GlobalView

XSoft
A DIVISION OF XEROX

Write and Draw User Guide

XEROX

GLOBALVIEW

Write and Draw User Guide

Xerox GLOBALVIEW Applications
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Xerox Corporation
Product Education and Documentation
3400 Hillview Avenue
P.O. Box 10034
Palo Alto, California 94303-0816

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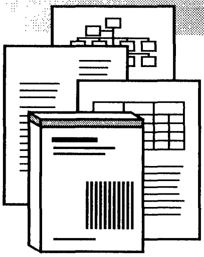

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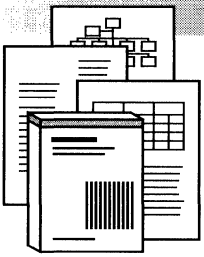


Before you begin

This user guide shows you how to create documents and enter graphics in them.

Before you consult this user guide, you should complete the *GlobalView Quick Tour* and be familiar with the information in the *GlobalView Workspace User Guide*.

Software required—Run the following software applications to perform the tasks in this user guide:

- GV Write
- GV Draw

Additional required software applications are listed in the chapters that describe them.

All applications documented in this user guide might not be available on your system. Contact your local sales organization for more information.

Screen illustrations—Screens in this user guide show GlobalView running in the OPEN LOOK X Window manager. When you run GlobalView in another window manager, your screens will look slightly different from those shown in this user guide.

References to the keyboard—Key names that appear in this user guide are the names on the keyboard templates supplied with the software.

References to the mouse—GlobalView assigns different default values to mouse buttons depending on whether you have a two- or three-button mouse.

The following table shows GLOBALVIEW default mouse button settings for a two-button mouse.

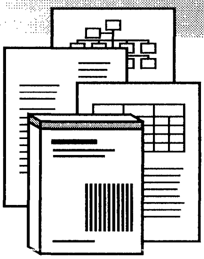
Mouse button	GLOBALVIEW default
Left	Select
Right	Adjust
Chord (both buttons)	Menu

The following table shows GLOBALVIEW default mouse button settings for a three-button mouse.

Mouse button	GLOBALVIEW default
Left	Select
Middle	Adjust
Right	Menu

You can reprogram your mouse buttons. The chapter, "Customizing your workspace with the User Profile" in the *GLOBALVIEW Workspace User Guide* explains how to do so.

Xerox software is designed for multinational use, so your system's default settings might differ slightly from those shown in this publication. The software works the same way, however, despite such differences.



1.

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The document is the fundamental object in GV Write. It is a formatted text file in which you can include graphics, charts, frames, and tables. This chapter describes how to create a new document, enter and edit text, and paginate your document to divide it into pages of the proper length. The following illustration shows some of the features that you use when creating and editing documents.

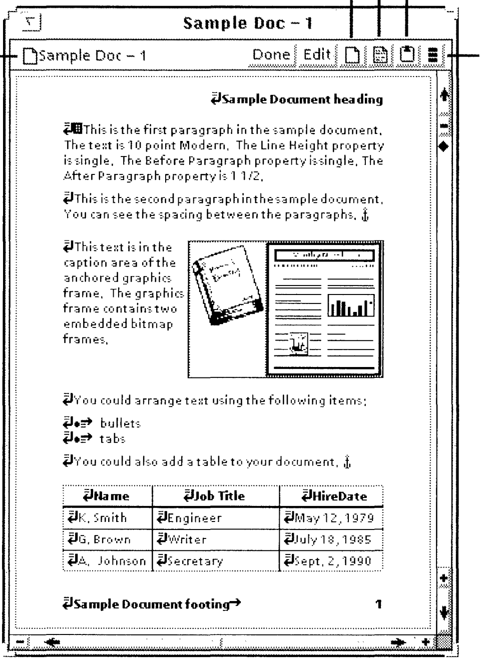
The Content menu contains commands for using many of the special features associated with the document such as tables, fields, and indexing.

The Document menu contains commands for working within the document, such as pagination commands.

The Clipboard menu contains commands for using the clipboard. For more information see the *GLOBALVIEW Workspace User Guide*.

The name of the document that you enter in the document property sheet appears in the window header.

The Floating Items menu displays commands that do not fit in the window header.



Sample Document heading

This is the first paragraph in the sample document. The text is 10 point Modern. The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

This is the second paragraph in the sample document. You can see the spacing between the paragraphs.

This text is in the caption area of the anchored graphics frame. The graphics frame contains two embedded bitmap frames.

You could arrange text using the following items:

- bullets
- tabs

You could also add a table to your document.

Name	Job Title	HireDate
K. Smith	Engineer	May 12, 1979
G. Brown	Writer	July 18, 1985
A. Johnson	Secretary	Sept. 2, 1990

Sample Document footing 1

For pointers to information on creating specific parts of a document, see the section "General procedure for creating a document."

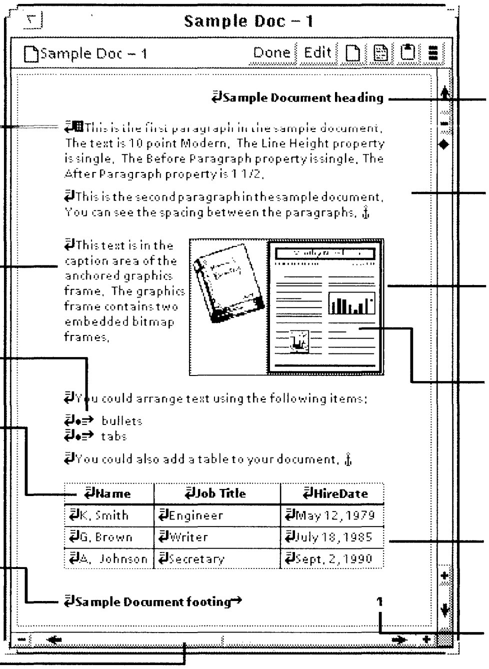
General procedure for creating a document

This procedure describes the general steps for creating a document. Detailed procedures for creating a document are described in the following sections of this chapter.

To create a document:

1. Copy a Blank Document icon from the Basic Icons folder to your workspace.
2. Rename the document.
3. Open the document and select Edit.
4. Do the following in any order:
    - Type and edit the text.
    - Add graphics, tables, and charts.
    - Set properties for the page format, paragraphs, and characters.
5. Paginate the document to create page breaks.

✦ **Tip:** For pointers to information on creating specific parts of a document, see the following illustration.✦



Sample Document heading

This is the first paragraph in the sample document. The text is 10 point Modern. The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

This is the second paragraph in the sample document. You can see the spacing between the paragraphs.

This text is in the caption area of the anchored graphics frame. The graphics frame contains two embedded bitmap frames.

You could arrange text using the following items:

- bullets
- tabs

You could also add a table to your document.

Name	**Job Title**	**HireDate**
K. Smith	Engineer	May 12, 1979
G. Brown	Writer	July 18, 1985
A. Johnson	Secretary	Sept. 2, 1990

Sample Document footing 1

To set the overall page size, see chapter 2, "Setting page layout."

To show hidden characters such as paragraph characters and page format characters, see this chapter.

To enter text and create paragraphs, see this chapter.

To use tabs, see chapter 3, "Formatting text."

To change text and paragraph appearance, such as making text bold and centered, see chapter 3, "Formatting text."

To create footings, see chapter 2, "Setting page layout."

To use the vertical and horizontal scroll bars, see this chapter.

To create headings, see chapter 2, "Setting page layout."

To change page margins, see chapter 2, "Setting page layout."

To add graphics, see chapter 13, "Using frames in documents."

To create custom page layouts with text that flows around graphics or charts, such as in a newsletter or brochure, see chapter 2, "Setting page layout."

To create tables, see chapter 11, "Adding tables to documents."

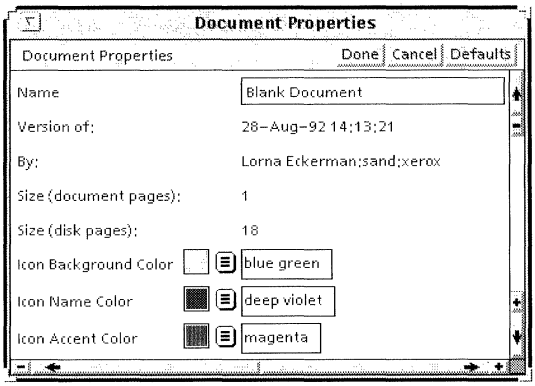
To create page numbers, see chapter 2, "Setting page layout."

Copying and renaming a Blank Document icon

To copy a Blank Document icon to your workspace and rename the icon:

1. Open Basic Icons folder in the Workstation folder of the Directory icon.
2. Copy the Blank Document icon from the Basic Icons folder to your workspace.
3. Select the document icon and press PROPS.

   The Document property sheet appears.



Name: Blank Document
Version of: 28-Aug-92 14:13:21
By: Lorna Eckerman:sand:xerox
Size (document pages): 1
Size (disk pages): 18
Icon Background Color: blue green
Icon Name Color: deep violet
Icon Accent Color: magenta

4. Press DELETE to delete the name.
5. Type the new document name in the Name box.
6. Select Done.

Entering text in a document

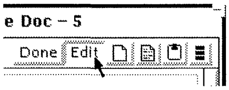
A blank document contains default properties that specify text appearance, paragraph layout, tabs, and page formatting. The default page size for a blank document is 8 1/2 by 11 inches with one inch margins. The default font is Modern, 12 point.

With these properties already set, you can enter text immediately. You can change the text and document appearance later if you want to use different properties. For details on setting page format properties, see chapter 2, "Setting page layout." For details on setting paragraph and character properties, see chapter 3, "Formatting text."

When you first open a document, it appears in read-only mode. In this mode you can view the document, but you cannot edit the contents. After you change the document to edit mode, additional commands appear in the document window header. For details on using these commands see the sections "Saving and closing your document" and "Canceling changes to your document."

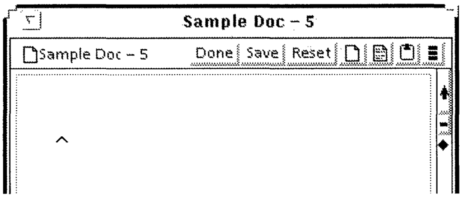
✦ **Note:** You can edit your User Profile so that your documents open in edit mode automatically. For more information, see the section "Changing the defaults for documents and books."✦

To enter text in a blank document:



1. Open the document and select Edit in the document window header.

   When a document is in edit mode, the blinking caret appears in the upper left corner of the document and different commands appear in the window header.

2. Enter the text.

To add text to existing text:

1. Move the mouse pointer to the position in the text where you want to enter new text.
2. Click the Select mouse button to place the caret.
3. Type the new text.

