IBM

DisplayWrite 5/2
Composer Extension

Reference Guide

Office Systems Family

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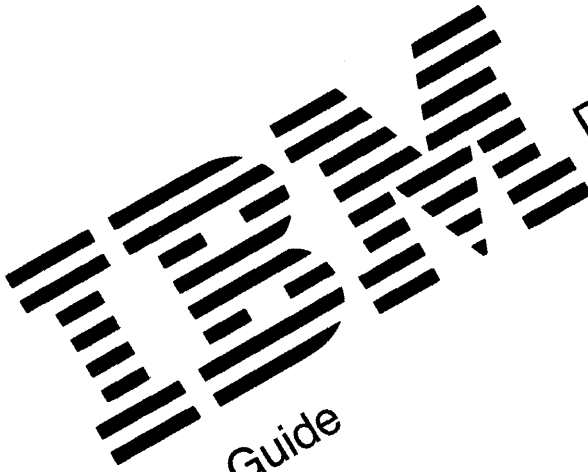
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DisplayWrite 5/2
Composer Extension

Reference Guide

Office Systems Family

About This Book

This book contains full information on the use of DisplayWrite 5/2 Composer Extension. It is divided into sections on Documents, Stylesheets, and Utilities. It also contains a Glossary and Index. References and examples throughout this book assume the default values have not been changed.

Related Publications

DW 5/2 Composer Extension Getting Started. This book contains the steps and basic information needed to start and begin using the composer. It includes introductory exercises for:

- Creating a document
- Printing a document
- Revising a document; including inserting a file, modifying text, and inserting a picture
- Revising a document's stylesheet.

DW 5/2 Composer Extension Technical Reference. This book serves as a supplement to the *DW 5/2 Composer Extension Reference Guide.* It contains information about installation, printers, characters and symbols, documents created with other systems or application programs, and a description of composer messages.

DW 5/2 Composer Extension Style Guide. This book is a portfolio of 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 Index** displays an index of Help
topics. Any of these topics can then be selected for additional infor-
mation.

Disk Backup

All magnetic media are subject to physical damage, erasure, and loss
for a variety of reasons, including operator error, accidental occur-
rences, 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

DW 5/2 Composer Extension

This Reference Guide contains three sections. Each section contains related topics in alphabetical order.

- **DOCUMENTS - A to Z**

  Contains features available when creating or revising a document, or when viewing, printing, or checking the spelling of a document from the Main Menu.

- **STYLESHEETS - A to Z**

  Contains features available when creating or revising a stylesheet.

- **UTILITIES - A to Z**

  Contains file and directory management features of DW 5/2 Composer, including document and picture files, and the installation profiles options.

DOCUMENTS - A to Z

This section of the *DW 5/2 Composer Extension Reference Guide* covers all commands and features available when choosing one of the following options at the Main Menu:

Create Document
Revise Document
View Document
Print (Document)
Spell (Check Document's Spelling)

Backup Copy

When you save a revised document, the composer saves the prior version of the document as a *backup copy* and automatically gives it the extension .BAK. Each time you save the same document, the composer overwrites the prior .BAK file with the most recent version.

You can *view* a document with a .BAK extension, but you cannot *revise* it. You must first change its extension to .PUB. (See "Moving/Renaming Files" on page 141 in the Utilities Section).

Block Edit

Block Edit refers to the ability to work with blocks of text or picture blocks. A block can be a predefined section of a document such as a picture block or a block can be defined while you are editing a document by marking text as in the procedure below.

See "Block menu" on page 6 for a listing of the Block Edit options.

To move or copy a block of text

1. Position the cursor at the beginning of the text you want to affect.

2. Press **Block (F4)**.

3. Choose Move or Copy

4. Mark the text to be affected in one of two ways:

   - Press **P** (Paragraph), **S** (Sentence) or **W** (Word).

   - Move the cursor until all the text you want affected is highlighted and press **Enter**. The marked block will include the character under the cursor.

5. Move the cursor to where you want the text moved or copied, then press **Enter**.

To delete a block of text

1. Position the cursor at the beginning of the text you want to affect.

2. Press **Block (F4)**.

3. Choose Delete

4. Mark the text to be affected in one of two ways:

   - Press **P** (Paragraph), **S** (Sentence) or **W** (Word).

   - Move the cursor until all the text you want affected is highlighted and press **Enter**. The marked block will include the character under the cursor.

   The Delete occurs immediately. You can reverse the Delete by pressing **Undo** (F9).

To repeat copy of a block of text

If a block of text has been copied, you can insert the block repeatedly.

1. Position the cursor at the place you want to insert the block.

2. Press **Block (F4)**.

3. Choose Repeat Copy

To restore the text block to its previous state

Press **Undo (F9)**.

To set style or set advanced style

1. Move the cursor to the text you want to affect.

2. Press **Block (F4)**. A list of available actions is displayed.

3. Choose an action from Set Style or press PgDn to select from Set Advanced Style.

4. Text style can be affected in two ways:

   • Move the cursor until all the text you want affected is highlighted and press **Enter**. The marked block will include the character under the cursor.

   • Type new text and press **Enter**.

To change a block's appearance, size, location, or picture contents

1. Move the Layout cursor onto the block you want to affect.

2. Press **Block (F4)** to see the Layout Mode Block menu.

Related Topics:

The *Block menu* is a list of options available after you press Block
(F4). For information on each Block menu item, see its specific listing
in this reference guide.

TEXT MODE

The Block menu lists these options:

1. Move
2. Copy
3. Delete
4. Repeat Copy

Set Style
5. Plain
6. Underline
7. Bold
8. Italic
9. Overstrike

Set Advanced Style
1. Switch Case
2. Doubleline
3. + Superscript
4. - Subscript
5. Reverse
6. Shade
7. Kern/Vert Adjust
8. Font Panel

LAYOUT MODE IN A TEXT BLOCK

The Block menu allows these options:

1. Link Story

Set Style
2. Shade Block
3. Borders

The Block menu lists these options:

1. Move Block
2. Resize Block
3. Delete Block
4. Slide Picture
5. Picture Scaling
6. Exchange Picture

Set Style

7. Shade Block
8. Borders
9. Frame the Block
10. Line in Gutter

Related Topics:

Blocks

Blocks are the specific elements which make up a page. Create blocks in layout mode in the stylesheet or document using Create (F11) or Alt + 1 command.

Use the Block (F4) command to change, move, style, or delete a block. Each page can contain up to 40 blocks.

Here is a typical page:
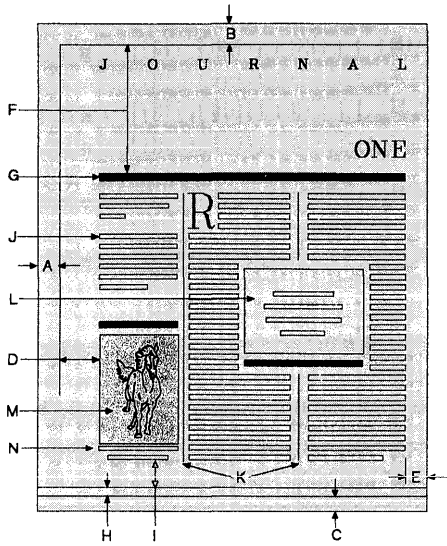
Page of Blocks

A   Binding Offset
B   Top Margin
C   Bottom Margin
D   Left Margin
E   Right Margin
F   Header
G   Header Offset
H   Footer
I   Footer Offset
J   Text
K   Gutter
L   Liftout
M   Picture Block
N   Caption Block.

This sentence is in bold text. Bold text appears darker on the screen and on the printed page.

For information on bold text, see "Text Effects" on page 76.

Borders are lines on one or more sides of blocks.

To create borders for existing blocks

1. Position cursor on the block

2. Press **Block (F4)**

3. Select **Borders**

4. Select

    - All Sides
    - Top, Bottom, Left, Right (select up to three)
    - None.

5. If you selected None, press **Enter**.

6. If you selected any borders, press → to move the cursor to Line Weight.

7. Select the Line Weight you want for the border (Hairline, Thin, Medium, Bold, or Ultrabold).

8. Press **Enter**.

    The border(s) now appears on the block.

A *caption* is text which accompanies a picture.

When you create a picture block, the composer asks if you want to include a caption. If you do, a caption block is created below the picture block. The block is always displayed; the caption may or may not be.

You can add, revise, or erase a caption in a document or in the picture file.

To add a caption in a document

1. Press **Switch to Layout (F5)**, if necessary.

2. Move the cursor into the picture block.

3. Press **Create (F11)**.

4. Select **2** Caption.

5. Position the cursor in the caption block.

6. Press **Switch to Text (F5)** and type the caption.

7. Press **Switch to Layout (F5)** to move out of the caption block.

To revise a caption in a document

Revise the text in the caption block as you would in any text block. If the caption block is not large enough to hold the entire caption, you will see a + at the bottom of the block. When the cursor is on the overflow symbol (+) you cannot enter additional text. You can enlarge the caption block with the layout mode Block (F4) command.

To delete a caption in a document

1. Press **Switch to Layout (F5)**, if necessary.

2. Position the cursor in the caption block.

3. Press **Block (F4)**.

4. Press **3** Delete.

The default caption style is set in the stylesheet. (See "Caption Style" on page 90.)

The composer automatically flows text from column to column. However, if you want to end one column of text and begin typing at the top of the next available column, create a column break.

To create a column break

1. Place the cursor where you want the text to end in a column.

2. Press **Create (F11)** or **Alt + 1**.

3. Choose **Column Break.**

The cursor moves to the top of the next available column. If there was text at the cursor when you created the column break, this text is placed at the top of the new column.

When there is only one column on the page, creating a column break creates a page break.

When the cursor is on the last character position in the preceding column, it will show a column break mark (↓).

To delete a column break

- Move cursor onto the column break mark (↓) and press Del.

A *Control Panel* contains a number of different items and entry boxes. In many places the information is already entered in the boxes. This previously-entered information is the *default*. Here is a typical Control Panel:

Search For: [Tester   ]

Replace With: [Testers   ]

CONDITIONS		TO	SEARCH		CONDITIONS TO REPLACE
OCCURRENCES	MATCH CASE	DIRECTION	WHOLE WORD	USE CASE	CONFIRM
▷All	Yes	▷Forward	Yes	Yes	▷Yes
▓▓▓	▷No	Backward	▷No	▷No	No

Enter Esc=Quit

Control Panel

To use a control panel

- Press **space bar** to select an item.
- Move to another entry box by pressing:

  - **Ctrl + arrow keys**

  - **Tab key**

  - **Shift + Tab key**.

- Press **Enter** to confirm new selections and leave the panel.
- Press **Esc** to leave the panel without changing the selections.

Create Document

To create a document

1. At the Main Menu, choose *Create Document*.

2. When you are asked for a filename for the new document, type a name which has not yet been used for a document.

3. Type the name of an existing stylesheet and press Enter or press **F3** to see a list of stylesheets and use the space bar to select one.

4. Press **Enter**. The document will be displayed.

The *cursor* is an object which indicates *where* an action is to take place. The composer displays several different cursors depending on the mode you are in and the action you are taking.

Layout Cursor

The layout cursor is an arrow that is displayed when you are working with design elements.

Layout Cursor

Selection Tool

The selection tool is a rectangle that is displayed when you are specifying the size and location of a block.

Selection Tool

The status line shows which sides of the selection tool are moving, the distance from its upper-left corner to the upper-left corner of the page, and its size.

Two sides of the selection tool are "dashed." These are the "selected" sides. When you use the cursor keys, these sides will move, increasing or decreasing the size of the selection tool. To move the opposite sides, press **space bar**. This will select those sides. To move the entire selection tool, press **space bar** a second time. All sides will become dashed, and the entire selection tool will move when a cursor key is pressed.

TEXT MODE

Text Cursor

The text cursor is displayed when you are working with text. In Replace mode it is a rectangle. In Insert mode it is an underscore.

Replace Mode   Insert Mode

Switch between Replace and Insert mode by pressing the **Ins** key.

Menu Cursor

The menu cursor is a highlighted bar that is displayed when you are to choose a menu option.


```
150% Zoom    Page 1    Pos 8.88 1.95 Inch
 F3=            F5=        F6=      F7=
List          Switch to  Search   Style
              Layout

   1. Move
   2. Copy
   3. Delete
   4. Repeat Copy

   SET STYLE:
   5. Plain
   6. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓
   7. Bold
   8. Italic
   9. Overstrike

  Press PgDn for advanced style choices

   Enter   Esc=Quit   PgDn
```
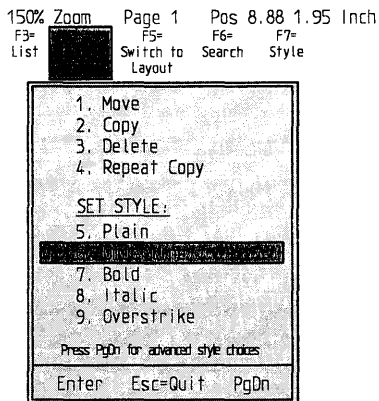
Menu Cursor

Scroll Lock Cursor

The scroll lock cursor is an anchor symbol that is displayed after you press Scroll Lock in order to scroll the page while the cursor position remains anchored.
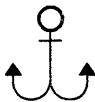
Scroll Lock Cursor

Cursor movement refers to the keys you press to move the cursor from place to place within a document. There is a wide variety of ways to move the cursor on a page and throughout your document.

Text Cursor

Cursor Right (→)

Moves the cursor to the right one character in the current story. At the end of a line, the cursor wraps to the next line.

Word Advance (Ctrl + →)

Moves the cursor to the first character of the next word in the current story.

Last Line Character (Shift + →)

Moves the cursor to the last character of the current line. If the cursor is on the last character of the line, it moves the cursor onto the first character of the corresponding line in the next text block (text column, liftout, caption) to the right of the current cursor position, if one exists.

Cursor Left (←)

Moves the cursor to the left one character in the current story. At the beginning of the line, the cursor wraps up to the end of the previous line.

Word Return (Ctrl + ←)

Moves the cursor to the first character of the current word. If the cursor is on the first character of a word, or is between words, it moves to the first character of the previous word in the current story.

First Line Character (Shift + ←)

Moves the cursor to the first character of the current line. If the cursor is on the first character of the line, it moves the cursor onto the last character of the corresponding line in the next text block (text column, liftout, caption) to

the left of the current cursor position, if one exists).

Cursor Up (↑) Moves the cursor to the previous line in the current story. If the cursor is on the first line, it will not move.

First Block Line (Shift + ↑) Moves the cursor to the first line of the current text block, maintaining horizontal position. If the cursor is on the first line of the current text block, the cursor moves to the last line of the next text block (text column, liftout, caption) on the previous page, if one exists, while maintaining the current horizontal cursor position.

Paragraph Return (Ctrl + ↑) Moves the cursor to the first character of the current paragraph. If the cursor is on the first character of the paragraph, it will move to the first character of the previous paragraph in the current story. If the cursor is on the first character of the first paragraph of the story, it will not move.

Cursor Down (↓) Moves the cursor to the next line in the current story. If the cursor is on the last line, it will not move.

Last Block Line (Shift + ↓) Moves the cursor to the last line of the current text block, maintaining horizontal position. If the cursor is on the last line of the text block, it moves the cursor to the first line of the next text block (text column, liftout, caption) on the following page, if one exists, while maintaining the current horizontal cursor position.

Paragraph Advance (Ctrl + ↓) Moves the cursor to the first character of the following paragraph in the current story.

Home

Moves the cursor to the first character of the current line. If the cursor is on the first character, it will not move.

Beginning of Document (Shift + Home)

Moves the cursor to the beginning of the document.

Top (Ctrl + Home)

Moves the cursor to the first character of the current text column. If the cursor is on the first character of the text column, the cursor moves to the first character of the previous text column in the current story.

End

Moves the cursor to the last character of the current line. If the cursor is on the last character, it will not move.

End of Document (Shift + End)

Moves the cursor to the end of the document.

Bottom (Ctrl + End)

Moves the cursor to the last character of the current text column. If the cursor is on the last character of the text column, the cursor moves to the first character of the next text column in the current story.

Beginning of Page (PgUp)

Moves the cursor to the first character of the current page. If the cursor is on the first character of the page, it moves to the first character of the *previous* page.

End of Page (PgDn)

Moves the cursor to the last character of the current page. If the cursor is on the last character of the current page, it moves to the first character of the *next* page.

Between Windows

Ctrl + F11   Moves the cursor from one window to
                                 the other (Ctrl + F11) If you have a
                                 dual page view in a window, the
                                 cursor will move to the other *page*
                                 before moving to the other window.

Layout Cursor

Unshifted Cursor Key   Moves 8% of screen size.
Shift + Cursor Key   Moves 1% of screen size.
Ctrl + Cursor Key   Moves 25% of screen size..
1, 3, 7, 9 Keys on the 10-key Pad
                                 Moves the cursor diagonally.

Scroll Lock Cursor

Unshifted Cursor Key   Scrolls 8% of screen size.
Shift + Cursor Key   Scrolls 1% of screen size.
Ctrl + Cursor Key   Scrolls 25% of screen size.
1, 3, 7, 9 Keys on the 10-key Pad
                                 Moves the cursor diagonally.

Selection Tool

Unshifted Cursor Key   Moves 0.1 inch.
Shift + Cursor Key   Moves 0.01 inch.
Ctrl + Cursor Key   Moves 1 inch.

Date refers to the date set on the internal computer clock. To set the format for the date, see "Profile" on page 152.

TEXT MODE ONLY

To insert the system date at the current cursor location

1. Press **Create (F11)** or **Alt + 1**.

2. Choose **Date**.

   The date is inserted at the cursor location.

The directory diagram is a graphic overview of your system. It shows the organization of the files on your fixed disk (plus symbols representing diskette drives). The current drive is highlighted.

The directory diagram is part of many of the composer menus.

When using a file command, such as move, copy, or delete, the composer asks you to name the file. You can press **F3** to display the *Directory Diagram* with the current directory highlighted.

```
C:\
  F1=      F2=    F3=    F4=    F5=   [ F6= ]  F7=    F8=    F9=
  Help                              Search            View
                                                      File
┌──────────────────────────────────────────────┬─────────────────┐
│         1,005,568 bytes available             │ DOCUMENT  3 FILES│
│  ┌─────┐     ┌─────┐                          ├─────────────────┤
│  │A: ○ │─────│B: ○ │────( C: )                │ SAMPLEX.PUB     │
│  └─────┘     └─────┘                          │ FILE1.PUB       │
│                                               │ TEXT.RFT        │
│ ┌────────┐ ┌───────┐ ┌────────┐ ┌─────┐ ┌──────┐               │
│ │DRIVERS │ │DWS-2  │ │LAYOUT  │ │OS2  │ │SPOOL │               │
│ └────────┘ └───────┘ └────────┘ └─────┘ └──────┘               │
│          ┌────────┐ ┌─────────┐ ┌──────┐ ┌───────┐              │
│          │DATABASE│ │[DOCUMENT]│ │FONTS │ │MACROS │             │
│          └────────┘ └─────────┘ └──────┘ └───────┘              │
│                     ┌────────┐                                  │
│                     │GS DOCS │                                  │
│                     └────────┘                                  │
└──────────────────────────────────────────────┴─────────────────┘
```
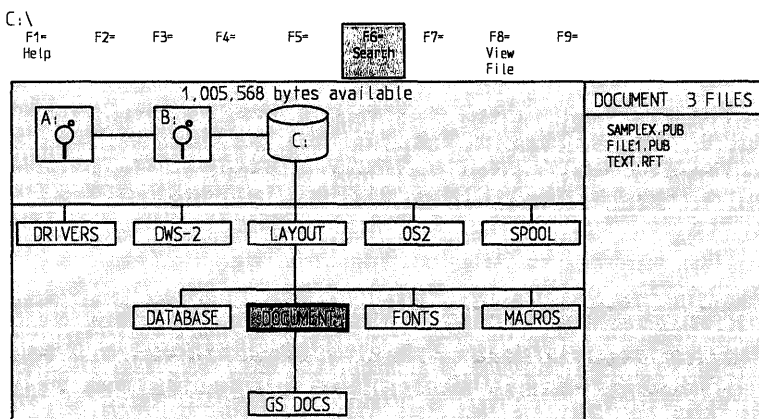
Directory Diagram

Use Ctrl + ↓, ↑, →, ← to move among the directories. The list box shows the content of the highlighted directory.

Related Topics:

   "List Box" on page 39
   "Directory Diagram" on page 137

A dropped initial is a character that is larger than the surrounding characters. Create a dropped initial using the Kern/Vert Adjust function.

Dropped Initial

To create a dropped initial

1. Change the size of the character to be dropped.

   • Press **Block (F4)**.

   • Press **PgDn**.

   • Select **Font Panel**.

   While in the Font Panel,

   — Select a typeface.

   — Select a point size larger than the one in effect.

   — Select an effect (such as Reverse).

   • Press **Enter** to submit the Font Panel choices.

   • Press **Enter**.

2. Change the position of the character.

   • Move the cursor on to the character to be dropped.

   • Press **Block (F4)**.

   • Press **PgDn**.

   • Select **Kern/Vert Adjust**. The Zoom level changes to Preview to give you an accurate representation of the character positions. Use the cursor keys to change the position of the char-

acter. When the character is positioned where you want it, press **Enter**.

