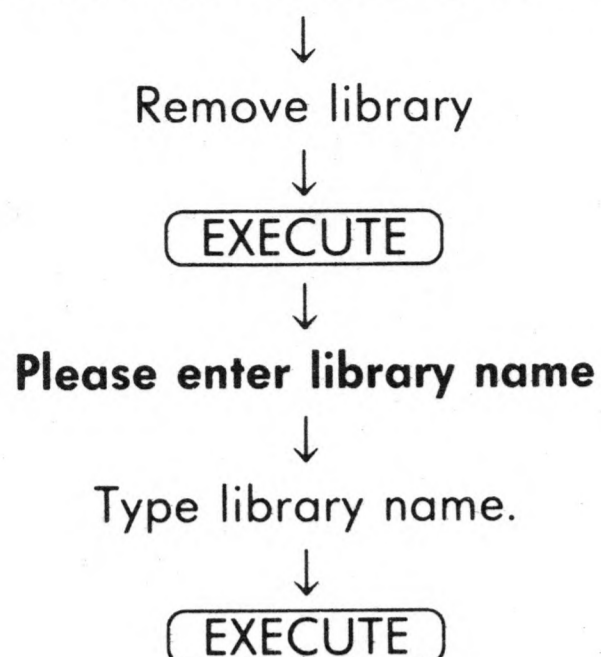
Line Length

The line length for a document is determined by the number of characters across a line and is set on the format line. See Format.

Line Spacing

The amount of space between lines on a page, including zero, quarter, half, single, 1-1/2, double, and triple spacing. See Format.

Lines Per Inch

The number of lines to be printed in 1 vertical inch. See Printing.

LOCK

When used with the Shift key, all the letters on the keyboard appear on the screen as uppercase. Other keys on the keyboard are not affected. To change this, press the Lock key again.

Margins

TOP MARGIN

The top margin is the unprinted space between the top edge of the paper and the text. See also Heading.

GO TO PAGE
↓
Which page?
↓
Type H or h.
↓
Press RETURN for each line of space desired for top margin or delete returns for less space.

BOTTOM MARGIN

The bottom margin is the blank space between the end of the printed text and the bottom edge of the paper. See also Footing.

Calculating the bottom margin from heading and text length

Subtract page text length and heading length (if any) from paper length in number of lines.

Example:

Paper length	66 lines
Heading	− 5 lines
Text length	− 50 lines
Bottom margin	= 11 lines

Setting the Bottom Margin with a Footing

GO TO PAGE
↓
Which page?
↓
Type F or f.
↓
Press RETURN once for each blank line desired.
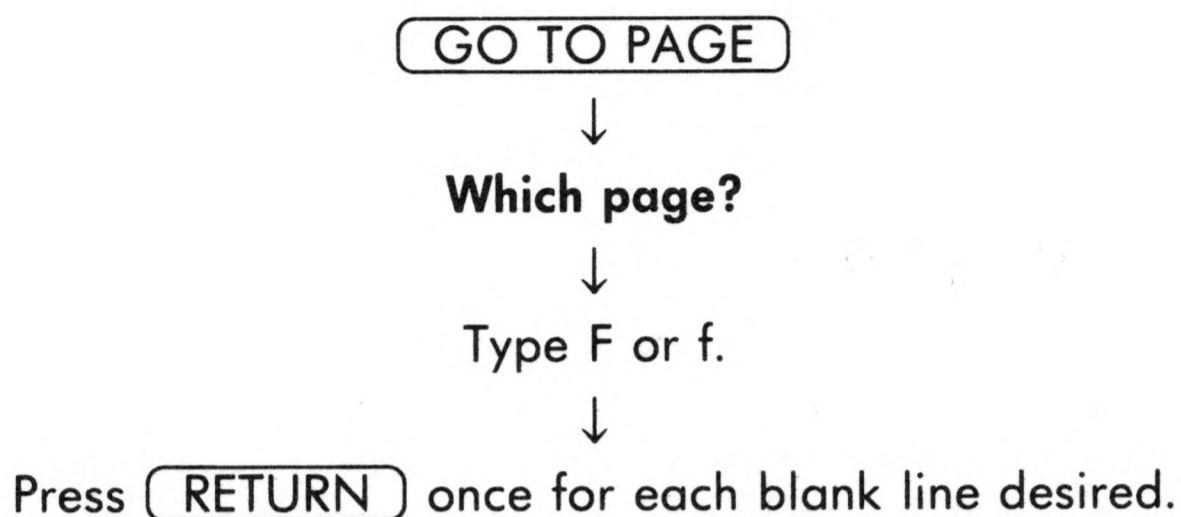
LEFT MARGIN

The left margin is the unprinted area between the left edge of the paper and the left edge of the printed text.

MAIN MENU
↓
Print Document
↓
EXECUTE
↓
Please enter document name
↓
Type document name.
↓
EXECUTE
↓

PRINT DOCUMENT
↓
Left margin
↓
Type number of characters desired for
width of left margin.
↓
(EXECUTE)
↓
(Document prints with correct left margin.)
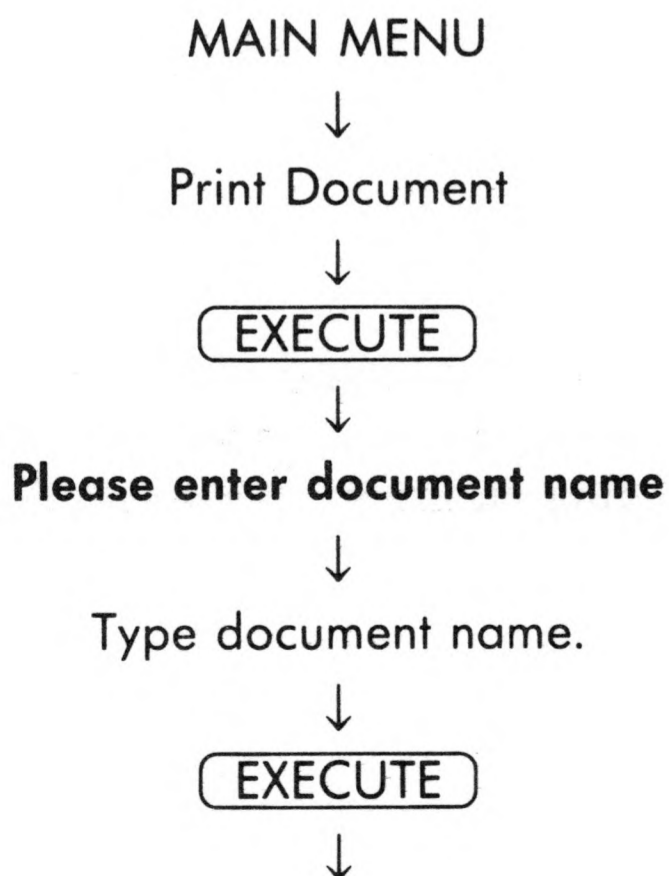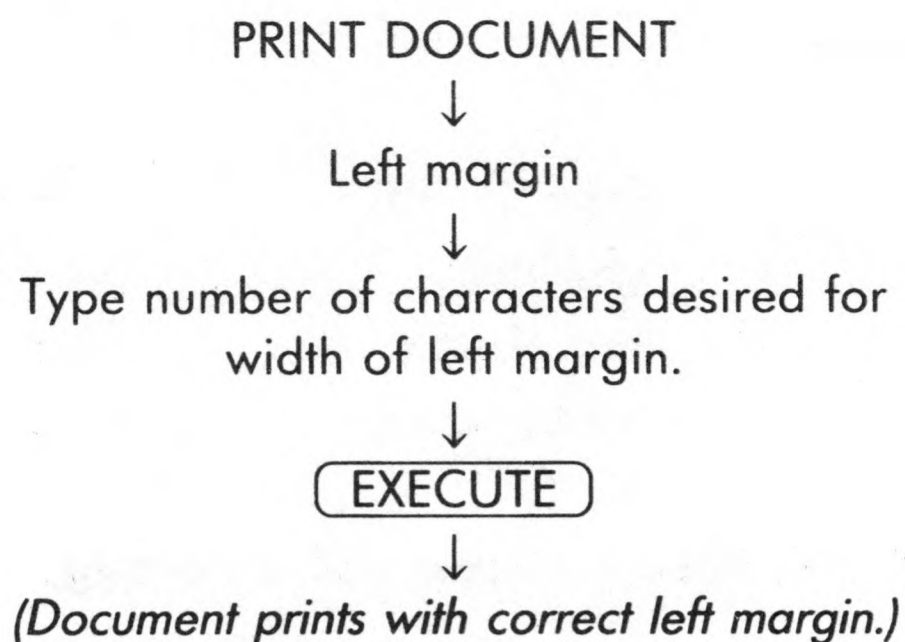
RIGHT MARGIN

The right margin is the unprinted space between the end of a line
of text and the right edge of the paper. The right margin is deter-
mined by the left margin and the line length (see Format). For
example, if you are printing in 12-pitch (12 character per inch) there
is room for 102 characters across a 8-1/2 inch wide sheet of paper.

Width of paper	102 characters
Left margin	− 15 characters
Line length	− 65 characters
Right margin	= 22 characters

MERGE <>

This key is used with alternating headings or footings to mark the
division between text for odd-numbered and even-numbered pages.
See Alternating Headings or Footings.

MODE

This key is used in combination with other keys to initiate additional word processing features. See also Cursor Mode, Glossary.

ADDING EMPHASIS TO EXISTING TEXT

Position cursor at beginning of text.

↓

MODE

↓

What mode?

↓

Type the code for emphasis.

↓

Code	Emphasis
B or b	Boldface
_	Underline
=	Double underline
/	Overstrike

↓

Move cursor to end of text to be emphasized.

↓

MODE

↓

What mode?

↓

Type the emphasis code again.

ADDING EMPHASIS WHILE TYPING

Position cursor where emphasized typing starts.
↓
[MODE]
↓
What mode?
↓
Type the code for emphasis.
↓

Code	Emphasis
B or b	Boldface
_	Underline
=	Double underline
/	Overstrike

↓
Type text. It is emphasized as you type.
↓
[MODE]
↓
What mode?
↓
Type the code for emphasis.

REMOVING EMPHASIS TO TEXT

Position cursor at beginning of emphasized text.
↓
[MODE]
↓
What mode?
↓
Type the code for emphasis.

MOVE

The function key that moves text within a document or between documents.

MOVING TEXT WITHIN A DOCUMENT

Position cursor at beginning of text.
↓
(MOVE)
↓
Move what?
↓
Position cursor at end of text to be moved.
↓
(EXECUTE)
↓
To where?
↓
Position cursor at new location of text.
↓
(EXECUTE)

MOVING TEXT BETWEEN DOCUMENTS

Position cursor where text will be moved to.
↓
(SHIFT)
(MOVE)
↓
MOVING TEXT BETWEEN DOCUMENTS
↓
From:
↓
Type source document name.
↓
(EXECUTE)
↓
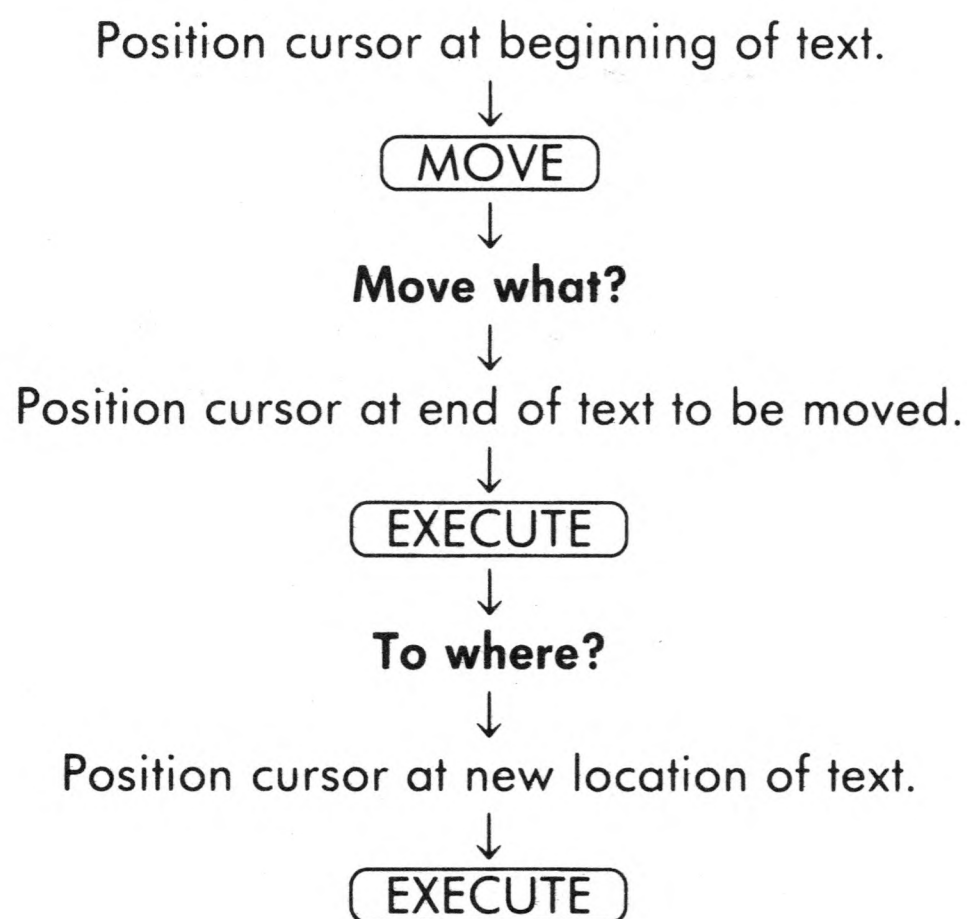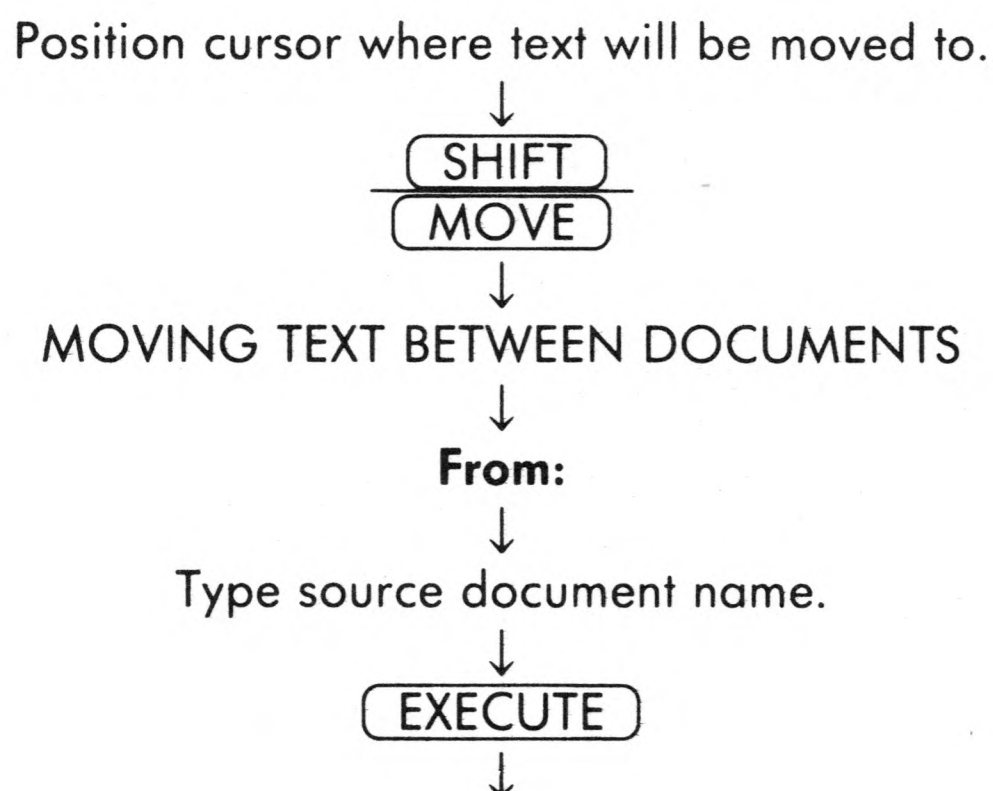
*(Cursor located at the beginning of the
source document.)*
↓
From where?
↓
Move cursor to beginning of text to be moved.
↓
(EXECUTE)
↓
Move what?
↓
Move cursor to end of text to be moved.
↓
(EXECUTE)
↓
*(Text moved to destination document; cursor
is positioned at end of moved text.)*

NEXT SCRN

This key moves the cursor to the next screen of text. Used with the
Go to Page key, this key will move the cursor to the next page of text.

NOTE !!

This key adds bookmarks and notes to a document. When notes are
added, they will be printed with the text. See Bookmarks.

ADDING NOTES

(NOTE)
↓
Type text of note.
↓
(NOTE)

Overstrike |

Overstrike causes the character / to be printed over text. It is frequently used in legal documents to show text that will be deleted. See MODE.

PAGE

This key adds an optional or required page break, defines the text length, and sets the cursor mode to page. An optional page break can be removed and replaced during automatic pagination, a required page break cannot. See Cursor Mode and Text Length.

ADDING AN OPTIONAL PAGE BREAK

*(Position cursor on the line you wish
to be last on the page.)*
↓
(INSERT)
↓
Insert what?
↓
(PAGE)
↓
(EXECUTE)
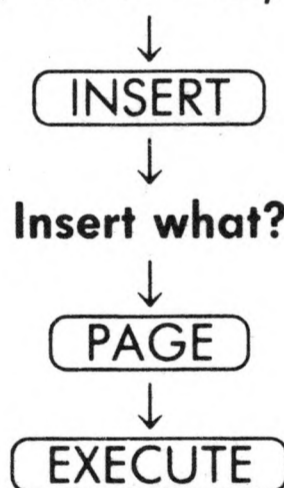
ADDING A REQUIRED PAGE BREAK

Position cursor on the line after the line
you wish to be last on the page.
↓
(INSERT)
↓
Insert what?
↓
(SHIFT)
(PAGE)
↓
(EXECUTE)
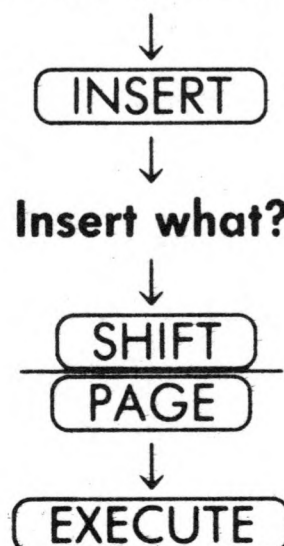
REMOVING AN OPTIONAL OR REQUIRED PAGE BREAK

Position cursor on page break line.
↓
(DELETE)
↓
Delete what?
↓
(EXECUTE)

Page Break

The row of - - -'s or = = ='s on the screen that shows where one page ends and another begins.