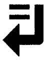
You can use the AGAIN key to repeat text entry operations, including inserting paragraph, new line, and tab characters, and backspacing over characters. The system "remembers" up to 100 keystrokes entered since the last time you made a selection. This feature is useful for repetitive text entry in tables or forms. It works within a document and between documents.

For example, if you want to enter a name and address in several different places on a form, or on different forms, you can type the name and address once and use the AGAIN key to enter it in the other places.

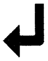
To repeat a text entry operation:

1. Type the text or characters.
2. Move the pointer to a new location for the text or characters and click the Select mouse button.
3. Press AGAIN.

Adding new paragraphs and lines



A paragraph character (shown enlarged) separates paragraphs from each other. The paragraph character contains the properties for an entire paragraph such as spacing before and after the paragraph and line height.



A new-line character (shown enlarged) forces a break in a line of text. The new-line character does not contain any paragraph properties, but does contain character properties.

The new paragraph or line retains the properties of the previous paragraph. For information on setting paragraph and character properties, see chapter 3, "Formatting text."

To insert a new paragraph:

- Press RETURN.

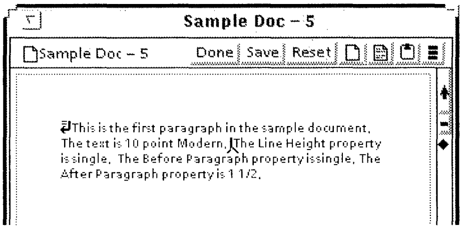
To insert a new line:

- Press SHIFT+RETURN.

GV Write automatically wraps lines of text so that the text fits in the page or paragraph margins. You can also manually break an existing paragraph or line.

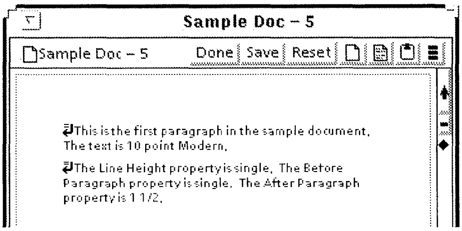
To break an existing paragraph or line:

1. Position the caret where you want the new paragraph or line to start.



This is the first paragraph in the sample document. The text is 10 point Modern. The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

2. Insert a new paragraph or a new line.



This is the first paragraph in the sample document. The text is 10 point Modern.

The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

Inserting hyphens manually

You can manually insert hyphens in your text by typing the hyphens where you want the word to break. You can also create custom hyphenation dictionaries so your document hyphenates automatically. For information on automatically hyphenating your documents, see chapter 5, "Hyphenating text automatically."

Creating compound words

You can use a standard hyphen (-) to create compound words, such as "one-time offer," or "cross-reference."

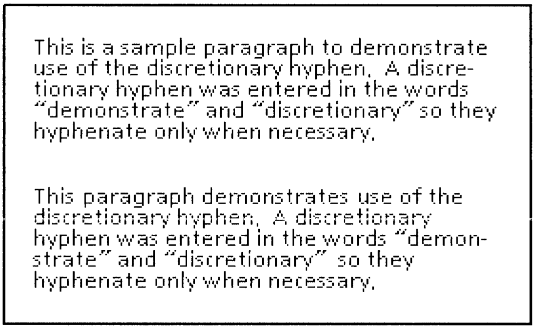
✦ **Note:** A standard hyphen always prints, even if you edit your text so that the entire word fits on one line. If you want the hyphen to print only when the word breaks across two lines, use a discretionary hyphen. For information on inserting discretionary hyphens, see the section "Using a discretionary hyphen." ✦

To insert a standard hyphen:

1. Position the caret in the text where you want to insert the hyphen.
2. Press the HYPHEN (-) key.

Using a discretionary hyphen

If you have a long word that you are not sure will require hyphenation, you can insert a discretionary hyphen in an appropriate place. Then, the system hyphenates the word only when the word breaks across two lines. If you add or delete text so that the word does not need to break, the hyphen character does not print, as shown in the following illustration.



This is a sample paragraph to demonstrate
use of the discretionary hyphen. A discre-
tionary hyphen was entered in the words
"demonstrate" and "discretionary" so they
hyphenate only when necessary.

This paragraph demonstrates use of the
discretionary hyphen. A discretionary
hyphen was entered in the words "demon-
strate" and "discretionary" so they
hyphenate only when necessary.

When using autohyphenation, you can override an inappropriate hyphenation point by inserting a discretionary hyphen at a different location.

You can also prevent a word from hyphenating during autohyphenation by placing a discretionary hyphen before it.

✦ **Note:** When you use autohyphenation, the software considers the paragraph justification and the different hyphenation points of a word to produce the tightest line without large gaps between words. If you change the autohyphenation by manually hyphenating text, you might create gaps between words, especially if the text is fully justified.✦

To insert a discretionary hyphen:

1. Position the caret in the text where you want to place the hyphen, either before the word to prevent autohyphenation, or at a new hyphenation point within the word.
2. Press KEYBOARD+SPECIAL+E.

   If you are showing the non-printing characters, the discretionary hyphen appears on the screen as a tiny rectangle. If you are not showing the non-printing characters, the discretionary hyphen does not appear unless the word breaks across two lines. Then it appears as an ordinary hyphen character (-).

Forcing a hyphenated word to stay together on one line

You can insert a non-breaking hyphen in a hyphenated (compound) word, so that it always appears on the same line. You might use this type of hyphen for fractions, such as one-half, or nationalities, such as Indo-European.

To insert a non-breaking hyphen:

1. Position the caret where you want to place the hyphen.
2. Press KEYBOARD+SPECIAL+R.

   If you are showing the non-printing characters, the non-breaking hyphen appears on the screen as a thicker hyphen character. If the non-printing characters are not showing, the non-breaking hyphen appears as an ordinary hyphen character (-).

Forcing non-hyphenated words to stay together on one line

You can insert a non-breaking space instead of a regular space between words so that they always appear on the same line. You might use the non-breaking space for a personal or company name, such as Smith & Jones.

✦ **Note:** The non-breaking space character is only available in Modern and Classic fonts. If you enter a non-breaking space in any other font, the space appears in your text as a black box.✦

To insert a non-breaking space:

1. Position the caret where you want to place the non-breaking space.
2. Press KEYBOARD+SPECIAL+W.

   If you are showing the non-printing characters, the non-breaking space appears on the screen as a tiny "v" shape. If the non-printing characters are not showing, and you are using Modern or Classic fonts, the non-breaking space appears as an ordinary space.

Showing hidden characters

GV Write uses two kinds of hidden characters:

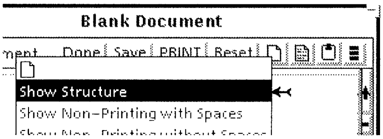
- Structure characters that define the document format, such as page size and margins, and indicate the position of fields, graphics, and tables
- Non-printing characters that define text position, such as paragraphs, new-line characters, paragraph tabs and line tabs

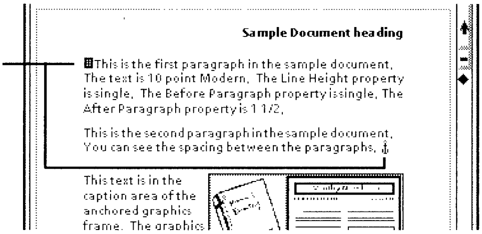
Usually, you do not need to show these characters. However, when you edit a document, it is often necessary to display the hidden characters. For example, if you want to change the page format, you need to display the page format character so you can select it.

When you show hidden characters, they appear only on the screen. Hidden characters do not print.

To show structure characters:

▸ Select Show Structure in the Document menu.





Sample Document heading

This is the first paragraph in the sample document. The text is 10 point Modern. The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

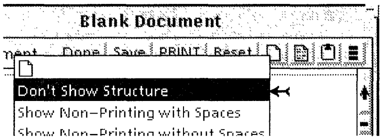
This is the second paragraph in the sample document. You can see the spacing between the paragraphs.

This text is in the caption area of the anchored graphics frame. The graphics

Structure characters, such as the page format character and frame anchor, appear in the document.

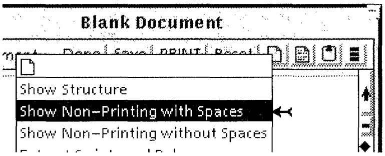
To hide structure characters:

- Select Don't Show Structure in the Document menu.


Blank Document
Done
Save
PRINT
Reset
Don't Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces

To show non-printing characters and spaces between characters:

- Select Show Non-Printing with Spaces in the Document menu.


Blank Document
Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces

The spaces appear as tiny dots in the text.

To show non-printing characters without the spaces:

- Select Show Non-Printing without Spaces in the Document menu.

To hide non-printing characters and spaces:

- Select Don't Show Non-Printing in the Document menu.

To see spaces without displaying other non-printing characters:

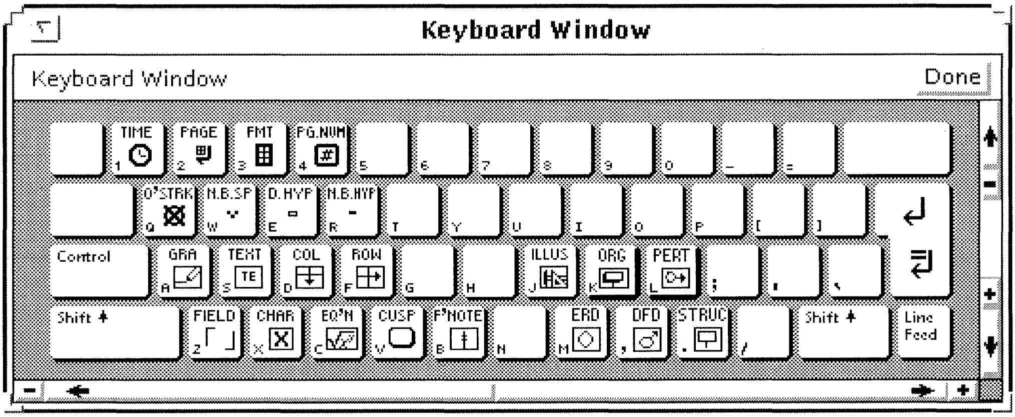
- Select Show Spaces in the Document menu.