3. Move the surrounding text to accommodate the dropped initial.

   • Move the cursor to the first character in the line *below* the dropped initial.

   • Press **Block (F4)**

   • Press **PgDn**

   • Select **Kern/Vert Adjust**

   • Move the character to the right past the dropped initial and press **Enter**. The entire line moves right. Repeat this step, if necessary, to move the surrounding text away from the dropped initial.

Explanation Line

Whenever the composer displays a menu or control panel, you see a line of text at the bottom of the screen. This *explanation line* gives information on the highlighted option.

Extensions

As with all OS/2 filenames, the composer filenames can have a three-character *extension*. Some specific file types (.PUB, .PIC, .STY) *must* have three-character extensions. For more information, see "File Types" on page 147.

Use the *Font Panel* to specify the style of text in your document. Any changes you make override those previously set by the stylesheet's paragraph style settings.

To use the Font Panel

1. Press **Block (F4)**.

2. Press **PgDn** to display the Advanced Style menu.

3. Choose **Font Panel**.

    On this panel, you may choose the following:

    • Typeface Name

       Each installed typeface is displayed in a list box.

    • Size

       Each installed point size of the chosen typeface is listed in a list box.

    • Position

       Position options are normal, subscript or superscript. Normal aligns the text at the baseline, subscript aligns the text below the baseline and superscript aligns the text above the baseline. Superscript and subscript text are smaller than normal. You may enter a number of points to position the text above (for superscript) or below (for subscript) the baseline or the composer uses the default number of points.

    • Effects

       Effects options are plain, underline, doubleline, reverse, strikeout and shade.

Hint:

    • For a shortcut to the Font Panel, press **Ctrl + F**.

For additional information on using all Font Panel options, see "Text Style" on page 72.

    Note: You can also use the Font Panel to check the typeface, size, and effects used for the character at the cursor.

Footers can be inserted only from stylesheets.

For information on Footers, see "Headers and Footers" on page 92.

Format

The *format* of a document is the way it is laid out on the page; its margins, columns, pictures, headlines, and so on.

Switch to Layout mode (F5) to work on the format of a document.

The basic format for a document is set at its *stylesheet*. For more information, see "STYLESHEETS - A to Z" on page 85.

Function Keys

Function Keys are numbered F1 to F10 or F12 on your keyboard. For keyboards with only 10 function keys, Alt + 1 equals F11 and Alt + 2 equals F12. Also, Alt + 3 equals Ctrl + F11 and Alt + 4 equals Ctrl + F12. The top of every screen displays the function keys currently available.

When you are working in a document, Text and Layout modes each have *two* levels of function keys:

- Those function keys normally displayed under the status line
- Those function keys displayed when you hold down the Control key.

Text Mode (Document)

Basic Function Keys

MAPTEST.PUB	150% Zoom	Page 1	Pos 0.80 0.81 Inch	Headings	Insert

F1=	F2=	F3=	F4=	F5=	F6=	F7=	F8=	F9=	F10=	F11=	F12=
Help	End|Save	List	Block	Switch to Layout	Search	Style	Zoom	Undo	Spell	Create	Symbol

Basic Function Keys – Text Mode

Control Key Function Keys

MAPTEST.PUB	150% Zoom	Page 1	Pos 0.80 0.81 Inch	Headings	Insert

F1=	Ctrl F2	Ctrl F3	Ctrl F4	Ctrl F5	Ctrl F6	Ctrl F7	Ctrl F8	Ctrl F9	Ctrl F10	Ctrl F11	Ctrl F12
Keystroke Programs	Profile				Get	Stylesheet				Split Screen	Print

Control Dey Function Keys – Text Modes

Layout Mode (Document)

Basic Function Keys

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 Text	Search		Zoom	Undo		Create	

Basic Function Keys – Layout Mode

Control Key Function Keys

MAPTEST.PUB	150% Zoom	Page 1	Pos 0.80 0.81 Inch	Text	Insert

F1=	Ctrl F2	Ctrl F3	Ctrl F4	Ctrl F5	Ctrl F6	Ctrl F7	Ctrl F8	Ctrl F9	Ctrl F10	Ctrl F11	Ctrl F12
Keystroke Programs	Profile				Get	Stylesheet				Split Screen	Print

Control Key function Keys – Layout Mode

Note: **Get (Ctrl + F6)** is not available while you are in Layout Mode if the cursor is on a text block.

Get

Use the *Get* option to insert a file in a document.

TEXT MODE

To get a document file

1. Press **Get (Ctrl + F6)**.

2. Type the filename (and pathname, if necessary) and press **Enter**.

> OR

> Press **List (F3)**. Select the directory (if necessary) and filename, and press **Enter**.

3. The document is inserted automatically at the cursor location.

LAYOUT MODE

To get a picture file

1. Move the cursor to a picture block.

2. Press **Get (Ctrl + F6)**.

3. Type the filename (and pathname, if necessary) and press **Enter**.

> OR

> Press **List (F3)**. Select the directory (if necessary) and filename, and press **Enter**.

4. The picture is inserted automatically at the cursor location.

Note: See The *DW 5/2 Composer Extension Technical Reference* for other product documents that can be inserted.

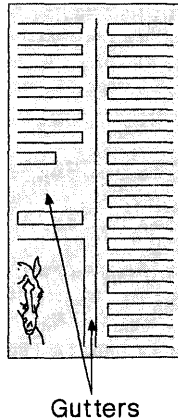While in a document you can immediately move to another page you specify.

To go to a page

TEXT MODE

1. Press **Search (F6)**.
2. Choose **Go to Page**.
3. Type the page number you want to go *to*, then press **Enter**.

LAYOUT MODE

1. Press **Search (F6)**.
2. Type the page number you want to go *to*, then press **Enter**.

Gutters

A *gutter* is a block of white space which separates two text blocks. The gutter may or may not contain a line. Gutters are created automatically when you specify more than one column or row in a layout. You can also work with gutters manually.

To create a Gutter

1. If necessary, press **Switch to Layout (F5)** to switch to Layout Mode.

2. Press **Create (F11)** or **Alt + 1**.

3. Select **Gutter**.

   A rectangle is displayed on the page. This is the default size of the gutter. The status line shows which sides of the gutter are moving, the distance from its upper-left corner to the upper-left corner of the page, and its size.

   Two sides of the gutter are "dashed". These sides will move when you use the cursor keys, increasing or decreasing the size of the gutter. To move the opposite sides, press **space bar**. This will select those sides.

To move the entire gutter, press **space bar** a second time. All sides will become dashed, and the entire gutter will move when a cursor key is pressed.

4. When the gutter is at the location you want, press **Enter**.

5. If you want a line in the gutter, select **Yes**. Then select the Line Weight and press **Enter**.

    If you do not want a gutter line, select **No** and press **Enter**.

To remove the gutter you just created, press **Undo (F9)**.

Note: You cannot create a gutter within a picture block, caption block or liftout.

Hints:

• Pressing a cursor key moves the gutter's sides 0.1 inch. To move them 0.01 inch each time, hold down **Shift** when you press the cursor key. To move the sides 1 inch each time, hold down **Ctrl** when you press the cursor key.

• To help you see where you are moving the gutter, press **Zoom (F8)** and choose a zoom level which lets you see the entire area on the screen.

• It is easy to align blocks. If pressing a cursor key would move a side of the gutter *beyond* the side of another block, the composer aligns the gutter with the block and alerts you with a beep. Press the cursor key again to move the side of the gutter beyond the side of the block. You cannot move the gutter into a page margin.

• After you create a gutter, there will be a new text block on the page, so you may want to change the sequence of blocks on the page. (See "Text Blocks" on page 76).

Related Topics:

"Columns and Rows" on page 90.

Headers

Create a Header in a Stylesheet.

For information on Headers, see "Headers and Footers" on page 92.

Help refers to information displayed on your screen to assist you while using the composer.

- To get help at any time, press **F1**. The composer displays information appropriate to the cursor location and current activity.

  Press **PgDn** to see any additional help screens or **PgUp** to see previous help screens. Press **Esc** to leave Help.

- For additional help *after* pressing F1, press **F3 Index** to see the *Help Index*. This lists all available help topics. To see a particular topic, highlight that topic and press **Enter**.

- When a menu is displayed on your screen, an explanation line at the bottom of the screen provides additional information on the highlighted item.

Inserting Files

You can insert both *text* and *picture* files into your document. For information, see "Get" on page 27.

Italics

*This sentence is in italic text.* Italic text is slanted on the screen and on the printed page.

For information on italic text, see "Text Effects" on page 76.

Kern/Vert Adjust

Adjusting a character's horizontal or vertical position is called *kerning*. Kern/Vert Adjust is used to create special placement effects such as mathematical expressions and dropped initials.

A dropped initial is a first character which is larger than the surrounding characters. Create the dropped initial using the Kern/Vert Adjust function of the composer. See "Dropped Initial" on page 22.
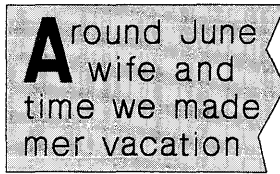
Dropped Initial

To kern a character

1. Place the cursor on the character you want to kern.

2. Press **Block (F4)**.

3. Press **PgDn**.

4. Choose **Kern/Vert Adjust**.

   The composer changes to the *Preview zoom*, which shows the most accurate relative spacing.

5. Use the cursor movement keys to move the character.

   Each time you press a cursor key, the character moves a short distance. If you hold down Ctrl while you press a cursor key, the character moves a larger distance.

6. When the character is where you want it, press **Enter**.

7. To leave Preview mode, press Zoom (F8) and select a new zoom level.

Hints:

• To enter mathematical expressions, use Kern/Vert Adjust to adjust the positions of the numbers or symbols, and use Font Panel to adjust their sizes.

• You can undo kerning by selecting **Plain** after pressing **Block (F4)**.

Keyboard extensions refer to characters not displayed on your keyboard but which can still be used in a document. For information on using these characters, see "Symbols" on page 70.

Keyboard Shortcuts let you save time and keystrokes by going directly to certain composer features.

Effect	Keystrokes
Bold	Ctrl + B
Overstrike	Ctrl + S
Page Break	Ctrl + R
Para Style - Next	Ctrl + (plus)
Para Style - Prior	Ctrl - (minus)
Repeat Para Change	Ctrl + P
Repeat Symbol	Ctrl + L
Required Space	Ctrl + V
Subscript	Ctrl + H
Superscript	Ctrl + Y
Switch Windows	Ctrl + Z
Typeface Change	Ctrl + F
Underline	Ctrl + U
Underline Word	Ctrl + W
Zoom larger	+ (plus)
Zoom smaller	- (minus)

A *keystroke program* is a recording of a sequence of keystrokes that is saved in memory to allow you to use the sequence of keystrokes again without retyping them.

The keys recorded in a keystroke program can be:

- Text you are entering on a page

- A sequence of keys you press to select and carry out a command

- Any combination of the two.

A keystroke program can be assigned a name, an Alt function key, or a Shift function key.

Press **Ctrl + F1** to access the Keystroke Program menu which offers the following options:

Keystroke Playback

- Auto Playback

- Playback Paced

- Stop Playback

- Resume Playback

Keystroke Capture

- Capture

End Keystroke Program

- End Capture

To capture keystrokes (recording a keystroke program)

1. Press **Keystroke Program (Ctrl + F1)**.

2. Select **Capture Keystrokes**.

3. The composer presents a list of existing keystroke programs and asks you to name the new one.

   Name the keystroke program in one of three ways:

   - Enter **AF** and a number from 01 to 12 (or 10 on a 10-function keyboard) to assign it to the Alt function key.

   - Enter **SF** and a number from 01 to 12 (or 10 on a 10-function keyboard) to assign it to the Shift function key.

   - Enter a filename. The composer will automatically add the extension, .KP.

   - Press **Enter** after typing the filename. Recording begins.

     A message box at the upper right of the screen indicates that you are recording keystrokes.

4. Press the keys you want to record.

5. When you are finished, press **Keystroke Program (Ctrl + F1)** and select **End Capture** from the menu.

Keystroke Playback

If you assigned a keystroke program to the Alt or Shift function keys, you can play back the program by pressing the appropriate Alt or Shift function key.

If you assigned a filename to the keystroke program, play it back from the Keystroke Program menu.

To play back a keystroke program

- Hold down Shift + Function key or Alt + Function key.

                    OR

- Press **Keystroke Program (Ctrl + F1)**, choose **Auto Playback**, or **Playback Paced**

- Select the keystroke program you want played back.

If Auto Playback was chosen, the composer executes the program as quickly as possible.

If Playback Paced was chosen, the composer executes the program at the same speed as the program was recorded.

To stop playback or resume playback

While a program is playing back, you can stop it by pressing **Keystroke Program (Ctrl + F1)** and selecting **Stop Playback** from the menu.

While playback is stopped, you can resume by pressing **Keystroke Program (Ctrl + F1)** and selecting **Resume Playback** from the menu.

To leave the keystroke program menu

Press **Esc.**

To change a keystroke program

To change a keystroke program, simply recapture it as if it were new.

Layout Mode

DW 5/2 Composer Extension has two different editing modes, *layout* and *text.*

- To work with design elements of your document (pictures, liftouts, gutters, and borders) or to move blocks, you must be in *layout mode.*

  The *arrow* cursor indicates that you are in layout mode.

To switch between text and layout modes, press **F5.**

A *liftout* is a block that holds text, but you create, change, move and erase it like a picture block. If you continue a story on another page (see "Stories" on page 64), you can use a liftout to show the reader where to find the rest of the story. To do this, create a liftout at the end of the last block on a page, then enter into it "Continued on page..." Likewise, create a liftout where the story is continued, then enter into it "Continued from page..."

A liftout:

- Is created with *Create (F11) or Alt + 1.*

- Contains text which *cannot* flow from or to another liftout or a text block.

- *Can* be deleted, resized or moved using Block (F4).

- *Cannot* be combined with another liftout or text block.

- Can *only* be created in layout mode.

To create a liftout

1. If necessary, press **Switch to Layout (F5)** to switch to layout mode.

2. Press **Create (F11) (or Alt + 1)**.

3. Select **Liftout**.

4. Use the selection tool to define the liftout. See "Cursor" on page 13.

5. When the liftout is at the size and location you want, press **Enter**.

You can use **Undo (F9)**, while in Layout mode, to undo the liftout you just created.

To move, resize or delete a liftout

1. If necessary, press **Switch to Layout (F5)** to switch to layout mode.

2. Press **Block (F4)**.

3. Select **Move, Resize or Delete** just as you would with a picture block.

Pressing a cursor key moves the liftout's sides 0.1 inch. To move them 0.01 inch each time, hold down **Shift** when you press the cursor key. To move the sides 1 inch each time, hold down **Ctrl** when you press the cursor key. If pressing a cursor key would move a side of the liftout *beyond* the side of another block, the composer aligns the liftout with the block and alerts you with a beep. Press the cursor key again to move the side of the liftout beyond the side of the block. You cannot move the liftout into a page margin.

To help you see where you are moving the liftout, use Zoom (F8) to see more of the page.

To type or edit text in a liftout

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

2. Move the layout cursor into the liftout.

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

4. Type or edit as in any text block.

5. Press **Switch to Layout (F5)** to move out of the liftout.

You cannot move the text cursor *past* the end-of-text marker (♦) in a liftout.

If a liftout is not large enough to hold all the text you enter into it, you will see a + in bottom center of the block. You can continue to enter text until the cursor is positioned on the overflow symbol (+). You can enlarge the liftout at the Block (F4) menu.

List

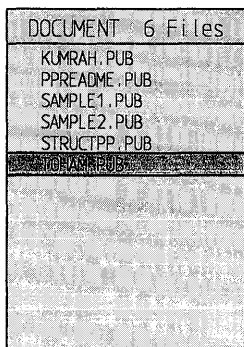*List (F3)* lets you perform File Operations from within a document.

After you press List (F3), the Directory Diagram is displayed. You can then copy, move, or erase single or multiple files, or directories. See "UTILITIES - A to Z" on page 133.

Leave the File Operations by pressing **End/Save (F2)**.

List Box

When you use file commands such as create, move, or revise, and are prompted for a file name, you can press **F3** to have the Directory Diagram and *List Box* displayed.

```
┌─────────────────────────┐
│ DOCUMENT  6 Files       │
│   KUMRAH.PUB            │
│   PPREADME.PUB          │
│   SAMPLE1.PUB           │
│   SAMPLE2.PUB           │
│   STRUCTPP.PUB          │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│                         │
│                         │
│                         │
│                         │
│                         │
└─────────────────────────┘
```
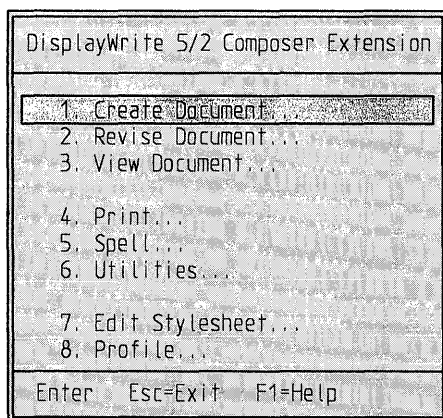
List Box

The List Box shows all files in the current directory which match the current *File Mask* (See "File Mask" on page 145).

Use ↑ and ↓ to highlight the file you want and then press **Enter**.

_____

Main Menu

The *Main Menu* is the first menu you see after starting the composer. From this menu you can choose eight different options.

```
┌───────────────────────────────────┐
│ DisplayWrite 5/2 Composer Extension│
│                                    │
│  ┌─────────────────────────────┐  │
│  │ 1. Create Document...       │  │
│  └─────────────────────────────┘  │
│    2. Revise Document...          │
│    3. View Document...            │
│                                    │
│    4. Print...                    │
│    5. Spell...                    │
│    6. Utilities...                │
│                                    │
│    7. Edit Stylesheet...          │
│    8. Profile...                  │
│ ┌────────────────────────────────┐│
│ │ Enter  Esc=Exit   F1=Help      ││
│ └────────────────────────────────┘│
└───────────────────────────────────┘
```

Main Menu

- To create a new document, choose **Create Document**.

- To change an existing document, choose **Revise Document**.

- To view only the text of a document, choose **View Document**.

- To print a document, choose **Print**.

- To check the spelling of a document, choose **Spell**.

- To work with (copy, delete, move, rename) directories, and document and picture files, choose **Utilities**.

- To create or revise a *master* stylesheet, choose **Edit Stylesheet**.

- To customize such features as measurement units, text insert delay, and keyboard speed to your specific preferences, choose **Profile**.

Related Topics:

A *menu* is a list of available options. Here is a typical example:

```
150% Zoom    Page 1    Pos 8.88 1.95 Inch
F3=    F4=       F5=        F6=       F7=
List  Block  Switch to  Search  Style
                Layout
```

```
2. Save and Continue

3. Quit Without Saving

4. Print After Save

5. Convert to Revisable-Form Text

Enter   Esc=Quit
```
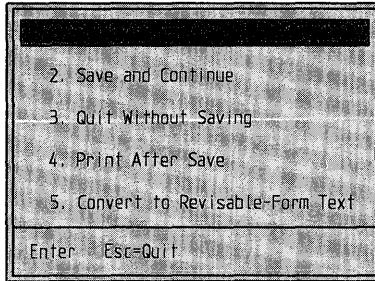
Menu

There are three ways to specify which option you want:

• Press the *number* of the option.

• Press the *highlighted letter* of the option.

• Use ↑ and ↓ to highlight the option and press **Enter**.

At the bottom of each menu is a *select line*, which displays keys that are active for the menu.

At the bottom of the screen is the *explanation line*, which explains the highlighted option.

DW 5/2 Composer Extension displays *messages* in rectangular boxes on your screen to tell you the results of actions you have requested.

Examples are : **"Block deleted"**, **"Must enter data in this field"**, and **"Must not match names already used."**

See The *DW 5/2 Composer Extension Technical Reference* for a list of messages that require action from you.

Overstrike

Use *Overstrike* to "slash out" text. Generally, overstrike is used to indicate text to be *deleted* from a document. The default overstrike character in the composer is the dash.

For additional information, see "Text Effects" on page 76.

Page Break
TEXT MODE ONLY

A *page break* causes text to end at a specified location on one page and continue at the beginning of the next page.

To create a page break

1. Press **Create (F11) (or Alt + 1)**.

2. Choose **Page Break**.

Hint:

- **Ctrl + R** is a keyboard shortcut for a page break.

Paragraphs
TEXT MODE ONLY

A *paragraph* is a block of text which ends with a paragraph break created by pressing Enter. The style of a paragraph's text is determined by its *paragraph style*. (See "Paragraph Styles" on page 45.)

To join two paragraphs

1. Put the cursor on the first character of the second paragraph.

2. Press **backspace** until the paragraphs are joined.

   The paragraph style of the *second* paragraph becomes the style of the new, combined paragraph.

Alternately, you can move the cursor to the end-of-paragraph marker (¶) of the first paragraph and press **Del** until the paragraphs are joined.

To start a new paragraph

- Pressing **Enter** ends a paragraph. The cursor moves automatically to the start of a new paragraph.

To copy, move, or delete a paragraph

See "Block Edit" on page 3.

When the cursor is positioned at the end of the paragraph, the end-of-paragraph marker (¶) is displayed.