Page Numbering

Page numbers are printed on a document by using a # in a heading or footing. The page where the numbering should begin and the page number to be printed on that page are set on the print menu.

ADDING PAGE NUMBERING TO A HEADING OR FOOTING

(GO TO PAGE)
↓
Which page?
↓

Type H or h   or   Type F or f
(for heading)   (for footing)
↓

Type #   or   Press (CENTER)   or   Type #
(for numbers   and type #   (with heading or
aligned with   (for centered   footing text)
left margin)   number)
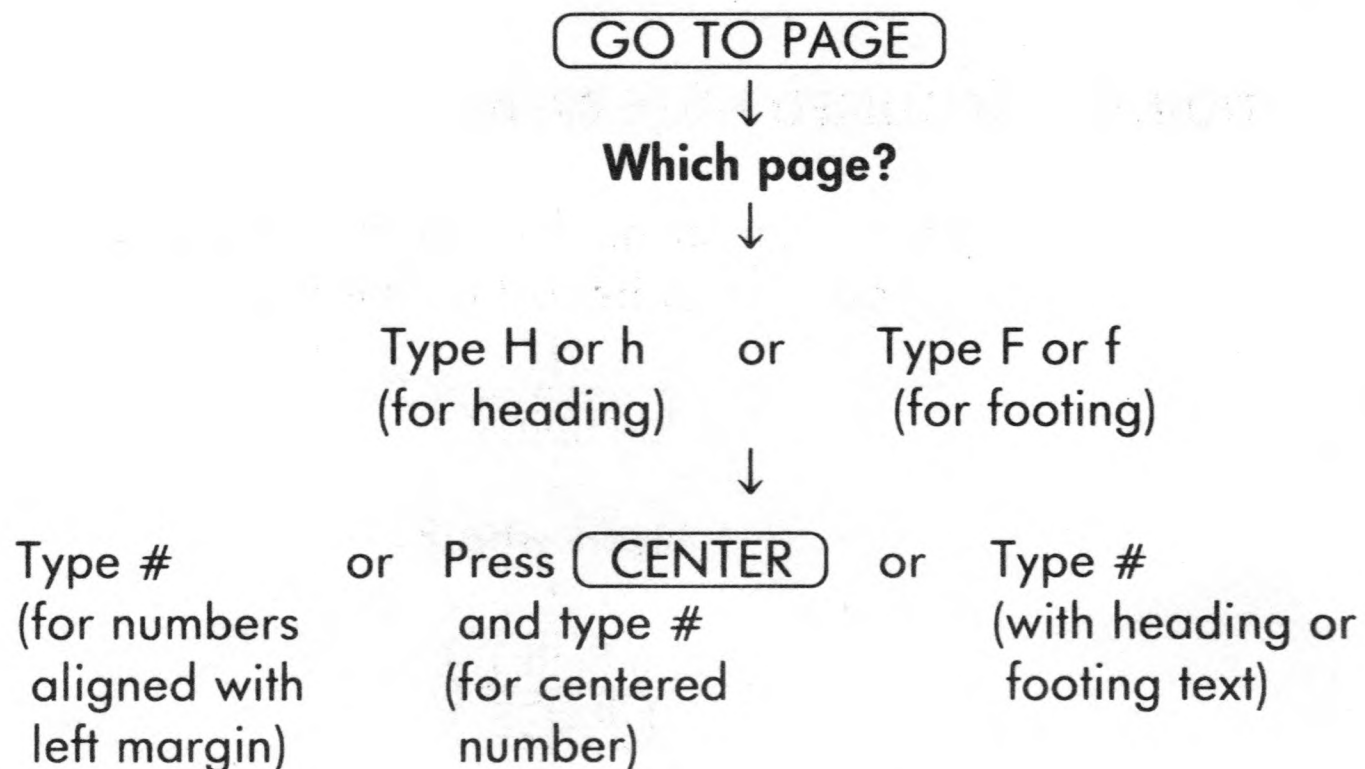
PRINTING A DOCUMENT WITH PAGE NUMBERING

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Starting as page no.
↓
Type page number desired for first page of
document to be printed.
↓
First heading page or **First footing page**
↓
Type number of page on which numbers
are to start printing.
↓
(EXECUTE)
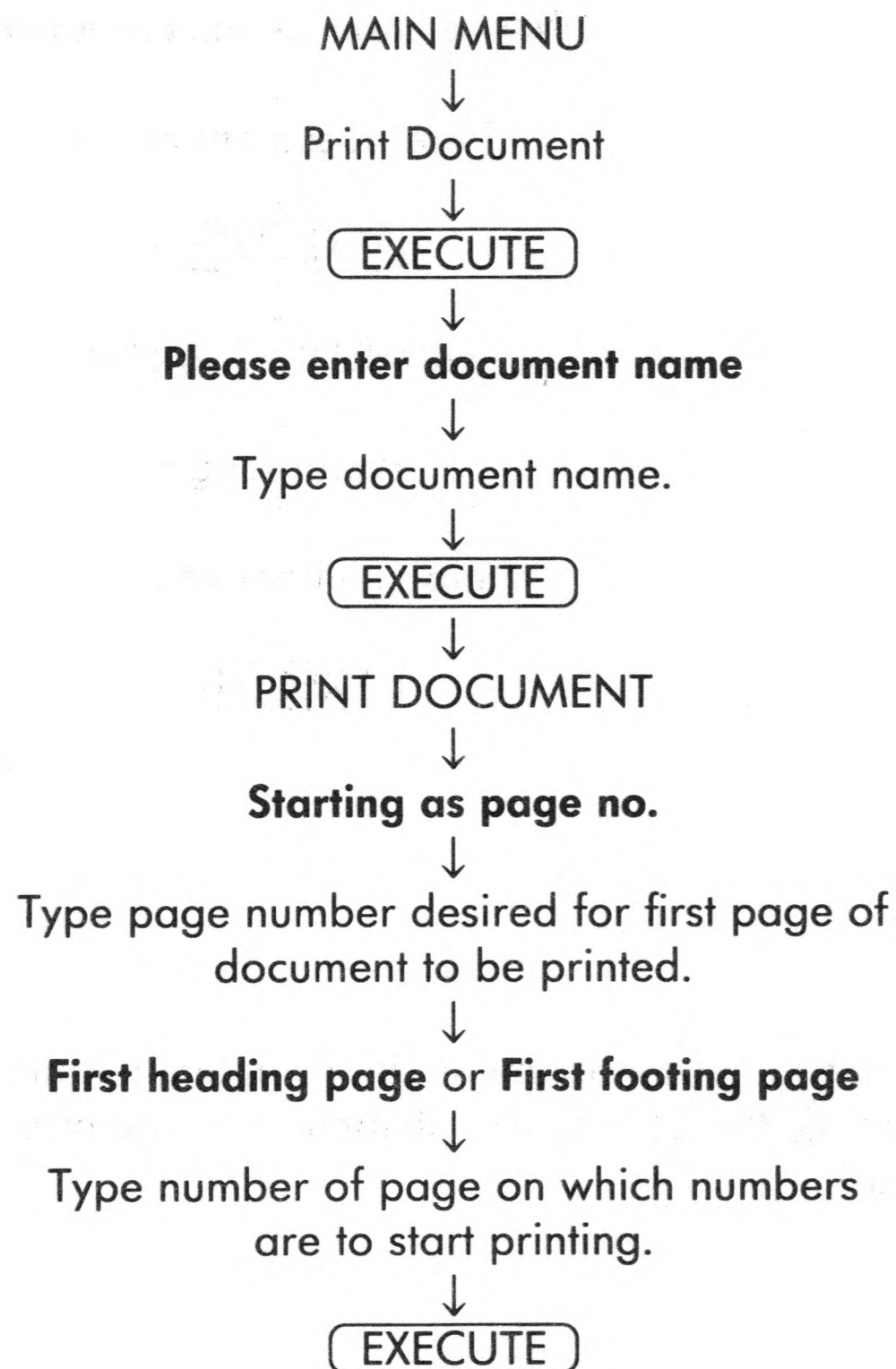
Paper Length

Paper length is the length of a piece of paper measured in number
of lines. The number of lines printed on a page is the page length.
When printing the standard 6 lines per inch, 8-1/2 x 11 inch paper has
66 lines, and 8-1/2 x 14 has 84 lines down the page. When printing
8 lines per inch, 8 1/2 x 11 inch paper has 88 lines, and 8-1/2 x 14 has
112 lines down the page.

MAIN MENU
↓
Print Document
↓

(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Paper length
↓
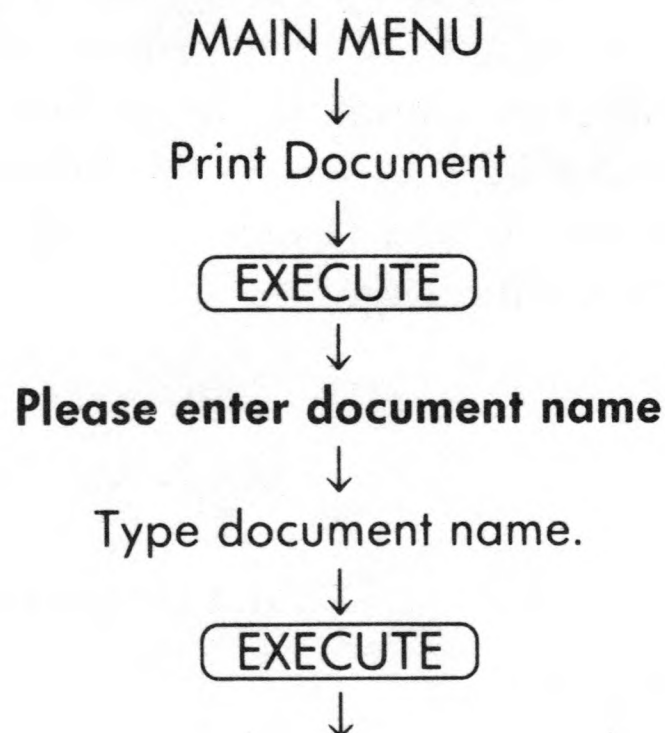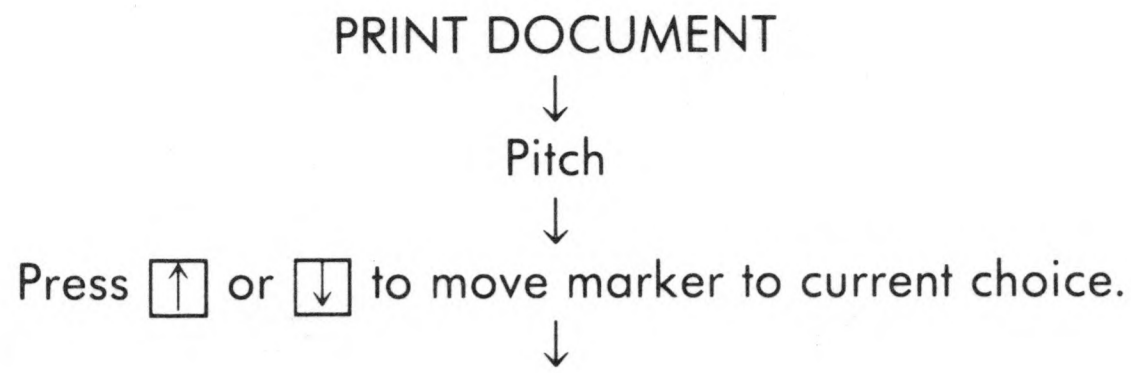Type number of lines.
↓
(EXECUTE)
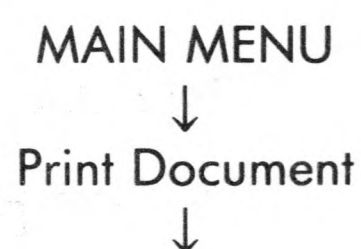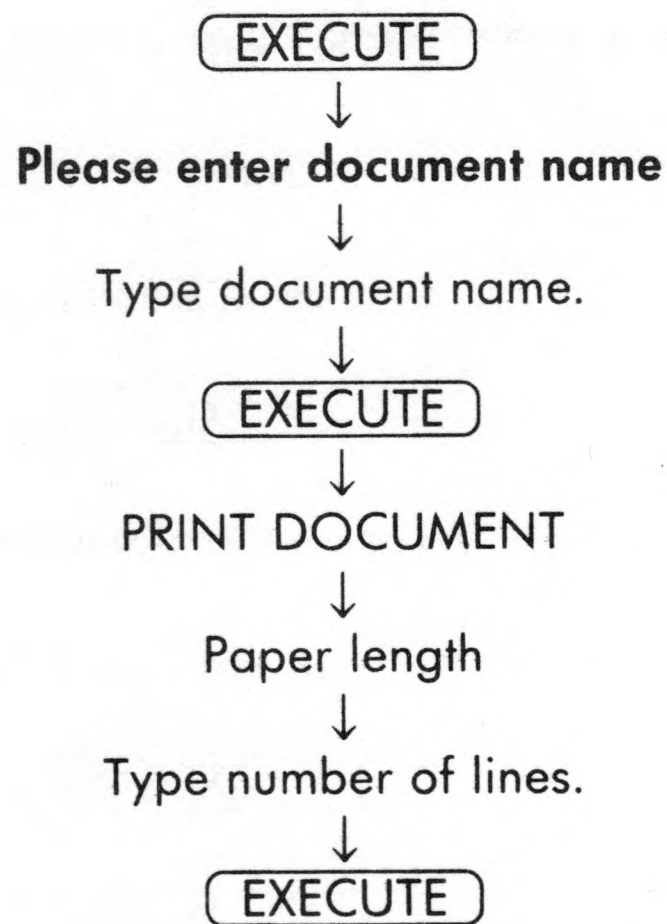
Pathname

A document pathname is the complete location of a document including the library or sublibrary, for example, /u/training/letters/james.

Pitch

The number of characters to be printed in an inch across the page, either 10, 12, or 15.

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓

PRINT DOCUMENT
↓
Pitch
↓
Press ↑ or ↓ to move marker to current choice.
↓

PREV SCRN

This key moves the cursor to the previous screen of text, that is, the previous 21 lines of text. It may also be used to move the cursor to the next page in combination with the Go to Page key.

Print Queue

The list of print jobs shown by printer control. See Printer Control.
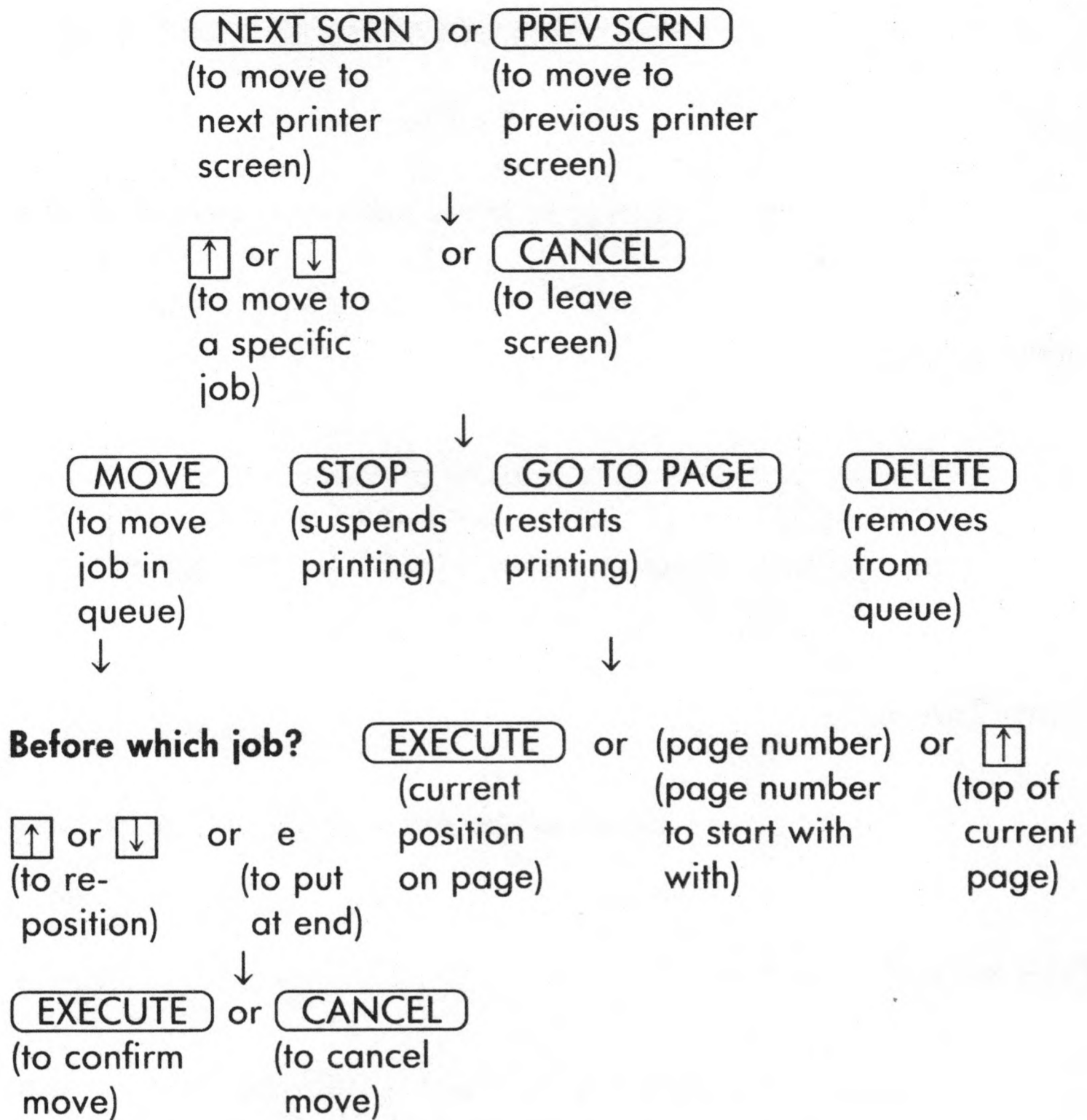
Print Wheel Number

A number that identifies the type of print wheel on your printer. Use 1 for American English (ASCII standard), 2 for French, 3 for German, and 4 for Multilingual.