To hide spaces:

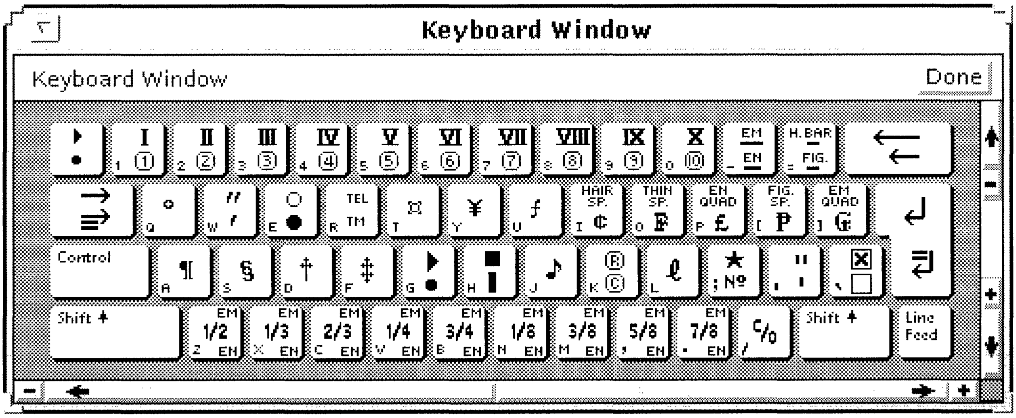
- Select Don't Show Spaces in the Document menu.

Entering characters from alternate keyboards

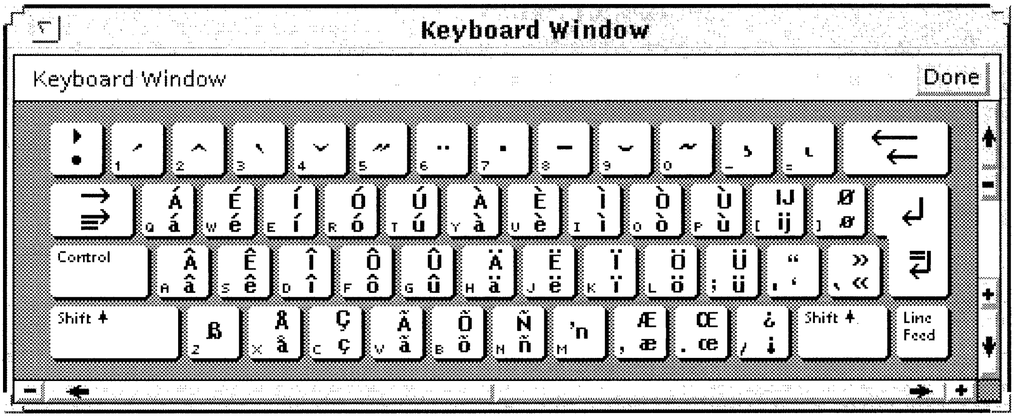
You use alternate keyboards to enter characters and symbols that are not available on the standard English keyboard. You use the Special keyboard for documents, shown in the following illustration, to enter characters such as the page format character, break character, draw frames, and tables.


Keyboard Window
Keyboard Window
Done
TIME
PAGE
FMT
FG.NUM
O'STRK
N.B.SP
D.HYP
N.B.HYP
Control
GRA
TEXT
COL
ROW
ILLUS
ORG
PERT
Shift
FIELD
CHAR
EQ'N
CUSP
F'NOTE
ERD
DFD
STRUC
Shift
Line Feed

You use the Office keyboard, shown in the following illustration, to enter symbols such as circled numbers, boxes for checklists, and fractions.


Keyboard Window
Keyboard Window
Done
I
II
III
IV
V
VI
VII
VIII
IX
X
EM
EN
H.BAR
FIG.
TEL
TM
HAIR SP.
THIN SP.
EN QUAD
FIG. SP.
EM QUAD
Control
Nº
Shift
1/2
1/3
2/3
1/4
3/4
1/8
3/8
5/8
7/8
c/o
Shift
Line Feed

You add accented characters to your text by entering them directly from an alternate keyboard, such as the European keyboard shown in the following illustration.


Keyboard Window
Keyboard Window
Done
1 2 3 4 5 6 7 8 9 0 - =
Á á É é Í í Ó ó Ú ú À à È è Ì ì Ò ò Ù ù IJ ij Ø ø
Q W E R T Y U I O P [ ]
Control
Â â Ê ê Î î Ô ô Û û Ä ä Ë ë Ï ï Ö ö Ü ü " ' » «
A S D F G H J K L ; , ,
Shift
ß Å å Ç ç Ã ã Õ õ Ñ ñ 'n Æ æ Œ œ ¿ ¡
Z X C V B N M , . /
Shift
Line Feed

Some other alternate keyboards that contain accented characters are the French, French Canadian, German, Greek, Italian, Spanish, and U.S. Russian keyboards.

To enter a character from an alternate keyboard:

1. Position the caret where you want to enter the character.
2. Press and hold KEYBOARD, and use the mouse or the corresponding function key to select the soft key for the alternate keyboard you want.

   If you do not see the keyboard name you want, select the MORE soft key to display other keyboard names.
3. Continue holding KEYBOARD, and select the SHOW soft key to display the alternate keyboard.

   If you know which key corresponds to the character you want, you don't have to show the keyboard.
4. Continue holding KEYBOARD and the keyboard name, and select the character you want using the mouse or by pressing the corresponding key on the physical keyboard.

   The character appears in your document.
5. Release KEYBOARD.

6. Close the keyboard and keypad windows by selecting Done.

   For more information on using alternate keyboards, see the *GLOBALVIEW International Keyboards User Guide*.

If you need to type several characters, you can set the keyboard so you don't have to keep holding down the KEYBOARD key as you type.

To show and set an alternate keyboard:

1. Press and hold KEYBOARD, and select the alternate keyboard you want to use.

   If you do not see the keyboard name you want, select MORE to display other keyboard names.

2. Continue holding KEYBOARD, and do one of the following:

   - If you want to show and set the keyboard, select SHOW, then SET to display and set the alternate keyboard.

   - If you only want to set the keyboard, select SET.

3. Release KEYBOARD.

   The keyboard remains set until you change it. After setting it, all characters you type are from that keyboard.

Specifying the language and text direction

Each system has a default document language specified when GLOBALVIEW is installed. When you create a document, the language is automatically specified for that document by the system. The document language determines the following:

- Text flow direction across the page or from one column to the next (Left to Right or Right to Left)

- Which hyphenation dictionary is used to hyphenate the text

- Whether the decimal point in financial figures contains a period or a comma

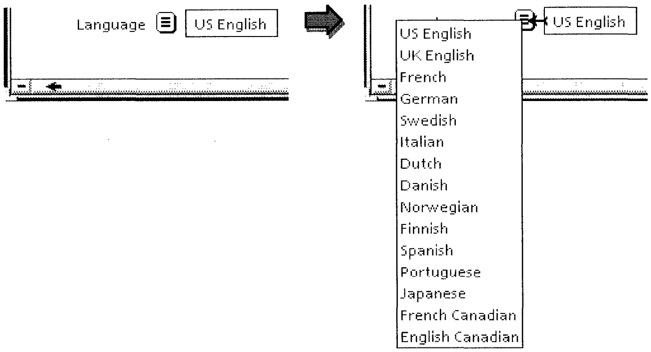
You can override the document language for an individual document or paragraph by specifying a different language and text direction for the paragraphs within the document.

✦ **Note:** If your document layout uses columns, you also need to change the Column Direction property in the Page Layout property sheet to match the paragraph Text Direction property.✦

To change the language and text direction for a new document or a paragraph:

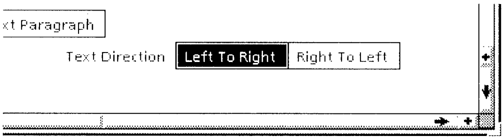
1. Do one of the following:
    - In a blank document select the first paragraph character and press PROPS.

      Properties set in this paragraph character are continued in the paragraph characters that you enter after it.
    - Select the paragraph character you want to change.
2. Select the language you want from the Language property menu.


Language
US English
US English
UK English
French
German
Swedish
Italian
Dutch
Danish
Norwegian
Finnish
Spanish
Portuguese
Japanese
French Canadian
English Canadian
US English

   The language you select appears in the Language box.

3. Select the Text Direction property you want.

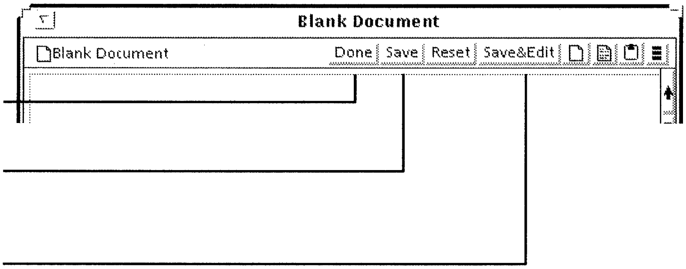

xt Paragraph
Text Direction
Left To Right
Right To Left

4. Select Done.
5. Paginate the document.

Saving your document

If you select Edit when you open a document, the document is in manual edit mode. If you do not have to select Edit when you open a document, it is in automatic edit mode.

In manual edit mode, use the following methods to save your document:


Blank Document
Blank Document
Done
Save
Reset
Save&Edit

Select Done to save and close your document.

Select Save to save the document and return it to read-only mode.

Select Save & Edit to save the document and keep it open in edit mode.

In automatic edit mode, the system saves your document periodically. You can't select Save or Save & Edit to save the document, but when you select Done, the system saves your latest changes.

When you select the command Compress and Paginate in the Document menu, your document is also saved. See the section "Paginating your document" for more information on the effects of paginating.

Canceling changes to your document

If you select Edit when you open a document, you can cancel changes made to the document since you last selected any of the following commands:

- Edit
- Save
- Save & Edit
- Compress and Paginate

If your User Profile is set for documents to open in automatic edit mode, the system saves your document periodically and you can't cancel changes. For more information, see the section "Changing the defaults for documents and books."

To cancel changes to your document:

1. Select Reset in the document window header.

   The system displays a message asking you to confirm or cancel the command.

2. Select Confirm.

   The document returns to the state it was in when you last saved or paginated it. It also changes from edit mode to read-only mode.

3. If you want to continue editing the document, select Edit in the document window header.

Selecting and deselecting text

Before you can make changes to text, such as changing properties, you must select the characters you want to edit.