Numbered Paragraphs

If a paragraph style specifies automatic paragraph numbering, the number 1 is inserted whenever you begin a new paragraph in that style. To have the paragraph numbered as part of a consecutive series, use the Renumber Paragraphs command.

To renumber paragraphs consecutively

1. Press **Create (F11) or Alt + 1**.

2. Select **Renumber Paragraphs**.

Hint:

- Remember to renumber the paragraphs before printing.

The text of a document is made up of paragraphs. In any document, each *style* of paragraph typically has a different look. This is its *paragraph style*.

For example, paragraphs which contain headings are typically shown in bold type or in a type size which is larger than that of regular text. A paragraph containing a quotation is often indented or shown in italics.

The appearance of a paragraph is determined by the paragraph style you select for it. A variety of paragraph styles can be defined in the stylesheet. (For more information about stylesheets, see the *Stylesheets* section.)

When you enter text in a new document, it is assigned the *first* paragraph style in the stylesheet, BODY TEXT. This style should be appropriate for the majority of paragraphs in a document. If you want a particular paragraph to look different (a heading, for example), select one of the other paragraph styles.

To change a paragraph's style from a list

1. Place the text cursor anywhere in the paragraph.

2. Select **Style (F7)**.

3. Select a different paragraph style.

To change a paragraph's style automatically

1. Place the text cursor anywhere in the paragraph.

2. Press **Ctrl +** (Ctrl and the plus key) on the 10-key pad at the right of the keyboard to select the *next* paragraph style in the stylesheet.

<div align="center">OR</div>

3. Press **Ctrl -** (Ctrl and the minus key) on the 10-key pad at the right of the keyboard to select the *preceding* paragraph style.

If none of the paragraph styles in the stylesheet is suitable, press **Stylesheet (Ctrl + F7)** to go to the document stylesheet and create a

new paragraph style, then return to the document and select that new style for the paragraph.

If you want to change the appearance of *all* paragraphs of a particular type— all the headings, for example—you can do so by changing the specifications for that particular paragraph style in the document stylesheet. (See "Paragraph Styles" on page 113 in the *STYLESHEETS - A to Z* section.)

Pictures

The composer supports graphic images in many formats. See the *DW 5/2 Composer Extension Technical Reference* for specific information on each of these formats.

To insert a picture file into a document or stylesheet, you must first create a picture block to hold it. A picture block can be created in either a document or a stylesheet.

To create a picture block

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

2. Press **Create (F11 or Alt + 1)**.

3. Choose **Picture Block**.

   Use the space bar and cursor keys to specify the size and location of the picture block.

4. When the block is as you want it, press **Enter**.

   You will be asked if you want to enter a caption at this time.

5. Press **Enter** to insert a caption or **Esc** for no caption.

   You will be asked if you want to enter a picture at this time.

6. Press **Enter** to place a picture in the box at this time, or **Esc** for no picture at this time.

7. If you choose to enter a picture, you will be asked for the file name. Enter the name or press **F3** to select from a list.

You can insert a picture at another time. See the procedure below.

To insert a picture file into a picture block

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor into the picture block.

3. Press **Get (Ctrl + F6)**.

4. Enter the name of the picture file or press **F3** to see the Directory Diagram.

5. Select or enter the picture name.

   The composer inserts the picture into the picture block.

If you insert a picture into a picture block which already contains a picture, the new picture replaces the previous picture.

Warning: If the picture you insert is very large, it may not be visible in the block until it is scaled.

To scan a picture into a document

1. Press **Switch to Layout (F5)**, if necessary.

2. Move the layout cursor into the picture block.

3. Press **Create (F11 or Alt + 1)**.

4. Select **By Scanning**.

   The Scan menu is displayed.

To put a margin around a picture

1. If necessary, press **Switch to Layout (F5)**.

2. Move the layout cursor into the block you want to frame.

3. Press **Block (F4)**.

4. Choose **Frame the Block**.

5. Specify the margins, in inches, to go between the picture and the edge of the block. The block size remains the same. The picture size changes to accommodate the margins.

6. Press **Enter**.

To remove a frame (margin) from a picture, respecify the margins to zero.

To change the size of a picture

1. If necessary press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor into the picture block.

3. Select **Block (F4)**.

4. Select **Picture Scaling**.

   - To change the horizontal and vertical dimensions independently, select **Custom Scaling**, type the percentages of reduction or enlargement, then press **Enter**.

   - To change both the horizontal and vertical dimensions of the picture to match the block, select **Scale to Fit**.

   - To scale the picture to the largest size possible while preserving the original ratio of the picture's dimensions, select **Preserve Aspect Ratio**.

   - To return the picture to its original size, select **Actual Size**.

To change the size of a picture block

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor to the picture block.

3. Press **Block (F4)**.

4. Choose **Resize Block**.

5. Use the space bar and cursor keys to change the size (and, if you wish, location) of the picture block.

6. Press **Enter**.

If the block contains a picture, the picture will be adjusted accordingly.

To delete a picture block

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor to the picture block.

3. Press **Block (F4)**.

4. Choose **Delete Block**.

Note: Delete is executed immediately. To restore the picture, you can use **Undo (F9)**.

To replace a picture with another picture

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor into the picture block.

3. Press **Block (F4)**.

4. Select **Exchange Picture**.

5. If the picture is not stored in the Pictures directory, select the correct directory.

6. Select or enter the picture name and press **Enter**.

To move a picture block

1. If necessary, press **Switch to Layout (F5)**.

2. Move the layout cursor into the picture block.

3. Press **Block (F4)**.

4. Select **Move Block**.

   The composer displays a dashed rectangle indicating the size and position of the picture block.

5. Use the cursor keys to move the block.

6. Press **Enter** when you are finished.

To move a picture within a picture block

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Move the layout cursor into the picture block.

3. Press **Block (F4)**.

4. Select **Slide Picture**.

   The composer displays a dashed rectangle indicating the size and position of the picture. The status line shows the rectangle's size and the distance from its upper-left corner to the upper-left corner of the page.

5. Use the cursor keys to move the picture and rectangle.

6. Press **Enter** when you are finished.

Hints:

• If you cannot see where you are moving the rectangle, use Zoom (F8) to see more of the screen.

• If the picture is larger than the picture block and you want to show more of the picture, use Block (F4) to either enlarge the picture block or reduce the picture.

Plain

Use Plain to remove an effect. For example, remove underlining from text by applying the effect, Plain.

For information on Plain, see "Text Effects" on page 76.

Print

You can *print* a DW 5/2 Composer Extension document using any of the installed printers. You can print from the Main Menu or from within a document.

Print Current Document

There are two ways to print from the current document:

- Press **End/Save (F2)** and choose **Print After Save** from the End/Save menu.

- Press **Print (Ctrl + F12** or **Alt + 4)** from within the document.

To print from the End/Save (F2) menu

1. Select **Print After Save**.

2. Select the entire document or a range of pages to print.

3. Enter the number of copies to print.

4. Specify whether or not to print sideways.

   When your document page is wider than the physical width of the paper in the printer, print sideways. Even if you have specified landscape orientation in your document, you must select sideways at the print menu.

5. Select draft or quality print mode.

6. Press **Enter**

To print from within the current document

1. Select *Print* by pressing:

   - **Ctrl + F12** (or **Alt + 4**).

2. Select which pages you want to print.

   - Current Page
   - To End of Document
   - Entire Document.

3. Specify whether or not to print sideways.

4. Select draft or quality print mode.

5. Press **Enter**.

Printing from the Main Menu

You can also print a document from the Main menu.

To print from the Main Menu

1. Choose **Print** at the Main Menu.

2. Type the filename, or press **List (F3)** and select a file.

3. Select whether to print the *Entire Document* or a specific range of pages, *From* (including) one page *To* (including) another page.

4. Type the number of copies you want printed.

5. Specify whether or not to print sideways.

   When your document page is wider than the physical width of the paper in the printer, print sideways. Even if you have specified landscape as your document orientation, you must select sideways at print time.

6. Select draft or quality print mode.

7. Press **Enter.**

Required Space

Required Space refers to the space *between* words that must remain together when printed.

To ensure that text, words or numbers are displayed and printed on the same line (for example, the month and day):

- Press **Symbol (F12) (or Alt + 2).**

- Choose **Punctuation.**

- From the list of available punctuation, select the **En Space.** The En Space is a space equal to the n character in the current font.

For more information, see "Symbols" on page 70.

Resize Block
LAYOUT MODE ONLY

Resize block means to change the size of a block.

To resize any layout block

1. Move the layout cursor onto the block.

2. Press **Block (F4)**.

3. Choose **Resize Block**.

4. Use the selection tool, arrows, and space bar to change the size of the block.

5. Press **Enter**.

In *reverse* type, the foreground and background shades are reversed. For example, if your usual text is black on white, reverse will be white on black.

For information on reverse, see "Text Effects" on page 76.

Use *Revise Document* when you want to make changes to an existing document.

To revise a document

1. Choose **Revise Document** at the Main Menu.

2. If you have already worked with a document in this session, its name will appear in the entry box. Press **Enter** if you want to work with this file again.

3. If you want to work with a different document, type its full filename or press **List (F3)** to display the Directory Diagram and select the file.

4. Now you can make any changes or additions to the document.

To save a document, press **End/Save (F2)**. You will then have these options to select from:

Exit after save

Save the document and return to the Main Menu.

Save and continue

Save the document to preserve changes made so far and continue working with it.

Quit without saving

Return to the Main Menu without saving the changes made to the document. If this is a new document, not previously saved, no document is saved.

Print after save

Save the document and display the print selection screen. When finished, you are returned to the Main Menu.

Convert to Revisable Text

Convert the document to Revisable Text Format and return to the Main Menu.

Scroll Lock

You can use the cursor keys to *scroll* (move) the page across the screen.

To scroll the page

1. Press **Scroll Lock** to set Scroll Lock on.

   Scroll Lock *On* is indicated by an *anchor-shaped* cursor. This "anchors" the cursor so that when the page is moved, the cursor remains in the same position on the page (until it reaches the edge of the screen.)

2. Press the cursor key for the direction you want to move the page.

   The page moves 8% of the screen width or height every time you press an arrow key.

   To move the page in *smaller* increments (only 1% of the width or height each time), hold down **Shift** as you press the arrow key.

To move the page in *larger* increments (25% of the width or height each time), hold down **Ctrl** as you press the arrow key.

3. Press 1, 3, 7, or 9 on the numeric keypad to move the screen diagonally.

To resume normal text editing, press **Scroll Lock** again to set Scroll Lock *off*.

Hint:

- When scrolling a page moves a *picture* onto the screen, the composer takes a few moments to draw the picture. If you do not want to wait for pictures to be redrawn, use the Zoom command to turn the display of pictures off. Press **Zoom (F8)** and choose **Show Pictures No**. The pictures print whether Show Pictures is on or off.

Search and Replace

The Search function in the composer allows you to find a particular word or phrase, repeat the search, replace the found text with other text, or just go to a particular page in a document.

In text mode, when you invoke the Search function with **F6**, the composer presents the following menu choices:

1. Repeat

2. Find

3. Search/Replace

4. Go to Page

In layout mode, the Search function presents only the **Go to Page** option.

Find

You can find text using Search (F6). The composer searches forward or backward through the document.

1. Place the cursor where you want to *begin* the search for text.

2. Select **Search (F6).**

3. Choose **Find.**

4. Type the text you want to *find* and press **Enter.** You can enter up to 65 characters.

5. Under Match Case, select **Yes** if you want to search only for text in which the capitalization of the characters matches that of the characters you entered.

   For example, if you enter *SoftWare* as the text to find and you select Yes, the composer searches only for the word *SoftWare,* not for *software.* If you select No, it searches for *SoftWare, Software, software,* or any other combination of uppercase and/or lowercase letters.

6. Under Whole Word, select **Yes** if you want to search only for text which occurs as *whole* words, not as a series of characters included within other words.

   For example, if you enter *soft* as the text to find and you select Yes, occurrences are found of only the whole word *soft,* but not occurrences of the characters *soft* in the word *software.* If you select No, all occurrences of the characters *soft* are found, including those in *software.*

7. Press **Enter** to start the search.

Repeat

To find another occurrence of the same text, press **Search (F6)** and choose **Repeat.**

Search/Replace

To search for specific text and then replace it with different text, do the following:

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

2. Choose **Search/Replace**.

3. Type the text you want to replace, then press **Enter**.

   You can enter up to 65 characters.

4. Type the text you want to insert in place of the original text, then press **Enter**.

5. Under Occurrences, type the number of times you want to find and replace the text, then press the **space bar**. Or, select **All** if you want to replace all occurrences of the text throughout the document.

6. Under Match Case, select **Yes** if you want to search only for text in which the capitalization of the characters matches that of the characters you entered.

   For example, if you enter *SoftWare* as the text to find and you select Yes, the composer searches only for the word *SoftWare*, not for *software*. If you select No, it searches for *SoftWare, Software, software*, or any other combination of uppercase or lowercase letters.

7. Under Direction, select **Backward** if you want to search *backward* through the document rather than forward.

8. Under Whole Word, select **Yes** if you want to search only for text which occurs as *whole* words, not as a series of characters included within other words.

   For example, if you enter *soft* as the text to find and you select Yes, occurrences of only the whole word *soft* are found, but not occurrences of the characters *soft* in the word *software*. If you select No, the composer finds all occurrences of the characters *soft*, including those in *software*.

9. Under Use Case, select **Yes** if you want the replacement text to be capitalized just as you *entered* it. Select **No** if you want the replacement text to be capitalized the same as the *original* text.

For example, suppose the original text you enter is *specifying* and the replacement text is *changing*. If you select No, *specifying* is replaced with *changing* and *Specifying* is replaced with *Changing*. If you select Yes, both *specifying* and *Specifying* are replaced with *changing*.

10. Under Confirm, select **Yes** if you want to be prompted to approve each replacement of the text. Select **No** if you want all occurrences of the text replaced *without* checking with you.

11. Press **Enter** to start the search.

If you specified *confirming* each replacement, the composer stops each time it finds the text and presents you with the options:

1. Replace and Continue

2. Continue without Replacing

3. Quit after Replacing.

Go to Page

To go to a different page:

TEXT MODE

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

2. Choose **Go to Page**.

3. Type the page number you want to go *to*, then press **Enter**.

LAYOUT MODE

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

2. Type the page number you want to go *to*, then press **Enter**.

Shades

Shades are the patterns and degrees of black and white with which you can shade areas of your printed document. Use *Shades* to change the foreground and background of blocks on your page.

For detailed information see "Shades" on page 120.

You can check the *spelling* of all or part of a document using Spell (F10). Spelling errors can be corrected with the help of suggestions from the composer.

Note: You can check the spelling of headers and footers only from within the stylesheet. See "Headers and Footers" on page 92.

To check spelling in the current document

1. Place the cursor anywhere in the document.
2. Press **Spell (F10)**.
3. Select the text you want to check:

   • **Word**

   Current word

   • **Current Page**

   All blocks on the current page, no matter where the cursor is located. If a block has an overflow of text (indicated by the + sign), only the text actually displayed is spell checked.

   • **Rest of Story**

   From current word to end of current story.

   • **Entire Document**

   All blocks in the document, no matter where the cursor is located. If a block has an overflow of text (indicated by the + sign), only the text actually displayed is spell checked.

   • **Synonyms**

   Choose this option if you would like to find a synonym (a word with a similar meaning) which might be more appropriate. Because some words can be used as more than one part of speech, you may be asked to select a part of speech from a list. You can then choose a synonym from a list of suggested alternatives.

During the spell check, when the composer finds a word it does not recognize, it displays a correction panel. The composer may suggest corrections.

Occasionally the composer does not recognize the word because it is not in its dictionary, even though the word is spelled correctly. You can add any unrecognized word to a personal dictionary.

When a word is not recognized, you have these options:

- Highlight a suggested alternative and press **space bar**.

- Type a correction and press **Enter**.

- Select **Add (F3)** to *add* the word to your personal dictionary.

- Select **Ignore (F4)** to *ignore* the word and continue. The ignored word will continue to be ignored throughout the session.

    Select this option if the word is spelled correctly, but you do *not* want to add it to your personal dictionary.

To check spelling from Main Menu

1. At the Main Menu, select **Spell**.

2. Press **List (F3)** to display the directory diagram.

3. Select the directory where the document is stored.

4. Select or type the document name.

5. When a word is not recognized, select the appropriate option as described above when checking spelling from *within* a document.

You can work with two documents at the same time with a *split screen* which displays a second document in the bottom half of the screen.

- You can change the zoom in either window independently using Zoom (F8)

- You can scroll each page independently within its window

- You can copy or move text between the documents in the two windows.

Note: To display two pages of the *same* document, use **Zoom (F8)** and select **Dual Page View**. The two pages in dual page view are displayed side-by-side. You can use Dual Page View and Split Screen at the same time. See "Zoom" on page 80.

To work with a second document

Press **Split Screen (Ctrl + F11)**.

Note: On a 10-function key keyboard, Alt + 3 works the same as Ctrl + F11.

You will see the Split screen menu with these options:

1. Switch Window

2. Create Second Document

3. Revise Second Document

4. View Second Document

While all four choices are presented, illogical choices are lowlighted and not available. For example, if only one window is open, the choice, Switch Window, is lowlighted.

Switch Window

Choose **Switch Window** if you want to move the cursor from one window to the other.

The keyboard shortcut for **Switch Window** is **Ctrl + Z**.

Note: The information in the status line applies to the window which contains the cursor.

Create Second Document

Choose **Create Second Document** if you want to open a window and create a *new* document.

Revise Second Document

Choose **Revise Second Document** if you want to open a window and work with another *existing* document.

View Second Document

Choose **View Second Document** if you want to open a window in order to view an existing document *without being able to make any changes* to that document.

Close Window

To *close* one of the two windows, simply move the cursor to the window you want to close by pressing **Ctrl + F11** or **Ctrl + Z** and press **End/Save (F2)**. The composer displays the End/Save menu.

While you are working in a document, the composer displays the
Status Line at the top of the screen. The Status Line contains informa-
tion about your document. Specifically, the Status Line gives you the
following information:

Status Line

A - Document Name

B - Zoom Level

Expressed as a percentage of the printed page. Example: *150% Zoom*

C - Page Number

D - Cursor Position on Page

Expressed in inches, horizontal position, vertical position.

E - Block Type (Layout Mode)/Paragraph Style (Text Mode)

In layout mode, the status line displays the block type the cursor is in,
for example, picture. In text mode, the status line displays the para-
graph style of the text block the cursor is in, for example, body text.

F - Insert/Replace Mode

G - Keystroke Programming

Either F or G occupies this space. F displays the status of entry mode,
Insert or Replace. During Keystroke Programming, G replaces F and
displays the status of the keystroke programming function, for
example, Recording.

If there is more than one text block in a layout, the blocks can be linked so that text will flow from one block to another. Text which flows through one or more text blocks is called a *story*. For example, a magazine contains a story about whales, a story about seals, and a story about trout. All three stories begin on page 1 but only the whale story is complete on that page. The seal and trout stories may continue on separate pages. The composer allows you to design the sequence of text blocks so that the seal story continues at the page and block you assign and the trout story continues at the page and block you assign it. The story blocks are said to be *linked*.

Each page of a document may have blocks called A, B, C, and so forth. **The A, B, C designation of one page is not related to the A, B, C designation of any other page.** Linking can be from the C blocks of page 1 to the B block of any subsequent page, for example.

Linking must move forward through the pages. You can not link backward, for example from page 3 to page 1. Link blocks in the order you want them to flow. That is, to link x to y to z, start linking at x, move to y, link and move to z. If you link z to y, to x, z will precede y and x in the sequence.

The first text block created on a page is assigned the letter "A". Only the text in the A blocks will *automatically* flow to the next page. Text in blocks other than A must be linked to other blocks in order to continue.

Using the graphic representation shown on the screen may be the best way to design page layout and story linking.

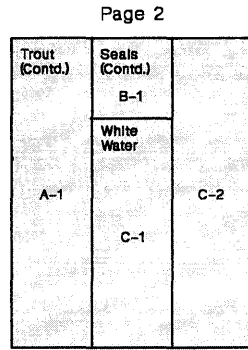The whale, seal, and trout pages would look like the following illustration.

Page 1
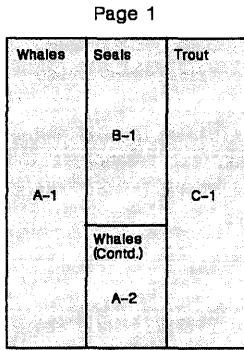
Whales	Seals	Trout
	B-1	
A-1		C-1
	Whales (Contd.)	
	A-2	

Page 1 links to Page 2

B-1 ──────▶ B-1

C-1 ──────▶ A-1

Page 2

Trout (Contd.)	Seals (Contd.)	
	B-1	
	White Water	
A-1		C-2
	C-1	

On page 1 A-1 links to A-2   On page 2 C-1 links to C-2

To see the story sequences on a page

1. If necessary, press **Switch to Layout (F5)** to switch to Layout Mode.

2. Press **Block (F4)**.

3. Select **Link Story**

   The composer displays a diagram of the full page with the text blocks outlined. Each block has a label with a letter and a number. The letter identifies the block as A, B, and so on. The number tells you the *order* of the block within it letter designator, so that you know A-2 follows A-1, and so forth. The blinking label identifies the block you are about to link.

