

DisplayWrite 5/2
Composer Extension



Getting Started

Office Systems Family

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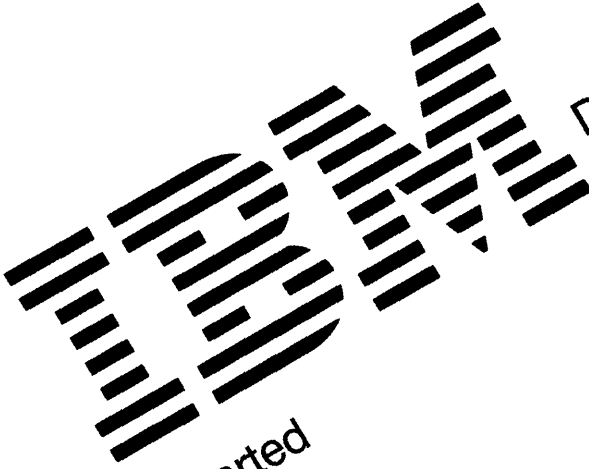
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About This Book

This book contains the steps and basic information that you need to begin to use DisplayWrite 5/2 Composer Extension. Sometimes, to save space in this text, DW will be used to denote DisplayWrite and composer will be used for DisplayWrite 5/2 Composer Extension.

This book contains seven chapters and an index.

Chapter 1 is an overview of DW 5/2 Composer Extension and its features. It contains important information and concepts about publishing in general and the composer in particular.

Chapter 2 contains information and steps on how to load the layout editor for everyday use.

Chapters 3 through 6 contain exercises to introduce you to some of the features of DW 5/2 Composer Extension. **You should complete these exercises before using the composer for your own work.**

- Chapter 3 contains introductory exercises to create a sample document.
- Chapter 4 takes you through printing a document.
- Chapter 5 covers revising a document. Exercises include inserting a file, modifying text, and adding a picture.
- Chapter 6 describes revising a document's stylesheet.

Chapter 7 describes where to go for additional information.

How To Do The Exercises

Each exercise shows a procedure for a common task such as using Help. An exercise contains numbered steps bordered by a box.

Steps

1. This is the first step.
2. This is the second step.
3. This is the third step.
4. And so on....

To complete an exercise, read the information and do the numbered steps.

Throughout this booklet and within the exercises, references are made to the 12 function keys. For keyboards with only 10 function keys:

- ALT + 1 works the same as F11
- ALT + 2 works the same as F12
- ALT + 3 works the same as CTRL + F11
- ALT + 4 works the same as CTRL + F12.

Related Publications

The DW 5/2 Composer Extension Reference Guide. This book contains the most comprehensive information about the composer. It is divided into three major sections on Documents, Stylesheets, and Utilities. In addition, it contains a Glossary and an extensive Index.

The DW 5/2 Composer Extension Technical Reference. This book contains information about installation, printers, characters and symbols, data files, documents created with other systems or application programs, and a description of composer messages. The Technical Reference supplements *The DW 5/2 Composer Extension Reference Guide.*

The DW 5/2 Composer Extension Style Guide. The style guide is a portfolio of professionally-designed stylesheets. It also contains guidelines to the elements of style and their impact on your documents.

Operating System/2 Standard Edition, Version 1.1 or Extended Edition, Version 1.1. This book contains information on how to use OS/2.

About The Help Facility

Pressing **Help (F1)** displays information related to the current task. While in a Help panel, pressing **F3** displays an index of Help topics.

Disk Backup

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any information system should be to establish and implement backup (duplication) procedures. The customer, **not IBM**, is solely responsible for establishing and implementing all such procedures.

Contents

About DW 5/2 Composer Extension	1
Starting DW 5/2 Composer Extension	3
Creating a Sample Document	5
Viewing the Main Menu	5
Making a Menu Selection	6
Using the Create Document Menu	7
Using the Composer Help	8
Naming a Document	10
Selecting Stylesheet	11
Using the Menu Bar	12
Using Typing Keys	17
Moving Around and Zooming	18
Entering Text	19
Ending and Saving a Document	21
Printing a Document	23
Revising a Document	27
Inserting a Text File	28
Modifying the Text	29
Adding a Picture	31
Revising a Stylesheet	35
Where To Go for More Information	41
Index	43

About DW 5/2 Composer Extension

DW 5/2 Composer Extension allows you to create, revise, edit, and print a wide variety of documents, from simple letters with simple formats to publications with complex layouts and graphics.

As a member of the DisplayWrite series, the composer creates documents that can be used with IBM host systems or other IBM personal computer programs. In addition, you can insert documents created with other programs into your composer documents.

Understanding the concepts of DW 5/2 Composer Extension can help you master its extensive capabilities.

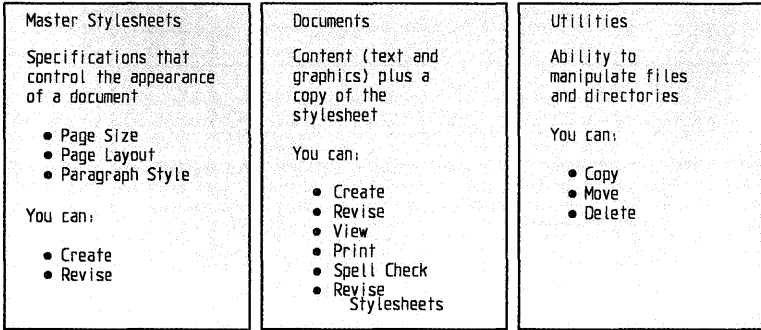
The composer functions are grouped into three areas: stylesheets, documents, and utilities.

A *stylesheet* is a file containing information that determines the layout or appearance of your document. The information includes, among other things, specifications for your margins, columns, text styles, and picture blocks.

A *document* is a file containing the text and graphics that make up the substance of your document, as well as a copy of the stylesheet you selected.