Printer Control

Printer control is an activity on the main menu that controls the printing of a document.

MAIN MENU
↓
Printer Control
↓
(EXECUTE)
↓
PRINTER CONTROL
↓
(Screen for printer number 1.)
↓

(NEXT SCRN) or (PREV SCRN)
(to move to   (to move to
next printer   previous printer
screen)   screen)

                        ↓

[↑] or [↓]   or (CANCEL)
(to move to   (to leave
a specific   screen)
job)

                        ↓

(MOVE)   (STOP)   (GO TO PAGE)   (DELETE)
(to move   (suspends   (restarts   (removes
job in   printing)   printing)   from
queue)   queue)

   ↓   ↓

Before which job?   (EXECUTE)   or (page number) or [↑]
                         (current   (page number   (top of
[↑] or [↓]   or e   position   to start with   current
(to re-   (to put on page)   with)   page)
position)   at end)

                        ↓

(EXECUTE) or (CANCEL)
(to confirm   (to cancel
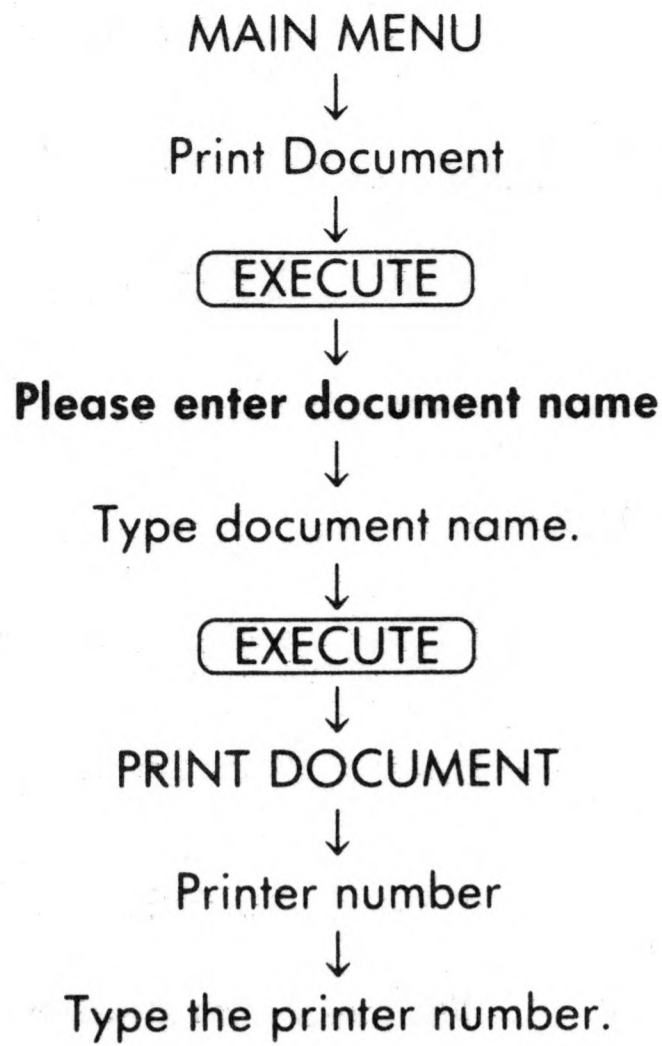move)   move)

Printer Number

A code number entered on the print menu to identify the printer you're using to print a document. See Printer Setup.
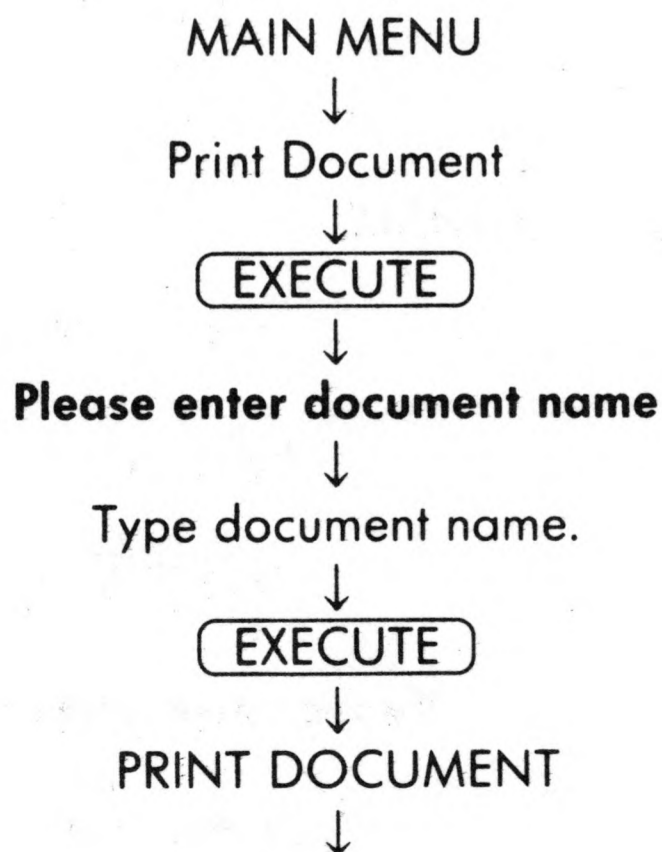

Printer Setup

To have documents print correctly, the printer number on the print menu must be set for the printer you are using. This can be done as you print each document, or with the prototype document for new documents. Printer numbers are established when you install your printer. Check the printer information to learn how to do this.

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
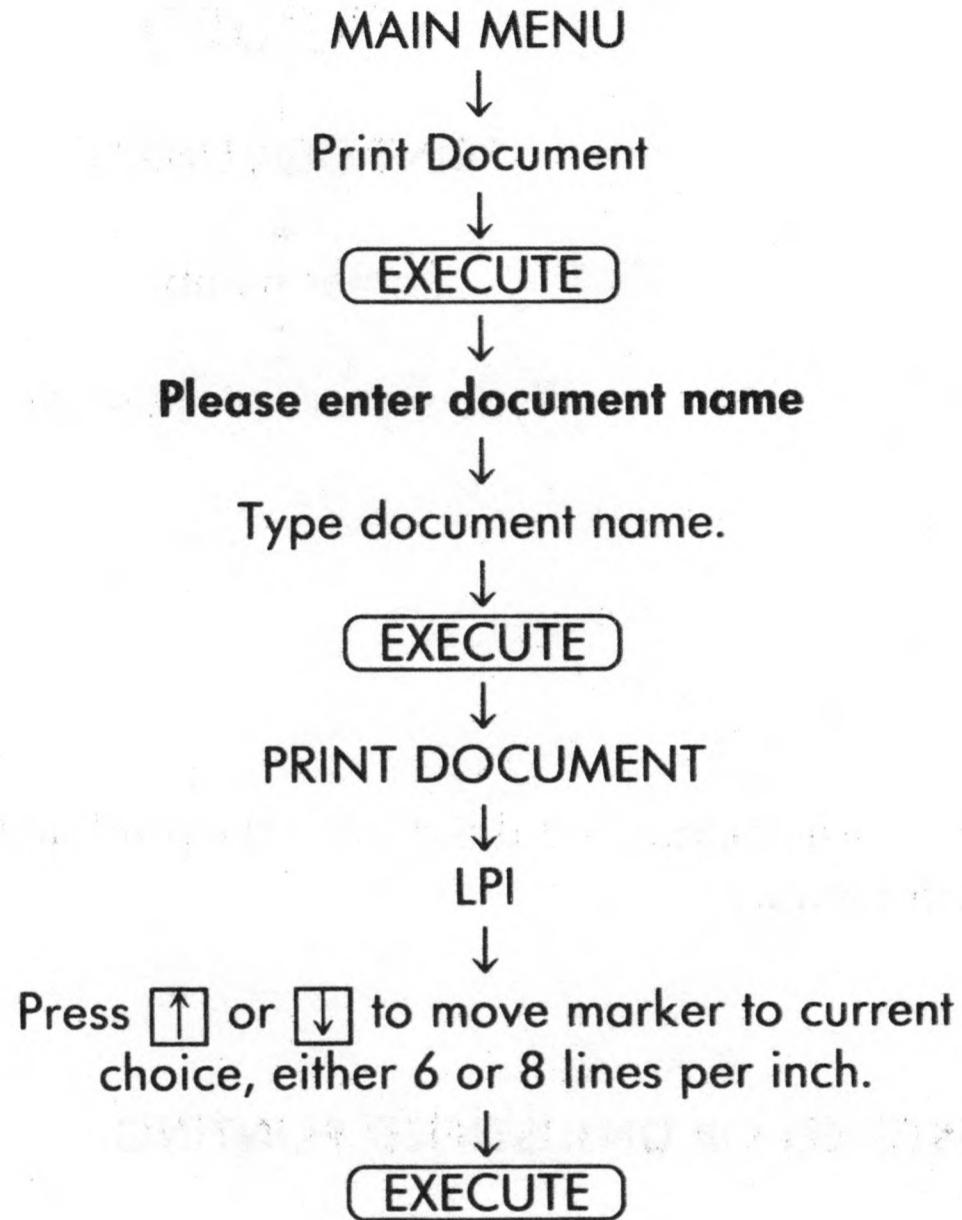↓
Printer number
↓
Type the printer number.

Printing

Printing a document is done using the print document activity on the
main menu.

JUSTIFIED OR UNJUSTIFIED PRINTING

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓

Format
↓
Press ⬆ or ⬇ to move marker to current choice.
↓
(EXECUTE)

LINES PER INCH

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
LPI
↓
Press ⬆ or ⬇ to move marker to current
choice, either 6 or 8 lines per inch.
↓
(EXECUTE)

MULTIPLE ORIGINALS

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓

(EXECUTE)
↓
PRINT DOCUMENT
↓
No. of originals
↓
Type the number of originals you want to print.
↓
(EXECUTE)

PRINTING SPECIFIC PAGES

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Print from page
↓
Type the number of the first page
you wish to print.
↓
Print thru page
↓
Type the number of the last page
you wish to print.
↓
(EXECUTE)
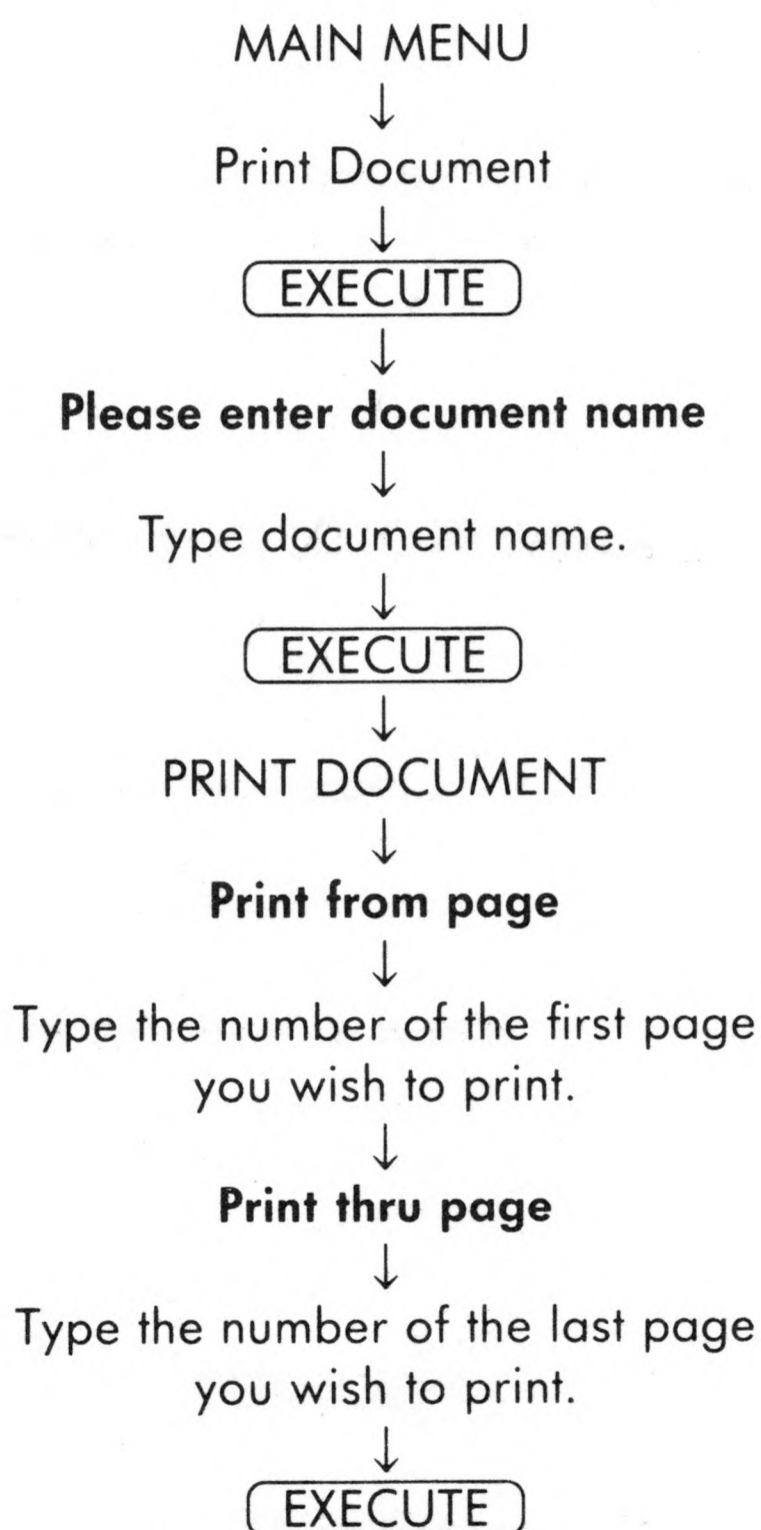
PRINTING TO A FILE

This feature on the print document menu copies the document and changes the format.
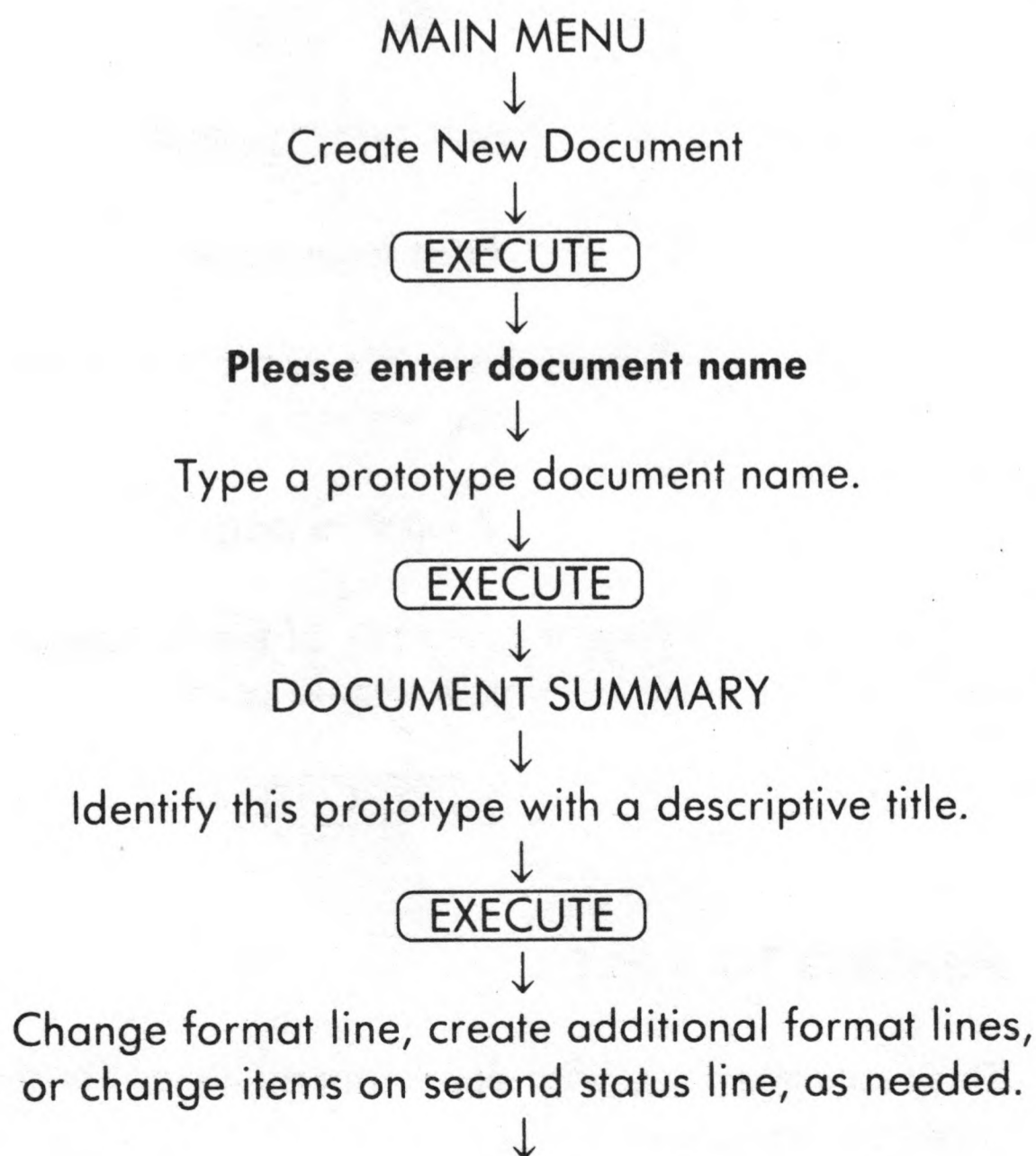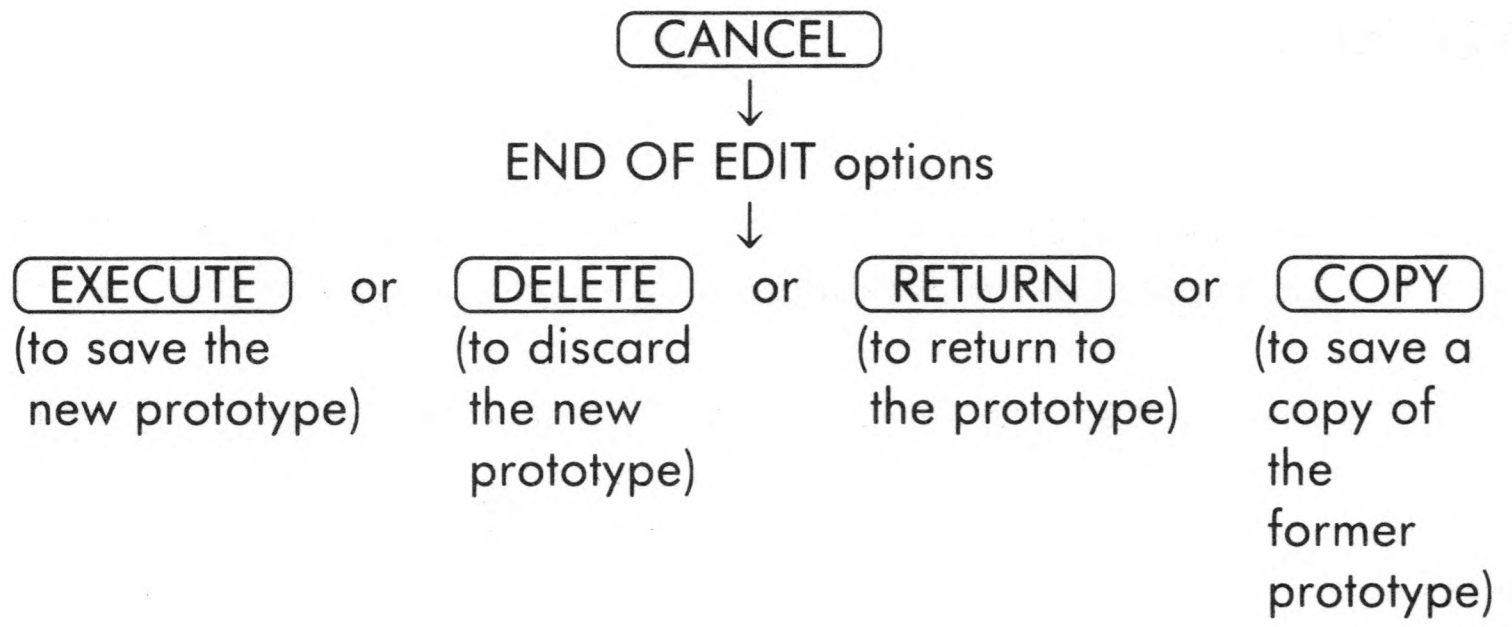
Printing Defaults