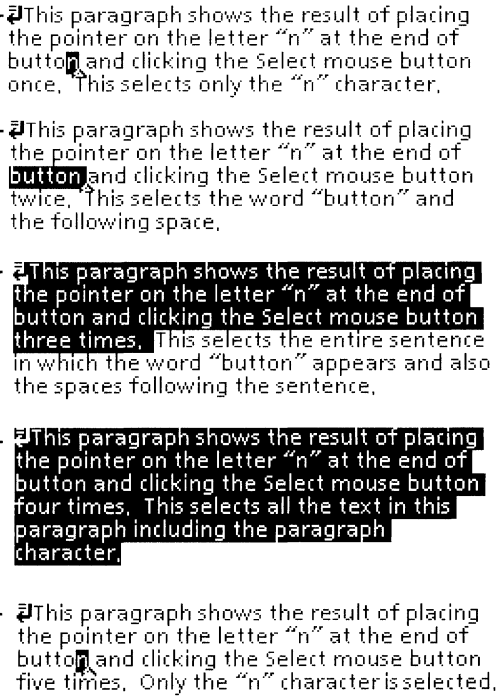
✦ **Tip:** To select characters more easily and accurately, show the structure and non-printing characters as described in the section "Showing hidden characters."✦

Selecting text

With the multiple-click selection method you can quickly select words, sentences, or text blocks.

To select text using the multiple-click method:

1. Position the pointer on a character.
2. Without moving the pointer, click the Select mouse button as described in the following illustration:



Click once to select a single character.

This paragraph shows the result of placing the pointer on the letter "n" at the end of button and clicking the Select mouse button once. This selects only the "n" character.

Click twice to select a word and the following space, if there is one. If the word is followed by a punctuation mark, the word and the preceding space are selected.

This paragraph shows the result of placing the pointer on the letter "n" at the end of button and clicking the Select mouse button twice. This selects the word "button" and the following space.

Click three times to select a sentence and the following space or spaces. Clicking three times also selects any tabs preceding the sentence and any table of contents markers in the sentence.

This paragraph shows the result of placing the pointer on the letter "n" at the end of button and clicking the Select mouse button three times. This selects the entire sentence in which the word "button" appears and also the spaces following the sentence.

Click four times to select all the text in a paragraph including the paragraph character. Clicking four times also selects any structure characters, such as frame anchors or break characters, that follow the paragraph.

This paragraph shows the result of placing the pointer on the letter "n" at the end of button and clicking the Select mouse button four times. This selects all the text in this paragraph including the paragraph character.

Click five times to deselect all except the first character you selected.

This paragraph shows the result of placing the pointer on the letter "n" at the end of button and clicking the Select mouse button five times. Only the "n" character is selected.

With the select-adjust selection method, you can select any range of text by selecting the first and last characters in the range. The last character of the selection can be on a different page from the first character.

To select text using the select-adjust method:

1. Move the pointer to the first character of the text you want to select and click the Select mouse button.
2. Move the pointer to the last character of the text you want to select and click the Adjust mouse button.

✦ **Tip:** If you want to select several pages of text, select the first character, use the scroll bars to move to the correct page, then select the last character. For information on using scroll bars, see the section "Moving around in your document."✦

If you select a portion of text or a paragraph and then decide you want to include more text in the selection, you can extend the selection forward or backward. Character and paragraph properties are selected based on the original selection.

To extend a text selection:

1. While text is selected, position the pointer on the last character of the text that you want to include in the selection.
2. Click the Adjust mouse button.

✦ **Note:** If you use the multiple-click method to select a word, sentence, or paragraph, and then extend the selection, the extension will reflect the unit that was originally selected. For example, if you click the Select mouse button twice to select a word, any extension of that selection includes only whole words, not parts of words.✦

Deselecting text

To deselect all text selections:

- Position the pointer outside the document window and click the Select mouse button.

Setting the caret position when selecting text

You can position the caret by selecting text. When you use this method, the caret appears either to the right or the left of the selection depending on how you define the Caret Position entry in the System section of the User Profile.

To make the caret always appear to the right of a selection:

▸ Define the Caret Position entry as Always After.

This is the default setting.

To make the caret appear to the right or left of a selection:

▸ Define the Caret Position entry as Nearest Side.

If you use this setting, the caret appears on the side of the selection nearest to where you place the pointer when you make the selection. This is useful if you use the multiple-click selection method to place the caret before or after a word or sentence. For example, if you place the pointer on the "o" in the the word "something" and double click the Select mouse button, the caret appears at the beginning of the word. If you place the pointer on the "h," the caret appears at the end of the word.

Copying and moving text

You can copy or move text to a new location in the same document or to a different document.

To copy or move text:

1. Select the text you want to copy or move.
2. Do one of the following:
    - To copy a selection, press COPY.
    - To move a selection, press MOVE.

   The pointer shape changes to either a copy or move pointer shape.

3. Position the pointer at a new location for the text and click the Select mouse button.

   If necessary, you can scroll to the location without interrupting the copy or move operation. To do this, use the copy or move pointer in the document scroll bars the same way you use the regular pointer. The pointer retains the copy or move shape until you select the destination for the selection.

To cancel the copy or move operation after pressing COPY or MOVE:

- Press STOP.

Deleting text

You use the DELETE key to delete any selected characters including structure characters such as frame anchors or break characters. The DELETE key is useful for deleting large text selections. You use the BACKSPACE key to delete characters and words to the left of the caret. You cannot delete structure characters using the BACKSPACE key, but you can delete non-printing characters such as tabs and paragraph characters.

You cannot delete the default paragraph character or the default page format character at the beginning of a document.

To delete page numbers, page headings, or page footings, edit the property sheet for the page format character. See chapter 2, "Setting page layout," for more information.

✦ **CAUTION:** Deleted text can only be recovered by using the Reset command. If your User Profile is set so that your documents open in automatic edit mode, make a copy of your document before deleting graphics or large portions of text, so you can recover the deleted items if necessary.✦

Using the Delete key

To delete characters using DELETE:

1. Select the character or characters to delete.
2. Press DELETE.

Using the Backspace key

To delete a character:

1. Select the character to delete.
2. Press BACKSPACE.

   After the caret is placed, you can continue to delete single characters by pressing BACKSPACE.

To delete a word:

1. Select the last character, or the space to the right of the last character, of the word to delete.
2. Press SHIFT+BACKSPACE.

To delete part of a word:

1. Select the last character of the word part you want to delete.

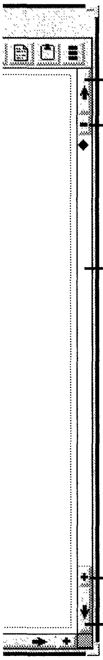
   For example, if you type the word "something" and want to delete "some," you would select the "e."
2. Press SHIFT+BACKSPACE.

Moving around in your document

The document window has scroll bars that you use to move the document page vertically and horizontally. You can also move to a specific page or proportionally in a page using the scroll bars.

Moving the document page vertically and horizontally

The different elements of the scroll bars provide various ways of moving your page vertically and horizontally. The vertical scroll bar moves the pages backward and forward within the document.



The up arrow scrolls the window display backward in the document, line by line. The page moves up.

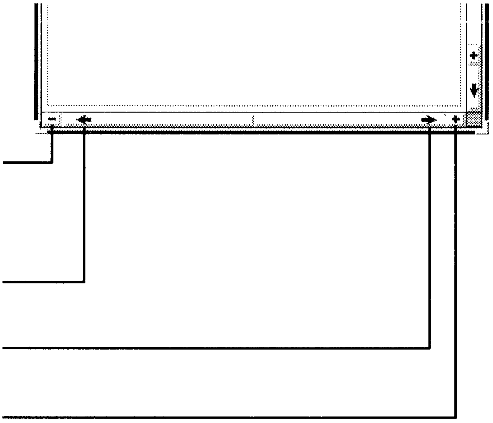
The minus sign displays the previous page.

The middle area, called the "thumbing area," represents the length of the document. The black diamond indicates where the displayed screen of text is located in relation to all the text in the document. If you have paginated the document, you can use the thumbing area to move to a specific page using the Select mouse button. You can also move proportionally in the document, whether you have paginated or not, using the Adjust mouse button.

The plus sign displays the next page.

The down arrow scrolls the window display forward in the document, line by line. The page moves down.

The horizontal scroll bar generally works the same way as the vertical scroll bar, but instead of moving the page up and down, the page moves from side to side. There is no thumbing area in the horizontal scroll bar. If the page edges are displayed, the minus and plus signs have no effect on the page position.



If the left edge of the page is not displayed, the minus sign moves the page quickly to the right to display the left edge.

The left arrow moves the page to the right in small increments.

The right arrow moves the page to the left in small increments.

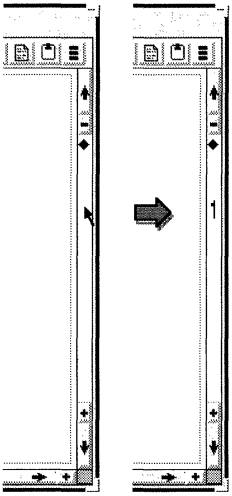
If the right edge of the page is not displayed, the plus sign moves the page quickly to the left to display the right edge.

Moving to a specific page

To move to a specific page of your document:

1. Position the pointer in the thumbing area of the vertical scroll bar.

2. Press and hold the Select mouse button in the thumbing area.



When you hold down the Select mouse button, the number that appears in the thumbing area signifies the physical page number of a paginated document.

3. Move the mouse vertically until you see the page number you want.
4. Release the Select mouse button at the correct page.

   The page you selected appears in the window.

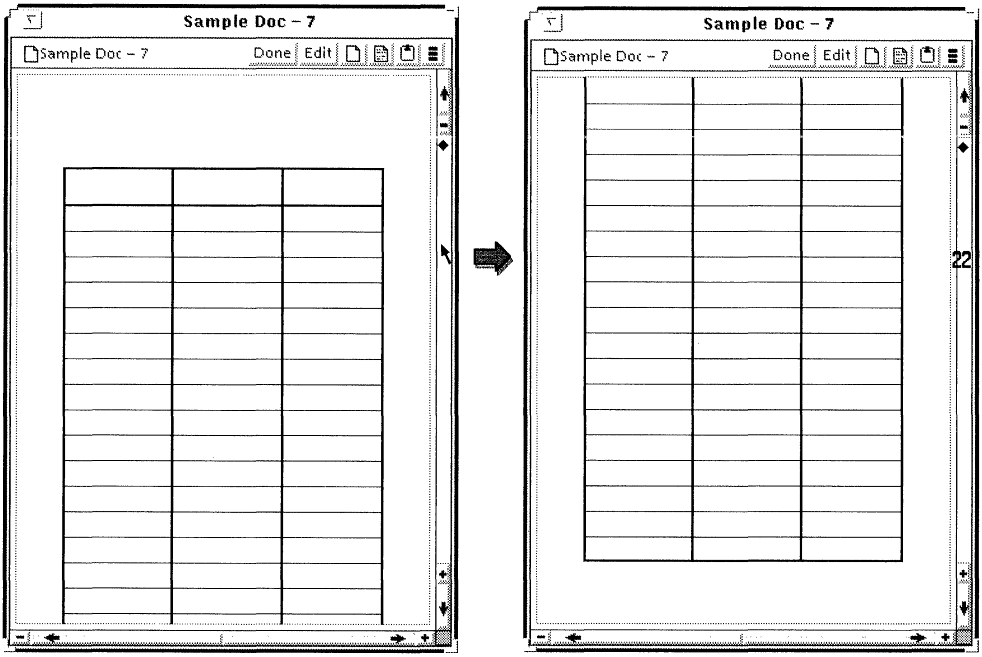
Moving proportionally in a page

You can use the thumbing area of the vertical scroll bar to move to an approximate location in a page, such as half or two-thirds of the way through. This is useful for viewing large tables or a long page of text that has not been paginated.