A *utility* is a program used to manage files and directories. Utilities include copy, move, and delete. If you are familiar with the operating system utilities, you will be comfortable with the composer's utility functions.

The following diagram shows the functional divisions of DW 5/2 Composer Extension.



When you create a document, the composer asks you to select a *master stylesheet*. A copy of the selected master stylesheet is then attached to your document. Now think of your document file as having two parts: the document content which consists of text and graphics and the *document stylesheet* which consists of layout specifications. You may make layout specification changes to the stylesheet attached to your document but the changes are **not** recorded in the *master stylesheet*.

As you move through the composer screens, you will observe certain conventions:

- The **Enter** key is affirmative and active. It represents a **YES** answer and the message to submit an entire panel.
- The **Esc** key is negative and passive. It represents a **NO** answer and the message to exit or cancel the action.
- The **space bar** is a select key for a list or array of highlighted choices.
- The **tab** key and **cursor movement (arrow)** keys are used to move the cursor through the menu choices.

Starting DW 5/2 Composer Extension

Follow these steps each time you want to start the composer.

There are two ways to start DW 5/2 Composer Extension:

- From the OS/2 command prompt
- From the OS/2 Program Selector Panel.

If the OS/2 command prompt is displayed on your screen, follow the steps for Starting DW 5/2 Composer Extension from the OS/2 command prompt.

Starting from the OS/2 Command Prompt

1. Type `DW5C.COM` and press `Enter`.
2. The Main Menu is displayed.

If the OS/2 Program Selector Panel is displayed on your screen, follow the steps for Starting from the OS/2 Program Selector Panel.

Note: If you have not previously defined a menu item on the OS/2 Program Selector Panel for DW 5/2 Composer Extension, refer to the OS/2 documentation for information on how to do this. (*DW5C.COM is the batch file name you insert when setting up DW 5/2 Composer Extension in the OS/2 Program Selector information.*). DW 5/2 Composer Extension must exist as a menu item on the OS/2 Program Selector Panel before you can start from the OS/2 Program Selector Panel.

Starting from the OS/2 Program Selector Panel

1. Select the menu item that you previously defined in OS/2 for DW 5/2 Composer Extension and press `Enter`.
2. The Main Menu is displayed.

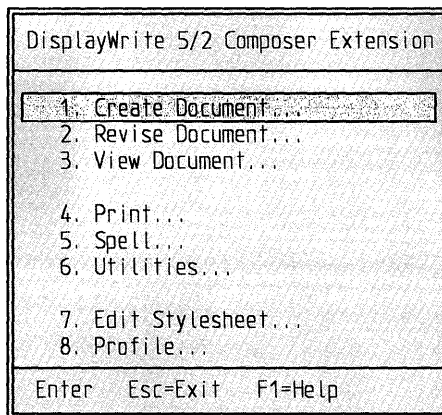
Creating a Sample Document

Read the following information and complete the exercise steps as you come to them. This section of the exercise discusses how to:

- Make selections in menus
- Use Help
- Name a document
- Select a stylesheet
- Use the menu bar
- Use the typing keys
- Move around the screen and zoom
- Enter text
- End and save a document.

Viewing the Main Menu

When the composer is loaded and ready to use, the first screen you see is the Main Menu.



The program title is at the top; the list of menu items is in the center; and the select line is at the bottom. The select line lists other valid options.

Making a Menu Selection

There are three ways to select from a menu:

1. Type the number of the menu item you want to select. For example, press **1** to select **Revise Document**.
2. Type the one character that is a different color in each menu item that you want to select. For example, press **R** to select **Revise Document**.
3. Use **↑** or **↓** to highlight the item you want to select and press **Enter**.

To Select Create Document

1. Type **1** to select **Create Document** in the Main Menu.

The composer displays a panel where you may enter a full filename: drive, directory, and filename. You may enter that information here or you may press **F3** to display the full **Create Document** screen displaying an overview of your system and a list of existing filenames. The Profile options allow you to elect to eliminate the interim filename screen.

2. Press **F3**.

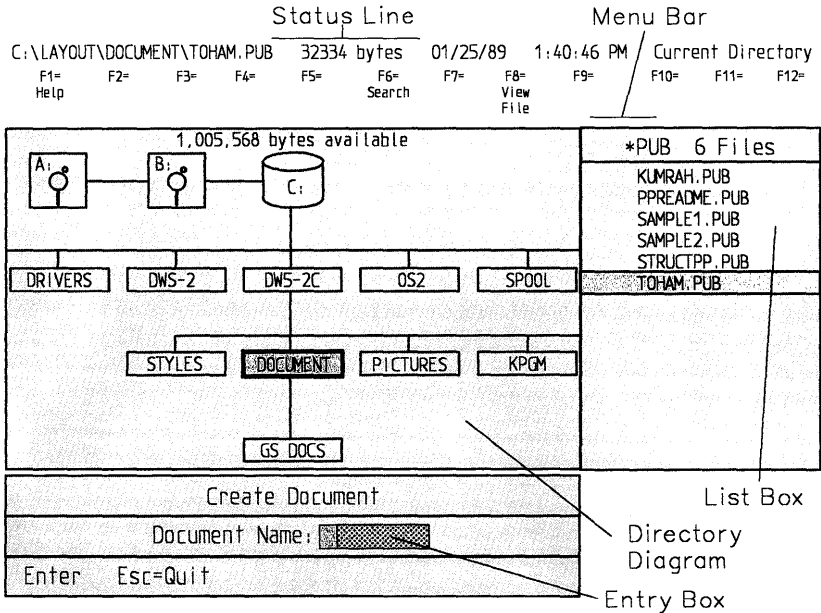
The **Directory Diagram** is displayed along with the **Create Document** panel.

Note: To cancel a selection, press **Esc**.