The standard settings (defaults) for printing, unless changed by a prototype document, are: printing begins on page 1 and ends on last page, beginning page number is 1, footing and heading begin on page 1, footing is printed on line 61, paper length is 66, left margin of 10, 1 original, printer number 1, and printer wheel number 1. The categories at the bottom of the print menu all show the first option as the chosen options. See also Format Defaults.

Prototype Document

The prototype document sets the format standards for documents so that they are different from the software defaults described in Format Defaults.

CREATING A NEW PROTOTYPE DOCUMENT

MAIN MENU
↓
Create New Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type a prototype document name.
↓
(EXECUTE)
↓
DOCUMENT SUMMARY
↓
Identify this prototype with a descriptive title.
↓
(EXECUTE)
↓
Change format line, create additional format lines,
or change items on second status line, as needed.
↓

CANCEL
↓
END OF EDIT options
↓

EXECUTE   or   DELETE   or   RETURN   or   COPY
(to save the   (to discard   (to return to   (to save a
new prototype)   the new   the prototype)   copy of
                          prototype)   the
                                                                          former
                                                                          prototype)

Renaming a Document

MAIN MENU
↓
Filing
↓
EXECUTE
↓
FILING
↓
Rename document
↓
EXECUTE
↓
Old document name
↓
Type the original name.
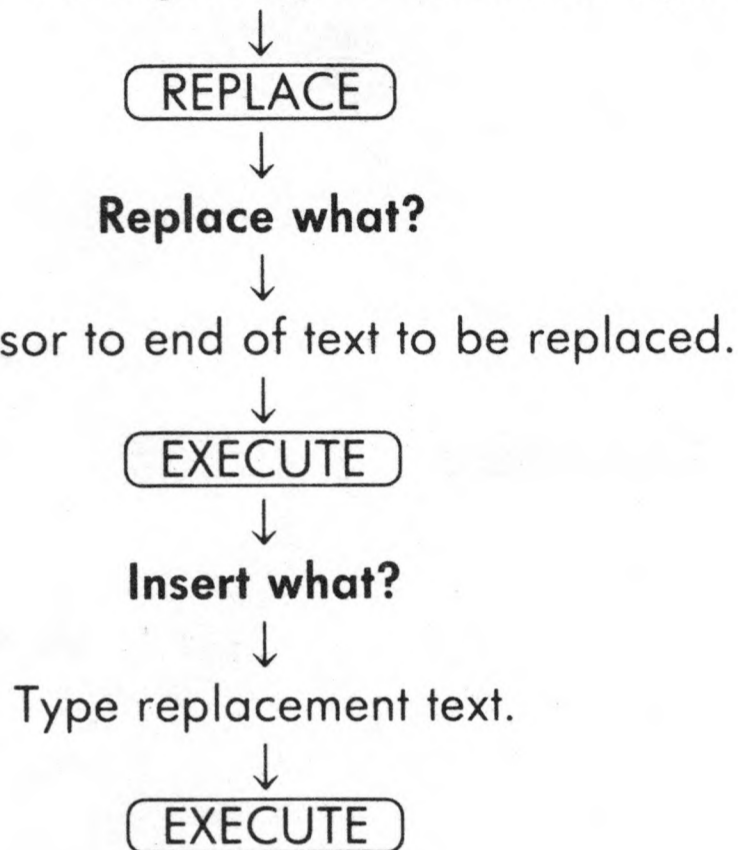↓
EXECUTE
↓
New document name
↓
Type the new name.
↓
EXECUTE

REPLACE

This key allows you to remove text of up to 30 characters in length and replace it with other text. See also Global Search and Replace.

Position cursor at beginning of text to be replaced.
↓
(REPLACE)
↓
Replace what?
↓
Move cursor to end of text to be replaced.
↓
(EXECUTE)
↓
Insert what?
↓
Type replacement text.
↓
(EXECUTE)

Required Space ⌴

A required space is a space added between words that prevents the words from being broken at the end of a line, even when hyphenation is used.
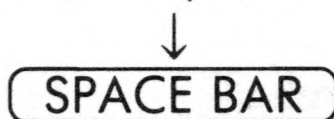
ADDING A REQUIRED SPACE

Position the cursor on the space between words.
↓
(COMMAND)
↓
Which command?
↓
(SPACE BAR)
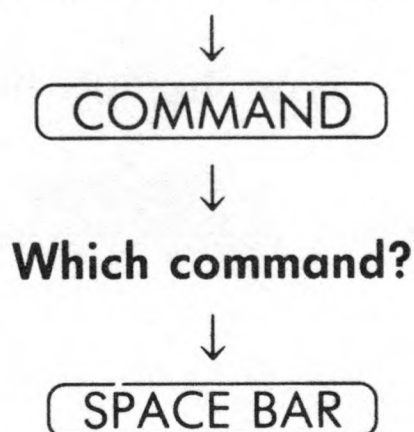
REMOVING A REQUIRED SPACE

Position cursor on required space symbol.
↓
(SPACE BAR)

Restarting Printing

See Print Queue.

Restoring a Page

Restoring a page is the process of permanently removing all editing from a page of text before leaving editing. Each page must be restored individually, and the process does not recover information from a previously edited version of the document.

Position cursor on page that needs restoration.
↓
(COMMAND)
↓
Which command?
↓
Type R or r.
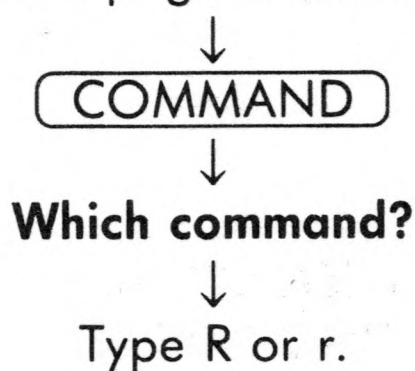
RETURN ◄

This key moves the cursor down one line and over to the left margin. It is used to end a paragraph or put in blank lines in a document.
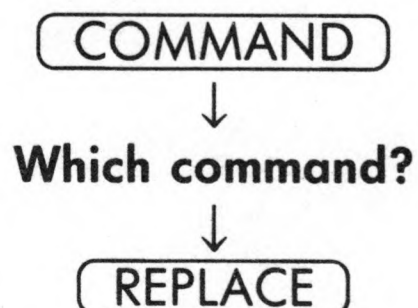
Screen Symbols

Symbol	Function
▶	Tab
L	Decimal tab
◀	Return
◆	Center
→	Indent
⎵	Required space
↓	Subscript
↑	Superscript
+	Position marker
——	Underline
═══	Double underline
bright	Boldface
|	Overstrike
- - - -	Optional page break
= = =	Required page break
- (bright)	Generated hyphen
-	Regular hyphen
⊥	Required hyphen
!!	Note
<>	Merge

REMOVING SCREEN SYMBOLS TEMPORARILY FROM THE EDITING SCREEN

(COMMAND)
↓
Which command?
↓
(REPLACE)
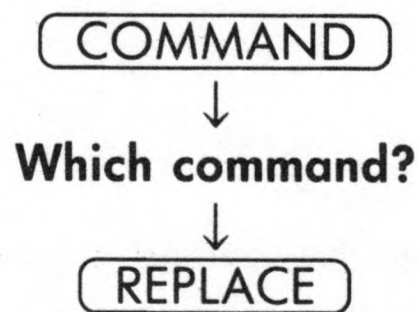
REPLACING SCREEN SYMBOLS ON THE EDITING SCREEN

(COMMAND)
↓
Which command?
↓
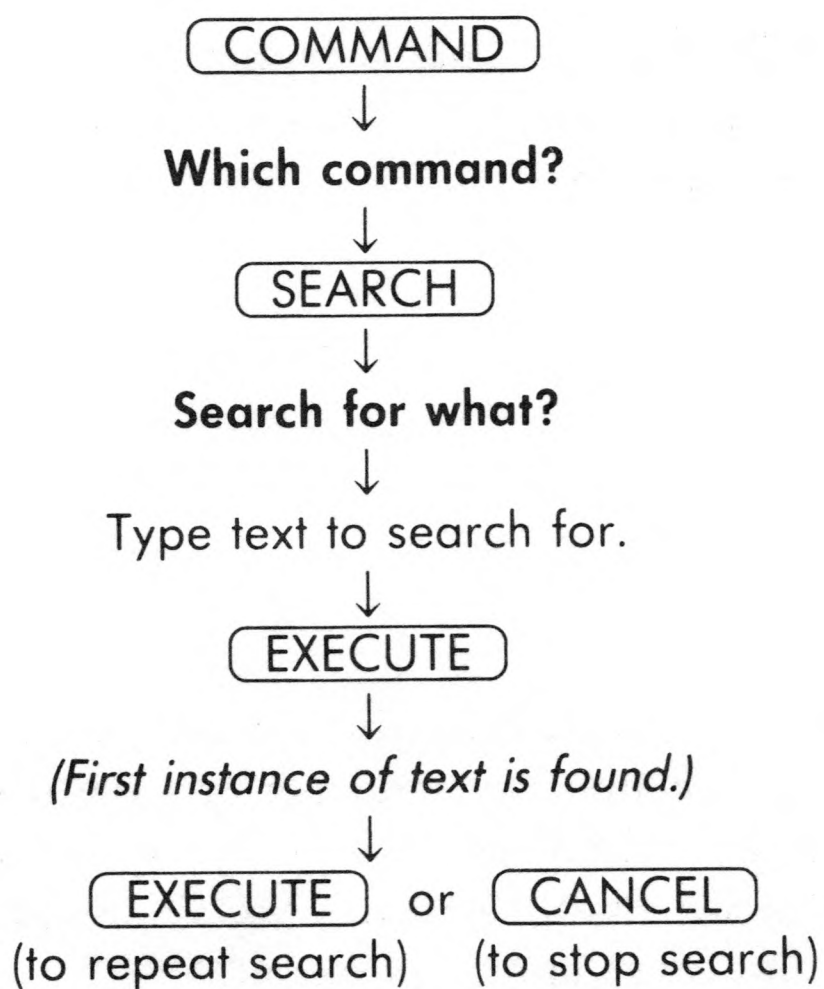(REPLACE)

SEARCH

This key locates text and screen symbols like ◄ for a Return in a document. The maximum amount of text that can be searched for is 36 characters. See also Global Search and Replace.

SEARCH FORWARD

(SEARCH)
↓
Search for what?
↓
Type text to be found.
↓
(EXECUTE)
↓
(First instance of text is found.)
↓
(EXECUTE) or (CANCEL)
(to repeat search) (to stop search)

SEARCH BACKWARD

(COMMAND)
↓
Which command?
↓
(SEARCH)
↓
Search for what?
↓
Type text to search for.
↓
(EXECUTE)
↓
(First instance of text is found.)
↓
(EXECUTE) or (CANCEL)
(to repeat search) (to stop search)
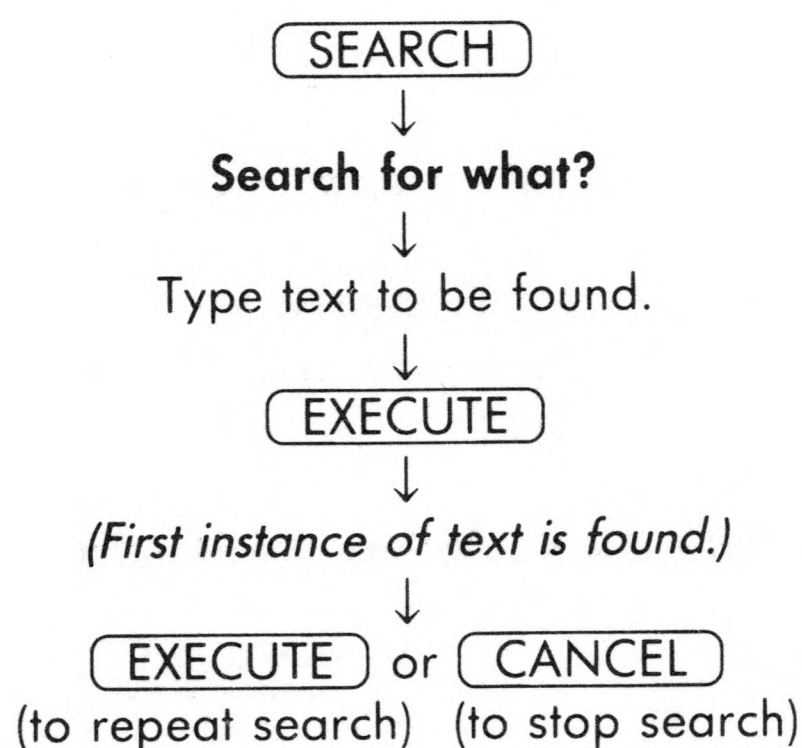
SEARCH FROM THE BEGINNING

[SHIFT]
[SEARCH]
↓
(Cursor goes to beginning of document.)
↓
Search for what?
↓
Type text to search for.
↓
[EXECUTE]
↓
(First instance of text is found.)
↓
[EXECUTE]　or　[CANCEL]
(to repeat search)　(to stop search)
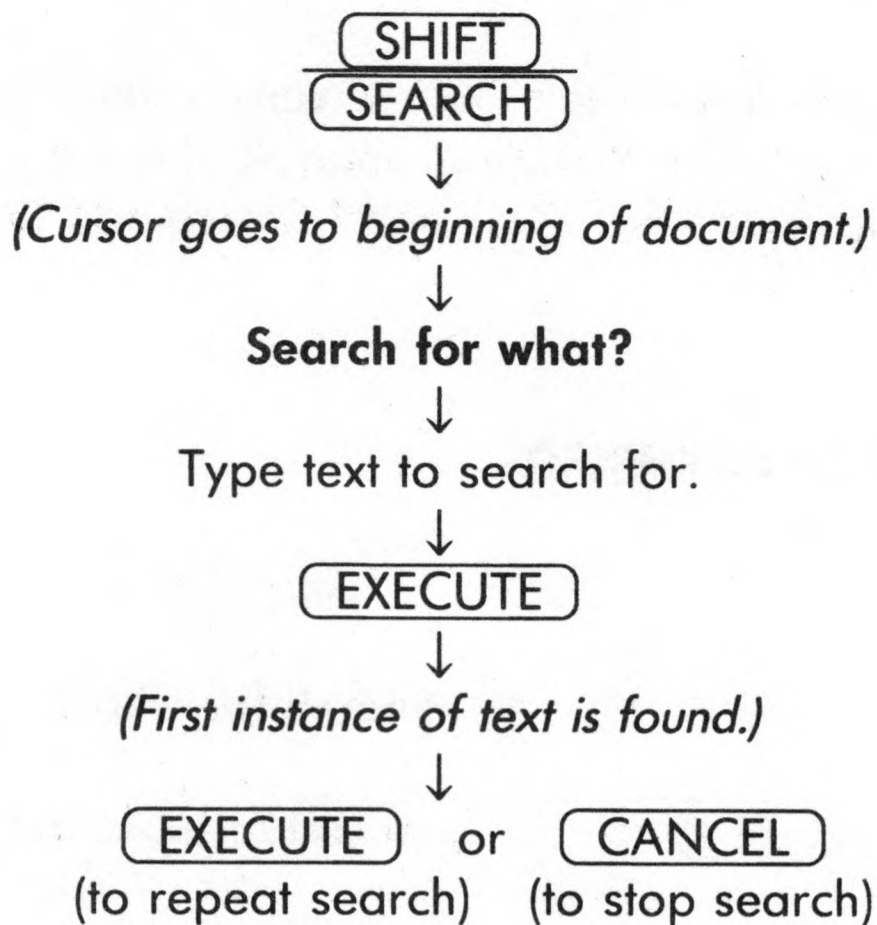
REPEATING OR REVISING A SEARCH