To move to approximate locations in a page:

1. Position the pointer in the thumbing area of the vertical scroll bar.

2. Press and hold the Adjust mouse button in the thumbing area.



A number appears indicating the percent of the page that will move to the top of the document window.

3. Move the mouse vertically in the thumbing area until you reach the approximate location on the page that you want.

4. Release the Adjust mouse button.

   The percentage of the page that was indicated by the number in the thumbing area moves to the top of the document window.

✦ **Tip:** Proportional scrolling is not an exact movement like scrolling to a specific page number. The effect can be different depending on the length of a table or unpaginated page. Practice using the thumbing area on a table or document withwhich you are familiar so you can see how much the page scrolls when you choose a particular percentage.✦

Paginating your document

Pagination affects a document's layout in the following ways:

- Changes the document from a continuous scroll of text into a sequence of pages. The page boundary lines change to indicate the top and bottom of the page.
- Applies page format properties. These properties control the page layout, headings and footings, and page numbering.
- Applies page breaks and column breaks for each break character.

During pagination, automatic widow and orphan control prevents the first line of a paragraph from remaining at the bottom of a page, or the last line of a paragraph from remaining at the top of a page.

Before generating a table of contents or an index, be sure to paginate your document.

Always paginate your document after doing the following:

- Entering more than a page of text in a new document
- Making substantial editing changes such as inserting or deleting text
- Modifying the layout of individual pages
- Inserting or deleting frames such as table, draw, equation, bitmap, illustrator, or footnote frames
- Inserting or deleting table rows and table columns

You can paginate closed or open documents, books, and folders. You can paginate more than one document at a time. You cannot paginate mail folders, mail notes, dictionaries, or canvases.

Pagination is a background activity, so you can use your workspace for other activities while your document is paginating. During pagination of an open document, the document window temporarily clears. The current page reappears in the document window when pagination is complete.

Table 1-1 describes the commands for paginating open documents. For information about paginating books, folders, and closed documents, see the section "Paginating books, folders, and closed documents."

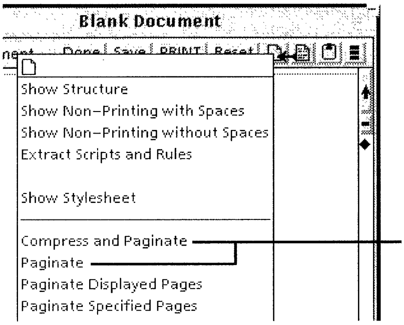
Table 1-1. **Pagination commands**

Commands	Saves the document	Applies page format properties	Reduces disk pages	Comments
Compress And Paginate	Yes	Yes	Yes	Takes longer to finish paginating than the Paginate command
Paginate	No	Yes	No	Fastest way to paginate an entire document
Paginate Displayed Pages	No	No	No	Fastest way to see page breaks on the displayed page after editing
Paginate Specified Pages	No	No	No	Fastest way to see page breaks on a range of pages after editing

Paginating an open document

To paginate an open document:

1. Position the pointer on the Document menu.
2. Press and hold the Select mouse button to display the menu choices.
3. Do one of the following:
   - Select Compress and Paginate.
   - Select Paginate.


Blank Document
Done
Save
PRINT
Reset
Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Extract Scripts and Rules
Show Stylesheet
Compress and Paginate
Paginate
Paginate Displayed Pages
Paginate Specified Pages

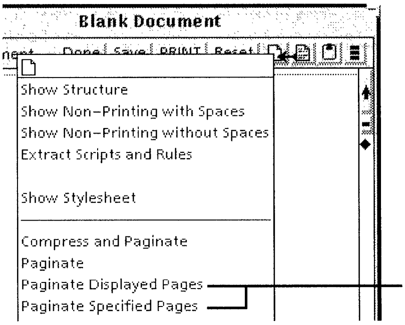
Select either of these commands.

For information on pagination commands, see Table 1-1.

Paginating specific pages

To paginate specific pages of an open document:

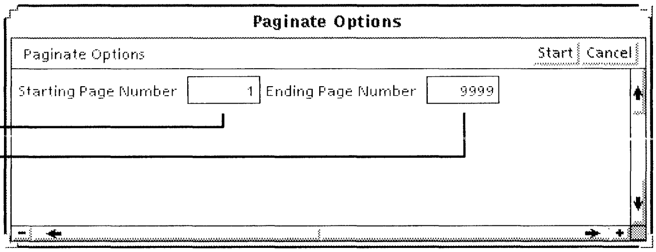
1. Position the pointer on the Document menu.
2. Press and hold the Select mouse button to display the menu choices.


Blank Document
Done
Save
PRINT
Reset
Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Extract Scripts and Rules
Show Stylesheet
Compress and Paginate
Paginate
Paginate Displayed Pages
Paginate Specified Pages

Select either of these commands.

3. Do one of the following:
   - Select Paginate Displayed Pages.
   - Select Paginate Specified Pages.

If you select Paginate Specified Pages, the Paginate option sheet appears.


Paginate Options

Paginate Options

Starting Page Number 1 Ending Page Number 9999

Specifies the number of the first page in the range of pages to paginate. The number of the displayed page appears in this box automatically.

Specifies the number of the last page in the range of pages to paginate. The number 9999 appears automatically to indicate the end of the document.

4. If necessary, edit the numbers appearing in the Starting Page Number box and the Ending Page Number box.
5. Select Start.

For information on pagination commands, see Table 1-1.

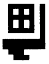
✦ **CAUTION:** After paginating specified pages several times, the system might not be able to find the page range you specify. To prevent this, occasionally paginate the entire document.✦

Forcing page breaks

You can add break characters to your document to force pages to end and begin a new page. Adding page breaks is useful for placing tables and graphics correctly in the text.

To add a page break:

1. Position the caret where you want the page to break.
2. Press KEYBOARD+SPECIAL+2.



   A break character (shown enlarged) appears in your document.

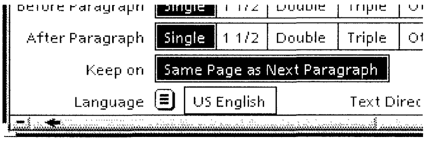
3. Paginate the document.

Keeping paragraphs together

If you have two paragraphs that you want to keep together on the same page, use the following procedure. For example, if you have a heading positioned at the bottom of one page and the paragraph that follows it at the top of the next, you want the heading to be on the same page as the paragraph.

To keep two paragraphs together:

1. Position the caret in the first paragraph of the pair.
2. Press PROPS.
3. Select Paragraph for Display.
4. Select Same Page As Next Paragraph for the Keep On property.



After Paragraph: Single | 1 1/2 | Double | Triple | O

Keep on: Same Page as Next Paragraph

Language: US English

Text Direc

✦ **Note:** The anchor associated with a graphics frame or table uses the properties of the paragraph character preceding the anchor. To force a paragraph and a following graphics frame to stay on the same page, use the previous procedure.

GV Write automatically backfills text behind frames that are too large to fit on the page where you place the anchor. If, after paginating your document, you don't want the text to backfill, add a break character (KEYBOARD+ SPECIAL+2) immediately after the anchor and repaginate to force the backfilled text after the graphics frame or table.✦

For more information about tables, see chapter 11, "Adding tables to documents."

For more information about graphics frames, see chapter 13, "Using frames in documents."

Paginating books, folders, and closed documents

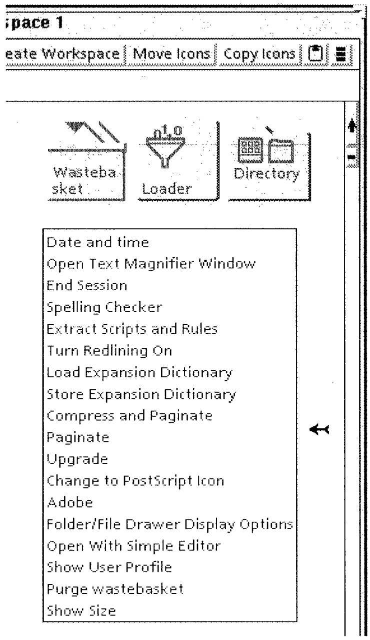
When you paginate a book or folder, the system numbers the pages of the documents sequentially, according to the order in which you place the documents in the container. For the system to do this, you must first set the Restart and Continue properties you want in the Page Numbering property sheet for each document. For more information, see chapter 2, "Setting page layout."

When you paginate nested documents in a hierarchical container such as a folder or a book, all documents within the container paginate in sequence. Messages display the name of the container and the name of the documents as they paginate.

To paginate a book, folder, or closed document:

1. Select the icon for the book, folder, or closed document you want to paginate.

2. Select Paginate or Compress and Paginate in the Workspace menu.


pace 1
eate Workspace
Move Icons
Copy Icons
Wastebasket
Loader
Directory
Date and time
Open Text Magnifier Window
End Session
Spelling Checker
Extract Scripts and Rules
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Adobe
Folder/File Drawer Display Options
Open With Simple Editor
Show User Profile
Purge wastebasket
Show Size

These commands work the same way as the Paginate and Compress And Paginate commands described in Table 1-1.

Finding text

You use Find to locate text characters. For information on locating structure characters, see the section "Finding structure characters" in this chapter. The following sections describe how you can use Find to:

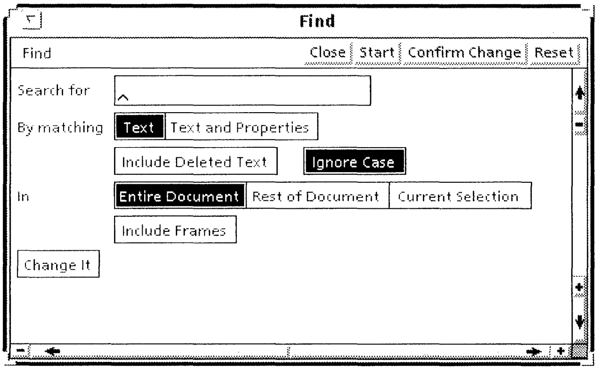
- Find text with specific properties
- Find text in tables, frames, or captions
- Use wildcards when specifying the text to be found
- Replace the found text

✦ **Note:** The document does not have to be in edit mode for you to find characters, but must be in edit mode if you want to replace characters.✦

To find text:

1. Position the caret in the document where you want the search to begin.
2. Press FIND.

   The Find option sheet appears.