The composer has various types of screens. Some are menus that display a list of functions, as shown in the Main Menu. Others, like the **Create Document** panel require that you type information. Other types of screens provide instructions or information. A *panel* is a window that overlays a portion of another screen.

Using the Create Document Menu

Create Document is typical of the composer menus. The information displayed provides you with an overview of your system and the current task. The highlighted items tell you “You are here.”



Each part of the menu is described below. The contents of each part may change as the menu and task change.

Status line

The status line, located at the top, always displays the drive, directory, and name of the highlighted file in the current list, the size of the file, and the date and time the file was created. On the right side of the status line, DW 5/2 Composer displays information about the task you are doing.

- Menu bar** The menu bar, located below the Status Line, displays the function keys you can use to go to specific menus or perform certain functions. Make selections from the menu bar by pressing the function key.
- Directory diagram** This diagram shows the organization of the files on your fixed disk (plus symbols representing disk drives). The current directory is highlighted. You can use `Ctrl + ←` or `→` to move horizontally through the directory map. To move up or down a level, press `Ctrl + ↑` or `↓`.
- List box** The list box on the right shows the choices available to you. During the Create Document function, the list box displays the names of existing documents with `.PUB` extension. Because you have chosen to create an original document the name you enter *must not match* any in the list box. During other functions, however, such as Revise a Document, your selection *must match* a name on this list. To make a selection from a list box, use `↑` or `↓` to highlight your choice and press `Enter`.
- Entry box** In the entry box at the bottom, you name the document to be created. First, choose the directory from the directory diagram, then enter the document name and press `Enter`.

Using the Composer Help

You can get help from anywhere in the composer. There are two ways to view the Help facility:

- Contextual

Contextual help is accessed from anywhere within DW 5/2 Composer by pressing `F1`. A Help panel is displayed that is relevant to the current activity.

- Topical

The entire Help facility can be viewed without your being restricted to one topic. The topics are listed alphabetically in a Help Index *list box* and you can either scroll through the list box or enter the first letter of a topic. Each additional letter you enter will further narrow the search through the index of topics.

Topical help is accessed by pressing F1 to get to the Help facility and then pressing F3 for topical help.

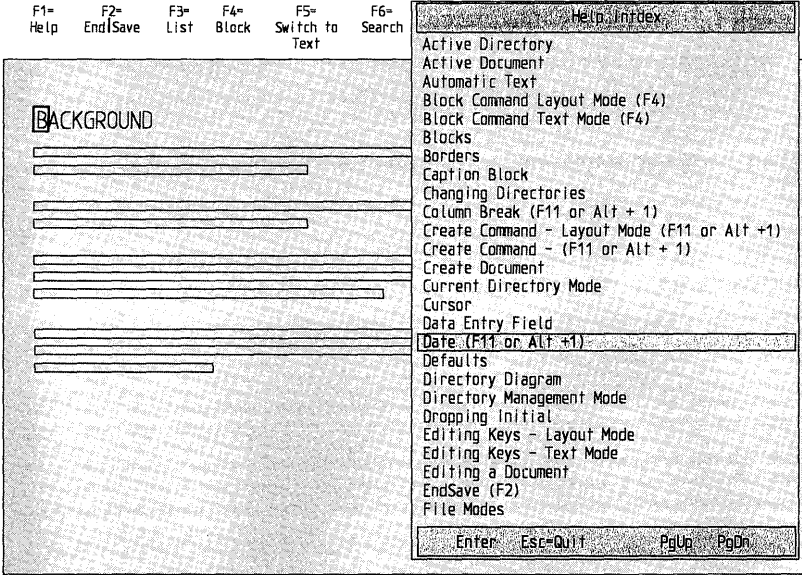
To Activate Help

1. Notice the cursor position on the Create Document panel. Press **F1**.
The Help panel is displayed and is now active.
2. Press **F3** to see the Help Index. Use **↑** or **↓** to scroll through the topics until **Index** is highlighted and press **Enter**.
3. Press **F3** to see another Help panel. The numbers at the top right of the Help panel show how many panels are in the sequence.
Note: If the displayed Help panel is the last panel of the sequence (for example, 7 of 7), the select line will not display PgDn as a selection option.
4. Press **Page Up** to see the previous Help panel.
Note: If the displayed Help panel is the first panel of the sequence (for example, 1 of 7), the select line will not display PgUp as a selection option.
5. Press **F3 Index** to see the index again.
6. Press **Esc** twice to leave Help.

The following illustration shows an example of the Help Index.

MAPTEST.PUB 158% Zoom Page 1 Pos 0.80 0.81 Inch Text Insert

F1= Help F2= End/Save F3= List F4= Block F5= Switch to Text F6= Search



Naming a Document

With the Create Document menu displayed, the current directory is highlighted in the directory diagram and named in the status line. Notice the entry box. The cursor is positioned where you will type the document name. The name can contain up to eight characters or numbers. Composer will supply the extension .PUB.

To Name the Document

1. Type **ANNOUNCE**.

Note: If you make a mistake, you can use ←, →, the back-space, or the delete key to edit the text in a menu.

2. Press **Enter**. The Select Stylesheet panel is displayed.

Creating a Stylesheet

A stylesheet is a file containing the specifications that determine the appearance of a document. The specifications include the size and orientation of the page, the margins, text style, columns, picture layout, and so forth. When you create a new document, you select and attach a stylesheet appropriate for the type of document you are creating.

Notice that the Select Stylesheet menu resembles the Create Document menu. In this case, the list box contains the names of the stylesheets provided by the composer. Unlike the Create Document menu, this list box is not just informational; you *must* choose a stylesheet from this list. For information about creating a stylesheet, see the “STYLESHEETS - A to Z” section in *The DW 5/2 Composer Extension Reference Guide*.

To Select a Stylesheet

1. Press **↑** or **↓** to move the highlight bar to the stylesheet named **GREEN**.
2. Press **Enter**.

The first page layout is displayed.