4. Press **Enter** to return to the normal display. Note: Do not use the New Story command to do this—selecting it may change the linking.

A master stylesheet may have multiple stories on a page but it cannot link from page to page. Page-to-page linking must be done in the document. Use the following:

- Press **Create (F11)** to create a new story

- Press the **space bar** to activate a block (The active block is the block that is about to be acted on.)

- Press **Ins** when the cursor in on the block to be linked.

To begin a new story

1. If necessary, press **Switch to Layout (F5)** to switch to Layout mode.

2. Use the cursor keys to move the layout cursor into the block where you want to begin a new story.

3. Select **Create (F11) or Alt + 1**.

4. Select **New Story**.

   • The block containing the layout cursor becomes the *first* block in the new story. Its label blinks.

   • All blocks which formerly followed the block you just linked become part of the *new* story. Blocks that preceded the linked block are not affected.

   • The labels show the *new* story sequences.

   You can now:

   • Link the new story to another block on the current page or on another page

   • Begin another new story

   • Change the sequence of any other story.

5. To continue the story on another page, select **Search (F6)**, type the page number, then press **Enter**. The page must already exist and contain at least one text block.

6. To link to another block, move the layout cursor into the block you want to link, then press **Ins**.

   After you press Ins:

   • The block containing the layout cursor becomes the next block in the story and has a blinking label.

   • All blocks which formerly followed the block you just linked become part of the *new* story. Block which preceded the linked block are not affected.

   • The labels change to show the *new* story sequences.

7. To link another block, move the cursor into that block, then press **Ins** again.

8. To begin another new story, move the cursor into a text block and and press **Create (F11)**.

9. When you are done, press **Enter**.

To join two stories

1. Move the layout cursor into the last block of the first of the two stories to be linked.

2. Press **space bar** to activate the block.

3. Move the layout cursor into the first block of the second story.

4. Press **Ins** to link.

To change a story sequence

1. If necessary, press **Switch to Layout (F5)** to switch to Layout Mode.

2. Move the Layout cursor into a text block.

3. Press **Block (F4)**.

4. Choose **Link Story**.

   The block you are about to link has a blinking label.

   You do not need to know which block you want to link before you select Link Story—you can select Link Story with the layout cursor in *any* block and then activate a different block.

   The screen panel will identify the page and block you are in and display instructions to create a new story or change the existing story order.

5. To activate a block to link, move the cursor into it and press the **space bar**.

6. Move the cursor into the next block you want in the sequence, then press **Ins**.

   After you press Ins:

   • The block containing the layout cursor now has the blinking label

   • All blocks which formerly followed the block you just linked become part of the *new* sequence Blocks which preceded the linked block are not affected.

- The labels change to show the *new* story sequence.

To add another block to the story, move the cursor to that block, then press **Ins** again.

To continue the story on another page, press **Search (F6)**, type the page number, then press **Enter**. The page must exist and must have at least one text block.

Hint:

- If you continue a story on another page, you can use liftouts to show the reader where to find the rest of the story. To do this, create a liftout at the end of the last block on a page, then enter into it "Continued on page..." Likewise, create a liftout where the story is continued, then enter into it "Continued from page..."

Notes:

1. The text in a liftout is an *entire* story—you cannot link text between a text block and a liftout.

2. Revising a document stylesheet has no effect on a page with *multiple* stories.

Stylesheet

The *stylesheet* determines the format of a document.

Choose **Stylesheet (Ctrl + F7)** to make the following stylesheet changes while working in a document:

Revise Document's Stylesheet

Switch to a New Stylesheet

Create New Master Stylesheet

For additional information on how to change the specifications of a stylesheet, see "STYLESHEETS A to Z".

Revise Document's Stylesheet

Choose this option to *change* the stylesheet for the document you are currently working on.

Note: Changes to the document stylesheet in *Customize Layout* do not affect existing pages. Other stylesheet changes are applied to existing pages.

Switch to a New Stylesheet

When you switch to a new stylesheet, the document you are working on reflects all specifications in the new stylesheet.

Be aware that switching to a new stylesheet replaces the old document stylesheet. You may want to create a new master stylesheet from the old document stylesheet before switching.

Create New Master Stylesheet

Choose this option to create a new *master* stylesheet which is identical to the current *document* stylesheet.

Subscripts and Superscripts

You can change individual characters and words so that they are slightly *below* the line (*subscripts*) or slightly *above* the line (*superscripts*).

For detailed information, see "Text Effects" on page 76.

Switch Case

You can *switch the case* of text so that all upper case letters become *lower* case and all lower case letters become *upper* case.

For detailed information, see "Text Effects" on page 76.

Symbols are characters such as accents, trademarks, foreign letters and dashes which you can use in a document even though they are not shown on your keyboard.

Press **Symbol (F12)** or **Alt + 2** to see these options. As you move the highlight bar from one group of symbols to another notice the explanation line; the symbols are pictured there.

Select the appropriate group of symbols. Then, select a symbol from the group. It will be inserted into your document at the cursor position.

Once you have selected a symbol, you can insert it into your document repeatedly by pressing **Ctrl + L**.

See the *DW 5/2 Composer Extension Technical Reference* for complete information about symbols.

Symbols

- Quotes
- Punctuation
- Currency and Units
- International Letters
- Mathematics
- Greek Letters
- Numbers and Fractions
- Trademarks and Notation
- Shapes
- Line Drawing

Composer Text Symbols

The composer uses the following special symbols:

End-of-Paragraph	¶
End-of-Text	♦
Page Break	∇
Column Break	↓
New line	Enter key sign
Missing character	Currency symbol
Text Overflow	+

Tabs

Tabs are invisible "stops" in your document where each press of the Tab key will move your cursor.

To move to the next tab setting, press **Tab**. Tab settings are specified at the Paragraph Style in the stylesheet.

For more information, see "Paragraph Format" on page 102.

Text

Text is any character entered in a document, including letters, punctuation, numbers, and symbols.

Entering Text from the Keyboard

Insert Mode: When you start typing, any text on the line to the right of the cursor is moved down to the next line to make room for the text you type. If you press Enter to start a new paragraph, it is represented with a paragraph mark (¶).

Overtype Mode (Replace): In this mode, each character you type replaces the character at the cursor.

To switch between Insert and Overtype, press **Ins**. The current mode (*Insert* or *Replace*) is indicated by the cursor. A rectangle means you are in *Replace* mode. An underscore means you are in *Insert* mode.

To start a new line

1. Place the cursor where you want to start the new line.

2. Hold down **Ctrl** and press **Enter**.

   The text editor starts a new line. The cursor moves to the next line; if there was text at the cursor, it now starts on the new line.

When the cursor is on the last cursor position on the preceding line, it will show a new line marker.

Starting a new line is useful when you are typing the lines of an address (name, street address, city/state). If you were to press Enter at the end of each line (which starts a new *paragraph* rather than a new *line*), the paragraph spacing (the extra space added after each paragraph) would be inserted between each line of the address.

Text Overflow

When text entered exceeds the available space in the text block, you will see a symbol (+) indicating text has overflowed. You can continue to enter text until the cursor is positioned on the overflow symbol. For captions and liftouts that cannot be linked to other blocks, you can enlarge the block using the Block (F4) menu. For regular text blocks, you can link to another block or move a gutter, if available, to increase the block size.

Related Topic:

   "Stories" on page 64.

Text Style

Text Style refers to typeface and point size as well as special effects such as bold, italic, underline, overstrike, subscript or superscript.

The *original* style of the characters in each paragraph is determined by the *paragraph style* you selected for that paragraph. But, you can *change* a text style within the paragraph by applying the style options in the **Block (F4)** menu.

Suppose the paragraph style for a particular paragraph specifies *no* effects. To emphasize a word in the paragraph with italics (such as the

word "original" in the paragraph above), select **Italic** from the **Block (F4)**menu.

In text mode, the Block menu has two pages of options. The first is shown below.

```
150% Zoom    Page 1    Pos 8.88 1.95 inch
F3=              F5=       F6=     F7=
List         Switch to  Search  Style
               Layout

   1. Move
   2. Copy
   3. Delete
   4. Repeat Copy

   SET STYLE:
   5. Plain

   7. Bold
   8. Italic
   9. Overstrike

   Press PgDn for advanced style choices

   Enter   Esc=Quit   PgDn
```
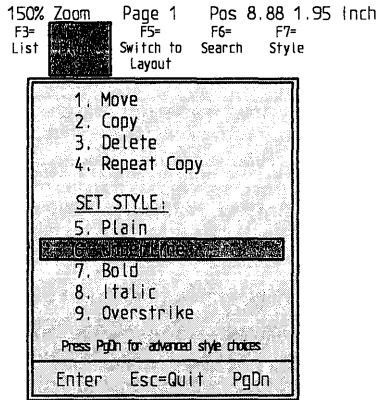
Block Menu

The Set Style options (5 through 9 on the first page) and the Set Advanced Style options (1 through 8 on the second page) are used to change the style of your text or apply special effects.

When to Select an Effect

Select one of the effects if you want to:

- Apply effects to characters already on the page.
- Apply effects to characters as you enter them.

To style characters already on the page

1. Place the cursor on the text you want to style.
2. Press **Block (F4)**.
3. If necessary, press **PgDn**.
4. Select an option.

5. If you select Font Panel, select the specifications you want, then press **Enter** to continue.

6. Highlight the text you want to style.

    You can use any of the cursor movement keys to highlight the text.

7. Press **Enter**.

To style characters when you enter them

1. Place the cursor where you want to enter styled characters.

2. Press **Block (F4)**.

3. If necessary, press **PgDn**.

4. Select an option.

5. If you select Font Panel, select the specifications you want, then press **Enter** to continue.

6. Type the text you want styled, then press **Enter**.

To continue entering text which is *not* styled, just continue typing after you press Enter.

Hints:

• To display the page with shaded areas showing, press **Zoom (F8)** and choose **Print Colors**.

• If you copy or move text you have styled to another paragraph, any effects you have specified remain in effect at the new location. However, the typeface and size change to match the new location.

    Likewise, if you have changed the style of text within a paragraph and then you select a different paragraph style for that paragraph, the effects you specified remain in effect. The typeface and size are determined by the specifications in the new paragraph style.

When to Select Plain

Select *Plain* if you want to remove any effects you have previously specified using Style.

For example, suppose you italicize a word, but later change your mind. You can turn off the italics by selecting Plain.

Selecting Plain from the menu box turns off only effects which you have *manually* selected. After you do this, the look of the characters will be determined by the effects specified in the paragraph style.

When to Select Font Panel

Select Font Panel if you want to:

- Change the typeface, size, or effects for the text you highlight or enter.
- Check the typeface, size, position, and effects used for the character at the cursor.

Shortcut:

- To go quickly to the Font Panel, press **Ctrl + F**.

To adjust a character's horizontal or vertical position

1. Place the cursor on the character you want to adjust.
2. Press **Block (F4)**.
3. Press **PgDn**.
4. Select **Kern/Vert Adjust**.

   The Zoom Level is changed to *Preview*, which shows the relative character positions precisely as they will appear when printed.

5. Use the cursor keys to move the character.

   Each time you press a cursor key, the character moves a short distance. If you hold down **Ctrl** while you press a cursor key, the character moves ten times that distance.

6. Press **Enter** when you are done.

Use Kern/Vert Adjust to create dropped initials. See "Dropped Initial" on page 22.

Use Kern/Vert Adjust to enter mathematical expressions. Adjust the positions of the numbers or symbols with Kern/Vert Adjust and use the Font Panel option to adjust their sizes.

Undo kerning by applying the effect, Plain.

Text Blocks

As Blocks of Text

A *block of text* is a section of text (as small as one character, as large as a full page or more) which you mark in order to act on it, for example, move, copy, delete, or underline.

As Block Type

When you enter text on a blank page, you create a large full-page *text block*. As other blocks are created on the page (liftouts, gutters and picture blocks), additional text blocks are created. These text blocks make up one or more stories and you can adjust the text flow's sequence through the various blocks. (See "Stories" on page 64).

A text block must be at least one inch wide to contain text. If, for example, you move a picture block to within one inch of the left or right margin, text that was in that block will move to its next natural position in its sequence.

Text Effects

You can enhance text with a number of different *text effects*. These include:

- Underline
- Bold
- Italic
- Overstrike
- Switch Case
- Doubleline

- Superscript
- Subscript
- Reverse.

You can remove an enhancement by applying the effect, Plain.

You can also:

- Use *Shades and Patterns* to change the shades and patterns of text and its background.

- Use *Kern/Vert Adjust* to adjust the position of a character.

- Use the *Font Panel* to change the size and type of text.

All of these actions are done by choosing the desired effect and then indicating the block of text you want affected.

Warning: If you select an effect that requires a particular font such as italic and the italic font has not been installed, the effect will not be applied.

To add text effects

1. Move the text cursor to the *beginning* of the text you want to change.

2. Press **Block (F4)**.

3. Choose the effect you want. (If necessary, press **PgDn** to see additional options.)

4. If you want shades, patterns or text styles, choose the desired new options.

5. Use the cursor movement keys to move the cursor to the *last character* of the text you want enhanced.

6. Press **Enter**.

Text effect shortcuts

You can also use these shortcuts to create text effects:

Effect	Keystrokes
Bold	Ctrl + B
Overstrike	Ctrl + S
Underline	Ctrl + U

Subscript	Ctrl + H
Superscript	Ctrl + Y
Typeface Change	Ctrl + F
Underline Word	Ctrl + W

Text Mode

DW 5/2 Composer Extension has two different modes, *Text* and *Layout*.

- To type and edit text, you must be in *Text Mode*.

  The *rectangular* cursor indicates that you are in *Replace Text Mode*.

  The *underscore* cursor indicates that you are in *Insert Text Mode*.

- To work with design elements of your document (pictures, liftouts, gutters, and borders) you must be in *Layout Mode*.

  The *arrow* cursor indicates that you are in *Layout Mode*.

To move between Text and Layout modes, press **F5**.

Time

Time refers to the time of day as set on the internal computer clock.

TEXT MODE ONLY

To insert the system time at the current cursor location

1. Press **Create (F11) or Alt + 1.**

2. Choose **Time.**

Use **Profile** to set the format for time. See "Profile" on page 152.

Changing typestyle refers to changing the appearance of the text of your document; that is, its *size* and *font type*. There are several ways to change the typestyle of your text:

- Press **Style (F7)**. Then choose the *new* paragraph style you want for your text.

<div align="center">OR</div>

- Press **Block (F4)**, **PgDn**, and **Font Panel**. Then choose the font type and size you want for your text.

  The keyboard shortcut to the Font Panel is **Ctrl + F**.

Related Topics:

"Paragraph Styles" on page 45
"Font Panel" on page 24

This sentence is underlined.

For information on underlined text, see "Text Effects" on page 76.

Press **Undo (F9)** to reverse the operation just completed in the same mode. For example, after you have erased text, press **Undo (F9)** and whatever you erased will be restored; pressing **Undo** again will erase the text again. After you have moved a block, press **Undo (F9)** and whatever you moved will be moved back to its original position. Undo affects only the most recent operation in the same mode.

You can *view a document* directly from the Main Menu. You will see one style of text only, with no effects and no pictures, and can make no changes in that document.

To view a document

1. Choose **View Document** at the Main Menu.

2. Type the filename and press **Enter**.

<div align="center">OR</div>

   Press **F3**, select the directory (if necessary) and filename, then press **Enter**.

3. Use **PgUp** and **PgDn** keys to move within the document.

4. When you are finished, press **Esc** to return to the Main Menu.

Window

You can open a second document *window* in order to see two documents at the same time. This lets you compare documents and move text between them.

For information on opening a second document window, see "Split Screen" on page 61.

Zoom

Zoom refers to the variety of ways you can display a document on your screen.

Preview

The Preview display shows the most accurate relative character spacing.

1. Press **Zoom (F8)**.

2. Choose **Preview**.

To leave Preview mode, press **Zoom (F8)** and select a different zoom level.

Show Pictures

When Show Pictures is *Yes*, all pictures you have inserted into picture blocks are displayed. This can take some time if you are frequently changing zoom levels or scrolling a page.

If you are not currently working with the pictures and are interested only in text, you can save time by changing Show Pictures to *No* so that they are *not* displayed.

To switch the display of pictures on or off

1. Press **Zoom (F8)**.

2. Choose **Yes** or **No** at **Show Pictures**.

Colors

The composer uses various colors to display page blocks on the screen.

If you specify shades to be printed on a page, the screen colors remain normal after you have made your selections. To see the page with the shades and patterns as they will be printed, use **Zoom (F8)** and select **Print Colors**.

To see print shades

1. Press **Zoom (F8)**.

2. Select **Print Colors**.

   Shaded areas are shown in shades of gray.

   When you print the document, the composer prints the shades you selected.

To see display colors

1. Press **Zoom (F8)**.

2. Select **Display Colors**.

Page View

You can display and edit any *two* pages from the same document at the same time. To do this, use Zoom (F8) to open a second *page window* in the right half of the screen.

You can:

- Display any page in either window
- Change the zoom in either window independently
- Scroll each page independently within its window
- Copy or move text between the documents in the two windows.

To see a dual display

1. Press **Zoom (F8)**.

2. Select **Page View Dual**.

To move the cursor between windows

- Press **Split Screen (Ctrl + F11)**

- Select **Switch Window**.

Hint:

- The keyboard shortcut to switch window is **(Ctrl + Z)**.

The information in the status line applies to the window that contains the cursor.

To return to a single display

1. Move the cursor into the window you want to remain open.

2. Press **Zoom (F8)**.

3. Choose **Page View Single**.

Zoom Level

When you begin to create a new document or change an existing document, the pages on the screen are displayed at 1.5 times the size they will be printed. This is called a *zoom* of 150%. The larger the zoom, the bigger the print on your screen. You can enter and edit text at any zoom level. The status line shows the current zoom level.

To reduce or enlarge the size of the page on the screen

1. Press **Zoom (F8)**.

2. Type the number next to the zoom you want.

   • To *reduce* the size of the page on the screen, select a smaller zoom.

   • To see an *entire* page, select the Full Page zoom.

   • To *enlarge* the size of the page on the screen, select a larger zoom.

   • To switch to the next smaller or larger zoom, press the - (minus) or + (plus) key at the right side of the keyboard.

Hint:

   • For a shortcut to changing zoom level, press the - (minus) or + (plus) key on the numeric keypad at the right side of the keyboard.

STYLESHEETS - A to Z

A stylesheet is a collection of information that controls how your document will look when you print it and view it on the screen.

Stylesheets are designed to make your documents attractive and easy to produce.

When you create a new document, you select a stylesheet for it. A copy of this stylesheet is stored with your document and is called the document stylesheet.

While you are working on a document, you can revise the document stylesheet, but the changes you make affect only the current document. The original master stylesheet is not changed.

Revising a document stylesheet has no effect on a page containing multiple stories.

If you have a type of document you produce often, a master stylesheet saves you the trouble of having to re-design it every time.

To revise master stylesheets or to create new ones, use the Edit Stylesheet option at the DW 5/2 Composer Extension menu.

This section covers all commands and features available after choosing this option.

When you choose Edit Stylesheet, the composer asks you to choose

> Create Stylesheet or

> Revise Stylesheet

The composer then displays the Define Stylesheet menu.

```
             Define Stylesheet
         1. Orientation and Size
         2. Page Layout
         3. Paragraph Styles
         4. Page Number Format
         5. Caption Style

     Enter    Esc=Exit
```
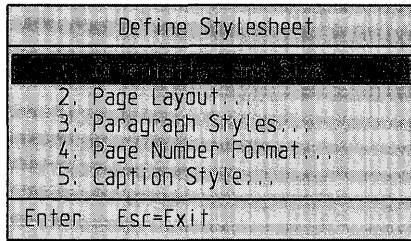
Define Stylesheet Menu

All instructions in the Stylesheet section of this manual begin with the
Define Stylesheet menu.

- To specify the page size, orientation, or binding offset, select **Ori-
  entation and Size**. (See "Orientation and Size" on page 101.)

- To specify page layouts, select **Page Layout**. (See "Layout" on
  page 96.)

- To specify paragraph styles, select **Paragraph Styles**. (See "Para-
  graph Styles" on page 113.)

- To specify page numbers, select **Page Number Format**. (See "Page
  Numbering" on page 102.)

- To specify the caption style, select **Caption Style**. (See "Caption
  Style" on page 90.)

_____

Automatic Text

Automatic Text is text you specify to be entered automatically at the
beginning of a paragraph.

For example, suppose you want paragraphs which contain examples to
begin with the word "Example". To have the word inserted for you,
specify Automatic Text in the paragraph style used for all paragraphs
which contain examples.

To specify Automatic Text

1. Choose **Paragraph Styles** at the Define Stylesheet menu.

2. Choose **Create** or **Revise**.

3. Specify a Style Name and, if you are *creating* a style, the number of the style it follows. Ordering the paragraph styles allows you to move to a previous style or the next style in a logical manner. See "Paragraph Styles" on page 45.

4. At the Paragraph Specification menu, select **Automatic Text**.

5. Select the typeface name.

6. Select the type size.

   The type size is measured in *points*. (A point is a typesetter's unit equal to 1/72 inch.)