Find
Find
Close
Start
Confirm Change
Reset
Search for
By matching
Text
Text and Properties
Include Deleted Text
Ignore Case
In
Entire Document
Rest of Document
Current Selection
Include Frames
Change It

3. In the Search For box, type the characters that you want to find.
4. Indicate the search area by selecting the In option you want:

   - Entire Document - Searches the entire document regardless of the caret position.
   - Rest of Document - Searches the document starting from the caret position and continuing to the end.
   - Current Selection - Searches only text you select just before selecting Start.

   If you place the caret in a frame and select Rest Of Document or Current Selection, the system searches only the text in that frame, and any contained frames.

5. To include text marked for deletion by redlining, select Include Deleted Text.

6. To find text independent of capitalization, select Ignore Case.
7. Select Start.

   If you receive the message, "Can't Start: select document text first," select the location in the document where you want to begin the search and select Start.

✦ **Tip:** If no match is found, check the text in the Search For box for errors. Correct any errors, select a location in your document, and select Start again.✦

Continuing a search

To continue a search after a match is found:

▸ Do one of the following:

  - Select Continue in the header of the Find option sheet.
  - Press FIND two times quickly.

If you edit the document after starting a search, the search stops.

To continue a search after editing the document:

1. Select Rest Of Document for the In option.
2. Select the location in the document where you want the search to begin.
3. Select Start.

Stopping a Find operation

To stop a Find operation if the pointer has changed to an hourglass:

▸ Press STOP.

The Find operation stops. If you were replacing text, a message reports how many matches were found and changed.

To stop a Find operation after starting a search:

▸ Do one of the following:

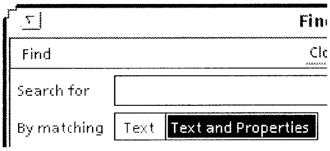
- Change an option in the Find option sheet.
- Close the document you are searching.
- Edit the document you are searching.

Finding text with specific properties

You can find text with specific properties such as weight, posture, or point size.

To find text with specific properties:

1. Use one of the following methods to place characters with specific properties in the Search For box:
    - Type text in the Search For box, select the text, and press the function keys to apply the properties you want.
    - Copy the characters with the properties you want from a document into the Search For box.
    - Type text in the Search For box and use SAME to apply the properties of existing text in the document. See chapter 3, "Formatting text," for details on using SAME to apply text properties.
2. Select Text and Properties for the By Matching option.



By matching: Text and Properties

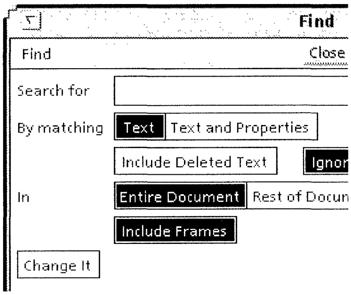
3. Select the other Find options you want.
4. Select Start.

Finding text in text frames, tables, and captions

You can include frames, tables, and captions in a search. You can also limit a search to a particular frame or table (including the caption).

To include frames, tables, and captions in a search:

- Select Include Frames before starting your search.


Find
Find
Close
Search for
By matching
Text
Text and Properties
Include Deleted Text
Ignor
In
Entire Document
Rest of Docun
Include Frames
Change It

The system searches for the specified text first in text outside of frames and tables, then in captions, then inside frames and tables.

To limit the search to a specific frame or table:

1. Select the frame or table border.
2. Press FIND.

   The Find option sheet appears.
3. Select Current Selection for the In property.
4. Select Start.

   The system searches for the specified text first in the caption, then inside the frame or table. In a table, the headers are included in the search.

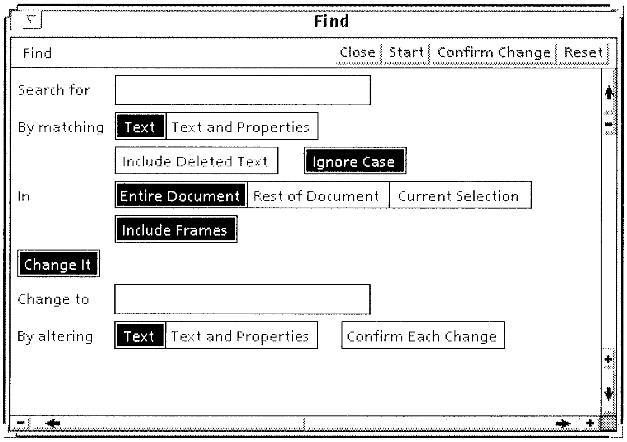
Finding and replacing characters

Your document must be in Edit mode when replacing text.

✦ **Note:** If you are searching for a paragraph character, and the first match found is a paragraph character inside a table cell or caption, the paragraph character is not changed.✦

To replace characters found during a search:

1. In the Find option sheet, enter the characters you want to find in the Search For box.
2. Select the By Matching and In options you want.
3. Select Change It.



Search for

By matching **Text** Text and Properties

Include Deleted Text **Ignore Case**

In **Entire Document** Rest of Document Current Selection

Include Frames

Change It

Change to

By altering **Text** Text and Properties Confirm Each Change

4. Enter the replacement characters and properties in the Change To box.
5. Do one of the following:
    - If you want to replace the text, but not the properties, select Text for the By Altering option.
    - If you want to replace the text and the properties, select Text and Properties for the By Altering option.
6. If you want the search to pause after finding each match so you can approve each replacement, select Confirm Each Change.

If you do not select this option, every match is changed automatically.

✦ **Note:** If Confirm Each Change is not selected, changes are made in the document before they appear on the screen. Therefore, if you stop the search and replace operation, there might still be some changes made in the document. The system updates the screen display when it states the number of matches found and changes made.✦

7. Select Start.
8. If you selected Confirm Each Change, do one of the following for each match found:
   - Select Confirm Change to make the change.
   - Select Continue to continue the search without changing the match.

   When the search is complete, a message appears showing the number of matches found and the number of changes made.

✦ **Tip:** To verify that the first few changes are correct and then let the search continue automatically, start the search with Confirm Each Change selected and verify the changes you want, then deselect Confirm Each Change and restart the search.✦

Using wildcard characters when finding or replacing text

You can use wildcard characters to specify any characters that might appear in a specific position in a text string.

For example, assume you have a list of automobile license numbers that have three letters followed by three numbers in the form of ABC-123. You want to find all licenses that begin with DGR and end in 7. You type DGR-☒ ☒ 7 in the Search For box. The symbol " ☒ " is the wildcard character.

You can also specify wildcard characters in your replacement text. You use this feature to locate items, such as part numbers or prices, and update only part of the item you locate.

For example, assume you have a business plan that includes numerous completion dates in the format of DD/MM/YY. Currently, every project is ahead of schedule and will be completed in 1994 instead of 1995 as planned so all you need to change is the year. The string to search for is ☒ ☒/☒ ☒/95, and the replacement string is ☒ ☒/☒ ☒/94.

You can use wildcard characters to find characters that have specific character properties, such as bold or italic face. You can also assign different properties to the wildcard characters you enter in the Search For box and those you enter in the Change To box.

For example, you can locate each occurrence of italicized text in a specific point size. A match occurs only when all character properties are identical. In a search for all the italicized, 10 point text, any larger or smaller italicized characters are ignored.

✦ **CAUTION:** When using wildcard characters to replace text or properties, make sure you have a backup copy of your document that you can recover if necessary. It is recommended that you practice using wildcard characters before you replace large sections of text. Be as specific as possible when indicating the characters or properties to change, or you might replace characters or properties that you don't want to change.✦

To enter a wildcard character:

1. Position the caret in the Search For box or the Change To box.
2. Press KEYBOARD+SPECIAL+X.

To apply properties to a wildcard character:

1. Enter a wildcard character in the Search For box.
2. Select the wildcard character and apply properties using the function keys or SAME. See chapter 3, "Formatting text," for details on applying properties.

Resetting the search options

To reset the search options:

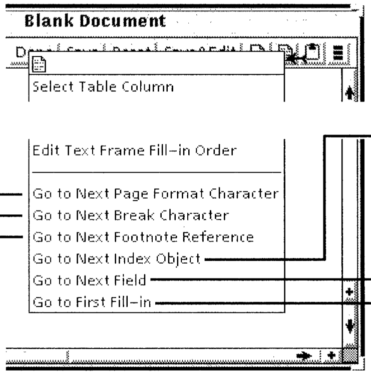
- Select Reset in the Find option sheet header.

If you select Reset before you select Start, the Find option sheet resets to the settings it had when you opened it, or the last time you selected Start.

If you select Reset when the search pauses after finding a match, the search is cancelled. The Start command replaces the Continue command, and the caret remains with the last match found before you selected Reset.

Finding structure characters

The Content menu includes commands to find structure characters in a document.


Blank Document
Select Table Column
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

Use this command to locate page format characters. This command is useful if you have multiple page format characters in your document.

Use this command to find break characters.

Use this command to find footnote reference characters.

Use this command to locate items you marked for inclusion in the index.

Use this command to locate the next field in the document. If there is text in the field, the text is highlighted.

This command locates the first field or table in the fill-in order, regardless of the caret position.

These commands can be helpful if the height of the line containing the structure character is too small for you to see the character.

If you do not select a location in the document, the search starts at the beginning of the document.

✦ **Note:** These commands work even if the document is in read-only mode. However, you cannot make any changes until you select Edit in the document window header.✦

Combining documents using books

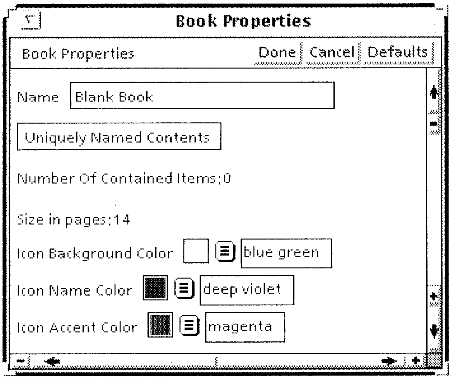
A book is a collection of related documents, graphics, and other files. You use a book to create a large document from several files and maintain consecutive headings, footing, and page numbers. This section describes how to create a book and add contents to it. See Table 1-2 for information on where to find more information about books.

Creating a book

To create a book:

1. Copy a Blank Book icon from the Basic Icons folder to your workspace and press PROPS.

   The Book property sheet appears.