Using the Menu Bar

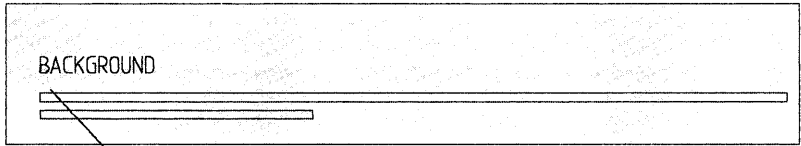
The menu bar is a significant part of the composer. The options displayed at any one time represent the choices you can make to go to specific menus or perform certain functions. The menu bar changes from screen to screen, but many of the functions remain the same. For example, **F1** will always get you the Help facility.

Text and Layout Mode

The composer has two editing modes: text and layout. In text mode, you may enter and edit text. In layout mode, you may modify the blocks that make up your page and work with pictures.

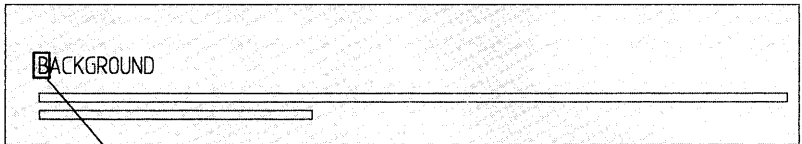
Pressing the **F5** key switches between modes. As you change modes, notice that the cursor changes. In *layout mode*, the cursor is an arrow. In *text mode*, the cursor is either a rectangle or an underscore. The rectangle means you are in Replace typing mode and an underscore means you are in Insert typing mode. Switch between Replace and Insert by pressing the **Ins** key.

MAPTEST.PUB 150% Zoom Page 1 Pos 0.80 0.81 Inch Text Insert
F1= F2= F3= F4= F5= F6= F7= F8= F9= F10= F11= F12=
Help End|Save List Block Switch to Search Styles Zoom Undo Spell Create Symbols



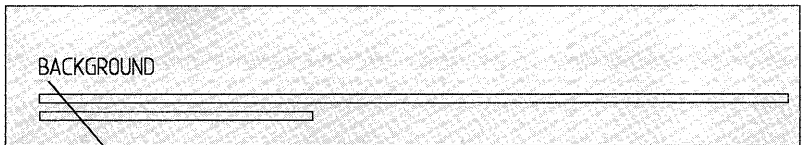
Arrow Cursor - Layout

MAPTEST.PUB 150% Zoom Page 1 Pos 0.80 0.81 Inch Text Insert
F1= F2= F3= F4= F5= F6= F7= F8= F9= F10= F11= F12=
Help End|Save List Block Switch to Search Styles Zoom Undo Spell Create Symbols



Block Cursor - Replace Text

MAPTEST.PUB 150% Zoom Page 1 Pos 0.80 0.81 Inch Text Insert
F1= F2= F3= F4= F5= F6= F7= F8= F9= F10= F11= F12=
Help End|Save List Block Switch to Search Styles Zoom Undo Spell Create Symbols



Underscore Cursor - Insert Text

Note: If you have installed the Color Graphics Adapter (CGA), the F5 key will read “Switch Mode” instead of “Switch to Text” and “Switch to Layout”.

To Switch Modes

1. Press **Switch to Layout (F5)**.

Notice F5 on the menu bar in layout mode and that the cursor is an arrow.

2. Press **Switch to Text (F5)**.

Notice F5 on the menu bar in text mode and that the cursor is a rectangle or underscore.

Do not make selections from the menus now. You will do that later. For now, follow the steps to view some of the menus and become familiar with the menu items. If you make a mistake, press **Esc** to return to the previous menu or screen.

To Select from the Menu Bar in Text Mode

1. Press **F1**, if necessary, to move into Text Mode. In text mode, the cursor is a rectangle or underscore.
2. Press **F2**. This is contextual help. F1 will *always* get you help. The *subject* of the help depends on where you are and what function you are performing.
3. Press **F3**.
4. Press **End Save (F4)** to see the End and Save menu items.
5. Press **System (F5)** to see an overview of the system. Notice that only valid options are displayed in the menu bar. For example, with no document displayed, the Spell (F10) choice is not available.
6. Press **F6** to return to your document.
7. Press **Block (F7)** to see the Block menu items. Notice the **Copy** option on the Block menu. When additional items are available on any menu, the **More** key will be displayed.
8. Press **Page (F8)**.
9. Press **Search (F9)** to see the Search menu items.
10. Press **Style (F7)** to see the Change Paragraph Style items.
11. Press **Zoom (F8)** to see the Zoom menu choices. Notice that 150% is highlighted. The default, 150%, is expressed as a percentage of the printed page.
12. Press **Undo (F9)** to invoke the Undo function.

You can use Undo to reverse an action in the same mode (text or layout). For example, if you just deleted a picture, Undo will put the picture back in your document.

13. Press **Spell (F10)** to see the Spell menu items which include the choice to look up synonyms.
14. Press **Create (F11)** to see the Create menu items.

Note: On a keyboard with only 10 function keys, Alt + 1 substitutes for F11.

15. Press **Symbol (F12)** to see the Symbols.

Note: On a keyboard with only 10 function keys, Alt + 2 substitutes for F12.

16. Press **Esc**.
17. Press and hold **Ctrl** to view the additional choices in text mode.

To Select from the Menu Bar in Layout Mode

1. Press **Switch to Layout (F5)** to move into Layout Mode. Notice the cursor changes to an arrow. Press **Help (F1)** to see help.
2. Press **Esc**.
3. Press **End/Save (F2)**. The options are the same in text or layout mode.
4. Press **List (F3)** to see an overview of the system just as you did in text mode.
5. Press **End/Save (F2)** to return to the document.
6. Press **Block (F4)**. The options change as the type of block changes. Options not available are presented in lowlight. For example, in a text block, you may not select *picture scaling* so the words “picture scaling” appear lowlighted and not clear. Throughout the system, unavailable choices are lowlighted.
7. Press **Search (F6)**. In layout mode, F6 searches for a specified page.
8. **F7** is not available in layout mode.
9. Press **Para. (F8)**. The options are the same in text and layout modes.
10. **Undo (F9)** is the same in both text and layout modes.
11. **Spell (F10)** is not available in layout mode.
12. Press **Create (F11)**. The menu items available depend on the location of the cursor. Items not available are lowlighted.
13. Press **Esc**.
14. **Symbol (F12)** is not available in layout mode.
15. Press and hold **Ctrl** to view additional options.