7. Select the effects.

   The typeface, type size, and effects you specify here are used for the paragraph numbers as well as the automatic text.

8. Highlight the automatic text entry box, type up to 29 characters of automatic text and press **Enter**.

You can combine automatic text with paragraph numbering. For example, you can create a paragraph style for chapter headings. When you select this style for a paragraph, the composer inserts the word "Chapter" and the chapter number at the beginning of your paragraph.

If you specify automatic text, there will be more indent options in the paragraph format than if automatic text is not specified. If you have already specified the paragraph format, you may want to revise that format after specifying automatic text.

To delete Automatic Text

- Move the cursor into the automatic text field of the paragraph style and use the **Del** key.

Binding Offset

The *Binding Offset* is extra space between the margin and the edge of the paper to provide room for page binding, if any. No binding offset is set in the default page layout.

To change the binding offset

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Orientation and Size** at the Define Stylesheet menu.

3. Use the cursor keys to move the highlight to Binding Offset.

4. Type the *new* binding offset.

5. Press the **space bar** to see the adjustment on the screen. This step is optional.

6. Press **Enter** to submit your choices and return to the previous screen.

Blocks

Blocks are specific elements which you create on a page. Once you have created a block, you can then change, move, or delete that block. Each page can contain up to 40 blocks.

The different types of blocks are shown on the following illustration.
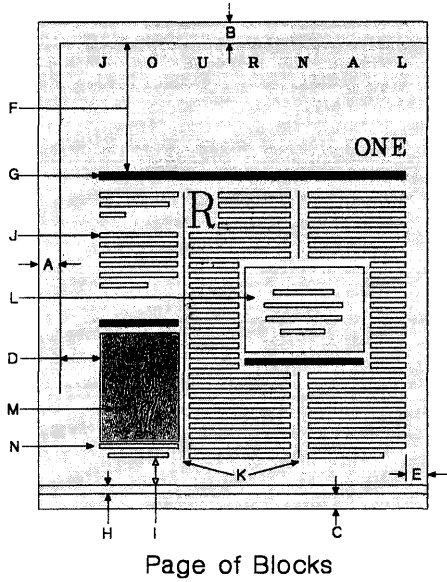
Page of Blocks

- A - Binding Offset
- B - Top Margin
- C - Bottom Margin
- D - Left Margin
- E - Right Margin
- F - Header
- G - Header Offset
- H - Footer
- I - Footer Offset
- J - Text
- K - Gutter
- L - Liftout
- M - Picture Block
- N - Caption Block.

For information on each type of block, see its separate listing.

Caption Style

Each stylesheet includes a *caption style* which determines the appearance of all captions in a document. The caption style specifies the caption's paragraph style, borders and shades.

To change the caption style

1. Select **Edit Stylesheet,** then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Caption Style** at the Define Stylesheet menu.

3. Choose from Paragraph Format, Borders, and Shades and make changes as appropriate. (For information on these options, see their specific listings.)

Note: If you specify *Shades* in a caption style, those shades override the shades specified in the caption's paragraph style.

Columns and Rows

A *column* is a vertical section of a document. A *row* is a horizontal section of a document.

```
          Number of Columns or Rows

  COLUMNS OR ROWS      NUMBER OF COLUMNS

      ► Columns              ► 1
        Rows                   2
                               3
                               4
                               5
                               6

   Spacebar=Select    Enter   Esc=Quit
```

Columns/Rows

The composer can automatically create 1 to 6 *vertical* columns of equal size or 1 to 6 *horizontal* rows of equal size. You cannot, however, automatically create both vertical columns and horizontal rows.

Manually create gutters with Customize Layout:

- To create more than six columns or rows

- To create columns or rows of unequal width

- To combine columns or rows with other design elements.

Add additional columns or rows by creating gutters, picture blocks, or liftouts.

To specify Columns and Rows

As you make your selections, the screen image will show your changes. The immediate graphic feedback can help you design your page.

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Page Layout** at the Define Stylesheet menu.

3. Select a Page Layout (All, First, Odd or Even).

4. Choose **Number of Columns/Rows**.

5. Use the cursor keys to highlight a number of columns or rows, then press **space bar**.

6. Press **Enter**.

Once you have selected columns or rows, you will be asked to specify gutters and lines.

Customize Layout

Use *Customize Layout* to change or refine your page layout. You can:
- Create a picture block
- Insert a picture
- Move a picture or picture block
- Replace a picture
- Delete a picture block
- Change margins within a picture block

- Create, delete or move a gutter or liftout
- Change a gutter line
- Change block borders or shades
- Change story linking
- Change or delete headers or footers.

To enter or edit text in a block (Header, Footer, Text or Liftout), move the Layout cursor to the block, then press **F5** to switch to Text mode. You can then edit text as if you were working in a document.

Notes:

1. You cannot create a block over a picture block, caption or liftout.

2. If you delete, move, or create a block, you can press **Undo (F9)** to reverse the operation.

3. Changes to the *Customized Layout* of a document stylesheet do not affect existing pages. Other changes, such as paragraph style changes, *are* applied to existing pages.

To customize a layout

1. Choose **Page Layout** at the Define Stylesheet menu.

2. Select a Page Layout (All, First, Odd or Even)

3. Choose **Customize Layout**.

Edit Stylesheet

Use the *Edit Stylesheet* option at the Main Menu to create or revise a Master Stylesheet.

Headers and Footers

Headers are lines of text which you can specify to appear at the *top* of all (or selected) pages.

Footers are lines of text which appear at the *bottom* of all (or selected) pages.

To specify headers or footers

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. At the Define Stylesheet menu, choose **Page Layout**.

3. Select a Page Layout (All, First, Odd or Even).

4. Select **Headers** (or **Footers**).

5. Type the Header (or Footer) Height.

   This is the height of the header (or footer) block which will be created on the page.

6. Type the Header (or Footer) Offset.

   The offset is the distance between the header or footer and the main body of the page.

7. Press **Enter**. The screen page will adjust to your specifications.

To type header or footer text

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. At the Define Stylesheet menu, choose **Page Layout**.

3. Select the appropriate Page Layout (All, First, Odd or Even).

4. Select **Customize Layout**.

5. Move the layout cursor into the header (or footer).

6. Press **Switch to Text (F5)** to switch to Text mode.

7. Type the text for the header (or footer).

   Enter and edit text here just as you would within a document. This includes enhancing text and changing font and paragraph styles.

   If the paragraph style you select for the header or footer specifies automatic text, the automatic text will be entered to the left of the text you type.

To include page numbers in the header or footer, position the cursor where you want the page number and use Create (F11), page number. See "Page Numbering" on page 102.

8. Press **Enter**.

Help

Help refers to information you can see on your screen to assist you while using DW 5/2 Composer Extension.

- To get help at any time, press **F1**. The information displayed is appropriate to the cursor location and current activity.

  Press **PgDn** to see any additional help screens or **PgUp** to see previous help screens. Press **Esc** to leave Help.

- For additional help *after* pressing F1, press **Index (F3)** to see the *Help Index*. This lists all available help topics. To see a particular topic, highlight that topic and press **Enter**.

- When a menu is displayed on your screen, an explanation line at the bottom of the screen provides additional information on the highlighted item.

Hyphenation Control

Hyphenation Control refers to the frequency of hyphenation. Set the level of hyphenation control in the stylesheet.

For more information, see "White Space Control" on page 129.

Indent

Indent refers to the distance between the left or right margin and the text. Specify first line, left and right indents.

First line indent

This is the distance between the left margin and the first line of text.

Left indent

This is the distance between the left margin and the second and subsequent lines.

Right indent

This is the distance between the right margin and all lines of text.

To specify indentation

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Choose **Revise**.

4. Choose the appropriate Style Name.

5. At the Paragraph Specification menu, choose **Format**.

6. Select a Paragraph Format (Justified, Left justified, Right justified, Centered or Tabbed).

7. Press **Enter**.

8. Enter new settings for 1st Line Indent, Left Indent and Right Indent.

9. Specify the spacing, in points, between paragraphs.

10. Specify if the paragraph style is to have lines.

    You can specify no lines, or a line above the paragraph, below the paragraph or both. If you choose to have lines, specify line weight.

11. Press **Enter**.

Keyboard Extensions

Keyboard Extensions refer to characters and symbols which are not on your keyboard, but which can still be used in a document. For information, see "Symbols" on page 70.

Layout

Layout is the arrangement of the components of your page. Layout specifications include:

- Number of columns or rows
- Size of page margins
- Page and block borders
- Content and appearance of headers and footers
- Appearance of page numbers
- Arrangement of text and picture blocks.

You can choose to have *all* pages the same or you can use up to three distinct layouts within a document. Your choices are:

- All pages the same
- One for the first page
- One for the remaining odd-numbered pages
- One for all even-numbered pages.

This makes it especially easy to prepare lengthy documents without having to design the layout of individual pages.

Note: For <u>added</u> versatility, you may choose to create your stylesheet with *all* pages first to set up the majority of the document pages, then select *first, odd,* and/or *even* individually to create unique specifications for those pages only. Using this method, all subsequent edits must be made using the *first, odd. even* functions, not the *all* pages function.

To design the page layout

- Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

- Select **Page Layout** at the Define Stylesheet menu.

- Choose from:

  1. **All Pages Layout**

  2. **First Page Layout**

  3. **Odd-Page Layout**

  4. **Even-Page Layout**

The composer displays a dummy page which will show the changes as you make them.

Depending on the choice you made, you are asked if you want to copy the odd or even page layout.

- Select **Yes** or **No**.

- Select which category of layout specifications you want to change.

  - Margins and borders

  - Headers

  - Footers

  - Number of columns/rows

  - Customize layout

    When you make a selection, the composer highlights the specifications currently in effect. Make changes and press **Enter**.

If you selected "All Pages Layout", the following choices are presented when you are leaving the specifications screens.

- Select **Enter** to copy this layout page to all pages.

- Select **Esc** to return to the Page Layout menu.

This allows you to change your mind after defining the layout. If you press **Esc** you are returned to the Page Layout menu and the layout that you defined is applied only to the first page.

Related Topics:

"Columns and Rows" on page 90
"Margins and Borders"
"Headers and Footers" on page 92
"Page Numbering" on page 102
"Blocks" on page 88

Margins and Borders

A *margin* is the distance from text to the edge of a page. A *border* is a black line around the page on the inside of the page margin.

Use *Margins and Borders* to specify:

- Margins
- Page Borders
- Border Line Weight

To change Margins and Borders

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Page Layout** at the Define Stylesheet menu.

3. Select a Page Layout (All, First, Odd or Even).

4. Choose **Margins and Borders**.

   You can now make changes to Page Margins and Borders:

Page Margins

Options are:

> Top
> Bottom
> Left
> Right

For each margin you want to change, move the highlight bar to the entry box, and type the new size.

The arrows on the screen show which margin you are changing.

Borders

You can specify where, if anywhere, you want borders around the page.

Options are: :

- All
- Top, Bottom, Left, Right
- None.

Line Weight

If you have decided to have borders, you have these choices of line weight:

- Hairline (.25 point)
- Thin (.50 point)
- Medium (1 point)
- Bold (2 points)
- Ultrabold (4 points)

Master Stylesheet

A stylesheet is a collection of specifications which determines the appearance of a document. When you create a new document, you select a *master stylesheet* appropriate for the type of document you are creating. The *DW 5/2 Composer Extension Style Guide* contains a portfolio of many master stylesheets.

If you have a style of document you produce often, like an office memo, the master stylesheet saves you the trouble of having to redesign it every time.

When you create a new document, the composer makes a copy of the master stylesheet you select and stores it with the document. This copy is referred to as the *document stylesheet.*

Choose Edit Stylesheet at the Main Menu to work with master stylesheets—creating, changing, copying, deleting, or renaming. Because a master stylesheet is a *file*, you can copy, erase, or rename it as you would any other file.

Note: When you revise a master stylesheet, any documents previously created using that master stylesheet are not affected. To change the appearance of *only* the document you are working on, change its *document* stylesheet.

To create or revise a master stylesheet

1. At the Main Menu, select **Edit Stylesheet**.

2. Specify whether to **Create** or **Revise a Stylesheet**.

3. Select or type the stylesheet name.

4. At the Define Stylesheet menu:

   • To change the page size, orientation, or binding offset, select
     Orientation and Size. (See "Orientation and Size" on
     page 101.)

   • To change page layouts, select **Page Layout**. (See "Layout" on
     page 96.)

   • To change the style of page numbers, select **Page Number
     Format**. (See "Page Numbering" on page 102.)

   • To change paragraph styles, select **Paragraph Styles**. (See
     "Paragraph Styles" on page 113.)

   • To change the caption style, select **Caption Style**. (See
     "Caption Style" on page 90.)

5. When you have finished making changes, press **Esc** at the Define
   Stylesheet menu to return to the Main Menu.

Warning: Do not change or delete the BASIC stylesheet. The com-
poser uses the BASIC stylesheet when you create a new stylesheet.

To create a master stylesheet from a document stylesheet

If you have modified your document stylesheet extensively, you may
want to create a master stylesheet identical to it.

Press **Ctrl + F7** from within the document and choose **Create New
Master Stylesheet**.

Offsets

For information on Offsets, see "Binding Offset" on page 88 and
"Headers and Footers" on page 92.

Orientation may be landscape or portrait. Page size may be letter, legal, A4, B4, or custom.

```
┌─────────────┐   ┌─────────────┐
│             │   │             │
│  Landscape  │   │  Portrait   │
│             │   │             │
└─────────────┘   └─────────────┘
```
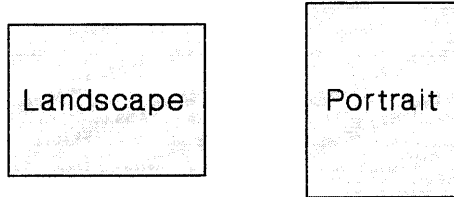
Orientation

To change a document's page size, orientation, and binding offset

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Select **Orientation and Size** from the Define Stylesheet menu.

3. Select , **Letter** (8.5 inches x 11 inches), **Legal** (8.5 inches x 14 inches), **A4** (210 mm x 297 mm), or **B4** (250 mm x 353 mm) page size, or specify **Custom Size**.

4. If you chose *Letter*,*Legal*, A4, or B4, select the page orientation.

   • Select **Portrait** if you want the height of the page to be greater than its width (like a portrait painting). This is the orientation typically used for most documents (such as this manual).

   • Select **Landscape** if you want the width of the document to be greater than its height (like a landscape painting).

5. If you choose a *Custom* page size, you cannot select orientation. Notice that the orientation choices are lowlighted. Instead, at print time, the composer asks "Print Sideways?"

   Choose Sideways when the width of your document page is larger than the physical width of your paper.

   If the custom page size you specify is greater than the physical size of the paper, characters extending beyond the physical page are cut off.

6. To change the *binding offset*, highlight the entry box, and type the offset.

   The binding offset is extra space which is inserted at the side of each page to provide room for the page binding, if any. If your printed document is not going to be bound, you do not need a binding offset.

7. Press Enter to submit your choices and return to the Define Stylesheet menu.

Page Numbering

Use **Create (F11)** and choose **Page Numbering**. The composer inserts the page number at the cursor position.

To specify page numbering format

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. At the Define Stylesheet menu, choose **Page Number Format**.

3. Select a Format for the page numbers.

   Press the space bar at each format to see how the date will be displayed in the format you have selected.

   Under Number Initialization, type a page number next to *Start At* if you want the page numbers to start at a number *greater* than 1.

   You should enter the start number in the *Arabic* format, regardless of what is selected under Format.

4. Press **Enter**.

The typeface, size, and effects used for the page number are determined by the paragraph style that contains the page number.

Paragraph Format

Every paragraph has a basic shape. The way that the lines of text are aligned within a paragraph is called the *Paragraph Format*.

To specify the format for the paragraph style

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Select **Paragraph Styles** at the Define Stylesheet menu.

3. Choose to **Create** or **Revise** a paragraph style.

4. Select or type the Style Name.

5. At the Paragraph Specification menu, select **Format**.

   The composer displays the first of two panels. On panel one, select one of the five formats; on panel two, specify the indents, paragraph spacing and line drawing.

To make a panel one selection

1. Select a format from panel one

   The five formats are:

   Justified
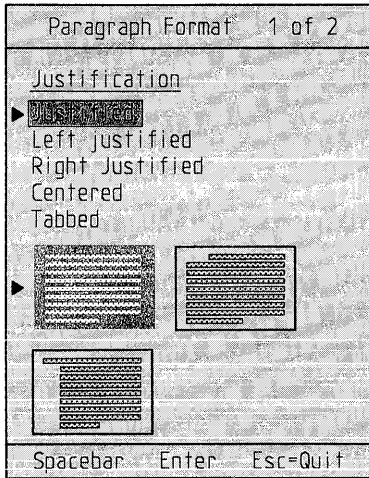
   Both ends of text lines are aligned with the sides of the column or row.

Left Justified

Justification

Justified

Right Justified
Centered
Tabbed

Spacebar   Enter   Esc=Quit
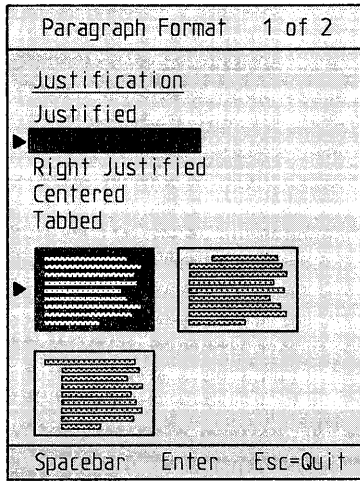
Text is aligned with only the *left* side of the column or row.

Right Justified

Justification

Justified
Left justified
▶ Right justified
Centered
Tabbed

▶

Spacebar   Enter   Esc=Quit
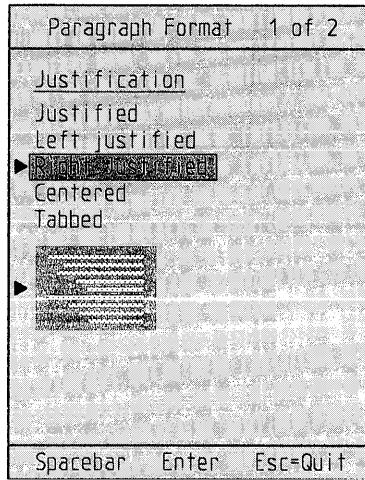
Text is aligned with only the *right* side of the column or row.

Centered

```
┌─────────────────────────────────┐
│  Paragraph Format   1 of 2      │
├─────────────────────────────────┤
│ Justification                   │
│ Justified                       │
│ Left justified                  │
│ Right Justified                 │
│▶Centered                        │
│ Tabbed                          │
│                                 │
│ ▶                               │
│                                 │
│                                 │
│                                 │
├─────────────────────────────────┤
│ Spacebar  Enter   Esc=Quit      │
└─────────────────────────────────┘
```
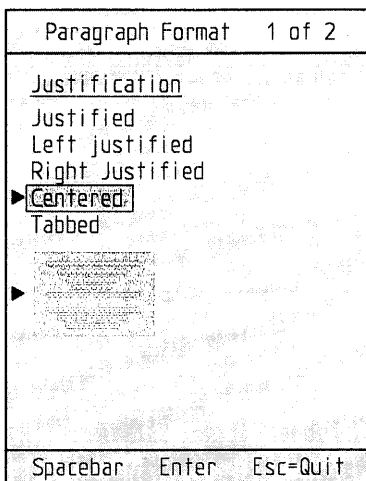
All text lines are *centered* between the left and right sides of the column or row.

Tabbed

Justification
Justified
Left justified
Right Justified
Centered
▶ [Tabbed]

▶
Quadded   Repeat

Specific

Spacebar   Enter   Esc=Quit
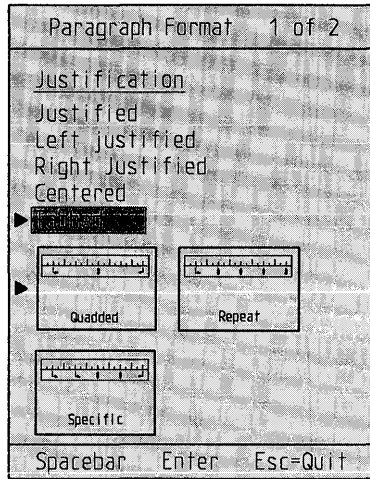
Tabbed stops define the positioning of the text.

For more information, see "Tabbed Paragraph" on page 123.

2. Press **Enter**.

After you press Enter to submit the first panel, the second panel is displayed.

To make a panel 2 selection

On the second panel, you will specify indents, paragraph spacing and line drawing.

1. For each indentation specification highlight the appropriate box, and type a number.

   The illustration on the right of the screen changes to reflect each indent you enter. Watching the illustration change is the best way to see if the finished results will be what you want.

2. If you have specified Automatic Text or Paragraph Numbering in the paragraph style, you see the Auto Text Alignment options.

   Because the number of forms of indentation available depends on whether or not the paragraph style includes paragraph numbering

or automatic text, you should specify those characteristics (if you want them) *before* specifying the paragraph format. (See "Page Numbering" on page 102 and "Automatic Text" on page 86.)

Select left or right alignment for the automatic text.

- If you select Left Aligned, the composer measures the 1st Line Indent from the left side of the text column to the *left* side of the automatic text.