Name Blank Book

☐ Uniquely Named Contents

Number Of Contained Items:0

Size in pages:14

Icon Background Color ☐ blue green

Icon Name Color ■ deep violet

Icon Accent Color ■ magenta

2. Rename the Book icon.
3. Do one of the following:
   - To prevent the addition of identically named objects to the book, select the Uniquely Named Contents property.

The system displays a message if you try to copy objects with identical names to the book.

- To allow the addition of identically named objects to the book, deselect the Uniquely Named Contents property.

  You can then add identically named objects to the book, and the system increments the version number of each new object by one.

4. Select the colors you want for the book icon background, name, and accent.
5. Select Done.

Adding contents to a book

A book can contain the following icons:

- Document
- Folder
- Mailnote
- Dictionary
- Canvas
- Book

To add contents to a book:

▸ Select one or more objects that you want to add to the book and copy or move them to the Book icon or the open Book window.

Items are added to the book in the order you select them. Subsequent additions are placed at the end of the list.

✦ **Tip:** In the Book window, you can display the creation date and version of an object in a book. To do this, you set the ShowCreateDate and Version entries in the Folder section of the User Profile. You can also select options on the Folder/File Drawer Display Options sheet instead of setting the User Profile options. For more information, see the section "Changing the defaults for documents and books" in this chapter and chapter 17, "User Profile options for documents."✦

Table 1-2 shows where to find more information about combining documents using books.

Table 1-2. **Where to find more information about books**

For information on:	See the section:	In chapter:
Paginating a book	"Paginating your document"	1. Creating and editing documents
Creating headers and footers for a book	"Creating consistent headings and footings across books"	2. Setting page layout
Creating page numbers for a book	"Numbering pages sequentially across book contents"	2. Setting page layout
Creating a table of contents for a book	"Generating a table of contents for a book"	7. Generating a table of contents
Creating an index for a book	"Creating an index for a book"	8. Indexing documents
Creating footnotes in a book	"Numbering footnotes in a book"	9. Adding footnotes to documents

Entering pre-defined text, graphics, and tables

The Define/Expand feature provides a fast way to enter information into your documents. You create dictionary entries in which you define abbreviations for items, such as text blocks, special characters, signature blocks, logos, addresses, and template tables or frames. Then, with a few key strokes, you "expand" the abbreviations to recall the items into your documents.

You can also use Define/Expand to bring styled information into your documents. The associated style rules appear automatically in the stylesheet for the document. For information on using style rules, see chapter 10, "Using styles to format documents."

General procedure for using Define/Expand

Each step in the following procedure is explained in more detail in the following sections.

To use the Define/Expand feature:

1. Create an entry in a new or existing dictionary by defining the item and its abbreviation.
2. Select Store Expansion Dictionary in the Workspace menu to save your entries.
3. Expand the abbreviation to recall the entry into your document.

Creating expansion dictionary entries

The first time you create a dictionary entry, the software creates and loads a new dictionary for you. After you define an item by entering it into a dictionary, you can recall it in your document any number of times.

The loaded dictionary is the "active" dictionary. Entries can only be made in or recalled from the active dictionary. If you want to use a dictionary that is not active, you can load it manually. For information on loading expansion dictionaries, see the section "Changing the active dictionary."

To create entries in a new or existing dictionary:

1. Do one of the following:
    - If no dictionary currently exists or if the dictionary you want to use is loaded, go to step 2.
    - If the dictionary you want to use is not loaded, select the dictionary, and select Load Expansion Dictionary in the Workspace menu.

      For information on setting your User Profile to load a dictionary automatically, see the section "Changing the defaults for documents and books."

2. In a document, select the item you want to enter in the dictionary.

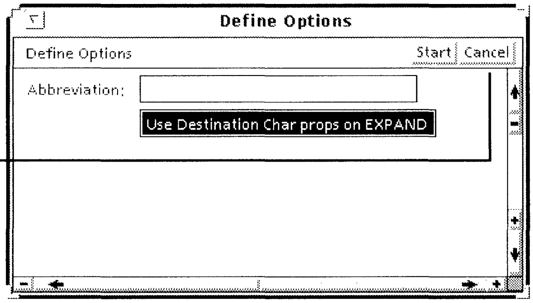
   If the item is a frame or table, select the anchor.

   ✦ **Note:** Text containing one or more fields cannot be entered as a definition in a dictionary. However, frames including fields can be entered. For information on fields and field-bounding characters, refer to chapter 15, "Creating forms using fields."✦

3. Press SHIFT+DEF/EXP.

   If you are prompted to create a new dictionary, select Yes.

   The Define Options sheet appears.



Select Cancel to close the option sheet without adding anything to the active expansion dictionary.

4. In the abbreviation box, enter an abbreviation for the item.

   An abbreviation is a letter, symbol, or short word that you use to recall the dictionary entry. When creating abbreviations, keep in mind the following rules:

   - Each abbreviation in the dictionary must be unique. If you use an existing abbreviation, the system replaces the entry with the new item. For more information, see the section, "Redefining expansion dictionary items."
   - Uppercase and lowercase letters in abbreviations are ignored. For example, if you use P1 as the abbreviation for a certain paragraph, then expanding either P1 or p1 results in the same paragraph being recalled into the document.

5. If you do not want the item to use the properties of the character that precedes it when you recall the item in a document, deselect Use Destination Char Props On EXPAND.
6. Select Start.

   The abbreviation and its associated entry are added to the active expansion dictionary.
7. Select Store Expansion Dictionary in the Workspace menu.

✦ **Tip:** When choosing abbreviations, use a naming system that is easy to remember. Also consider assigning similar abbreviations to groups of items. For example, abbreviations for first-, second-, and third-level section headings could be h1, h2, and h3. Printing your current dictionary can help you avoid duplicating abbreviations. If you are not sure if you have already used an abbreviation, try expanding it in a document. If the abbreviation is not used, you see the message "Abbreviation does not exist in the current dictionary."✦

You need to store (save) your dictionary after performing any of the following actions:

- Creating a new dictionary
- Adding new items to a dictionary
- Redefining items in a dictionary

When you store a dictionary, a document icon appears in your workspace. This document is a copy of the active dictionary. You can edit, print, mail, and file this document as you would any other document.

If you have an earlier version of this dictionary document in your workspace, delete, rename, or file the original version to avoid confusion.

✦ **Note:** You cannot create dictionary entries by editing the dictionary document. You can edit the dictionary document to add comments, and redefine, delete, or rearrange the entries. For information on redefining entries, see the section "Redefining expansion dictionary items." For information on editing the dictionary document, see the section "Editing and printing the dictionary document."✦

Recalling a dictionary item into a document

After you define the items in the dictionary, you can recall them from the active dictionary into your document.

To recall a dictionary item into a document:

1. Position the caret in the document where you want to enter the item.
2. Type the abbreviation for the item.

   ✦ **Note:** The system assumes that an abbreviation includes the characters you type plus those preceding the ones you type back to the previous word delimiter, such as a space, comma, period, or frame anchor. If there is no word delimiter before the abbreviation you type, select the abbreviation.✦
3. Press DEF/EXP.

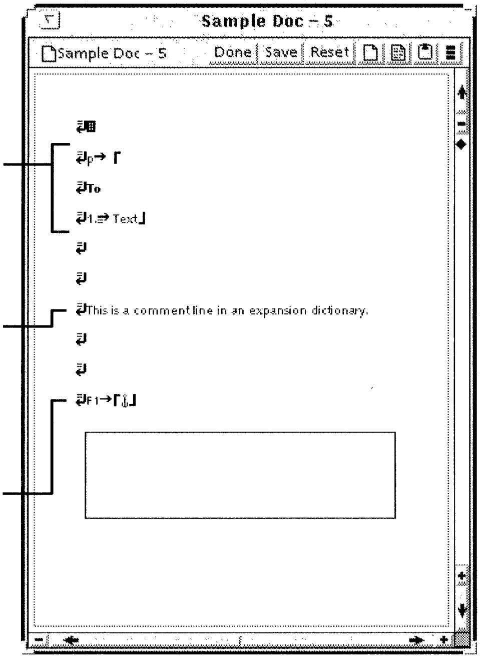
   The item is entered into the document.

✦ **Tip:** If the message "Abbreviation does not exist in the current dictionary" appears, try selecting the abbreviation and pressing DEF/EXP again. If the abbreviation is not in the active dictionary, either create an entry for it or load the correct dictionary. Then, repeat this procedure.✦

Editing and printing the dictionary document

After storing the active dictionary, you can edit the dictionary document as you would any document to rearrange or delete entries, or add comments. The dictionary document can also be printed. This is useful for making a hardcopy of your dictionary so you can look up entries.

✦ **Note:** You cannot create new entries by editing the dictionary document. To add entries, use the DEF/EXP key. For details, see the section "Redefining expansion dictionary items."✦



This is a comment line in an expansion dictionary.

In the dictionary document, each entry consists of a paragraph character, the abbreviation, a line tab character, and the defined item, contained in field-bounding characters.

Comment lines are any lines in the dictionary that do not follow the entry format. The system ignores these lines. You can insert them anywhere you need to describe the entries.

When you define a frame as an entry, the frame anchor appears inside the field-bounding characters, and the frame follows the field.

✦ **Note:** You need to show structure and non-printing characters to see all the parts of an entry as described. When you reorganize dictionary entries, make sure you select the entire entry, from the paragraph character through the second field-bounding character.✦

If you include a page format character as part of a dictionary entry, that character causes the dictionary document format to change accordingly. You can counter the effects of the page format character by inserting another page format character after an entry containing a page format character, and setting the second page format character's properties to those you want for the dictionary pages.

If you include a page break character as part of a dictionary entry, that character causes the dictionary document to paginate differently than you might intend.

Changing the active dictionary

When an expansion dictionary is loaded, it becomes the active dictionary. Only one expansion dictionary can be active at a time. The active dictionary is accessed when you define entries or expand abbreviations. It remains active until you load another dictionary or log off.

To change the active expansion dictionary:

1. Select the dictionary you want to load.
2. Select Load Expansion Dictionary in the Workspace menu.

   If you are replacing an active dictionary, a confirmation message appears. Select Yes to load the new dictionary.

✦ **Tip:** If you have a dictionary loaded and want to create a new dictionary, select a Blank Document icon and then select Load Expansion Dictionary in the Workspace menu.✦

Redefining expansion dictionary items

The best way to redefine items is to re-enter them in the dictionary.