Using Editing Keys

In text mode, as you type documents in the composer, and particularly the sample document in the exercise that follows, use the following keys:

Key	Function
Enter	Ends a paragraph, inserts blank lines, and acts like a carrier return key.
Tab	Moves cursor to the next tab setting each time it is pressed.
Backspace	Moves the cursor backward and erases the previous character.
Del	Deletes the character where the cursor is displayed.
↑	Moves the cursor up one line at a time.
↓	Moves the cursor down one line at a time.
←	Moves the cursor to the left one character at a time.
→	Moves the cursor to the right one character at a time.
Ctrl + → (Word Advance)	Moves the cursor to the first character of the next word.
Ctrl + ← (Word Return)	Moves the cursor to the first character of the current word. If the cursor is on the first character of the current word, moves the cursor to the first character of the previous word.
Home	Moves the cursor to the beginning of the line.
End	Moves the cursor to the end of the line.

Key	Function
Ctrl + Home (Top)	Moves the cursor to the beginning of the page.
Ctrl + End (Bottom)	Moves the cursor to the end of the page.
Shift + Home	Moves the cursor to the beginning of the document.
Shift + End	Moves the cursor to the end of the document.
PgUp	Moves the screen window up.
PgDn	Moves the screen window down.

See the *DW 5/2 Composer Extension Reference Guide* for a complete list of cursor movement keys.

Moving Around and Zooming

The best way to move around the document displayed on your screen is to switch to layout mode (F5) and move the arrow around with the cursor movement keys. Ctrl + the cursor keys makes larger moves, and Shift + the cursor keys makes smaller moves.

You can change the amount of the page displayed by using the Zoom (F8) key.

Currently, only a portion of the page is visible because the zoom level is set at 150%. Notice that the zoom level is shown on the status line.

To Move and Zoom

1. Press **F7**, if necessary, to move to layout mode. The cursor will be an arrow.
2. Press **Page Up** several times until the page begins to move.
3. Press **Page Down** several times until the page begins to move sideways.
4. Press **Page Up** or **Page Down**.
5. Press **F8** to see the entire page. Notice the rectangle at the bottom right area of the page. This is the text block where your text will be typed.
6. Press **Page Up** or **Page Down**.
7. Press **F7** to return to the original zoom level.
8. Press **Page Up** and **Page Down** several times, if necessary, until the text block (darker area) in the lower right part of the page is visible again.

Entering Text

The characteristics of the stylesheet you have chosen can affect the way the screen looks when you enter text. For example, in the sample document, ANNOUNCE, the stylesheet specifies that body text be centered. The composer centers each line when it detects a delay in your typing. The actual time of the delay may be changed. For information about the time delay, see "Profile" under "UTILITIES - A to Z" in the *DW 5/2 Composer Extension Reference Guide*.

To Type the Text

1. Press **F5**, if necessary, to move into Text mode.
The cursor will be a rectangle or an underscore.
2. Press **Enter** five times to move down.
3. Type *The DisplayWrite Family* and press **Enter** twice.
4. Type *is proud to announce* and press **Enter** twice.
5. Type *the birth of its newest member* and press **Enter** twice.
6. Type *DisplayWrite 5/2 Composer* and press **Enter** twice.
7. Type *November 1, 1988* and press **Enter**.

The sample text should look like the following example.

The DisplayWrite Family
is proud to announce
the birth of its newest member
DisplayWrite 5/2 Composer
November 1, 1988

Ending and Saving a Document

When you press the F2 key, the composer displays the End/Save Menu.

To End and Save

1. Press **F2**.
2. Press **↑** to move the highlight bar.
Notice the explanation line at the lower left of the screen as you move the highlight bar from choice to choice.
3. Press **↓** several times and read the explanation line at each item.
4. Highlight Choice **1** and press **→**.

The composer saves your document and displays the Main Menu.

Printing a Document

To see the work you have done in this exercise so far, print your sample document.

Note: When you installed DW 5/2 Composer Extension, you specified up to three printers attached to printer ports LPT1, LPT2, and LPT3. The printer you specified for LPT1 (printer 1) is where your document will be printed.

See “Printer Installation” in the *DW 5/2 Composer Installation Instructions*.

To Print ANNOUNCE

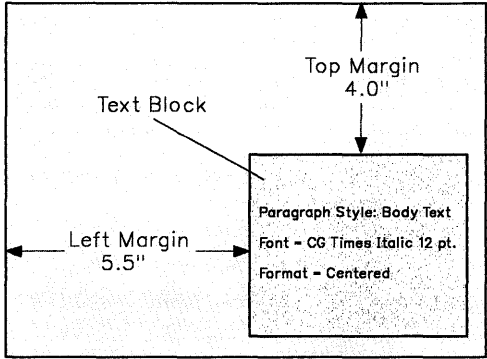
1. Select **Print (4)** at the Main Menu.
2. Name the document to be printed:
 - a. Press **F3** to display the directory diagram and list box.
 - b. If necessary, use **Ctrl** and **↑**, **↓**, **←**, **→** to change directories.
Note: If you started this exercise directly after completing the prior exercise, you will automatically be in the same directory.
 - c. Use **↑** or **↓** to highlight **ANNOUNCE** in the list box.
 - d. Press **home**. The Print a Document menu is displayed.
3. Answer the questions about print options.
 - a. Press the **space bar** to select printing of the entire document.
 - b. Press **→** to move the highlight bar to the # of Copies entry box.
 - c. Type **2** to print two copies of the document.
Note: You can move back and forth with **↓**, **↑**, **←** and **→** or the **tab** key to change your answers.
 - d. Press **↓** to move to the Print Mode choices of Draft or Quality. Press **↓**. When Quality is highlighted, press the **space bar**.
Note: You can move back and forth with the cursor keys to change your answers.
 - e. Press **←** to move to the Print Sideways choices. Highlight **Yes** and press the **space bar**.
4. Press **Enter** to submit your answers and initiate printing.