- If you select Right Aligned, the composer measures the 1st Line Indent from the left side of the text column to the *right* side of the automatic text.

  If first line indent is shorter than that required for right aligned automatic text, automatic text could extend into the left margin or even off the page.

Left Aligned:

1st Line Indent ——————▶

Other Lines Indent —————

Auto Text Indent

Right Aligned:

1st Line Indent ——————▶

Other Lines Indent —————▶
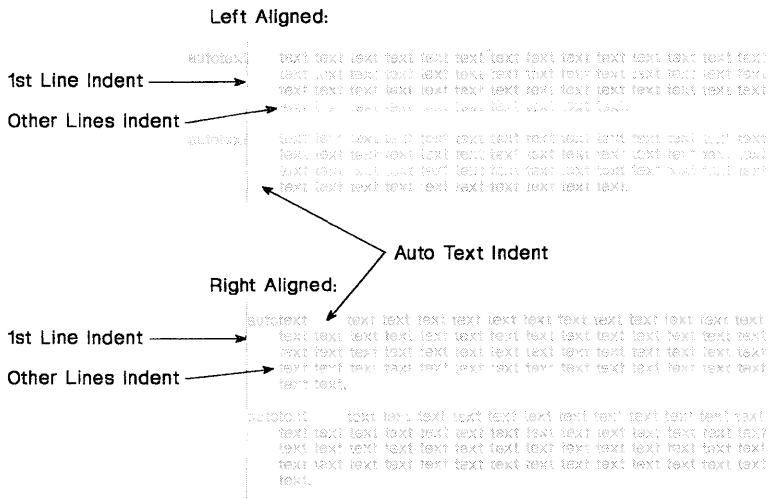
The composer always measures Auto Text Indent from the right side of the automatic text to the beginning of the text you enter in the paragraph.

3. The paragraph spacing specified is added after each paragraph.

4. If you want lines drawn above or below the paragraph, or both, select the appropriate option under Line Drawing, then select line width and press **Enter**.

Suppose you want to insert extra space *before* a paragraph—say, before a heading. You can do this by creating a special paragraph style with *zero* paragraph spacing and a type size equal to the space you want to insert.

For example, to insert 6 points of extra spacing between paragraphs, specify zero paragraph spacing, 6-point line spacing, and select 6-point type for the entered text. In the document, move the cursor to where you want to insert the extra space, press **Enter** to create a new paragraph, then use **Style (F7)** to select this special paragraph style for the new paragraph.

To have a paragraph show a heading at the left of the column with one or more lines of text to the right, select the indentation in the Paragraph Format control panel which looks like either of these:
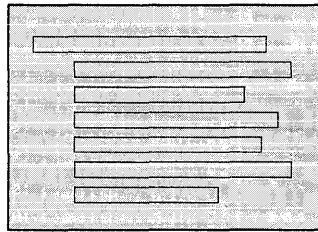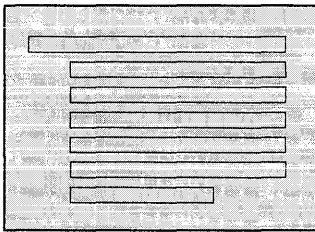
In the document, type the heading, press **Tab**, then type the rest of the paragraph. You can use Block (F4) to make the heading portion of the paragraph bold.

Paragraph Numbering

To automatically number paragraphs:

1. Select **Edit Stylesheet,** then select Create or Revise to display the Define Stylesheet menu.

2. At the Define Stylesheet menu, select **Paragraph Style.**

3. Select **Create** or **Revise.**

4. Select or name a paragraph style.

5. Select **Numbering**.

6. Specify the structure of paragraph numbering:

   - None

   - Simple, as 1, 2, 3.

   - Compound, as 1-1, 1-2, 1-3.

7. Based on your choice of structure, you may further specify paragraph numbering. The paragraph number specifications include:

   - The *structure:* Simple numbering or compound numbering.

   - The *format:* Arabic numerals, lower or upper Roman numerals, lower or upper alphabet, or spelled out.

   - The *delimiter*: The symbol which will appear immediately after the paragraph number.

   - The *separator*: The symbol you want to use between the parts of a compound paragraph number.

   - The *prefix*: The paragraph style whose number you want to use as the first part of a compound number.

Select Automatic Text from the Paragraph Specifications menu to specify the typeface, size, and effects used for the paragraph numbers.

To specify no paragraph numbering

The composer defaults to no paragraph numbering unless specified otherwise. You may also change to no paragraph numbering in a stylesheet.

1. At the Paragraph Specification menu, select **Numbering**.

2. Select **None**.

3. Press **Enter**.

Simple Numbering

This structure gives paragraph numbers like *1, 2, 3,* and so on.

To specify simple paragraph numbering.

1. At the Paragraph Specification menu, select **Numbering**.

2. Select **Simple**.

3. If you want the paragraph numbers to re-set at paragraphs with a particular style, highlight the box next to *Yes* (under Reset Number), then select the paragraph style.

   For example, you can have the paragraph numbers re-set to 1 at the every chapter heading. Select the paragraph style used for chapter headings.

4. Select the Format for the paragraph numbers.

5. Select the Delimiter symbol which you want to appear after the paragraph number.

6. Press **Enter**.

Compound Numbering

This structure gives paragraph numbers like *1-1, 1-2, 1-3*.

Compound numbers are frequently used in books to show the chapter number in the page number. Chapter 1 pages are numbered 1-1, 1-2. Chapter 2 pages are numbered 2-1, 2-2. If, for example, you use a paragraph style for chapter headings called CHAPTER, you can specify renumbering each time you use the paragraph style, CHAPTER. You can also specify that each time the chapter number changes, the new number should be used in the prefix.

To specify compound paragraph numbering.

1. At the Paragraph Specification menu, select **Numbering**.

2. Select **Compound**.

3. Select the paragraph style whose number will be the first *Prefix Number*.

   For example, to show the number of the chapter as the prefix to the paragraph number, select the paragraph style you use for chapter headings.

4. If appropriate, select other paragraph styles for a second and third prefix number.

5. Select the Format for the paragraph numbers.

6. Select the Separator symbol which you want to appear *between* the parts of the compound number.

7. Select the Delimiter symbol which you want to appear *after* the paragraph number.

8. When you are satisfied with the specifications, press **Enter**.

To renumber paragraphs

Renumber paragraphs consecutively using the Renumber Paragraphs option of Create (F11 or Alt + 1) within a document.

Paragraph Styles

A paragraph style is a group of specifications that determines the appearance of a particular type of paragraph.

For example, paragraphs which contain headings could be shown in bold type or in a type size which is larger than that of other text. A paragraph containing a quotation is often indented or shown in italics.

For each paragraph style, you can specify:

1. Text Style

   Text Style includes typeface, point size, effects such as underline, line spacing, and lines per inch. See "Text Style" on page 126.

2. White Space

   The White Space option allows you to control the space between words and characters (tracking and kerning) and hyphenation. See "White Space Control" on page 129.

3. Automatic Text

   Automatic Text includes typeface, point size, effects, and the content of the automatic text. See "Automatic Text" on page 86.

4. Numbering

   Numbering specifies the format for paragraph numbering, if any. See "Paragraph Numbering" on page 110.

5. Format

   Format specifies justification, indentation, spacing, and line drawing. See "Paragraph Format" on page 102 and "Tabbed Paragraph" on page 123.

At the Define Stylesheet menu, when you choose Paragraph Styles, you see the following menu:

```
┌─────────────────────────────────┐
│  Paragraph Specification        │
├─────────────────────────────────┤
│  Style Menu: BODY TEXT          │
├─────────────────────────────────┤
│    1. Text Style                │
│    2. White Space...            │
│    3. Automatic Text...         │
│    4. Numbering...              │
│    5. Format...                 │
├─────────────────────────────────┤
│  Spacebar   Enter   Esc=Exit    │
└─────────────────────────────────┘
```
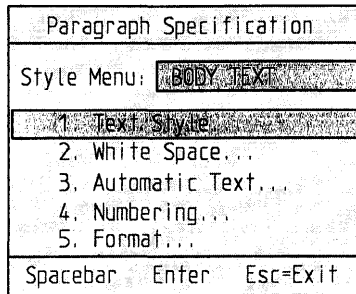
Paragraph Specification Menu

Choose an action and you are asked to name the Paragraph Style. On the right side of the screen each paragraph style is listed with its number, name and a graphic representation of its font.

So that you can see how text you enter in the paragraph will look, the *name* of the typeface is displayed in the selected typeface with the size and effects you have selected. Automatic text and paragraph numbering are also displayed in the typeface, size, and effects you have selected for them. Both appear as they would if you were viewing a document at a zoom of 150%.

When designing a stylesheet, consider the paragraph styles you will be using in the document and arrange them conveniently; most frequently used first. When you begin to enter text in a document, the composer defaults to the first paragraph style. You can change paragraph styles from within the document in two ways:

- Press **Style (F7)** and select from a list box of paragraph styles.

- Hold down Ctrl and press + (plus) or - (minus) on the numeric keypad. Ctrl + takes you to the next higher numbered style; Ctrl - takes you to the next lower numbered style.

To create a new paragraph style

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Select **Create**.

4. Type a name for the style, then press **Enter**.

5. Type the number of the style *after which* you want to insert the new style, then press **Enter**.

   The composer enters the style number and name, then shows the Paragraph Specification menu.

   - Text Style
   - White Space
   - Automatic Text
   - Numbering
   - Format

6. Select the specification you want to change.

7. When you are done with all the specifications, press **Enter** to return to the Paragraph Styles menu.

Hints:

- If you want to see more paragraph styles before you assign a number to this new style, press **Esc** to return to the Paragraph Styles menu, then press **PgDn**.

- You may find it easier to create a new paragraph style by copying an existing style and changing the specifications in the copy.

To revise a paragraph style

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Select **Paragraph Styles** from the Define Stylesheet menu.

3. Select **Revise**.

4. Select the style you want to change.

5. You can change any of the specifications.

To copy a paragraph style

If you want to create a paragraph style which is similar to an *existing* paragraph style, first copy the paragraph style. Then use the Revise option to change the specifications in the copy.

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Select **Copy** from the Paragraph Style menu.

4. Select or type the name of the style you want to copy.

5. Type a name for the new paragraph style, then press **Enter**.

6. Type the number of the style *after which* you want to insert the copy, then press **Enter**.

To erase a paragraph style

You can erase a paragraph style you no longer need.

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Select **Erase** from the Paragraph Styles menu.

4. Select or type the name of the style you want to erase and press **Enter**.

To move a paragraph style

Use the Move command to change the order of the paragraph styles in the stylesheet.

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Select **Move** from the Paragraph Styles menu.

4. Select or type the name of the style you want to move.

5. Type the number of the style *after which* you want to insert the style you are moving, then press **Enter**.

Pictures

A *picture* can be a photograph or line art.

Before you can insert a picture into a stylesheet, there must be a *picture block* on the page to hold it.

If a picture block is within one inch of the left or right margin, any text formerly in that block will move to its next natural position.

To create a picture block

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Page Layout** at the Define Stylesheet menu.

3. Select a Page Layout (All, First, Odd or Even).

4. Choose **Customize Layout**.

5. Press **Create (F11 or Alt + 1)**.

6. Choose **Picture Block**.

7. Use the selection tool to specify the size and location of the block and press **Enter**.

8. Specify whether or not to include a caption.

9. Specify whether or not to place a picture in the block.

To scan a picture into a stylesheet

1. Press **Switch to Layout (F5)**, if necessary.

2. Move the layout cursor into the picture block.

3. Press **Create (F11 or Alt + 1)**.

4. Select **By Scanning**.

   The Scan menu will be displayed.

Shades are the patterns and degrees of black and white with which you can shade areas of your printed document. Use *Shades* to change the foreground and background of blocks on your page.

To specify shades

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. At the Define Stylesheet menu choose **Page Layout**.

3. Select a Page Layout (All, First, Odd or Even).

4. Choose **Customize Layout**.

5. Press **Block (F4)**.

6. Choose **Shade Block**.

The following screen is displayed:

Shades

When shading picture blocks, only the background can be shaded. For other blocks, both foreground and background can be shaded.

You can specify:

- Black

- White

- Seven shades, expressed in percentages

- Six patterns

The composer does not automatically display shades. To see shaded areas:

- Press **Zoom (F8)**

- Select **Print** under Colors.

The composer displays shades in the following way:

- 2% and 6% gray tones are displayed in yellow

- 15% and 30% gray tones and the horizontal and vertical line textures are displayed in light gray

- The remaining gray tones (50%, 70%, and 90%) and line textures are displayed in dark gray.

When you print the document, the shaded areas are printed as the gray tones and line textures you have selected.

Note: To restore the default display colors, press **Zoom (F8)** and select **Display Colors**.

Spell

Use Spell (F10) to look up a synonym or check the spelling of text in a stylesheet. Spelling errors can be corrected with the help of suggestions from the composer.

To check spelling in the current stylesheet

1. Place the text cursor anywhere in the stylesheet.

2. Press **Spell (F10)**.

3. Select an option:

   - **Word**

     Spell check current word.

   - **Current Page**

     Spell check *all* blocks on the current page, no matter where the cursor is located. If a block has an overflow of text (indicated by the + sign), only the text actually displayed is spell checked.

   - **Rest of Story**

     Spell check from current word to end of current story.

   - **Synonyms**

     Choose this option if you would like to find a synonym (a word with a similar meaning). You will be able to look for all relevant synonyms, or for nouns or verbs only. You can then choose from a list of suggested alternatives.

   When the composer finds a word it does not recognize, it displays a correction panel. The composer may suggest corrections.

   Occasionally the composer does not recognize the word because it is not in its dictionary, even though the word is spelled correctly. You can add any unrecognized word to a personal dictionary.

When a word is not recognized, you have these options:

- Highlight a suggested alternative and press **space bar**.

- Type a correction and press **Enter**.

- Select **Add To Dictionary (F3)** to *add* the word to your personal dictionary.

- Select **Ignore (F4)** to *ignore* the word and continue. The ignored word will continue to be ignored throughout the session.

  Select this option if the word is spelled correctly, but you do *not* want to add it to your personal dictionary.

Use *Tabbed Paragraph* formats when you want to organize information into tables or divide information on a line of text.

There are 3 tabbed paragraph formats: Quadded, Repeat, and Specific.
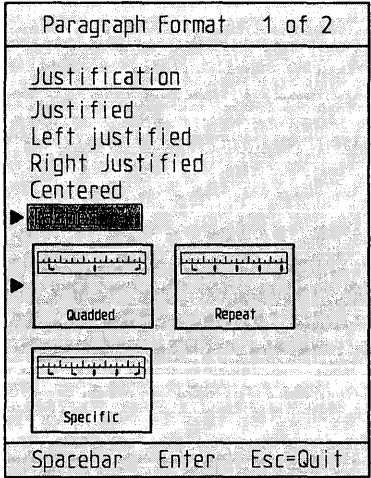
• Quadded

This format specifies a left-justified tab at the left of the paragraph, a centered tab at the center of the paragraph, and a right-justified tab at the right of the paragraph.

Specify:

— Left Indent

— Right Indent

— Paragraph Spacing (Amount of white space between paragraphs)

- Repeat

  This format specifies tabs with *equal* spacing between them. You can specify that the text you enter at each tab will be left-justified at the tab, right-justified, center-justified, or aligned at a decimal point you enter.

  Specify:

  - Left Indent (the distance between the left edge of a column and text)

  - Repeat Tab Type

      Left (Repeating tab is a left tab.)

      Decimal (Repeating tab is a decimal tab.)

      Right (Repeating tab is a right tab.)

      Center (Repeating tab is a center tab.)

  - First Repeat Tab (Location for the first repeating tab.)

  - Space Between Tabs (Distance between each repeating tab.)

  - Paragraph Spacing (Amount of white space between paragraphs.)

- Specific

  Specify the location of each tab. You can also specify each tab as left-justified, right-justified, centered, or decimal. You can set up to *eight* tabs.

  You will also be asked for this information:

  - Left Indent (Indent from the left text column margin.)

  - Paragraph Spacing (Amount of white space inserted at the top of the paragraph for spacing.)

To specify Tabbed Paragraph Format:

- Select **Edit Stylesheet,** then select Create or Revise to display the Define Stylesheet menu.

- Select **Paragraph Styles** at the Define Stylesheet menu.

- Select **Create** or **Revise**.

- Select or name the paragraph style.

- Select **Format**.

- Select **Tabbed** justification.

When you have chosen Tabbed, another panel is displayed so that you can specify the tabs. The particular specifications depend on which form of tabbing, Quadded, Repeat or Specific (see above), you have selected.

1. Highlight the appropriate box, then type a number and press **space bar**.

   The illustration changes to reflect each indent you enter. The indents and tabs are shown in proportion to the width of the illustration.

2. If you want lines drawn above and/or below the paragraph, select the appropriate option under Line Drawing, then select a line width.

3. Press **Enter**.

Hints:

- Entering text before pressing Tab

  If the style for a paragraph specifies a tabbed paragraph format, you can enter text into the document before pressing the Tab key. You might do this, for example, in tables which contain a word or phrase in the first column, and numbers in equally-spaced columns after the first.

  When setting up a paragraph format for a table like this, be sure to specify a left indent which is large enough for the text you may want to enter in the first column.

- Both tabbed paragraph and automatic text

  If a paragraph style specifies both a tabbed paragraph format and automatic text, the automatic text will appear at the left indent.

Text Style refers to the typeface, point size and effects used in a paragraph.

To specify the text style in a paragraph

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Choose **Create** or **Revise**.

4. Specify a Style Name and, if you are creating a style, the number of the style it follows.

5. At the Paragraph Specification menu, select **Text Style**.

6. Select the typeface.

7. Select the type size.

   The type size is measured in *points*. (A point is a typesetter's unit equal to 1/72 inch height.)

8. The composer automatically selects line spacing. To change the default *line spacing*, highlight the entry box, type the spacing, then press **space bar**.

   Line spacing is the measurement from the baseline of one line to the baseline of the next line. Enter the line spacing in points. When you press the space bar, the composer shows the number of *lines per inch* corresponding to the line spacing you have specified.

   See Line Spacing in The *DW 5/2 Composer Extension Style Guide*.

9. Select the effects.

10. Press **Enter** to return to the Paragraph Specification menu.

11. Choose **White Space**

12. Select the *optimal word spacing* which varies from Very Tight to Very Loose.

> Word Space Control is set at Very Tight.
>
> Word Space Control is set at Tight.
>
> Word Space Control is set at Normal.
>
> Word Space Control is set at Loose.
>
> Word Space Control is set at Very Loose.

You can select any of five spaces for the Optimal spacing between words, measured in *ems*. (The width of an em equals the width of the letter m in the selected typeface.)

13. Type the minimum and maximum word spacing allowed.

    If you specify a *justified* paragraph format, the composer may need to condense or expand the spacing between words. The Minimum and Maximum specifications are percentages of the optimal spacing. For example, a maximum value of 200% means that if the spacing between words needs to be expanded, each space will be no more than twice the optimal spacing.

14. Select the Tracking.

    This determines the spacing between letters and varies from Very Loose to Very Tight.

15. Select whether you want Auto Kerning.

    Certain pairs of characters, such as *Wa* or *Ve*, look better if the space between the characters is reduced somewhat. This is called *kerning*. Automatically kerned character pairs usually improve the appearance of your headline text. Auto kerning is not necessary for characters of small size.

16. Select the frequency of hyphenation.

    These levels are:

    Cancel all hyphenation

    Text will not be hyphenated

Rare hyphenation

Text will be hyphenated at preferred hyphen points only

Normal hyphenation

Text will be hyphenated at acceptable hyphen points

Frequent hyphenation

Text will be hyphenated at all possible hyphen points

Very frequent hyphenation

Consecutive hyphens will not be avoided.

17. Press **Enter**.

Hint:

• The explanation line describes the results of each option for White Space Control. If you are new to the composer, use the default values for all specifications in this control panel. You can experiment with other options by selecting them and then seeing how the page looks.

See The *DW 5/2 Composer Extension Style Guide* for further information on paragraph style and white space control.

Tracking

Tracking is the spacing between characters. For information, see "White Space Control" on page 129.

Undo

Undo reverses your most recent action in the same mode. While working in a stylesheet, you can undo block operations.

Press **Undo (F9)** to undo or redo the previous block operation and restore the stylesheet to its previous state. See "Undo" on page 79.

White Space Control refers to the spacing between words, letters, lines and paragraphs.

To change the White Space Control settings

1. Select **Edit Stylesheet**, then select Create or Revise to display the Define Stylesheet menu.

2. Choose **Paragraph Styles** at the Define Stylesheet menu.

3. Choose **Create** or **Revise**.

4. Select a Style Name.

5. Choose **White Space** at the Paragraph Specification menu.

Word Space Control

Select the optimal word spacing (the spacing *between* words).

Word Space Control is set at Very Tight.

Word Space Control is set at Tight.

Word Space Control is set at Normal.

Word Space Control is set at Loose.

Word Space Control is set at Very Loose.

You can select any of five sizes of spaces for the Optimal spacing between words, measured in *ems*. (The width of an em equals the width of the letter m in the selected typeface.)

Very Tight

Word spacing is set at 66% of the recommended value.

Tight

Word spacing is set at 83% of the recommended value.