[SEARCH]
↓
Search for what?
↓
*(Text from last search appears
at top of screen.)*
↓

[INSERT]　or　type new text　or　[EXECUTE]
(to preserve　　over old text　　(to search
existing text　　　　　　　　　for same
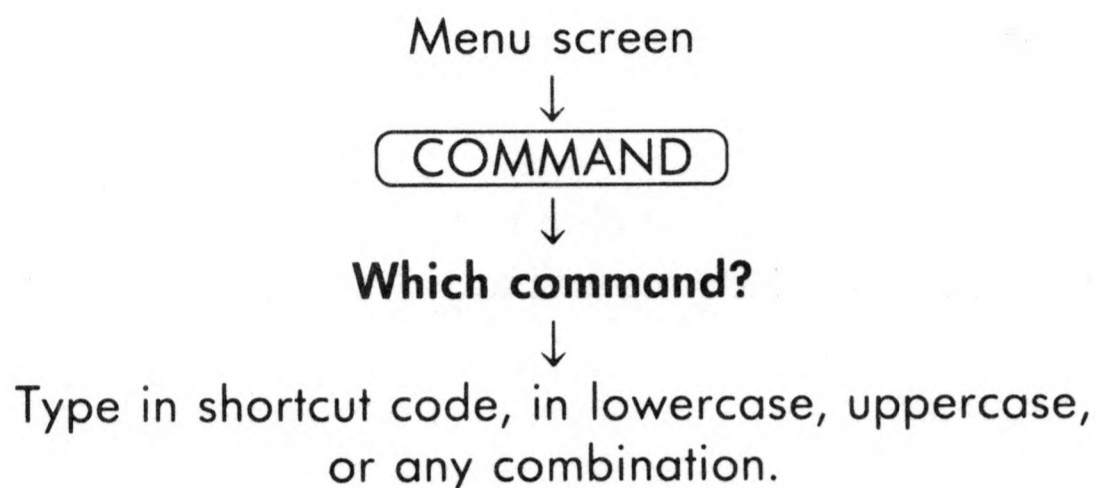and add text　　　　　　　　　text)
at end)
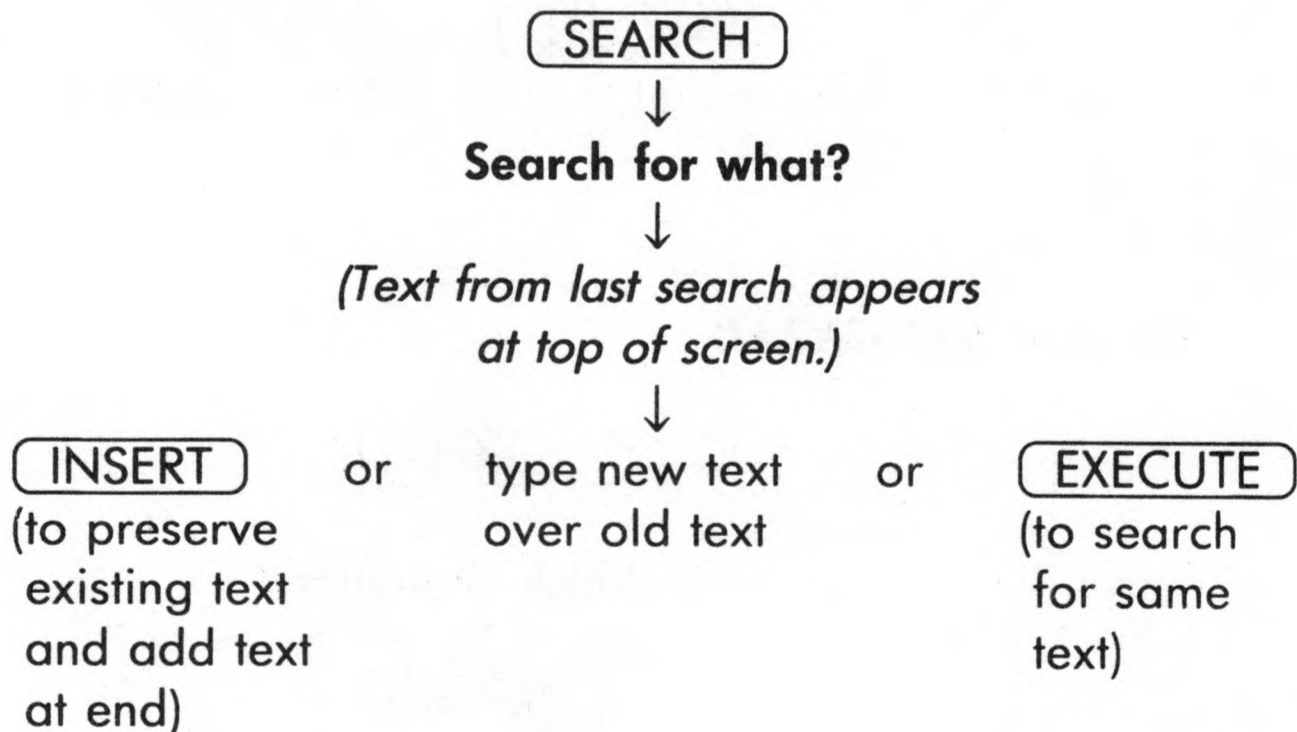
SHIFT

This key activates additional word processing functions when used with a function key, and permits the use of other symbols on the keyboard when used with the typewriterlike keys. See COPY, Global Search and Replace, MOVE, Required Page Break, SEARCH, and Subscript and Superscript.

Shortcut

A shortcut moves you quickly to a word processing function on one menu while working on a different menu.

USING A SHORTCUT

Menu screen
↓
[COMMAND]
↓
Which command?
↓
Type in shortcut code, in lowercase, uppercase, or any combination.

SHORTCUT CODES

Assign archive disk name	adn
Attach glossary	agl
Change library	chl
Copy document	cpy
Copy to archive	cta
Create new glossary	cgl
Create new document	crd
Delete document	del
Delete from archive	dfa
Detach glossary	dgl
Edit old document	edd
Edit old glossary	egl
Format archive disk	fad
Hyphenation and pagination	hyp
Index by author	ixa
Index by operator	ixo
Long format (index)	ixl
Make library	mkl
Move to archive	mta
Print document	prd
Printer Control	prc

Remove archive disk	rad
Remove library	rml
Rename document	ren
Retrieve from archive	rfa
Short format (index)	ixs
Sublibraries (index)	lib
Verify glossary	vgl

SPACE BAR

This key creates one character of space and can be used to remove text. See also Required Space.

Status Lines

The status lines at the top of the editing screen show the document name, cursor position, cursor mode, format line number currently in use, line spacing, and page length.

STOP

This key is used with Printer Control to stop the printing of a document. See also Stop Printing.
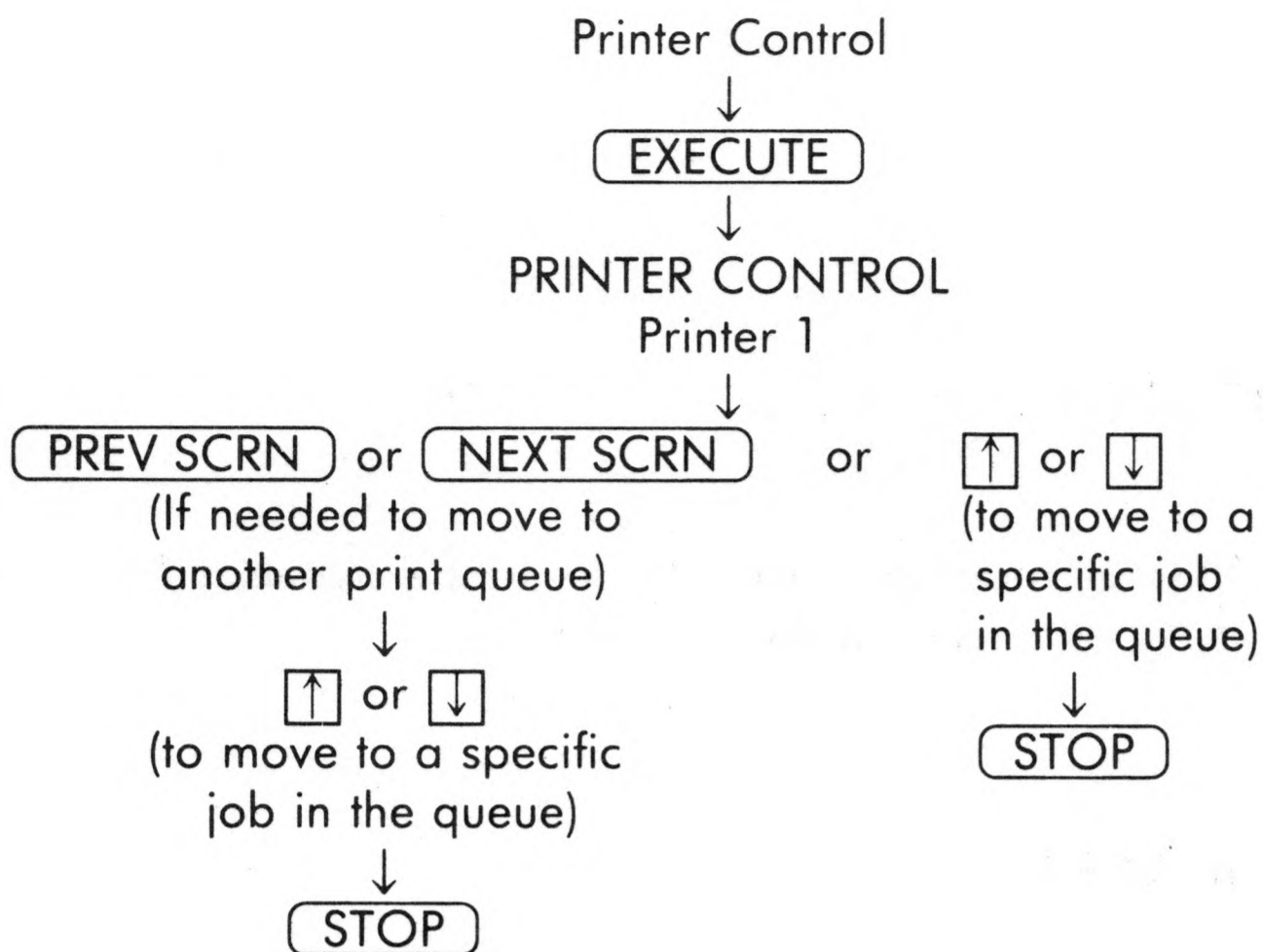
Stop Printing

Use Printer Control to stop the printing of an active print job.
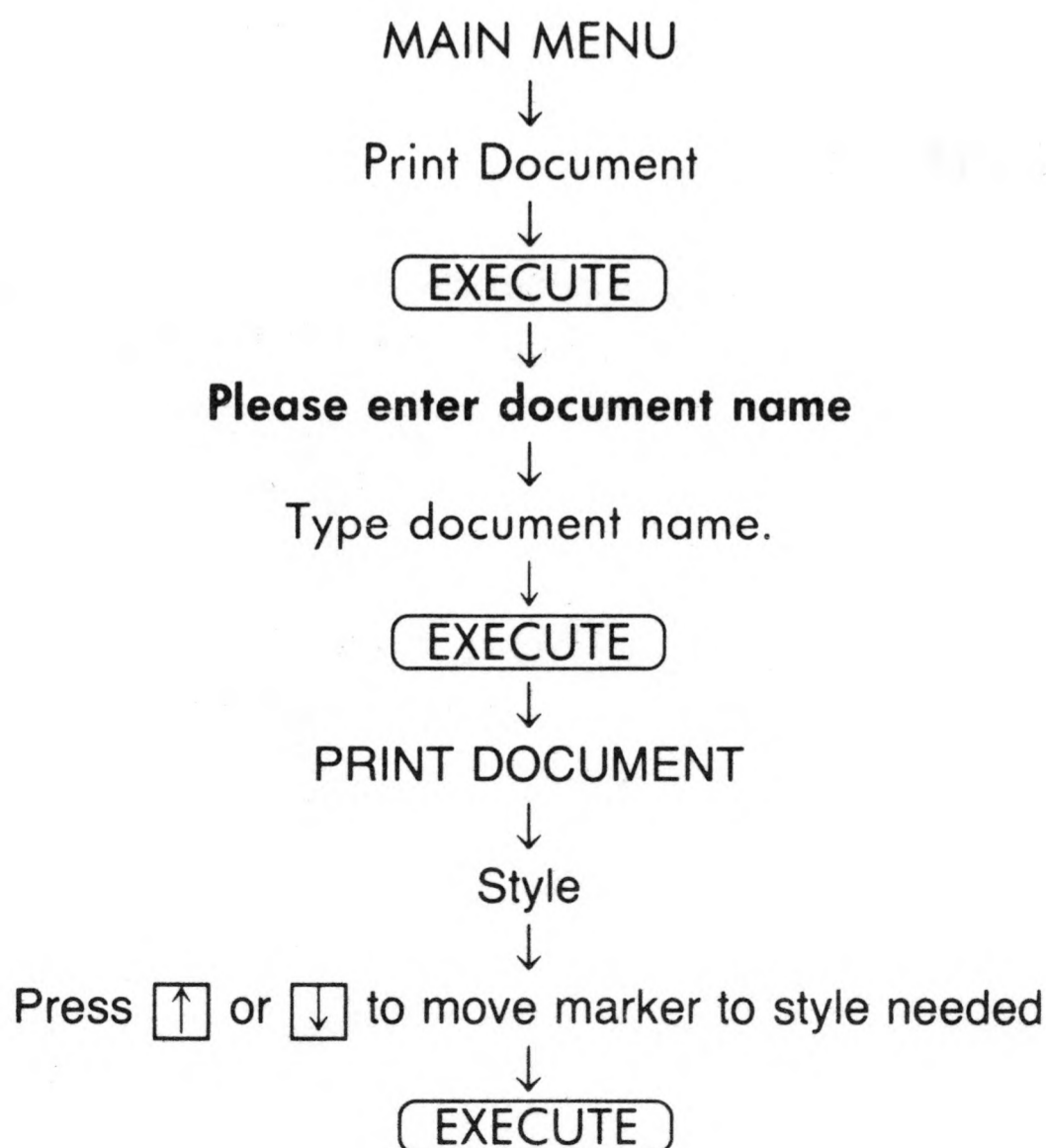
(Document is printing.)
↓
MAIN MENU
↓

Printer Control
↓
(EXECUTE)
↓
PRINTER CONTROL
Printer 1
↓

(PREV SCRN) or (NEXT SCRN)   or   ⬆ or ⬇
(If needed to move to   (to move to a
another print queue)   specific job
↓   in the queue)
⬆ or ⬇   ↓
(to move to a specific   (STOP)
job in the queue)
↓
(STOP)

Style

Style is a category on the print menu that provides the option of printing a document in draft form, double spaced, rather than following the other specifications set on the print menu, or following the spacing set on the editing screen.

MAIN MENU
↓
Print Document
↓
(EXECUTE)
↓
Please enter document name
↓
Type document name.
↓
(EXECUTE)
↓
PRINT DOCUMENT
↓
Style
↓
Press ⬆ or ⬇ to move marker to style needed
↓
(EXECUTE)

Sublibrary

See Library.

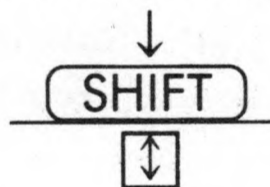## Subscript and Superscript ↕

This key instructs the printer to print a character 1/4 line below or above other text on the same line.

SUBSCRIPT

Position cursor directly before where
subscript is needed.

↓

| ↕ |

↓

Move cursor to end of subscript text.

↓

(SHIFT)

| ↕ |

SUPERSCRIPT

Position cursor directly before where
superscript is needed.

↓

(SHIFT)

| ↕ |

↓

Move cursor to end of
superscript text.

↓

| ↕ |

TAB ▶

This key moves the cursor to a predetermined tab stop and is also used to mark a tap stop in the format line. See Format.

Text Length

A setting on the editing screen for the number of lines of text you want to type on a page before you are alerted to add a page break.

SETTING OR CHANGING THE TEXT LENGTH

(COMMAND)
↓
Which command?
↓
(PAGE)
↓
Text length?
↓
Type the number of lines on the page.
↓
(EXECUTE)
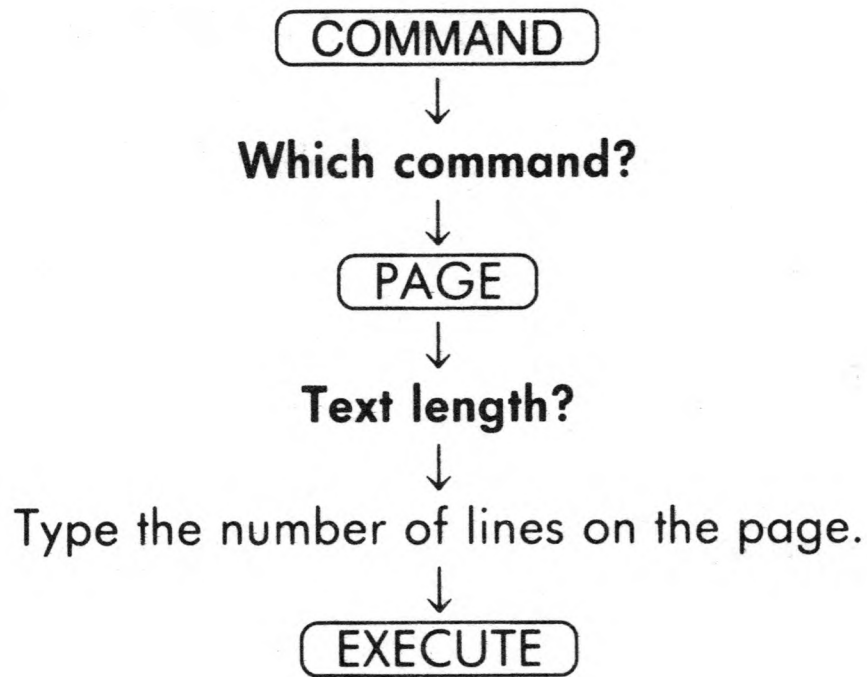
To File

See Print to File.

Underline __

A line printed below text. See MODE.