There may be some delay while the document is prepared for printing. The status line indicates that printing is in progress.

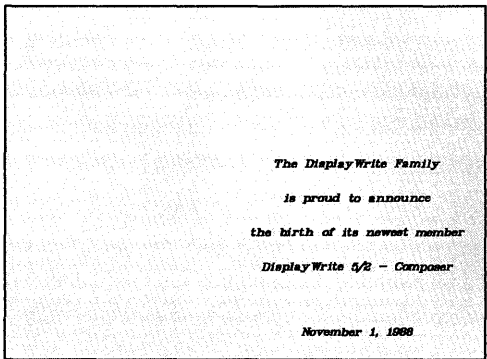
As you can see from the exercise, on menus with several groups of items, the spacebar is used to select the item. (It is marked with a triangle when selected.) The **Enter** key is used to submit the selections for processing.

The document ANNOUNCE used the stylesheet GREET. GREET is designed to center every line of text you enter, print in an elegant italic, and be folded into four parts like a greeting card or invitation.

You will learn more about the power of stylesheets later. For now, compare the printed document ANNOUNCE with the stylesheet GREET below. See if your printout looks similar to the one below.



Stylesheet: GREET.STY



Document: ANNOUNCE.PUB

Revising a Document

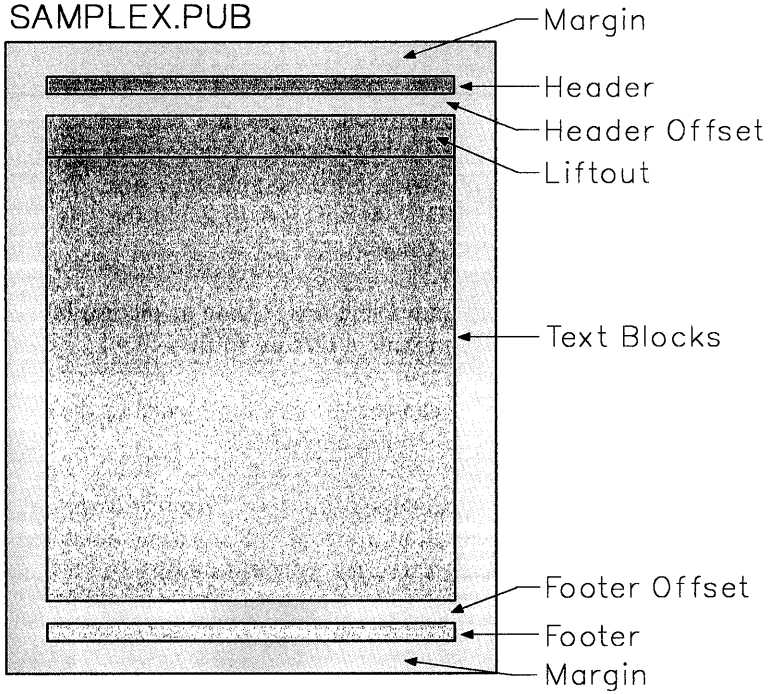
There are many ways to revise individual pages in a document. You can add, delete, and modify text and pictures. You can change layouts, typestyles, paragraph styles, borders, and page size. See “Revise Document” under “DOCUMENTS A to Z” in the *DW 5/2 Composer Extension Reference Guide*.

In this exercise, you will add and delete text, create a picture block, insert text and picture files, and scale a picture to fit a block.

In the following diagram, you can see the existing blocks in the document SAMPLEX.

Notice that one text block is called a *Liftout*. A liftout is a special kind of text block. The text within a liftout will not flow outside the block. In one of the following exercises, you will modify the text in the liftout.

SAMPLEX.PUB



Inserting a Text File

Text files from DisplayWrite and many other word processors can be inserted into a composer file using the Get (Ctrl + F6) command. See the *DW 5/2 Composer Extension Technical Reference* for information about compatible files.

To Insert a Text File

1. At the Main Menu, press **F7** for Revise.
2. Press **F10** to display the directory diagram and list box. Change directories, if necessary, to the one containing **TEXTFILE**.
3. Use **↑** or **↓** in the list box to highlight **TEXTFILE** and press **F10**. The document is displayed.
4. Press **↓** once. Your cursor should now be on a line by itself below the words **TEXTFILE**.
5. Press **F10**.
6. Press **F10** to display the list box, and change directories, if necessary, to the one containing **TEXTFILE**.
7. Use **↑** or **↓** to move the highlight bar to the file **TEXTFILE** and press **F10**. The composer displays a message that the document is being inserted.

Note: To enlarge the screen page and make the text easier to read, press the plus (+) key on the *numeric keypad*. The zoom will be increased one level each time you press +. Decrease the zoom level by pressing the minus (-) key on the numeric keypad.

Working with Text

Text can be inserted, deleted, moved, and emphasized in many ways. See “Text” under “DOCUMENTS - A to Z” in the *DW 5/2 Composer Extension Reference Guide*. The following exercise will cover adding, deleting, and emphasizing text.

To Replace a Word

1. Press **Search (F6)**.

2. Select **Find**

The screen displays: *Find What?*

3. Type **scientific** and press **Enter**.

4. Press **Enter** to accept the default values for **MATCH CASE**, **DIRECTION**, and **WHOLE WORD**.

The cursor moves to the word **scientific**.