Normal

Word spacing is set at a typographer's recommended value.

Loose

Word spacing is set at 133% of the recommended value.

Very loose.

Word spacing is set at 200% of the recommended value.

Type the minimum and maximum word spacing allowed.

If you specify a justified paragraph format, the composer may need to condense or expand the spacing between words. The Minimum and Maximum specifications are percentages of the optimal spacing. For example, a maximum value of 200% means that if the spacing between words needs to be expanded, each space will be no more than twice the optimal spacing.

Tracking

Tracking is the spacing between characters. To change this, select from:

Very Tight

Interletter spacing is much less than normal; possibly overlapping

Tighter

Interletter spacing is less than normal

Tight

Interletter spacing is slightly less than normal

Normal

Interletter spacing is the usual amount

Loose

Interletter spacing is slightly greater than normal

Looser

Interletter spacing is greater than normal

Very Loose.

Interletter spacing is much greater than normal.

Tracking is set at Very Tight.

Tracking is set at Tighter.

Tracking is set at Tight.

Tracking is set at Normal.

Tracking is set at Loose.

Tracking is set at Looser.

Tracking is set at Very Loose.

Auto Kern

Certain pairs of characters, such as *Wa* or *Ve*, look better if the space between the characters is reduced somewhat. This is called *kerning*. Automatically kerned character pairs usually improve the look of your headline text. Auto kerning is not necessary for characters of small size. Choose **Auto Kern** *On* at the White Space Control panel.

You can also do this manually within a document. See "Kern/Vert Adjust" on page 31.

Hyphenation Control

You can set in the stylesheet the exact level of hyphenation control you want in your document.

These levels are:

Cancel all hyphenation

Text will not be hyphenated

Rare hyphenation

Text will be hyphenated at preferred hyphen points only

Normal hyphenation

Text will be hyphenated at acceptable hyphen points

Frequent hyphenation

Text will be hyphenated at all possible hyphen points

Very frequent hyphenation

Consecutive hyphens will not be avoided.

See The *DW 5/2 Composer Extension Style Guide* for further explanation of white space control.

UTILITIES - A to Z

This section covers all commands and features available after choosing these options at the DW 5/2 Composer:

Utilities

Profile

Utilities are used to manipulate files and directories. Profile is used to customize various features of DW 5/2 Composer Extension to your preferences. See "Profile" on page 152.

While using utilities, you may choose from four file modes, each of which determines the group of files or directories you can manipulate.

To reach Switch File Mode, choose **Utilities** at the DW 5/2 Composer Menu, then press **Switch Mode (F5)**.

Switch File Mode lets you choose any of the four options:

- Current Directory

  Current Directory lets you work with all *files* within a specific directory. The List Box shows all files in the current directory which match the current file mask.

- Directory Management

  Use *Directory Management* to work with the current directory and all its subdirectories. The List Box shows all files under the current directory.

- Multiple Directories

  Multiple Directories lets you work with all *files* within a specific directory and its subdirectories. (The subdirectories are all those directories which are shown beneath a main directory on the Directory Diagram.)

  The List Box displays all files that match the current file mask in the current directory and its subdirectories.

- Picture Librarian

  Use the *Picture Librarian* to work with picture files.

  For more information, see "Picture Librarian" on page 150.

Directories

Directories are "sections" of your hard disk which have been created by OS/2. Each directory generally contains files which are associated in some way. You can easily work with, and move among, all directories and subdirectories.

To work with directories, first choose **Utilities** at the Main Menu.

Selecting a directory

You can select (highlight) a different directory using the Directory Diagram, which you see after choosing **Utilities** at the Main Menu.

To move the highlight left or right

Press **Ctrl + ←** or **Ctrl + →**.

To move the highlight up or down

Press **Ctrl + ↑** or **Ctrl + ↓**

To select any directory

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

   A List Box is displayed which shows the names of all directories on the disk. The title above the List Box shows the *number* of directories on the disk.

2. Type the name of the directory you want, or use ↑ and ↓ to move the highlight to a directory and press **Enter**.

Creating a directory

1. If necessary, press **Switch Mode (F5)** and select **Directory Management**.

2. Highlight the directory under which you want to create a new subdirectory.

3. Press **Create (F11 or Alt + 1)**.

   The title above the List Box changes to show the number of subdirectories under the selected directory.

4. Type a name for the subdirectory.

   You can enter up to eight characters.

5. Press **Enter**.

To undo the create, press **Undo (F9)**.

Note: You cannot undo the creation of a directory on a diskette.

Copying/Moving/Renaming a directory

1. If necessary, press **Switch Mode (F5)** and select **Directory Management**.

2. Highlight the directory you want to copy, move or rename.

3. Press **File Operations (F4)** and choose **Copy** to copy a directory, or **Move** to move or rename a directory.

4. To move or copy a directory, highlight the new *parent* directory.

   A directory's parent directory is the directory to which it is connected above.

                                    OR

   If you want to only *rename* the directory without moving it, do *not* select a new parent directory. Instead, just type the new name.

5. Press **Enter**.

To undo the copy, move, or rename, press **Undo (F9)**.

Notes:

1. When you copy or move a directory, the composer copies or moves the entire sub-tree which begins with that directory; all files in that directory, all subdirectories under that directory, and all files in those directories.

2. You cannot undo a copy, move, or rename of a directory on a diskette.

Erasing a directory

1. If necessary, press **Switch Mode (F5)** and select **Directory Management**.

2. Press **File Operations (F4)** and choose **Erase**.

                    OR

   Press **Del**.

3. Highlight the directory you want to delete.

4. Press **Enter**.

To restore the deleted directory and all files in it, press **Undo (F9)**.

Notes:

• When you delete a directory, the composer deletes the entire sub-tree which begins with that directory; all files in that directory, all subdirectories under that directory, and all files in those directories.

• You cannot restore a directory which you deleted from a diskette.

```
C:\
  F1=    F2=    F3=    F4=    F5=   ▓▓▓▓▓   F7=    F8=    F9=
  Help                                            View
                                                  File
┌──────────────────────────────────────────────────┬─────────────────┐
│           1,005,568 bytes available               │ DOCUMENT  3 FILES│
│  ┌──────┐      ┌──────┐    ___                     ├─────────────────┤
│  │A:  ● │──────│B:  ● │───│ C:│                    │ SAMPLEX.PUB     │
│  │   ┴  │      │   ┴  │    ‾‾‾                      │ FILE1.PUB       │
│  └──────┘      └──────┘                            │ TEXT.RFT        │
│                                                    │                 │
│ ┌───────┐  ┌───────┐  ┌────────┐  ┌──────┐ ┌───────┐                │
│ │DRIVERS│  │ DWS-2 │  │ LAYOUT │  │ OS2  │ │ SPOOL │                │
│ └───────┘  └───────┘  └────────┘  └──────┘ └───────┘                │
│                                                                     │
│         ┌─────────┐ ┌──────────┐ ┌───────┐ ┌────────┐              │
│         │DATABASE │ │▓DOCUMENTS│ │ FONTS │ │ MACROS │              │
│         └─────────┘ └──────────┘ └───────┘ └────────┘              │
│                                                                     │
│                    ┌─────────┐                                      │
│                    │ GS DOCS │                                      │
│                    └─────────┘                                      │
└─────────────────────────────────────────────────────────────────────┘
```
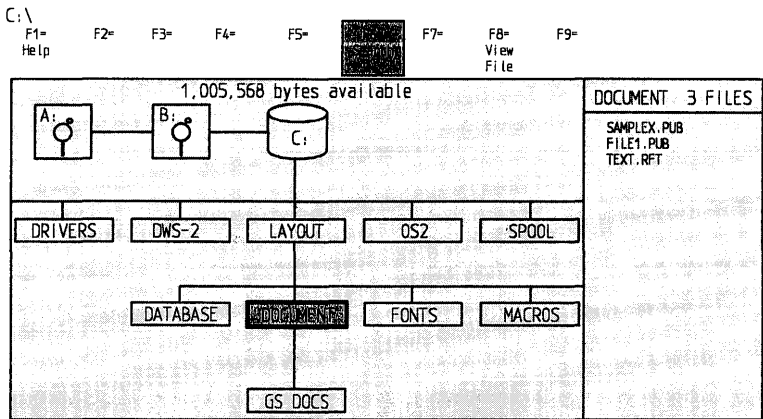
Directory Diagram

The *Directory Diagram* is a graphic representation of the directory
system of your computer. The current directory is highlighted.

- Use **Ctrl + ↑, ↓, →, or ←** to move through the directories.

- After pressing a command key, use unshifted ↑ or ↓ to select the
  specific file or directory in the List Box, then press **Enter** to make
  the selection.

  Functions such as Copy, Move, and Delete can be accessed while
  you are in the directory system.

List Box

When the Directory Diagram is displayed on your screen, you will see the *List Box* to its right. The List Box displays all files in the current directory that match the current File Mask.
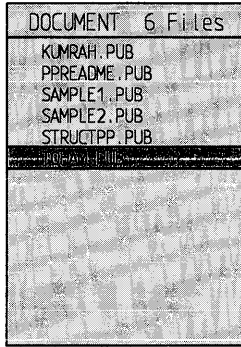
List Box

A *file* is a specific area of storage on your computer system. Each document or picture you create will be in a separate file.

File Status Line

When you are working with files, the Status Line shows the *path* to the selected file, its *size*, and the *date* and *time* it was created or last modified.

Specifying Files

Before you work with a file, you must highlight its filename in the List Box.

1. Select the command first.

2. Use ↑ and ↓ to move the highlight to the filename.

3. Press **Enter**.

Tagging Files

To work with multiple files, you first *tag* their filenames in the List Box. With a file highlighted, press the space bar to tag it. The Tag command (space bar) acts as a switch. Press it once to tag a file. Press it again to remove the tag. A tagged file is marked by an arrowhead. You can tag as many files as you want. You can *tag all* files by pressing **Ctrl + space bar**.

1. Highlight the filename in the List Box.

2. Press the Tag command (**space bar**).

To tag or untag *all* files in the List Box.

Press the Tag All command (**Ctrl + space bar**).

Copying Files

You can copy either the file which is highlighted, or all files which are tagged.

To copy a single file

1. Press **File Operations (F4)** and choose **Copy**.

2. Highlight the directory that contains the file.

3. Highlight or type the filename and press **Enter**.

4. Highlight the directory where you want to store the copied file.

5. If you want to store the copy under a *new* filename, type the name.

6. Press **Enter**.

To undo the copy, press **Undo (F9)**.

Notes:

• If you are copying a document, stylesheet or picture file and storing it under a new filename, be sure to type the extension .PUB, .STY, or .PIC after the new filename.

• If you enter a new filename for the copied file, you can use the ? and * wildcard characters (See "File Mask" on page 145.)

• You cannot undo a copy of files stored on a diskette.

To copy multiple files

1. Highlight the directory which contains the files.

2. Use the space bar to tag the files you want to copy.

3. Press **File Operations (F4)** and choose **Tagged File Operations**.

4. Choose **Copy All Tagged Files**.

5. Highlight the directory where you want to store the copied files.

6. If you want to store the copies under new filenames, specify the new filenames with the ? and * wildcard characters. (See "File Mask" on page 145.)

7. Press **Enter**.

To undo the copy, press **Undo (F9)**.

Notes:

- If you are copying document, stylesheet or picture files and storing them under new filenames, be sure to type the extension .PUB, .STY or .PIC after the new filename.

- You cannot undo a copy of files stored on a diskette.

Moving/Renaming Files

You can move or rename either the file which is highlighted, or *all* files which are tagged.

If you want to only *rename* the highlighted file or tagged files (but not move them to a different directory), begin by choosing Move, but do not select a different directory to move to.

To move or rename a single file

1. Press **File Operations (F4)** and choose **Move**.

2. Highlight the directory which contains the file.

3. Highlight the filename and press **Enter**.

4. Highlight the directory where you want to store the moved file.

   If you want to only *rename* the file, do not highlight a new directory.

5. If you want to rename the file, type in the new name.

6. Press **Enter**.

To undo the move or rename, press **Undo (F9)**.

Notes:

- If you are moving a document, stylesheet or picture file and storing it under a new filename, be sure to type the extension .PUB, .STY or .PIC after the new filename.

- If you enter a new filename for the file, you can use the ? and * wildcard characters (See "File Mask" on page 145.)

- You cannot undo a move or rename of files stored on a diskette.

To move or rename multiple files.

To work with multiple files, you must be in Current Directory mode.

1. Press **Switch Mode (F5)** and choose Current Directory.

2. Highlight the directory which contains the files.

3. Tag the files you want to move.

4. Press **File Operations (F4)** and choose **Tagged File Operations**.

5. Choose **Move All Tagged Files**.

6. Highlight the directory where you want to store the moved files.

   If you want to only *rename* the files, do not highlight a new directory.

7. If you want to rename the files, specify the new filenames with the ? and * wildcard characters.

   For example, you could tag files named MONDAY.PUB, TUESDAY.PUB, and WEDNESDAY.PUB. When asked to rename them, enter *.SAV. Now you have files named MONDAY.SAV, TUESDAY.SAV AND WEDNESDAY.SAV. (See "File Mask" on page 145.)

8. Press **Enter**.

To undo the move or rename, press **Undo (F9)**.

Notes:

- If you are moving document, stylesheet or picture files and storing them under new filenames, be sure to type .PUB, .STY or .PIC after the new filename.

- You cannot undo a move or rename of files stored on a diskette.

Erasing Files

You can erase either the file which is highlighted, or *all* files which are tagged.

To erase a single file

1. Press **File Operations (F4)** and choose **Erase**.

2. Highlight the directory which contains the file.

3. Highlight the filename.

4. Press **Enter**.

To restore the erased file, press **Undo (F9)**.

Note: You cannot restore a file erased from a diskette.

To erase multiple files

1. Highlight the directory which contains the files.

2. Tag the files you want to erase.

3. Press **File Operations (F4)** and choose **Tagged File Operations**.

4. Choose **Erase All Tagged Files**.

5. The composer asks if you want to confirm each erasure. If you select

   1. Ask Before Erasing Each File

   The composer presents each filename to you and you must press **Enter** to erase it or **Esc** to cancel the erasure. You also have the ability to cancel the Erase operation by pressing **Ctrl + Break**. No files are erased.

   If you select

   2. Erase All Tagged Files

   The erasures continue uninterrupted.

To restore erased files, press **Undo (F9)**.

Note: You cannot restore files deleted from a diskette.

Printing Files

While using Utilities, you can print the contents of a document file or any supported text file.

1. Press **Print (Ctrl + F12** or **Alt + 4**.

2. Type the filename or press **List (F3)** and highlight the directory which contains the file.

3. Highlight or type the filename.

4. Select the print options.

5. Press **Enter** to begin printing.

Displaying Files

You can use the View File command to display the contents (text only) of a DW 5/2 Composer Extension document or any supported text file.

Note: You can not view a file from Directory Management.

1. Press **View File (F8)**.

2. Type or select the filename.

3. You see a full screen of text from the file. To see another screen of text, press **PgDn** or **PgUp**.

4. To return to the Directory Diagram, press **Enter** or **Esc**.

The List Box normally shows all filenames in the selected directory. You can narrow the range of filenames which appear in the List Box by specifying a *file mask*.

To specify a file mask

1. Press **List (F3)**.

2. Type a file mask consisting of the characters you want the listed files to contain.

   For example, type the mask *.*pub* to list all files with the *.pub* extension. The * and ? "wildcard" characters represent character positions where *any* character will do.

   Type a question mark (?) where any character can appear in a single character position. The file mask can contain one or more question marks to the left or right of the dot (.) in the filename.

   Type an asterisk (*) where any character or combination of characters can appear. The file mask can contain *one* asterisk to the left or right of the dot in the filename. On either side of the dot, you can include one or more specific characters before an asterisk.

3. Press **Enter**.

Note: You cannot successfully use a file mask which has one or more characters *after* an asterisk. Instead, type several question marks followed by the specific characters you are searching for.

Examples:

If you specify:

report?.pub

Only filenames are listed which begin with the characters *report*, continue with any single character, and have the extension *pub*.

exp???87.pub

Only filenames are listed which begin with the characters *exp*, continue with any three characters and then with the characters *87*, and have the extension *pub*.

???jun87.pub

Only filenames are listed which begin with any three characters, continue with the characters *jun87*, and have the extension *pub*.

*.pub

Only filenames are listed which have the extension *pub*.

chap*.pub

Only filenames are listed which begin with the characters *chap* and have the extension *pub*

.A

Only filenames are listed which have an extension beginning with *A*.

memo??dp.*

Only filenames are listed which begin with the characters *memo*, continue with any two characters followed by the characters *dp*, and have any extension.

To list all of the directory's files again, press **List (F3)** again and enter **.** as the file mask.

File Types refers to the following seven basic types of files used by DW 5/2 Composer Extension. Each type has its own three-character extension. The appropriate extension is added when you create a document, stylesheet, picture or keystroke program file. The portion of a filename which you enter can be any combination of up to eight letters (A thru Z), digits (0 thru 9), or the following characters:

$ & % ' ( ) - @ ^ { } ~ ! _ #

Document (.PUB) files:

These are the documents you create. You can keep document files in any directory.

Master Stylesheet (.STY) files

These files are stylesheets which contain the specifications that determine the appearance of a document. The composer automatically stores these files in the Styles directory, and looks in that directory when you need to select one. You should not move a stylesheet file to a different directory. If you do, you will not be able to change it or select it for a document.

Picture (.PIC) files

Each of these files contains one picture. You will find it most convenient to keep these files in the Pictures directory, because the composer automatically selects that directory when you need to select a picture file.

However, you can select a different directory when you create, change, or insert a picture, so you can keep these files in any directory. For example, you might create subdirectories under the Pictures directory, and keep different types of pictures in each subdirectory.

Keystroke Program (.KP) files

Each of these files contains a separate keystroke program. The composer automatically stores these files in the KPGM directory, and looks in that directory when you need to select one. You should not move these files to a different directory. If you do, they will not appear in the List Box when you need to select a keystroke program.

Text files

These are text files created with *other* word processors. You can keep text files in any directory. Since some word processors automatically add the extension .PUB to the filename, it is recommended that you do not keep such text files in the same directory as document files. (You can use the Move option to change the extension of a text file from PUB to TXT.)

Backup (.BAK) files

When you save a document after making changes to it, the composer automatically creates a backup file (.BAK) of the previous version of the document.

Backup files let you recover from mistakes. For example, suppose you make changes in the document you are working on which you cannot easily fix or restore. You can open a second document window to see the document's backup file, and copy the old text where necessary into the document.

If you want to work on a backup file and save it as a document, first use the Move option to change its extension from BAK to PUB. You can then edit it as you would any other document.

Temporary files

The composer creates these temporary files while you are working on a document. Temporary files are created in the DW5-2C directory. Their filenames begin with TMP.

The temporary files are normally deleted when you exit the program. However, if a power failure occurs while you are working with the program, temporary files may remain on your disk.

Notes:

- If you get the message DISK FULL when you are saving a document, there is not enough space on your disk to store it. You can make more disk space available by deleting backup files as well as any other files you no longer need.

- You can erase a file while you are working on a document. Use List F3 to display the Directory Diagram, press File Operations (F4), and choose Erase. If you are working at the Main Menu, you can erase all backup files in a directory:

  1. Choose **Utilities** at the Main Menu.

  2. Press **List (F3)** to create a *.BAK file mask, and press **Enter**.

  3. Press **Ctrl + space bar** to tag all filenames.

  4. Press **File Operations (F4)**.

  5. Choose **Tagged File Operations**.

  6. Choose **Erase All Tagged Files**.

  7. Choose **2** so that you will not have to confirm each erasure.

  All tagged files are automatically erased.

Use **Undo (F9)** to restore erased files.

Hints:

- If you want to erase all backup files in *multiple* directories, switch to Multiple Directories mode before tagging the files.

Note: Except in Directory Management Mode, the Status Line shows the *path* to the selected file, its *size*, and the *date* and *time* it was created or last modified.

Help

Help refers to information you see on your screen to assist you while using the composer.

- To get help at any time, press **Help (F1)**. You will see information appropriate to the cursor location and current activity. This is called *contextual help*.

Press **PgDn** to see any additional help screens or **PgUp** to see previous help screens. Press **Esc** to leave Help.

- For additional help *after* pressing F1, press **Index (F3)** to see the *Help Index*. This lists all available help topics. To see a particular topic, highlight that topic and press **Enter**.

- When a menu is displayed on your screen, an explanation line at the bottom of the screen provides additional information on the highlighted item.

Operating System/2 Commands

To learn how to use *Operating System/2* (OS/2) commands, see the OS/2 documentation.

Picture Librarian

The *Picture Librarian* is where you work with picture files. To reach the Picture Librarian, choose **Utilities** at the Main Menu, then press **Switch Mode (F5)** and select **Picture Librarian**.

To change a picture caption

1. Press **File Operations (F4)** and select **Revise a Picture Caption.**

2. Name or select the file whose caption you want to revise.

3. Type the new caption.

4. Press **Enter.**

To add or delete a caption in the Picture Librarian

1. Press **File Operations (F4)**.

2. Press **4 Revise a Picture Caption.**

   Enter a new caption, or press **Del** to delete a caption.