Unjustified Text

See Printing.

Vertical Scrolling

The ability to move the screen display up or down by a specified number of lines at a time when the cursor reaches the top or bottom of the screen. This may be used as an alternative to NEXT SCRN or PREV SCRN keys.

COMMAND
↓
Which command?
↓
Type the number of lines desired for
vertical scrolling.
↓
Type V or v.
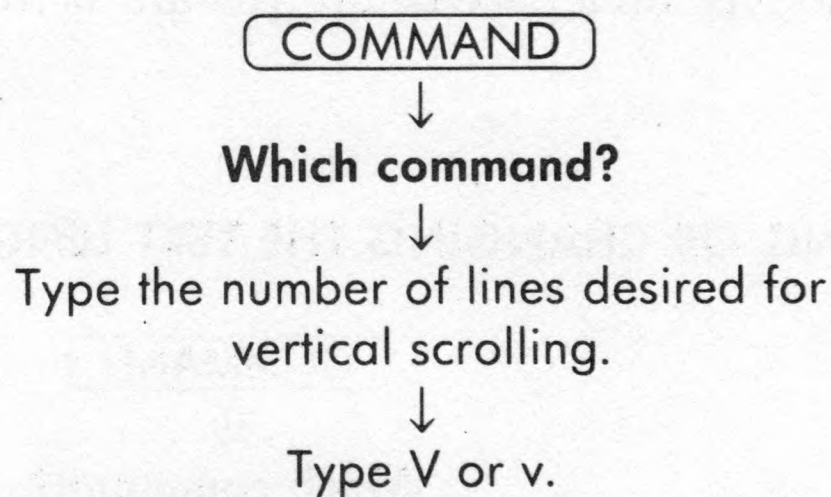
Unjustified Text

See Printing.

Workpage

An extra page of space, separate from a document, used for storage of additional text for later use, and where syntax errors are placed when a glossary document is verified.

GO TO PAGE
↓
Which page?
↓
Type W or w.
↓
Type any text or review syntax errors.
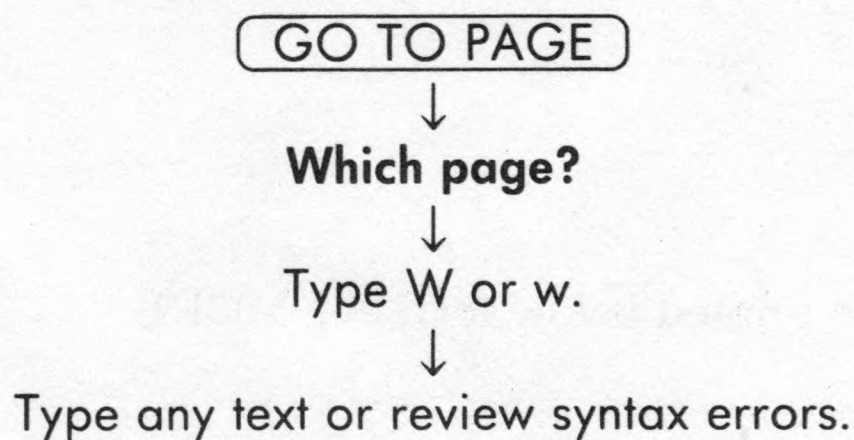
Error Messages

From time to time, you may see an error message on a screen. Using the table below, you can solve most of your own problems. Many error messages are the result of typing errors. After you correct the error, you may want to review the text in the Operator's Guide that covers the function you were using to see why you made the mistake.

All of the error messages are listed in alphabetical order. To use the table, first locate the error message. Then, look below it to locate the situation you were in when the error occurred. Next, look to the center, under the "Problem" column, to see what the problem is. Last, use the solution suggested to the right of the problem. Some error messages indicate a variety of problems and you have to try more than one solution. If you don't find the error listed here, write it down, and contact your Fortune service representative.

PREVENTING ERRORS

The best way to prevent errors is to ALWAYS use the word processing functions for editing, archiving, and printing your documents. Even though you may be experienced in the use of the Fortune Operating System, it's easy to make some mistakes that could destroy your documents or give you undesirable results.

Situation	Problem	Solution
( ) unrecognized control sequence(s) printed as text		
Printing a document. The unrecognized control characters are printed on the paper, for example, \B\.	Document has characters in context that should be format controls but cannot be interpreted.	Check the location in the document where the characters were printed and delete them.

Situation	Problem	Solution

Attach unsuccessful

Attaching a glossary on the editing screen or by using the Attach glossary activity on the glossary functions menu.

You don't have permission to use that glossary document.

Check Appendix B for information on changing the permissions, or use a different glossary.

Can't access

Changing from one library to another.

You don't have permission to use that library.

Check Appendix B for information on changing permissions, or use a different library.

Can't archive, no space on disk

Copying or moving documents to an archive disk.

The disk is full.

Remove some documents from the disk, or use a different disk.

Can't attach

Using the Command and GL keys to attach a glossary.

The glossary document you specified doesn't exist in the library you're using or you don't have permission to use it.

Copy the glossary document into the library you're using, or change to the other library, or check Appendix B for information on changing the permissions.

Can't change archive disk name

Using the filing menu to change an archive disk name.

The disk isn't formatted or the disk is damaged. a name yet.

Format the disk and if it is unsuccessful, discard the disk.

Can't create

Creating a sub-library.

You don't have permisssion to use that library or sublibrary.

Check Appendix B for information on changing the permissions, or use a different library.

Situation	Problem	Solution
Can't Create Creating a text or glossary document.	You don't have permission to use that library.	Check Appendix B for information on changing the permissions, or use a different library.
Can't delete Using the filing menu or index to delete a document.	You don't have permisson to use the document.	Check Appendix B for information on changing the permissions, or use another document.
Can't find ( ) in ( ) Printing a document.	The operating system files that describe the printer, the printer wheel, and other printer information is not correct for the printer number or printer wheel you ask for.	Check the printer and printer wheel information and change if necessary.
Can't open Trying to use a document in any manner.	You don't have permission to use the document.	Check Appendix B for information on changing the permissions, or use another document.
Can't create temp file Going to word processing from the global menu.	The system can't create a necessary temporary file because there's not enough hard disk space or you don't have ownership or permission to use the login directory.	Remove some documents from the hard disk, or check Appendix B for information on changing the permissions and ownership of the login directory.

Situation	Problem	Solution
Can't open ( ) Printing a document.	You deleted a document without removing it from the print queue, or you don't have permission to use the document.	Remove the document from the print queue, or check Appendix B for information on changing the permissions.
Can't read Using the filing menu functions.	You don't have permission to use the document, or there are errors on the hard disk.	Try the function again, or change the permissions. If you still have errors, call your Fortune Systems Representative.
Can't read ( ).dc Printing a document.	Part of the document is missing so that it cannot be printed successfully.	Use an archive copy of the document instead.
Can't remove Removing a library.	The library still has documents in it, or you don't have permission to use the library.	Remove all the documents from the library, or check Appendix B for information on changing permissions.
Can't remove disk Using the filing menu to remove a disk.	The hard disk controller has errors.	Press the reset button and start up the Fortune system again.
Can't rename Using the filing menu or index to rename a document.	You don't have permission to use the document.	Check Appendix B for information on changing the permissions, or use a different document.

Situation	Problem	Solution
Can't update archive info		
Copying a document to an archive disk. document that you want to copy.	There is a write-protect tab on the disk.	Remove the tab and try again.
Can't write		
Using the filing menu functions. full.	The system or archive disk is	Remove some documents and try again.
Command not allowed		
Pressing the Command key while filing in the print menu or document summary screen.	No commands can be started on the print menu or document summary screens.	Press the Cancel key and go on.
Command not found		
Using a shortcut code on a menu, or using the Command key while editing. specified doesn't exist.	You typed a shortcut code that doesn't exist, or the command you	Type the correct shortcut code or the correct command letter.
Disk insert unsuccessful		
Using archiving functions on them filing menu.	Disk is not foratted, the disk may be defective, or a directory usually put on the disk during formatting is not present.	Format the disk, or use a different disk, or from the global menu type !mkdir/f.
Document already exists		
Creating a new document.	You have chosen a name that is the same as that of a document that already exists in this library.	Choose a different name or change libraries.

Situation	Problem	Solution
Document doesn't exist		
Editing a document or copying, moving, deleting, or renaming a document using the filing menu.	The document you've chosen doesn't exist in this library.	Change libraries, or use the index to determine the correct document name.
Document in use		
Editing, copying, or otherwise using a document.	The document is being used by someone else on a multiuser system, or it is being used by word processing for a function you specified such as printing.	Use a different document, or wait a few minutes and try again.
Document name too long		
Creating a new document.	The document name you typed is too long.	Type a different document name no longer than 11 characters.
Document not found		
Editing a document, or specifying a document that you want to copy or move text from.	The document you want doesn't exist in the library you're using.	Type in a different name or change to another library where the document is located.
Entry in use		
Creating a glossary entry by example.	The entry label you specified exists in the glossary document.	Choose a different label.
Format unsuccessful		
Formatting an archive disk using the filing menu.	The archive disk may be defective or you may be using the wrong type of disk.	Try formatting again, and if unsuccessful check the Operator's Guide for information on what kind of disk to use.

Situation	Problem	Solution

Function not available for glossary

Paginating or hyphenating a glossary using the advanced functions menu or by pressing the Page key on the index.	The glossary entries will be unusable if they are hyphenated.	Press the Execute key and go on.

Glossary already exists

Creating a new glossary document.	A glossary document with that name already exists in the library you're using.	Change libraries or use a different glossary name.

Glossary doesn't exist

Editing or attaching a glossary document.	The glossary document you've specified doesn't exist in the library you're using.	Change libraries, or check the index for the correct glossary name.

Heading and footing leave no room on page for text

Printing a document with a heading and footing.	The heading and footing contain so much text that there isn't enough room on the page to print text. OR the heading has so many lines, and the footing, although small, is printing so far up on the page that there isn't enough room on the page to print text.	Go back to the document and adjust the heading and footing or adjust the line number where the footing starts printing.

Illegal document name

Creating a new document.	You have included illegal characters, ?, !, @, &, *, ", ', ;, \, / or spaces in the document name.	Type in a different document name.

Situation	Problem	Solution
Illegal library name Creating a library.	You have included illegal characters, ?, !, @, &, *, ", ', ;, \, /, or spaces in the library name.	Type in a different library name.
Information not available Choosing to look at an index of a library.	You don't have permission to use that library.	Check Appendix B for information on changing the permissions, or choose another library.
Library already exists Creating a new library.	The library you specified already exists.	Choose a different name for the library.
Library name too long Creating a new library.	The library name you typed is too long.	Use a new library name no longer than 11 characters.
Must be numeric Typing information on the print menu.	You typed a character instead of a number.	Type in the number.
Name in use Using the COPY choice on the end-of edit screen.	The document name you've chosen is already being used and you cannot write over that document with this new text.	Choose a different document name.
No disk inserted Using the filing menu to remove an archive disk.	Previous archive disk has been removed.	Press the Execute key and continue.

Situation	Problem	Solution
No documents by this author		
Choosing to see an index of documents by a particular author.	The index you specified doesn't contain any documents by this author.	Type the author's name again, or look at the entire index, or choose another library.
No documents by this operator		
Choosing to see an index of documents by a particular operator.	The index you specified doesn't contain any documents by this operator.	Type the operator's name again, or look at the entire index, or choose another library.
No documents created		
Choosing to look at an index.	The library or archive disk you chose doesn't contain any documents.	Change to a different library or archive disk.
No glossary		
Using a glossary entry, or using mode and GL to create an entry.	No glossary is attached.	Attach the glossary document.
No glossary attached		
Detaching a glossary document.	No glossary document has been attached.	Press Execute key and continue. Then use the glossary functions menu, the shortcut, or the Command and GL keys to attach the glossary.
No glossary entry		
Using a glossary entry on the editing screen.	Using a glossary entry that doesn't exist in the glossary document you specified.	Use a different glossary entry, or change glossary documents, or check the glossary document to determine which entry you want to use.

Situation	Problem	Solution
No help available Pressing the Help key.	The help information is not on your system.	Re-install the word processing application.
No more documents Deleting documents from an archive disk or library using the index screen.	You have removed all the documents and there are no others to remove.	Press the Cancel key and return to the index menu.
No such entry Using a glossary document.	The glossary entry you wanted is not in this glossary document.	Type another entry label or check the glossary document for the entry you want and try again.
No such library Changing to a different library.	The library you specified doesn't exist.	Use a different library, or create a new one.
Not a glossary document Attaching a glossary document.	The document name you typed is not a glossary name.	Type in the correct glossary document name.
Not available on this system Using records processing, spelling check, table of contents generator, or index generator on the advanced functions menu.	You have not installed the software for these applications.	Press the Execute key and go on.
Out of memory Using any feature or function of word processing.	Your activities have caused all the memory to be used.	Return to the global menu, go back to word processing, and try again.

Situation	Problem	Solution
Out of range		
Using the print menu to specify page number to print, or footing begins on line, or other information.	The number you've chosen is too large or is inappropriate.	Change the number.
Overstrike characters out of order in entry ( ) in file ( )		
Printing a document.	The printer wheel file information is incorrect for the printer wheel you specified.	Change the printer wheel number, or check the printer wheel information and change as necessary.
Please respond		
Beginning an activity like editing a document where you must type some information in response to a message.	You haven't typed the necessary information.	Check the screen and type in what's necessary.
Please type in commmand		
You pressed the Command key and then Execute or Return.	You didn't type in the command or press the key you needed.	Type in the command or press the key you need.
Printer control not available		
Printing a document using single sheets of paper or selecting printer control from the main menu.	Printer control is not on your system.	Re-install the word processing application.
Printer not on system		
Filling in the printer number on the print menu.	The printer number you typed is not attached to your system.	Check the printer installation information to determine which printer numbers are available and use a different printer number.

Situation	Problem	Solution
Prototype doesn't exist Creating a new document.	The prototype document you specified doesn't exist.	Type the name of a prototype that exists, or create a prototype with the name you typed, or blank out the line and continue. In the latter case, the default prototype will be used.
Retrieve from archive disk first Using the Go to Page or Page keys while looking at an index of the archive disk.	You cannot edit a document or use hyphenation or pagination on it while it's on the archive disk.	Retrieve the document from the archive disk and then edit it.
Text not found Searching for text in a document.	The text you were searching for is not in the area of the document that you searched.	Start the search from a different point in the document or go on.

Appendix A:
Fortune:Word Limitations

Even Fortune:Word has some limitations that are listed below:

- Maximum width of a format line: 250 positions

- Minimum width of a format line: 5 positions

- Maximum number of headings or footings per document: one each

- Maximum number of libraries or documents per library: dependent upon the storage capacity of your Fortune system

- Maximum number of items for global search and replace: 10

- Maximum number of entries in a glossary document: 52

- Maximum size of a glossary entry created by example: 512 characters

- Maximum document size and maximum page size: no limits. Since the Fortune Operating System and Fortune:Word make the best possible use of the memory in your Fortune system, you may not encounter problems with long documents. However, whenever you create or edit a document, the most vital resource of your Fortune system, memory, is used in a number of ways, depending upon many factors including your system configuration, the number of users you have, and what the other users are doing with the system.

  When you reach the maximum document size for your system at a particular time, you'll see the error message "Out of memory, press execute to continue." This may be the result of a document with a large number of pages, or a small number of long pages, or a large number of small lines.

You may see the "Out of memory" message when you're attempting to edit a document or as you're editing a document. In the first instance, when you press the Execute key you'll be returned to the main menu. In the second case, you may still see the editing screen, or you may see the end-of-edit screen. If you're on the editing screen, press the Cancel key to get to the end-of-edit screen and save your document by pressing the Execute key. If you see the end-of-edit screen, save the document by pressing the Execute key.

If the problem with your document is that it contains a small number of pages that are very long, use pagination to break the pages into smaller ones.

If the problem is that the document is too long, create a new document and move some text from the long document into it, thus breaking the long document into two smaller ones. Your other alternative is to copy the document to an archive disk and take it to a system with more memory to edit it.

Appendix B:
Protecting Documents and Libraries

Document security is of paramount importance as you add more users and departments to the Fortune system. Keeping documents, and the Fortune system itself, safe from unauthorized access is a vital concern of office managers. The following pages suggest security schemes for a Fortune system used primarily for word processing. For a full discussion of system security, refer to *Understand Your Fortune System*.

FORTUNE SYSTEMS ARE SAFE SYSTEMS

The Fortune 32:16 has built-in security features. From the moment a brand new system is first turned on, two types of security are at work: system protection and file protection.

System protection keeps people without official accounts from using the computer. You see system protection in action when you type your account name and password on the login screen. If you make a mistake while typing your password, the system gives you an error message, making you log in again.

File protection gives permission to a designated account, group of accounts, or every account on the system to use a document or library. Furthermore, the operations that an account makes on a document or library can be restricted. From the moment a new Fortune 32:16 is put into use, a standard method of file protection used on all new Fortune systems is in effect. That is why even on a new system an operator can edit one document and then get a message, "Can't open," when trying to edit another.

Though security is in effect from the computer's first day of use, these security standards may not be appropriate for your company. You can change the standard security features as your company requires by protecting a document or library in the following ways.

- By giving ownership of the document or library to an individual account, or by assigning a document or library to a group whose membership is restricted to certain accounts.

- By limiting the action an account can perform, such as denying an account permission to edit a document.

- By permitting only certain users to move to the library in which the document is listed.

> Devising a scheme for document protection should always be the responsibility of the word processing supervisor or system manager. The next few pages assume that you are the supervisor or manager, with access to the manager account and password.

You can modify file protection to suit your company's needs by using several selections on the system utilities menu. *Understand Your Fortune System* contains a full description of the system utilities menu. To access this menu, leave word processing, go to the global menu, and choose the system utilities selection under SYSTEM TOOLS. It is suggested that you read the entire part on system security in *Understand Your Fortune System* along with this section.

A DOCUMENT CONTAINS SEVERAL FILES

Before determining who owns a document or library, you should understand how the concepts *document* and *library* are related to the *file*. A file is merely related information, organized in a unit for handling by a computer. An accounting report is one type of file. A computer program is yet another type of file.

Word processing documents are sometimes thought of as files, yet they differ from report and program files in an important way. When you perform an action on a document, it seems as though you are using one unit of information. However, *a regular document consists of three files*, which word processing handles as a unit. Each file contains a particular part of the document. In fact, a glossary document consists of four files.