To see the word better, you may want to change the zoom level by pressing the plus (+) key on the numeric keypad for a larger zoom level, or the minus (-) key for a smaller zoom level.

5. Press **Next (G4)**.

6. Press **3** for delete.

The explanation line at the bottom of the screen describes a method you will see frequently when modifying text. You are given the option to modify a word, sentence, or paragraph with a single keystroke or to use the cursor movement keys to mark a specific block.

7. Press **W** to delete the word.

8. Type **mechanical** in place of **scientific**.

Note: The composer reformats text automatically when it detects a delay in your typing. The time of the delay can be increased or decreased as you prefer. See "Profile" under "UTILITIES - A to Z" in the *DW 5/2 Composer Extension Reference Guide*..

Another way to modify text is to change its paragraph style. A paragraph is a continuous section of text that ends when you press **Enter**. A paragraph style specifies the appearance of the text in a paragraph including its typeface and size, and its format such as centered or justified. Each of the items in the **Styles (F7)** list box represents a different paragraph style. Selecting a style will affect the paragraph that contains the cursor.

To Change the Style of a Paragraph

1. Use **←** to move the cursor onto the title, *The Written Word*.
2. Press **Ctrl+H**.
3. Highlight **←** and press **Ctrl+H**.

The text in the paragraph changes to the new, larger style, HEAD2.

A day in the life of a...

In the following exercise, you will add a picture to the sample document by creating a picture block and inserting a picture. The picture block will extend the width of the page and be three inches high.

To Create a Picture Block

1. Press **F5** to switch to layout mode. The cursor is an arrow.
2. Press **Create (F11 or Alt + I)**.
3. Select **Picture Block (I)**.

The selection tool is displayed. Two sides of the tool are dashed to indicate they are the active sides. When you press the cursor movement keys, the active sides will move. When you press the space bar, the other two sides become the active sides. If you press the space bar again, all sides become active.

You may want to change the zoom level so you can see the whole width of the page. Press the plus (+) or minus (-) key on the numeric keypad until the zoom level is comfortable to work with.

4. Press **Help (F1)** and read about creating a picture block.
5. Press **Esc** to leave Help.
6. Move the sides until the block is three inches high and the width of the page. The status line displays the size of the picture block. A beep sounds when the block reaches a barrier.

Note: To move the sides of the selection tool in smaller increments, use **Shift + cursor keys**.

7. When the block is the correct size, press the **space bar** until all sides of the block are dashed. The entire block is now active and can be moved with the cursor movement keys.
8. Press **↑** until the picture block is at the top of the text area. A beep will sound when the block reaches a page barrier.
9. Press **Enter**.

















The picture block is created and you are asked if you want to insert a caption.

10. Press **Esc** so no caption is inserted.

You will be asked if you want to place a picture in the box.

11. Press **Enter** to insert a picture.

To Insert a Picture

1. Press . The files in your picture library are displayed in the list box.
2. Use  or  to highlight  and press . Notice that the picture does not fill up the block.
3. Scale the picture to fit:
 - a. While still in Layout mode, move the arrow cursor onto the picture area. Notice that the status line at the top of the screen lists the block type as Picture.
 - b. Press . The choices are displayed.
 - c. Select .
 - d. Select . The composer expands the picture to fill the picture block.
4. Put a border around the picture:
 - a. Press .
 - b. Press  to select Borders.
 - c. Press  to place the border on all sides of the picture.
 - d. Press  to accept medium line weight and submit your border choices.
5. Take a look at the document:
 - a. Press .
 - b. Press  to select Full Page.
6. Save the document:
 - a. Press .
 - b. Press  to Exit after Save.

Revising a Stylesheet

In the previous section, you revised individual pages in your document. To make changes that affect several or all the pages in your document, revise the document stylesheet. Some changes to a document can only be made through its stylesheet, creating a new paragraph style, for example. If you wanted to make every heading bold or centered or a different text style or point size, you could revise the document stylesheet by creating a paragraph style just the way you want it to look. Then, use that paragraph style for every header in your document. See “STYLESHEETS A TO Z” in the *DW 5/2 Composer Extension Reference Guide* for more information on stylesheets.

In the following exercises, you will change to two-column text, revise an existing paragraph style, and create a new paragraph style.

To Create Multiple Columns

1. At the Main Menu, select **Revise Document (2)**.
2. Select the sample document, **SAMPLEX**.
3. Press **Ctrl + F7**.
4. Select **Revise Document's Stylesheet (1)**.
5. Select **Page Layout (2)**.
6. Select **All Pages Layout (1)**.
7. Select **Number of Columns/Rows (4)**.
8. Highlight **Columns** and press the **space bar**.
9. Highlight **2** and press the **space bar**.
10. Press **Enter**.
11. Press **Enter** again to select standard gutters and lines.

Note: A gutter is the space between two columns. It may contain a line through its center.

12. Press **Esc** one time. You will be asked if you want to copy this layout to all pages (every page will have two columns).
13. Press **Enter** to copy the layout.
14. Press **Esc** a few times until Composer returns you to your document.

The text should now be in two columns. Notice that the text is even (justified) on both the right and left sides of the columns.

In the next exercise, you will modify the format of this text from justified (evenly aligned on both sides of the column) to left-justified (even only on the left side of the column). The right side of the column will be ragged. Again, since this is a change that will affect multiple pages, you will revise the stylesheet. This time you will modify an existing paragraph style called **BODY TEXT**.