Because a Lotus.Pic file caption is its filename, you cannot revise the caption from the Picture Librarian. With the document displayed, move the cursor into the caption block and revise the text.

To copy a picture file

1. Press **File Operations (F4)**.

2. Choose **Copy a Picture File**.

3. Name or select the file to copy.

4. If desired, choose a new directory.

5. If desired, type a new name.

6. Press **Enter**.

To erase a picture file

1. Press **File Operations (F4)**.

2. Choose **Erase a Picture File**.

3. Type or highlight the filename.

4. Press **Enter**

To move a picture file

1. Press **File Operations (F4)**.

2. Choose **Move a Picture File**.

3. Select the file to move.

4. Choose a new directory.

5. If desired, type a new name.

6. Press **Enter**.

To view a picture file

1. Press **View File (F8)**.

2. Select the picture file you want to view.

3. When you are finished viewing the picture, press **End/Save (F2)** to return to the Picture Librarian.

Use *Profile* to customize various features of DW 5/2 Composer Extension to your preferences.

For information on initial installation of your computer system, including font and printer installation, see the Installation section of The *DW 5/2 Composer Extension Technical Reference.*

Choose **Profile** at the Main Menu to see these options:

1. Printer

2. Sound and Speed

3. List Automation

4. Unit Preferences

5. Date

6. Time

7. Paths for Files

8. Color Palette

Printer Defaults

Use this option to select a printer and its default print mode, draft or quality.

To specify printer defaults:

1. Choose **Profile** at the Main Menu.

   The composer displays the Profile Menu.

2. Choose **Printer Defaults**

3. Select the appropriate printer.

4. Select Draft or Quality mode.

   Draft provides maximum printer speed but lower print quality.

   Quality provides higher print quality but lower printer speed.

5. Press **Enter** to submit the selections.

Sound and Speed Defaults

Use these options to select text entry and menu bar delays, and frequency of sound feedback. To change sound and speed defaults choose **Sound and Speed Defaults** at the Profile menu.

- Sound Feedback.

  Select *Limited Feedback* (sound feedback will occur for errors and boundaries only) **or** *Full Feedback* (sound feedback will occur for most operations).

- Text Insert Delay.

  When you start typing text, text at the right of the cursor is moved down to the next line to make room for the text you type. The page is reformatted a few seconds after you stop typing. You can specify the length of this wait before reformatting. Enter Text Insert Delay, in seconds, for the screen to refresh after text entry. Set Text Insert Delay to two or fewer for no delay.

- Menu Bar Delay

  Type in the delay, in seconds, for the menu bar to update after pressing Type in the delay, in seconds, for the menu bar to update after pressing the Ctrl key.

- Press **Enter** to submit the panel and accept all the changes you have made to the defaults.

List Automation

This determines which screen will appear after you give a file operation command. As a default, the composer can display either the filename screen or the more graphic directory diagram screen.

To specify List Automation

1. Choose **List Automation** at the Profile menu.

2. Select **All Files Visible** if you want the Directory Diagram screen to be displayed as the default whenever the composer requires a filename. The directory diagram graphically shows all directories and includes a list of filenames in the List Box. This option bypasses the screen where you can enter a full path and filename.

<div align="center">OR</div>

Select **Manual List Services** if you want the option of entering a full path and file name without going to the directory diagram.

If you select Manual List Services, you can still see the directory diagram when you want. To see the diagram, when performing a function that requires a file name, Press F3.

Unit Preferences

Use Unit Preferences to specify your choice of measurement units.

Measurement Units

- Inches
- Millimeters
- Picas
- Ciceros

    One pica = 12 points or .166 inch or 4.2mm
    One cicero = .178 inch or 4.5 mm
    One inch = 25.4 mm
    One millimeter = .004 inch

Date Format

Choose this option to specify the default format for dates. Notice the explanation line as you move the cursor through the selections.

To change the date format:

1. Choose **Profile** at the Main Menu.
2. Choose **Date Format**.
3. Specify the date format.
4. Specify the format for month.
5. Specify whether to show leading zeroes in the day or month.
6. Type any text, up to six letters, for the first and second separators.

Time Format

Choose this option to specify the default format for time. Notice the explanation line as you move the cursor through the selections.

To change the time format:

1. Choose **Profile** at the Main Menu.
2. Choose **Time Format**.
3. Specify the time format.
4. Specify the hour format, 12 or 24 hours.
5. Specify whether to show leading zeroes in the day or month.
6. Specify the first separator:

   Type up to two letters to separate hours from minutes and minutes from seconds.

   Type up to two letters to separate the time and the designator for AM or PM in the 12-hour format.
7. Press **Enter** to confirm all selections.

Paths for Files

The composer sets the default path for documents, stylesheets, pictures, keyboard programs, and revisable-form text documents. If you do not enter a path, the default is used.

To change the defaults:

1. Choose **Profile** at the Main Menu.

2. Choose **Paths for Files**

3. Select the path to change.

4. Specify a new path.

5. Press **Enter** to confirm all selections.

Rename

To *rename* files or directories, choose the Move option and enter only a new name.

For more information, see "Files" on page 139.

Revisable-form text (RFT) is a form of document which allows exchange of documents between DW 5/2 Composer Extension and other systems or application programs which support revisable-form text.

You can convert revisable-form text documents generated by another system or application program to DW 5/2 Composer Extension documents and DW 5/2 Composer Extension documents to revisable-form text documents.

See The *DW 5/2 Composer Extension Technical Reference* for complete information on text conversion.

Revisable-form text documents are used in DW 5/2 Composer Extension in four ways:

- You can convert revisable-form text documents to DW 5/2 Composer Extension documents automatically by selecting the revisable-form text document name after choosing **Revise Document** at the Main Menu.

- Use Search (F6) from within a document (in Text Mode) to insert and convert to DW 5/2 Composer a revisable-form text document.

- You can convert a DW 5/2 Composer Extension document to revisable-form text after creating or revising the document by selecting Convert to Revisable Text after pressing End/Save (F2).

However, when you revise a revisable-form text document, DW 5/2 Composer Extension automatically provides the revisable-form text menu items in the End/Save menu, regardless of your Profile setting.

Once a document is converted to revisable-form text, you can use it with:

> IBM Display Write/36 (DW/36)
> IBM DisplayWrite/370 (DW/370)
> IBM DisplayWrite 4/2 (DW4/2)
> IBM DisplayWrite 4 (DW4)
> IBM DisplayWrite 3 (DW3)
> IBM DisplayWrite Assistant (DWA).

You can also use revisable-form text documents originally created by:

> DisplayWrite/36
> DisplayWrite/370
> DisplayWrite 4/2
> DisplayWrite 3
> DisplayWrite Assistant.

Scan

An optical scanner reads a photograph or line art image and converts it to a digitized computer file. Once your scanner is installed for DW 5/2 Composer, you can scan an image into the Picture Library or into a stylesheet or document.

The picture file, like a text file, can be moved, renamed, deleted, or inserted into a document or stylesheet.

To scan directly into a stylesheet or a document, you must first create a picture block, then, with the layout cursor in the picture block, use Create (F11 or Alt + 1) to scan into the block.

To scan into the picture library

1. Select **Utilities** from the main menu

2. Press **Switch Mode (F5)**

3. Select **Picture Librarian**

4. Press **Create (F11 or Alt + 1)**.

   The Scan menu will be displayed.

Using the scan menu

Each of the scanners supported allows a different set of options. Composer displays only the options available with the installed scanner. The options are as follows:

- Size of the scan area

  Select Letter or A4.

- Contrast

  Use contrast to lighten or darken the picture.

- Reduction

  Select between 100% and 50%. 100% refers to the scanner's maximum capability. 50% reduction can save time and storage space.

- Gray Level

  Select bilevel (black and white) or 256 levels (shades of gray). You will see this option only if your scanner is capable of 256-level scanning. Bilevel scanning is faster and the image requires less storage space than a 256-level image.

- Picture Type

  If you choose bilevel scanning, you will be asked to select the picture type. See your scanner manual for more information about picture types.

When all the selections have been made, you can begin scanning:

1. Press **Enter**.

   The time required to scan depends on the size and type of the picture, typically a minute or so.

   Composer displays the scanned image surrounded by the dashed lines of the selection tool so you can crop it. For more information on the selection tool see "Cursor" on page 13.

2. Crop the picture.

   Pressing a cursor key moves the active rectangle sides 0.1 inch. To move them 0.01 inch each time, hold down **Shift** when you press the cursor key. To move one inch each time, hold down **Ctrl** when you press the cursor key.

3. Store the picture

   When the image is as you want it, press **Enter**.

   Composer will ask for a file format, a caption and a filename.

   - File format

     Composer can store the image in either of two file formats, TIFF or PIC. See *The DW 5/2 Technical Reference*.

   - Caption

     You can enter a caption now, later or not at all. The caption you enter here will be stored with the image.

   - Filename

     The picture file will have the extension, .PIC, and be stored in the Pictures subdirectory unless you specify another directory or have changed the default path for picture files.

Related Topics:

Hint:

If you know the size of the picture block where you will insert the picture, here is a shortcut for cropping the picture:

1. Use the cursor keys to make the rectangle the size of the picture block.

2. Press the **space bar** until the entire rectangle is selected (all sides are dashed).

3. Crop the picture using the cursor keys to move the rectangle.

Tagged file operations allows you to copy, move, or erase multiple files as a group.

Tagging and removing tags

1. Move the highlight bar to a file name in the list box.

2. Press the Tag command **space bar**.

   Notice the arrowhead that marks the file as tagged.

3. Press the **space bar** again to remove the tag.

4. To tag all files, press the Tag All command **(Ctrl + space bar)**.

   To remove all tags, press **Ctrl + space bar** again.

   Once the files are tagged, press **File Operations (F4)** and choose **Tagged File Operations..** You can now choose to move, copy, rename, or erase the tagged files. See "Files" on page 139.

Utilities are all the tools available to work with (create, revise, copy, move, rename or erase) files and directories. These tools are available after you choose *Utilities* at the Main Menu.

For more information, see the separate listings in this section.

Glossary of Terms and Abbreviations

Glossary terms are defined as they are used in this book. If you cannot find the term you are looking for, refer to the index or to the *IBM Dictionary of Computing*, SC20-1699.

This glossary includes terms and definitions from the *IBM Dictionary of Computing*, SC20-1699.

A

align. To end a line of text even with the right margin, begin a line of text even with the left margin, or to center text between margins.

All Points Addressable (APA) mode. (1) In computer graphics, pertaining to the ability to address and display or not display each picture element (pel) on a display surface. (2) A mode of DW 5/2 Composer processing that displays all EBCDIC characters and symbols in the characters and symbols sets, depending upon your display and adapter capabilities. Contrast with *character mode*.

American National Standard Code for Information Interchange (ASCII). A standard code used for information interchange among data processing systems, data communication systems, and associated equipment. ASCII uses a set of 7-bit coded characters. The ASCII set contains control characters and graphic characters.

APA. All Points Addressable.

ASCII. American National Standard Code for Information Interchange.

Aspect Ratio. The ratio of width to height of a picture. When inserting a picture into a picture block, you can preserve the aspect ratio or you can simply fit the picture into the block.

automatic text. Text defined in a paragraph style that will always be included when that paragraph style is used.

B

backup copy. Pertaining to the copy of a document that is automatically made by DW 5/2 Composer before you revise a document. No revisions are made on the backup copy, so that you can restore your document to its previous version without revisions. Contrast with *original copy*.

batch file. A set of system instructions stored in a file. OS2INIT.CMD is a batch file.

binding offset. The space between the margin and the edge of the paper to provide room for page binding.

body type. Type, from 6 point to 14 point, generally used for regular reading matter, or text. Contrast with *display type*.

C

caption. Text associated with a picture and stored with the picture.

caption style. The specifications that determine the look of all captions in a document. Includes the paragraph style, borders and colors.

carrier return. (1) An indication to continue printing at the left margin of the next line. (2) Pertaining to DW 5/2 Composer codes that adjust line endings between the margin settings as you create or revise text. Contrast with *required carrier return*.

character mode. A mode of DW 5/2 Composer processing that allows you to display and print some characters and symbols from the PC ASCII Character Set. Contrast with *All Points Addressable mode*.

character string. A sequence of characters.

cicero. A measurement of type equal to .178 inch.

code page. A description of which characters will be produced for any given printer character control. Code page 256 and 259 (EBCDIC); and 437 and 850 (ASCII) are commonly used code pages.

code point. A character position within a code page.

compress. To reduce unused space occupied by a document on a storage device.

contextual help. An assistance function that uses the position of the text cursor to determine which topic the help facility will display. Help can be prompted at any time in DW 5/2 Composer by pressing the F1 key.

D

default. A value DW 5/2 Composer automatically supplies unless you specify another value.

directory. A partition of a storage device (fixed disk or diskette) with an index to help find and organize files.

directory diagram. The graphic display of your entire storage system, including floppy disk drives and fixed disk drives and their directories and subdirectories.

display type. Type that is used to attract attention, usually 18 point or larger. Contrast with *body type*.

document stylesheet. A collection of specifications that determines the look of a specific document. Contrast with *master stylesheet*.

dropped initial. A character that is larger than the surrounding characters.

E

EBCDIC. Extended Binary Coded Decimal Interchange Code.

edit. To add, change, or re-arrange data or text.

em. The width of the letter *m* in a selected typeface.

Entry area. The space on the screen where you can enter your choices, such as a file name, or a value for offset, etc. Contrast with *list box*.

explanation line. A line of text at the bottom of the screen that gives information about the highlighted item.

Extended Binary Coded Decimal Interchange Code (EBCDIC). A set of 8-bit coded characters. The standard code used for DW 5/2 Composer documents.

extension. A three-character addition to document or file names. A period (.) separates the document name and the extension; for example DOCNAME.EXT. Only three extensions are used in DW 5/2 Composer: .PUB, .STY, and .MAC. They identify a document, a stylesheet and a macro.

F

file mask. A filter that allows only the files containing specified characters to be displayed. Normally the list box shows all filenames in the selected directory. You can narrow the range of filenames that appear in the list box by specifying a file mask.

find. To look for a specific character, code, number, word, or phrase in a document.

font. A rendering of a typeface in a particular size. Contrast with typeface.

footer. Text (such as page numbers or a date) that can be printed at the bottom of a page of a document.

format. To arrange text and graphics elements on a page or to set the overall characteristics of an entire document.

function key. A key which invokes a pre-defined DW 5/2 Composer function or menu.

G

get. To retrieve a file and insert it into the document being created or revised.

gutter. A block that separates two text blocks. Gutters are created automatically when you specify more than one column or row in a layout. A gutter can also be deliberately created, moved or removed to change the arrangement of text blocks.

H

hairline. Fine line or rule; the finest line that can be reproduced in printing.

header. Text (such as page numbers or a date) that can be printed at the top of odd, even, or all pages of a document.

hyphenate. To insert a syllable hyphen code and a carrier return code to split any word that, during formatting, would cross the right margin.

I

italic. Letterform that slants to the right and resembles cursive or script writing: *looks like this.* Contrast with oblique.

J

justification. The vertical alignment of left or right margins.

justify. To control the printing positions of characters on a page so that both the left-hand and right-hand margins of the printing are regular. To print a document with even right margins, even left margins, or both. See left-justify, right-justify.

K

kerning. Compressing the space between certain pairs of characters, such as Wa or Ve, to improve the look of your text.

keystroke program. A sequence of keystrokes that has been saved in memory. See also *macros.*

L

landscape printing. Printing across the longer dimension of a page by specifying a page width greater than the page length. Contrast with *portrait printing.*

layout cursor. The arrow shaped cursor displayed to show your place when you are in layout mode.

layout mode. The mode used in DW 5/2 Composer to work with a document's format such as creating or changing blocks, gutters, stories and other layout components. Characterized by an arrow-shaped cursor. Contrast with *text mode.*

leading. White space between lines of type.

left justify. To control the printing position of characters on a page so that the left-hand margin of the printing is regular.

liftout. A block that contains text that cannot flow from or to another block.

list box. The area of a DW 5/2 Composer screen where a list of available choices is displayed, for example a list of files in the current directory available to be revised or viewed.

M

macro. A recording of a sequence of keystrokes. See *keystroke program.*

mask. See *file mask.*

master stylesheet. A collection of specifications that determines the look of a document. When you create a new document, you select a master stylesheet that's appropriate for the type of document you're creating. DW 5/2 Composer makes a copy of the master stylesheet you select and stores it with the document. The copy then becomes the document stylesheet. Contrast with *document stylesheet.*

menu. A list of tasks or options available to the user.

menu bar. A horizontal display of menu or function choices displayed near the top of the screen.

menu cursor. A light bar across a menu item. Initially, it is usually positioned on the first menu item.

message. A statement displayed on the screen to indicate that tasks are being processed, are completed, or that an error has occurred.

O

oblique. Letterform that slants to the right but does not change its face. Contrast with italic.

online. (1) Pertaining to a user's ability to interact with a computer. (2) A printer's readiness state. If online, a printer is ready to accept data from a computer.

Operating System/2 (OS/2). An IBM operating system that allows you to run multiple tasks simultaneously on your computer.

original copy. Pertaining to the copy of a document that gets changed when you revise a document. Contrast with *backup copy*.

OS/2. Operating System/2

P

page layout. (1) The way DW 5/2 Composer arranges text on a page. (2) See also *format*.

paragraph format. The arrangement of text in a paragraph style.

paragraph mark. A typographic symbol, ¶, used to mark the end of a paragraph.

paragraph style. A collection of specifications that determine the look of a particular category of paragraph. Specifications include the typeface and type size, as well as optional effects such as underlining, numbering, or automatic text.

picture block. A layout block created in a stylesheet to hold a picture. Contrast with *text block*.

pica. A measurement of type equal to .166 inch.

pitch. A unit of width of type, based on the number of characters that can be placed in a linear inch; for example, 10-pitch type has ten characters per inch.

point. A point is a typesetter's measurement equal to 1/72 inch. Type size is measured in points.

port. A hardware access point for data entry or exit used by an attached device such as a printer.

portrait printing. Printing across the shorter dimension of a page by specifying a page length greater than the page width. Contrast with *landscape printing*.

profile. A set of specifications that describes the user environment and preferences.

R

rename. To change the names of existing DW 5/2 Composer documents and OS/2. files.

render. To translate a typeface outline into a font. To generate.

required carrier return. Pertaining to the DW 5/2 Composer code inserted into text by pressing Enter. Used to end a paragraph. Contrast with *carrier return*

reverse type. Type that drops out of the background and assumes the color of the paper, for example, white on black.

revisable-form text (RFT) document. A form that documents are converted into before interchange can occur with other programs that support revisable form text.

revise. To change the content or format of an existing DW 5/2 Composer document.

right-justify. To control the positions of characters on a page so that the right- hand margin of the printing is regular.

roman type. Type that is upright.

root directory. The first and highest level directory created on a disk or diskette. You can create other directories (subdirectories) in this directory.

S

save. To store a document (along with any changes made to it) on media, such as a fixed disk or a diskette.

scaling. The process of calculating the percentage of enlargement or reduction of the size of original artwork to be enlarged or reduced for reproduction.

select line. The area at the bottom of a menu where the commonly used keys and their functions are displayed.

selection tool. Rectangle displayed when you are specifying the size and location of a block. Dashed sides of the rectangle are being selected.

spell. To search DW 5/2 Composer dictionaries to verify the spelling of a single word, a sentence, a paragraph, or the entire current document. Up to 2 dictionaries can be active at the same time for spelling searches.

status line. The first line displayed on the screen in DW 5/2 Composer. The status line provides dynamic system information.

stylesheet. (1) A collection of specifications that determines the appearance of a document or group of documents. (2) See *master stylesheet*. (3) See *document stylesheet*.

subdirectory. (1) A directory within a directory. You can create multiple levels of subdirectories. (2) See *root directory*.

subscript. Characters printed a half line below the base typing line.

superscript. Characters printed a half line above the base typing line.

supplement. A dictionary where you store frequently used words that are not in the DW 5/2 Composer dictionary. Can be used in addition to the DW 5/2 Composer dictionary.

Symbols. Special characters not on the keyboard but available through DW 5/2 Composer.

synonym. A word whose meaning is the same or similar to that of another word in the same language.

T

tagged files. Files that you have marked to be included in a group. You can then copy, move or delete the files as a group.

text block. A predefined space on a page that holds text. Contrast with *picture block*.

text cursor. The square symbol displayed on the screen that marks your place in text mode. Contrast with *layout cursor*.

text mode. The mode used in DW 5/2 Composer when you are working with text, such as entering, editing, or finding text or checking its spelling. Characterized by the square text cursor. Contrast with *layout mode*.

thumbnails. Small, rough sketches.

tracking. Setting the spacing between letters. Set in stylesheets.

type family. Range of typeface designs that are all variations of one basic style of alphabet. The usual components of a type family are roman, italic, and bold.

typeface. An outline of type in a particular style. Fonts can be rendered from the typeface outline.

U

Utilities. A group of programs used to manipulate files and directories.

V

view. To look at a DW 5/2 Composer document without having the ability to change the document. Contrast with *revise*.

W

white space. The space between and around words and pictures. An element of overall page design. See wordspace and tracking.

wordspace. Space between words. Set in stylesheets.

Z

zoom. The ability to change the size of the image on the screen. Expressed as a percentage of actual printed size.

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