Suppose you created a document called *deptg* in a library called *addresses* while using word processing. Then you went to the system utilities menu and used the list a directory selection for displaying the addresses library. With one exception, the resulting display contains files with the letters deptg, followed by a period and several other letters. The next table shows the name of each file composing the document and describes the file's contents.

Filename	Description
deptg	Contains the actual text of the document.
deptg.dc	Contains the document summary information.
deptg.fr	Contains the formats, heading, footing, and work pages.
deptg.gl	Contains special codes in a form the computer understands. (This file will be present only if the document deptg is a glossary.)

To set up file permissions, you'll need to specify the names of the individual files composing a document. This is because you have to leave word processing to go to the system utilities menu.

Do not use the system utilities menu to copy, archive, or delete documents. Use the word processing application to perform these functions.

A LIBRARY IS A DIRECTORY

Library and *directory* are different terms for the same thing: a list of files. On the system utilities menu, a library created through word processing is considered a single directory file. Its name, including its full pathname, does not change when you leave word processing.

Therefore, you can use the directory selections on the menu to perform an action on a word processing library. In the table above, choosing the list a directory selection caused the system to display a word processing library called addresses. However, when you display a library using the system utilities menu, you'll see many more filenames than in a word processing index of the same library.

OWNERSHIP OF DOCUMENTS AND LIBRARIES

Ownership of files and directories is the first level of file permissions on the Fortune system. The system allows access to a document or library to three categories of accounts: the user, the group, and all users. By giving ownership of a document or library to an individual account or assigning a document or library to a group, you can limit the number of users allowed to perform an operation upon that document or library.

WHO OWNS A DOCUMENT?

When a document is first created, the system automatically makes the account of the person who typed the document its owner. Ownership is changed in either of two ways.

- If an account has permission to enter the document's library, the operator can make a copy of the document and place it in another library. Ownership of the new copy belongs to the account making the copy. Then the original can be deleted.

- The manager account can change ownership by using the appropriate selections on the system utilities menu.

Ownership is important because only the manager and the document's owner can set up permissions.

To find out who owns a document, go to the system utilities menu and choose the list a directory function. Request a detailed list of the library containing the document. A mythical list of the documents in the addresses library might look like this.

```
-rw-rw-r-- 1 ruby          128 Mar 7 17:35 deptg
-rw-rw-r-- 1 ruby          732 Mar 7 17:35 deptg.dc
-rw-rw-r-- 1 ruby           77 Mar 7 17:35 deptg.fr
        ↑           ↑                              ↑
      file        owner                        filename
      type
```

Each horizontal line shows the permissions for a file. The dash at the start of the line indicates that this is an ordinary file, as opposed to a directory. The next nine characters indicate the permissions assigned. The name ruby is in the file owner column.

You may want to change document ownership when the current owner moves to another department or someone else is assigned to the document. The system utilities menu has a selection for changing file ownership. Make sure you specify the three filenames of the document (four for a glossary) when using these selections.

WHO OWNS A LIBRARY?

As in the case of a document, the system gives ownership of a library to the person who created it. The manager account can change ownership of a library using the selection for changing directory ownership on the system utilities menu.

Before changing ownership of a library, find out who currently owns it. Use the list a directory selection on the system utilities menu. However, this time request a detailed list of the *parent library* of the one whose ownership is to change.

Suppose you wanted to find out who owned the addresses library before assigning it to a new account. You suspect addresses was created by the user

ruby in the home library, /u/ruby. Therefore, request a detailed list of /u/ruby from the system utilities menu. The screen might contain a selection such as this:

```
drwxrwxr-- 1 ruby        128 Mar 7 17:35 addresses
     ↑             ↑                            ↑
   file         owner                       filename
   type
```

Because a library is a single directory file, you only have to specify a single name on the change directory selection of the system utilities menu.

ASSIGNING DOCUMENTS AND LIBRARIES TO A GROUP

Whenever the system creates an account, this account is assigned to a group called *users*. In addition, you can create groups and make certain accounts members of each group. Then you can assign documents and libraries to the individual groups. One group can perform actions upon particular documents that other groups cannot.

To create new groups and assign accounts to them, use the system management menu. To access this menu, go to the global menu, and select system management in the SYSTEM TOOLS area. The system management menu and its selections are explained in the security part of *Understand Your Fortune System*.

Suppose that five people have accounts on the system, and that three of them are responsible for typing bookkeeping reports. The accounting department manager tells you that these reports are highly confidential. Nevertheless, each report is so large that all three accounting operators may have to work on it. You can create a special group called *accounting* whose membership includes the three operators. Then assign all accounting reports to the new accounting group. Any user who isn't a member of the accounting group would not be able to edit an accounting report.

Once you have created the new group, leave the system management menu and go to the system utilities menu. There you'll find selections for assigning files and directories to a group. When assigning a document to a group, make sure you type all three (or four) filenames composing the document on the screen. Thereafter, you can use the directory and file permissions selections to determine what actions the group can, or cannot, perform on the document or library.

ACCESS TO A DOCUMENT OR LIBRARY BY ALL USERS

Some documents and libraries on your system are highly confidential. You'll want only the account and group owning the document or library to use

them. Other documents are general in nature; anyone can read them and probably use them. The third category of accounts for whom permissions can be set is referred to as *all users*.

Any account that doesn't own a document or belong to the group to which the documents have been assigned is considered part of the all users category. You can set up permissions for all users, as well as the owner and the group. However, all users cannot own a document or have documents assigned to them.

FILE PERMISSIONS PROTECT A DOCUMENT

To protect a document, you can give the owner, the group, and the public permission to perform only certain actions on the document. Three types of permission rights can be assigned. These are read (r), write (w), and execute (x) permission. Here is what these permissions mean.

Permission Symbol	Permission Rights
r	**Read Permission.** The owner, or group, or all users can look at the document and print it. If the r is followed by two dashes (r--), read-only permission is assigned. The account, group, or all users can display or print the file but cannot edit it.
w	**Write Permission.** The owner, or group, or all users can edit, or write to, the document. An account must have read and write permission (rw) on a document in order to archive it.
x	**Execute Permission.** This type of permission is not used for word processing documents.

To see how permissions are assigned to a document, request a detailed list of the library containing the document from the system utilities menu. Here is a selection from the addresses library.

```
-rw-rw-r-- 1 ruby        128 Mar 7 17:35 deptg
-rw-rw-r-- 1 ruby        732 Mar 7 17:35 deptg.dc
-rw-rw-r-- 1 ruby         77 Mar 7 17:35 deptg.fr
```

file
permis-
sions

file
type

filename

Recall that each line contains information about an individual file. Below is a blown-up illustration of the permissions for file deptg.

Character Position

1	2 3 4	5 6 7	8 9 10
-	r w -	r w -	r - -
file type	owner's permission	group's permission	all users' permission

The first character on the line indicates the file type; the "-" indicates an ordinary file. The characters 2 through 4 show the type of permission assigned to the owner, in this case read and write permission. Characters 5 through 7 indicate permission rights given to the group, also read and write permission. Finally, characters 8 through 10 show permission rights set for all users, in this case read-only permission.

DEFAULT FILE PERMISSIONS

Whenever a document is created, the system automatically assigns a standard, or default, set of file permissions to the owner, group, and all users. The files composing the word processing document have read and write permissions set for the owner and the group, and read only permission set for the public, as shown above. Furthermore, every time an operator edits a document, the permissions rw-rw-r-- are reassigned, regardless of what they were before the document was edited. For example, suppose only the owner has permission to access a document; the permission rights on the document are rwx------. But every time the owner edits the document, the system changes the permissions to rw-rw-r, granting permissions to everyone.

The default file permissions are intentionally lenient, perhaps more than is acceptable for your company. However, these default permissions enable any operator to archive a document from one system and copy it onto another.

There are three cases when you would want to change file permissions for a document from the default.

- If a document is very confidential, you may not want certain accounts to use it. The safest way to protect such a document is to place it in a library with strict permissions, and then assign the same permissions to the document as are assigned to the library.

- If a document has permissions other than a default, you'll have to reset these permissions every time you edit the document.

• Documents filed to a flexible disk always have rw-rw-rw- permission assigned. If they are to have more protection, you'll have to change their permissions when you retrieve them.

POINTERS FOR SETTING UP FILE PERMISSIONS

Before setting file permissions, keep in mind the following points.

1 Only the manager and the owner of the document can change file permissions. Any other account that tries to do so will receive an error message.

2 If access to a document is limited to a group, first create the group and assign members to it, if you haven't done so already.

3 When changing permissions, make sure you type the names of all the files composing the document (the files ending in .dc, .fr, and .gl, if applicable). All of these files must have the same permissions set for proper protection to take place.

DIRECTORY PERMISSIONS PROTECT A LIBRARY

The safest way to protect documents is to limit access to the libraries in which the documents are listed, rather than by limiting access to the individual files composing the documents. Directory permissions are set by using the appropriate selection on the system utilities menu. (Remember, a library is a directory.)

As in the case of a document, you can assign three types of permission rights to the owner, group, and all users. The symbols r, w, and x are used, but they have a slightly different meaning for libraries. These meanings are defined below.

Permission Symbol	Permission Rights
r	**Read permission.** The owner, group, or all users can view the list of the library's contents on the screen or print the list on the printer. Anyone with permission to read a library can copy a document in that library.
w	**Write permission.** The owner, group, or all users can create and edit (write) documents and sublibraries within the library. Anyone with write permission to a library can also delete or move documents and sublibraries within the library.

Permission Symbol	Permission Rights
x	**Search permission.** The owner, group, or public can go to the library and its sublibraries. An account must have search permission to a library in order to perform any sort of action on its documents and sublibraries.

To view permissions for a library, go to the system utilities menu, and request a detailed list of the *parent* library of the one whose permissions you want to see. The list will be similar to this.

```
drwxrwxr-x 2 ruby          128 Mar 9 11:30 r.katz
drwxrwxr-x 2 ruby          128 Mar 3 14:02 addresses
```

As you have learned, the *d* indicates that the file is a directory. The next nine characters show the permission rights assigned to the owner, group, and all users.

DEFAULT DIRECTORY PERMISSIONS

The directory permissions above are the default permissions assigned by the system whenever a library is created. Here is how they affect access to the library.

- **Owner.** The owner has full access rights (rwx) and can perform any action on the library.

- **Group.** The group has full access rights (rwx).

- **All users.** Everyone in the all users category has read and search rights to the library. They can move to the library, copy documents in the library, and display or print a list of the library's content. However, they cannot create a document or sublibrary within the protected library. All users can go to sublibraries within the protected library and perform whatever actions these sublibraries permit.

ADVANTAGES OF DIRECTORY PERMISSIONS

If confidential documents are regularly created on your Fortune system, you should consider placing them in dedicated libraries. Use directory permissions to protect the libraries in the manner required by your company. The permissions set will affect all documents within the library. Search permission plays a key role in protecting a library. Without permission to search a

library, an account cannot go to the protected library, any of its sublibraries, and any documents in those sublibraries.

Here is a summary of the advantages of directory permissions, as opposed to file permissions.

- You can group confidential documents together and assign protections to all at the same time, rather than individually.

- Once set, library permissions do not change while you create and edit documents or move documents retrieved from flexible disks into the library. To change directory permissions, you have to use the system utilities menu.

- By withholding search permission to a category of accounts, you can protect a library, its documents, sublibraries, and documents in those sublibraries all at the same time.

THREE METHODS FOR ASSIGNING LIBRARY PERMISSIONS

Most word processing installations need to use three types of permissions for their libraries. You'll find these protection schemes will probably be appropriate for your own libraries.

- ***Full access to the library only by the owner (rwx------).*** This is the safest form of protection, recommended only for libraries containing the most confidential documents. When rwx------ permission is assigned, the group and all users not only can't access documents in the library, but also can't go to any of its sublibraries.

- ***Full access to the library by the owner and group (rwxrwx---).*** This type of protection is recommended for confidential documents created for a particular department that require typing by more than one operator.

- ***Full access to the library by everyone (rwxrwxrwx).*** Assign this type of protection to libraries containing documents everyone must use.

Consider the needs of all departments for whom documents are created. If any department creates documents requiring full confidentiality, create a library with access rights given to the owner only (rwx------). Move the documents into this library and assign ownership to the person who will be working on the documents. Remember that the only person who can access anything is the owner. Therefore, do not create sublibraries within this library that need to be accessed by a particular group or all users.

Granting full access to a library by its owner and a group (rwxrwx---) satisfies two confidentiality requirements. In the first case, you may want to create a library for certain confidential documents that must be typed by more than one operator. Secondly, a particular department may require that only operators in that department look at its documents. You'd also want to assign rwxrwx--- permissions to such libraries.

Make the operators who customarily type these documents members of a group. Then assign the library to the group. The owner and the group can access the documents and sublibraries within the protected library. However, anyone in the all users category will not be able to access the protected library. Therefore, do not create any sublibraries or documents in the protected library that must be accessed by everyone.

Finally, consider which documents must be accessed by everyone or do not need special protection. Create libraries granting full access to everyone (rwxrwxrwx) for these documents. You should probably make the manager (root) account owner of these public access libraries.

POINTS TO REMEMBER WHEN SETTING UP LIBRARY PERMISSIONS

To effectively protect a library, be aware of some limitations and rules to follow regarding directory permissions.

1 You have to be manager or owner of a library to set up directory permissions.

2 Don't put sublibraries and documents that everyone needs to use in a library that denies search (x) permission to all users.

3 Likewise, don't forget the "x" when assigning full access permissions to the owner, group, or all users. Without search permission, an account cannot go to a library, its documents, or any of its sublibraries and their documents.

4 Do not create a subdirectory with less write permission than its parent directory. For example, do not put a subdirectory with rwx------ permission in a parent directory with rwxrwx--- permission. Group members would be able to manipulate documents in the sublibrary.

5 A document should have the same permissions as its parent library. For example, if you create a new document in a library with rwxrwx-- permission, change the document's permission to rw-rw----. (Remember, x permission doesn't apply to documents.)

PASSWORD PROTECTION

Passwords are a particularly effective form of system security; they are discussed fully in *Understand Your Fortune System.* If your documents require a good deal of security, passwords provide an added level of protection. Passwords are added in one of two ways.

- You can add a password when you first log in using the newuser account. Or you can elect not to have a password.

- You can add a password to an already existing account through a selection on the system management menu. Furthermore, anyone with permission to use the manager account can change or remove passwords from an account through the system management menu.

Before modifying passwords, *make sure that you have the authority to do so.* Your company may have a data processing supervisor in charge of security on the Fortune system. In this case, have them take care of your security requirements.

Assign passwords to accounts depending upon the amount of security your system needs.

- The *manager* account on all systems should have a password.

- The *root* account on all systems should have a password.

- The *newuser* account on any system kept in an open place or requiring a certain amount of security should be given a password. Assigning a password to newuser is also suggested on multiuser systems. On a system requiring a great deal of security, turn off the newuser account instead, using the system management menu features for turning off an account.

- The *shutdown* account on a multiuser system should have a password.

- The accounts of any users who type confidential documents should have passwords.

Accounts may or may not have a password assigned, depending on the user or department's security requirements. Operators who regularly type sensitive documents should have passwords assigned to their accounts. Too often account names are easy to guess, since people typically use their own names or nicknames for their accounts. By comparison, users often like to be creative when thinking up passwords, making them harder to guess. Furthermore, passwords are not displayed when typed, ensuring their privacy.

Printer Information

Fortune:Word now supports simultaneous printing on the Fortune 32:16 by more than one printer. To configure at least two printers, you'll need to make the proper hardware connections and tell the operating system the proper specifications for each printer. To configure printers, you must have permission to use the manager account and know its password. This document assumes you are the system manager and have read *Meet Your Fortune System*.

At least one of the printers must be attached to a Comm A board in the CPU. *The Comm A* board should be installed by your Fortune Systems Representative only.

Once the Representative has installed the Comm A board, you can physically attach the printer cables to the ports on the board. Familiarize yourself with the printers' operation by reading the manufacturers' guides enclosed in the printers' boxes.

LOGICALLY CONNECTING YOUR PRINTER

To properly inform the operating system about your printers, you need to run a simple program called "def.printer." This program lets you assign individual printer numbers to each printer on your system. For simultaneous printing to work correctly, each printer must have a unique printer number, though the printer number can be one of your own choosing.

The def.printer program is easy to use. It will ask you questions about your printers, including the printer numbers you want to assign. You'll need to know the following information about your printers before running def.printer.

TYPE OF PRINTER

First, def.printer will ask for the kind of printer you have. Respond with the code for your printers. If you do not already have this answer, look at the manufacturers' label on the printer hood for the make and model number. The table on the next page shows the printers supported by Fortune Systems and their appropriate codes.

Printer code	Printer Description
NEC3510	Nippon Electric Company model 3510
NEC3500R	Nippon Electric Company model 3500R
NEC7710	Nippon Electric Company model 7710
IDS	Integral Data Systems "Prism" printer models 80 and 132
DIABLO630	Diablo Systems model 630
QUME945	Qume models 945 and 955

When asked for the printer type, specify the model name as shown above, with no space between the manufacturer's name and model number. If your printer is not one of the above but is compatible with one listed, you should specify the code of the printer compatible with yours.

PORTS AND PRINTER NUMBERS

Refer to the cabling diagrams in *Meet Your Fortune System* for the illustrations of the ports to which you've attached your printers. Look at the illustration of the change device connections menu. Locate the connectors on the illustration that are the same as on the back of your CPU. The numbers next to the connectors in the illustration are the *port names* you should specify to def.printer.

The serial interface (SIO port) is 1. You can specify this port as "lp" by simply pressing the Return when asked for port name. The code "lp" means the same as "1", providing you connect a printer to the SIO port, as opposed to an ASCII terminal.

You may assign *printer numbers* corresponding to the numbers of the ports where the printers are attached. For example, the printer attached to the SIO port would be printer 1, the printer connected to port 2 on the Comm A board would be printer number 2, etc. Note that this is just a helpful guideline. You may prefer to use a numbering scheme appropriate to your company's needs.

PRINTER BAUD RATES

Baud rates vary from printer to printer. When asked for the baud rate by def.printer, respond with the rate to which your printer's switches have been set. Your printer guides will explain how to set the switches for the appropriate baud rate. Here are recommended baud rates for certain printers on the Fortune system.