To Revise a Paragraph Style

1. Press **Alt+F7**.
2. Select **Format > Paragraph > Justified**.
3. Select **Paragraph Style > Body Text**.
4. Select **Justified**.
5. With the highlight bar on **Body Text**, press **Enter**.
6. Select **Justified**.
Notice that the screen displays the justified format.
7. Move the highlight bar to **Left** and press **Enter**.
Notice the screen display changes as you change your selection. This graphic feedback is often the best way to see if you are getting the effect you want.
8. Press **Enter**.
The composer displays the second page of choices for format, the indents.
9. Press **Enter** to accept the defaults.
10. Press **Esc** until Composer returns to your document.
Notice that the body text is now left-justified with a ragged right edge.

In the previous exercise, you revised an *existing* paragraph style called Body Text. In the next exercise you will create a *new* paragraph style called TITLE.

To Create a New Paragraph Style

1. Press **Ctrl+F7**.
2. Select **Revise Document's Stylesheet (1)**.
3. Select **Paragraph Style (3)**.
4. Select **Create (1)**.

You will be asked to name the paragraph style.

5. Type **TITLE** and press **Tab**.
6. Type **1** in the box and press **Enter**. The paragraph style, **TITLE**, will be placed after paragraph style number 2 in the stylesheet.

Note: See Paragraph Styles in the *DW 5/2 Composer Extension Reference Guide* for more information.

The Paragraph Specification panel is displayed.

7. Select **Text Style (1)**.
8. Press **↓** to highlight **CG Triumvirate Bold** and press the **space bar**.
9. Press **↓** to highlight **16 pts.** and press the **space bar**.
10. Press **Enter** to submit your choices.

The Paragraph Specification panel is displayed again.

11. Select **Format (5)**.
12. Highlight **Centered** and press **space bar**.

The graphic display changes to show the format changed to **Centered**.

13. Press **Enter**.

Composer displays a second page of format choices.

14. Press **Enter** to accept the defaults.

You have created a new paragraph style called **TITLE**. Later, you will apply that paragraph style to the sample document.

15. Press **Esc** until Composer returns you to your document.

In the last exercise you created a new paragraph style called TITLE. In this exercise, you will learn how to use this new paragraph style to change the style of text in the liftout near the top of the page. Remember that a liftout is a special text block that does not allow text to flow outside of its boundaries.

To Apply A New Paragraph Style

1. Press **Alt+L** to switch to layout mode. Layout mode is the best way to move around on the page.

The cursor changes to an arrow.

2. Move the cursor into the liftout block above the picture near the top of the page. The text in the liftout is, "Is a Picture Worth a Thousand Words?"

Check the status line for the word Liftout to be sure the cursor is in the liftout block.

3. Press **Alt+T** to switch to text mode.
4. Press **Alt+O**. Notice that the style you just created is now in the list box.
5. Highlight **Is a Picture Worth a Thousand Words?** and press **Alt+T**.

The text in the liftout changes to the large, centered type you specified for the TITLE paragraph style.

6. Press **Alt+Z**.
7. Press **Alt+W** to see your entire document on screen.
8. Press **Alt+P**.
9. Press **Alt+P** Print after Save.

Note: There may be a delay while the document is being prepared to print.

10. Press **Alt+Y** to accept the printing defaults.

Where To Go for More Information

After you have completed the exercises in this booklet, you can use DW 5/2 Composer Extension for your own work.

If you need help, press **F1** to get help for the task at hand. The Help Index can be accessed by pressing **F3** while a Help panel is displayed.

The next logical resource is the *DW 5/2 Composer Extension Reference Guide*, which contains the most comprehensive information about the composer. It is divided into major sections on documents, stylesheets, and utilities. In addition, it contains a glossary and an index.

The *DW 5/2 Composer Extension Technical Reference* is available for further, more specialized technical information. It contains information about installation, printers, characters and symbols, data files, and documents created with other systems or application programs.

The *DW 5/2 Composer Extension Style Guide* contains information to help you create professional-looking documents. The guide describes the elements of design, including the use of multiple text styles, white space, and graphic layout. It also contains a portfolio of predefined stylesheets for your use.

If you are unfamiliar with document composition terms (liftout, gutters, leading, kerning, and such) you should review the Reference Guide glossary which is oriented toward document composition terminology. You can also find a primer on document composition in the first part of the Style Guide.

Index

A

arrows 17

B

backspace 17

backup v

beginning the composer 3

C

create document panel 6

creating a sample document 5

Ctrl+End 18

Ctrl+Home 18

Ctrl+PgDn 18

Ctrl+PgUp 18

Ctrl+→ 17

Ctrl+← 17

D

del 17

directory diagram 8

 cursor movement in 8

disk backup v

document

 compatibility 1

 inserting a file 27

 printing 23

 revising 27

 saving 21

documents 1

E

end 17

enter 17

entry box 8

exercises iii

explanation line 21

F

function keys 15

H

help

 contextual 8

 exiting 9

 F1 key v, 8

 indexed v, 8, 9

 subject-sensitive v, 8, 16

 topical 8

highlight bar 21

home 18

I

inserting a file 27

L

layout mode 12

liftout 27

list box 8, 11

loading the composer 3

M

master stylesheet 2

menu bar 7, 12

 function keys 12

menus

 Create Document menu 7

 main menu 5

 Print a Document menu 24

 Select Stylesheet menu 11

- mode 12
 - layout 12
 - text 12
- modifying text 30
 - delete 30

N

- naming a document 10
 - .PUB extension 10

P

- PgDn 18
- PgUp 18
- picture block 33
- pictures
 - inserting 33
 - scaling 33
 - using borders 33
- printer installation 23
- printing 23
 - draft mode 24
 - multiple copies 24
 - quality mode 24

R

- revising a document 27
- running the composer 3

S

- sample document, creating 5
- saving a document 21
- search 15
 - for page 16
- starting the composer 3
- status line 7
- stylesheet 35
- stylesheets 1
- synonyms 15

T

- tab 17
- text 19
 - entering 19
- text mode 12
- thesaurus 15
- typing keys 17

U

- undo 15
- utilities 1

V

- view the screen 15

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