Printer Model	Recommended Baud Rate
NEC3510	9600 baud
NEC3500R	1200 baud
NEC7710	1200 baud
IDS	9600 baud
DIABLO 630	1200 baud
QUME 945	1200 baud

PROCEDURES FOR USING DEF.PRINTER

The def.printer program is easy to use; run def.printer to configure each printer on your system. First, be sure you already have the Fortune:Word application software installed on your system. Log in as the manager account and follow these steps.

1 From the global menu, type *!sh* press the Return key. The screen clears, except for a # sign in the top left corner.

2 Type *def.printer* press Return. This runs the def.printer program.

3 The system asks you, "What kind of printer do you have?" Respond with the appropriate printer name and press Return.

4 Next, the system asks, "Which printer number do you want to use?" Type the number you've decided upon for the printer model just specified and press Return.

5 The next message is, "To which port is the printer attached?" Type the port where you've attached the printer (1, 2, ... or lp for the SIO connector) and press Return.

6 The system then requests, "At what baud rate does the printer operate?" Type the appropriate baud rate for the specified printer and press return.

7 Finally, the system responds, "Thanks" and gives you a # again. Run def.printer again to configure the next printer or go on to step 8.

8 When you are finished with def.printer, hold down the CTRL key and type *d*. The system prompts, "Press RETURN for menu or select ahead."

9 Press Return to go back to the global menu.

The operating system should now recognize your printers. Tell all Fortune:Word users the printer numbers you've assigned so they can specify these numbers on the print document menu.

SPECIAL CONSIDERATIONS WHEN USING DEF.PRINTER

Be aware that any printer configurations set through def.printer are a separate entity from whatever configurations previously set with the change device connections menu. For example, suppose you used change device connections to configure an IDS (dot matrix) printer to the serial interface (lp). *Do not* run def.printer and configure a second printer to the serial port. Physically connect the second printer to a different port, and then run def.printer.

TURNING PRINTERS OFF AND ON

If you wish to move a printer from one Fortune system to another, you can tell the operating system to "turn the printer off." When a printer is "turned off", the system considers the printer to be disconnected. However, in turning off the printer, the system does not delete information about the printer that you specified through the def.printer program. When you return the printer to the original system, you can "turn the printer back on again" without having to reconfigure it through def.printer.

Two small programs, on.printer and off.printer, enable you to easily turn printers on and off. Here is how to run them.

RUNNING OFF.PRINTER

To run off.printer and turn off a printer, you must log in as manager. Don't forget to unplug the printer from its port. Then perform these steps.

1 Type *!sh* and press the Return key. The system will clear the screen and give you the # prompt.

2 Type *off.printer* and press Return. The system asks, "Which printer?"

3 Type the port name where the printer was attached, and press the Return key.

4 The system will show you a # sign. Hold down the CTRL key and type the letter *d*. The system prompts, "Press RETURN for menu or select ahead."

5 Press Return to go back to the global menu.

RUNNING ON.PRINTER

When you want to reconnect the printer, plug it into the desired port, and run the on.printer program. The steps for running on.printer are the same as those for off.printer, except for step 2. In this step, you type *on.printer.* The system asks, "Which printer?" Type the port name where you've attached the printer.
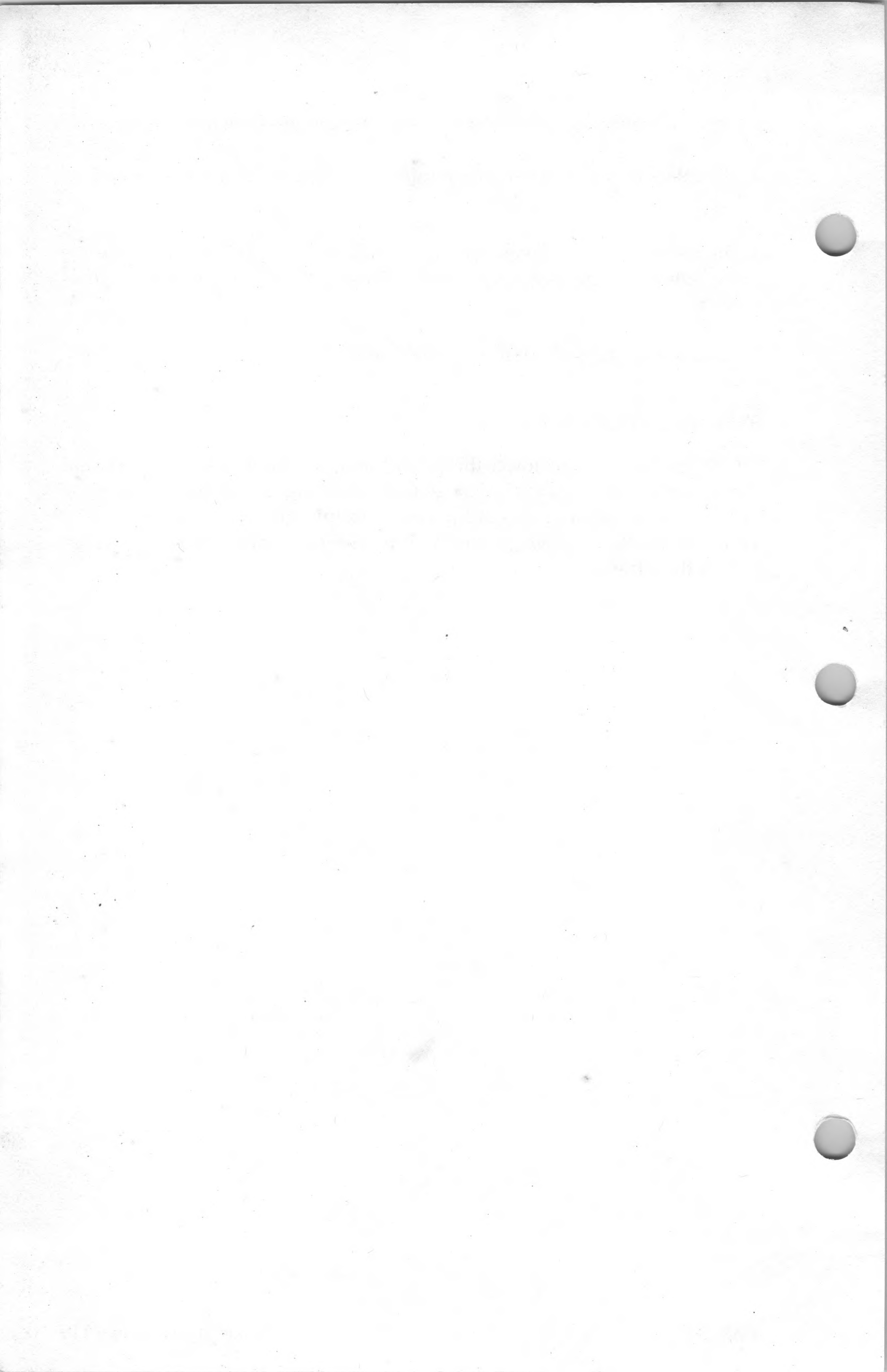
What's New in Fortune:Word

The first release of Fortune Systems word processing software was named For:Word. This new release, called Fortune:Word, differs significantly from the first release. These differences are noted below. Otherwise, the Fortune:Word software functions exactly like the first version of the software.

MENUS

1 All menus have been revised to improve the consistency between them. The changes are noted in this appendix under the appropriate word processing function.

2 Document names may be up to 11 characters in length. The software will check to make sure that you have used no illegal characters such as, !, @, &, ?, ', ", ; , *, \, /, and spaces. If you have a document name with these illegal characters, you must rename it before you install and use Fortune:Word to edit the document.

3 Where pathnames are permitted, the maximum length for a pathname is 36 characters.

4 You can use the Help key on any menu as well as on the editing screen.

5 You can activate glossary documents while on a menu as well as while on the editing screen.

CREATE NEW DOCUMENT

1 The first time you use Fortune:Word to create a new document, the prototype document 0000 will be created. After that, whenever you create a new document, the name of the last prototype document name you used to create a document is shown below the new document name. You can type over this and specify a different prototype name.

2 The prototype document name does not have to be named 0000.

3 A library may have multiple prototype documents.

4 You can use a prototype document from another library by specifying the full pathname.

5 The name of the prototype document used to create a new document is shown on a line on the document summary called "Prototype used."

6 The procedure for assigning permissions when creating a document is changed. Refer to Appendix B of the *Fortune:Word Reference Guide.*

7 The software defaults on the editing screen for a new document if you do not specify a prototype document are: format line is 65 characters wide with tabs after every four spaces and the page length is 54 lines.

8 You do not need to enter any information on the document summary screen before going to the editing screen.

9 When you use a prototype document, all the settings on the prototype document summary are carried over to the new document summary. You may type over these and make any necessary changes.

PRINTING

1 "Printer number" now refers to a number you define for each printer connected to your Fortune system. See "Printer Information" in this guide for details on reconnecting your printers, and setting up printer numbers.

2 The selection to permit deleting a document after printing has been removed from the print menu.

3 The characters "A", "B", and "C" no longer appear under the pitch and lines-per-inch categories.

4 When you use the single-sheet paper selection, you can cancel the printing while any page is printing.

5 You can use multiple printers by specifying the printer number. Each printer has a queue of jobs. See "Printer Control" for information on the print queue.

6 Single and twin sheet feeder options are shown on the menu but the twin sheet feeder is not supported by the software at this time. The single bin option with a NEC 3500 printer will work, but requires that you feed the first sheet manually.

7 You can specify a print wheel number. 1 is for standard American (ASCII), 2 for French, 3 for German, and 4 for multilingual.

8 The software defaults on the print menu if you do not use a prototype document when a new document is created are: the footing starts printing on line 61, the printer number is "1", and the print wheel number is "1".

9 Under the Format category, another option, With notes, has been added. However, if you add notes to a document with the Note key, they will always be printed, even if you choose a justified or unjustified format.

10 An option has been added to print a banner page as the first page you print. This page shows the user's name and printing date. The default is to not print the banner.

11 The "Paper" category has been changed to "Feed."

12 The new "Paper" category defines the source of the paper. Use the "Std" setting for normal use. Use the "Bin 1" setting with a single bin feeder. The other two settings pertain to a dual bin sheet feeder which is not supported by the software at this time.

13 The option to print to a file has been added to the menu and is used for making a document a file used by user-written programs or to be seen on a Fortune Intelligent Station.

14 The option to have a copy made of the document before it prints has been added to the menu. This allows you to edit the original while the copy is printing. The copy is deleted after printing.

15 See the "Printer Control" section for information on printing single sheets.

16 A printed document is preceded by a blank page.

PRINTER CONTROL

1 The name of this selection is now "Printer Control" instead of "Printing Control."

2 The printer control menu now displays one queue screen for each printer connected to the Fortune system. The first screen is for printer 1, the second is for printer 2, and so forth. The use of keys on these screens is similar to the use of keys on the index.

3 To move between printer screens, you use the Next Scrn and Prev Scrn keys.

4 You use the up and down cursor keys to move to a job on the list.

5 You use the Delete key to remove a job from the queue.

6 To put the job in a different position in the queue, position the cursor on the job you want to move and press the Move key. You'll first see the message: "Before which job?" Then you use the up and down cursor keys to select a new queue position. Or, type the first letter of the job name. Finally, you press the Execute key to confirm the change and re-display the screen, or the Cancel key to abort the change.

7 Pressing the Stop key when the cursor is positioned on a job name suspends it. To restart the job, you use the Go To Page key. To restart the printing from the current position on the page press the Execute key. Or, after you press the Go To Page key you can type a number that identifies the page to start with and press Execute. To restart from the top of the current page, press the up cursor key and then press the Execute key.

8 When you have made changes to the queue, you can press the Execute key to see the new version of jobs in the queue.

9 To print a job on a different printer, you delete the job from the queue and use the print menu to requeue the job to a different printer.

10 The printing cancelled message printed on paper has been changed to read "Printing Canceled by Operator."

11 When you select single sheet feed on the print menu, you will see the printer control menu. When you hear three beeps, press the Execute key and you'll see that the job is "suspended -- waiting for new page." Insert the paper, and press the Go To Page key for each new page.

12 Printing jobs that are in line to be printed by other applications will appear in the Fortune:Word print queue.

13 Only the system manager or the person who submitted the job to be printed can remove it from the queue.

INDEX

1 The default index is a short format showing only the document names in alphabetical order across the screen. The shortcut code for this is "ixs."

2 The "Display all" option is now called "Long format." You must select this to see the complete document description including operator, author, name, title, comments, and storage space. The shortcut code for this is "ixl."

3 You can move to hyphenate and paginate a document from the document listing screen by using the Page key. You will see the document on the hyphenation and pagination screen.

4 You can copy documents to an archive disk from the index screen by using the Shift and Copy keys, and you can move documents to the archive disk using the Shift and Move keys.

5 You can attach a glossary while the marker is located on any document on the document listing screen by pressing the Command key followed by the GL key and then specifying the glossary name.

6 When you choose to print an index listing, you'll see a new screen with three choices. Press the copy key to save the index in a document but not print it at this time. Press the Format key to print the lising. Or, press the Delete key to return you to the previous screen and abort the printing selection.

FILING

1 The Insert disk selection is no longer on the menu because all of the archiving functions display a screen message to insert the disk.

2 When you insert an archive disk for copying, moving, or retrieving, you see a screen message that gives you the archive disk name and the percentage of space used.

3 You can format an archive disk using a new selection on the menu. The disk name assigned during this process is "Formatted disk."

4 Using a new option, "Assign archive disk name," you can assign a disk name made of up of any 32 characters, including spaces.

5 When you archive documents, the permissions are set so that any user may retrieve a document from an archive disk and readit or edit it.

6 When moving or copying documents to an archive disk or retrieving them, you can overwrite the same document on the disk by specifying the same name.

7 The shortcut code for the Delete from archive function has been changed from "del" to "dfa."

8 Most of the functions have been slightly renamed and the shortcut codes have thus been altered.

9 The "File to archive" function has been changed to "Move to archive."

ADVANCED FUNCTIONS

1 Four new selections have been added to this menu: "Spelling Checker," "Records Processing," "Index Generator," and "Table of Contents Generator." You can't use these selections unless you've installed additional software. A separate manual describes these features.

GLOSSARY FUNCTIONS

1 You can edit a glossary document with either "Edit Glossary" on the glossary functions menu, or "Edit Old Document" on the main menu.

2 You can create a glossary document with either "Create New Document" or "Create glossary." If you use the first option you must verify the glossary before use by using the "Verify glossary" selection on the glossary functions menu.

3 A glossary verification process is included that occurs automatically at the end of the glossary editing process which checks the glossary entries for syntax errors.

4 Glossary entries created by example are added to the glossary document and, when edited, look like glossary entries that you created by editing.

5 You can attach a glossary on the editing screen by pressing the Command key followed by the GL key and typing the glossary name.

6 A glossary language has been added that defines the keywords and strings that you can use in a glossary.

7 The maximum number of glossary entries is now 52 instead of 94.

8 Glossary verification errors are placed on the workpage.

9 After a glossary is verified, it is automatically attached.

10 You can activate a glossary from a menu by using the shortcut, "agl," and then the GL key to specify the entry.

11 You can attach a glossary document from the index screen by moving the marker to it, and pressing the GL key.

12 To edit a glossary document created with the first version of this software, or to see it on the document listing screen, you must first verify it using the "Verify glossary" function on the glossary functions menu.

EDITING

1 Only one person on a multiuser system can edit a document at a time.

2 There are now two status lines on the editing screen. The first one shows the document name and the page, line, and position numbers of the cursor. The second one shows the cursor mode, format line number, line spacing, and page length.

3 You can set vertical scrolling by pressing the Command key followed by the number of lines and then typing the letter *v*.

4 Boldface text is now brightened on the screen instead of being shown in reverse video.

5 Text marked for deletion, copy, or move is now shown in reverse video instead of brightened.

6 If the end of document page break is included in text to be copied or moved, it is no longer copied.

7 You can exit from the editing screen by pressing only the Cancel key, instead of pressing the Cancel key, and seeing the prompt "End of edit?" and pressing the Execute key.

8 You can cancel a search at any time during the process by pressing the Cancel key.

9 The end-of-edit screen now has four choices:

EXECUTE saves changes
RETURN   moves back to the editing screen
COPY   saves a copy of the old document
DELETE   erases the changes

You now use the Delete key instead of the Cancel key to erase changes. When you use the Copy key, you retain the original document name for the edited version, so you must specify a name for the copy.

10 You now change the line spacing by pressing the Command key, followed by typing the letter *s* and specifying the spacing abbreviation.

11 You can add notes to a document using the Note key, at the beginning and end of the note. However, such notes will always be printed.

12 You can copy text to and from the heading, footing, and workpage.

13 Pressing the Command key followed by pressing the Replace key removes all screen symbols from the screen. Repeating the sequence restores the symbols to the screen.

14 The Merge key now places a bright < or > (Shift/Merge) on the screen. This is used for alternating headings and footings text.

15 When you use global search and replace, press the Execute key to move between the "Search for" and "Replace it with" columns. Pressing the Return key will add the return symbol as a character to search for or replace.

16 The search function has been revised so that you can search for 36 instead of 29 characters. The search does not begin until you finish typing your text and press the Execute key.

17 You can now search for screen symbols like a Return, Indent, or Tab by pressing those keys when you type in the text you want to search for.

18 If you use the Go To Page key and specify a page number that is greater than the total number of pages in your document, the cursor will be placed at the beginning of the last page.

19 You can use a small o (oh) and l (ell) in place of the numbers 0 (zero) and 1 (one) for all numeric responses.

20 Alternating headings and footings can now be used. On the heading or footing page, text for odd-numbered pages appears first and is separated from text for the even-numbered pages by a ⟨ ⟩ using the Merge key followed by Shift/Merge.

21 You can stop the editing screen display by holding down the Control key and typing an s. To resume the screen display, hold down the Control key and type the letter q.

22 If you press the Cancel key while you're inserting text, you'll see the message "Are you sure?" To remove the inserted text, press the Execute key. To return to the inserted text and continue the function, press the Cancel key.

23 The minimum width of a format line is five positions.

24 The message you see when you set the number of text lines on a page has been changed from "page text length:" to "text length."