To redefine an expansion dictionary item and use the same abbreviation:

1. Create a new version of the item by doing one of the following:
   - Recall the item into a document and make the changes you want
   - Recreate the item with the changes you want
2. Select the updated item and press SHIFT+DEF/EXP.
3. In the abbreviation box, enter the same abbreviation that the item had before.

4. Choose the setting you want for the Use Destination Char Props On Expand property. For information on this property, see the section "Creating expansion dictionary entries."
5. Select Start.

   The old defined item is deleted from the dictionary and replaced with the new item.
6. When you finish making changes, select Store Expansion Dictionary in the Workspace menu.

Changing the assigned abbreviation

You cannot assign new abbreviations by editing the dictionary document. Instead, you must reenter the item in the dictionary using the new abbreviation.

To assign a new abbreviation to a previously defined item:

1. Recall the item into a document using the old abbreviation.
2. Select the item and press SHIFT+DEF/EXP.
3. In the abbreviation box, enter a new abbreviation.
4. Choose the setting you want for the Use Destination Char Props On Expand property. For information on this property, see the section "Creating dictionary entries."
5. Select Start.

   The item is added to the dictionary with the new abbreviation. The old abbreviation for the same item still exists in the dictionary. You can edit the dictionary document to delete the old entry. See "Editing and printing the dictionary document" in this chapter.
6. When you finish making changes, select Store Expansion Dictionary in the Workspace menu.

Creating and using templates

Template documents save time, help assure consistency, and generally reduce the amount of work required to produce documents. You create a template document once and then use it each time you need to create a document of that type.

For example, every month each member of a group must submit a status report that follows the same format. One person creates a template of this document with the correct page size, columns, headings, footings, empty graphics frames and tables, and style rules for the paragraph and character format. Then, each person of the group makes a copy of the template and enters their information as required. This saves time because every person does not have to recreate the entire document each month. It also assures that all the information is presented in the same format which reduces the possibility of errors and missing information.

GV Write provides some templates and samples for you with Online Samples. If you are already comfortable working with the software, these templates provide a quick start to creating documents. For information on using the Online Samples, see *A Guide to GLOBALVIEW Online Samples.*

For information on creating templates for newsletters, brochures, and reports, see the section "Creating newsletter or brochure layouts" in chapter 2, "Setting page layout."

Changing the defaults for documents and books

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values, add or edit entries in the sections of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options for the entry.

[Documents]

Edit/Save: True
--True|False

True—Causes the document to open in manual edit mode. You have to select Edit before you can make any changes to your document. You also have to save the document by selecting Save or Save and Edit. You can select Reset to cancel all changes made to the document since the last time you saved it.

False—Causes the document to open automatically in edit mode, and the system to save the document periodically. You cannot reset the document.

Load Expansion Dictionary:

This entry lets you automatically load an expansion dictionary when you log on. You must enter the dictionary name exactly as it appears in the Document property sheet for the dictionary document. There is no default for this entry.

[System]

Caret Position: Always After
--Always After|Nearest Side

Always After—When you select text in a document, the caret follows the selection.

Nearest Side—If you use this setting, the caret appears on the side of the selection nearest to where you place the pointer when you make the selection.

Line Height: Double
--Single|OneAndOneQuarter|OneAndOneHalf|Double|Triple

Single—Sets the line height to 12 points.
OneAndOneQuarter—Sets the line height to 15 points.
OneAndOneHalf—Sets the line height to 18 points.
Double—Sets the line height to 24 points.
Triple—Sets the line height to 36 points.

[Folder]

ShowCreateDate: True
--True|False

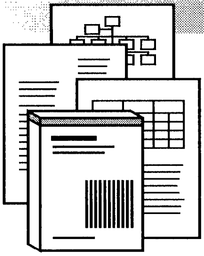
True—Shows the date the object was created.
False—Prevents the object creation date from showing.

Version: SeparateColumn
--SeparateColumn|WithName|None

SeparateColumn—Displays the version in a separate column.

WithName—Displays the version in the name column.

None—Prevents the version from displaying.



2. Setting page layout

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This chapter describes how to set and change the layout of a page. When you set the page layout, or format, you specify the properties for the page size, margins, columns, headings, footings, and page numbers. These properties are set in the page format character.

The page format character (shown enlarged) controls the format of the page on which it appears and all following pages until the next page format character.

A default page format character appears at the top of the first page in every document. This character contains preset properties so you can enter text in the document immediately. You cannot delete this default character, but you can change its properties. The default page format properties are 8 1/2 by 11 inches with one inch margins. There are no page numbers, headings, or footings.

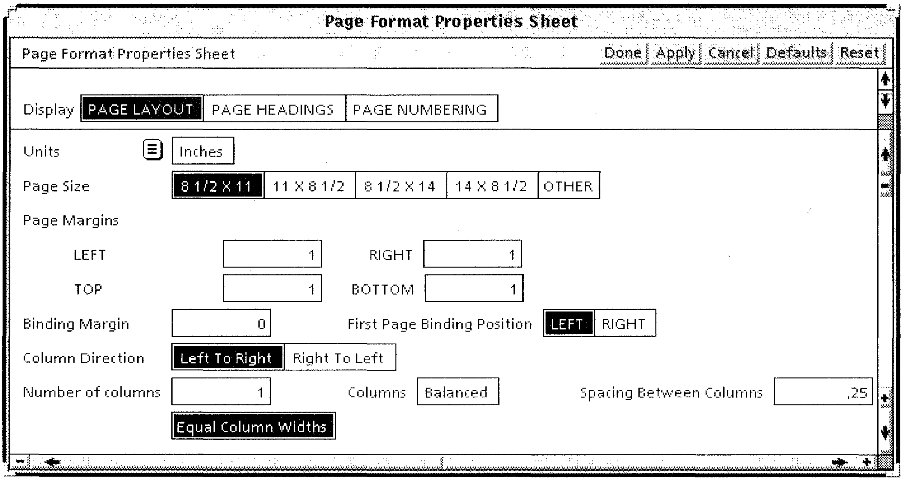
Setting page size

In GV Write, the page size is the overall size of the document. Usually it corresponds to the size of paper on which you will print the document, for example, 8 1/2 by 11 inches. The page size can be portrait or landscape orientation. Within the page size you set the page margins. The area inside the page margins is where you enter the body text, graphics, and tables of your document. The area between the top margin and the top of the page is where the header is placed. The area between the bottom margin and the bottom of the page is where the footer is placed.

To set the page size:

1. Select the page format character and press PROPS.

   The Page Format property sheet appears.


Page Format Properties Sheet
Done
Apply
Cancel
Defaults
Reset

Page Format Properties Sheet

Display: PAGE LAYOUT | PAGE HEADINGS | PAGE NUMBERING

Units: Inches

Page Size: 8 1/2 X 11 | 11 X 8 1/2 | 8 1/2 X 14 | 14 X 8 1/2 | OTHER

Page Margins

LEFT: 1 RIGHT: 1

TOP: 1 BOTTOM: 1

Binding Margin: 0 First Page Binding Position: LEFT | RIGHT

Column Direction: Left To Right | Right To Left

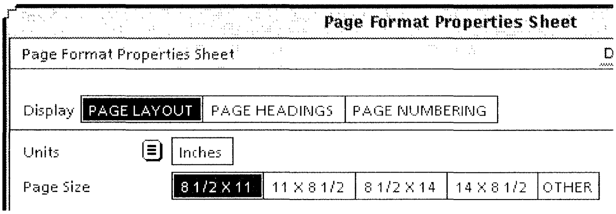
Number of columns: 1 Columns: Balanced Spacing Between Columns: .25

Equal Column Widths

2. If the Page Layout property sheet is not displayed, select Page Layout for Display.

3. Do one of the following:

   - Select the standard Page Size setting you want.


Page Format Properties Sheet
D

Page Format Properties Sheet

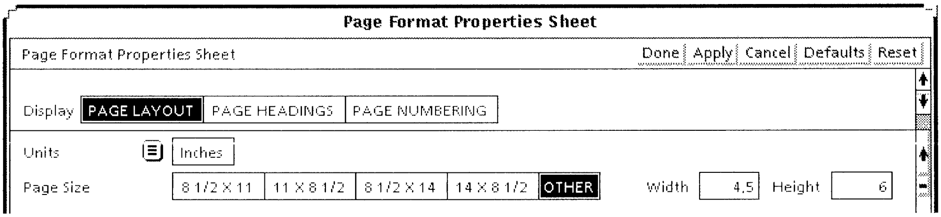
Display: PAGE LAYOUT | PAGE HEADINGS | PAGE NUMBERING

Units: Inches

Page Size: 8 1/2 X 11 | 11 X 8 1/2 | 8 1/2 X 14 | 14 X 8 1/2 | OTHER

Use the 8 1/2 x 11 and the 8 1/2 x 14 settings for portrait documents. Use the 11 x 8 1/2 and the 14 x 8 1/2 settings for landscape documents.

- Select Other and type the number for the width and height.


Page Format Properties Sheet
Page Format Properties Sheet
Done
Apply
Cancel
Defaults
Reset
PAGE HEADINGS
PAGE NUMBERING
8 1/2 X 11
11 X 8 1/2
8 1/2 X 14
14 X 8 1/2

Display PAGE LAYOUT
Units Inches
Page Size OTHER
Width 4.5
Height 6

The width can be any value less than 26 inches, including the margins. The height can be any value less than 100 inches, including the margins.

4. Select Done.
5. Paginate the document.

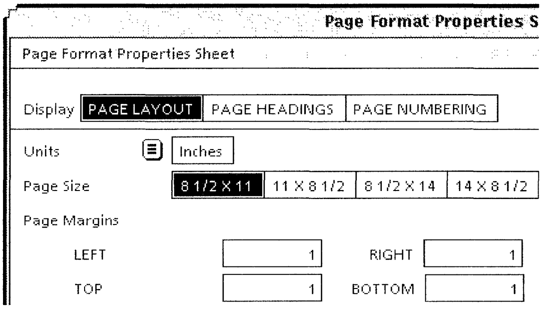
Setting page margins

Page margins provide space between the edge of the page and the text and graphics of the document. Page numbers appear in either the top or bottom margin. Page headings appear in the top margin and page footings appear in the bottom margin.

You can set margins for text and graphics separately from the overall page margins, but the text and graphics margins cannot exceed the size of the page margins. For information on setting margins for text, see chapter 3, "Formatting text." For information on setting margins for graphics, see chapter 13, "Using frames in documents."

To set the page margins:

1. Select the page format character and press PROPS.
2. Select Page Layout for Display.
3. Enter a number in the Page Margins boxes for the distance you want between the left, right, top, and bottom edges of the paper and the corresponding edge of the text and graphics area.



Page Format Properties S

Page Format Properties Sheet

Display ■ PAGE LAYOUT ☐ PAGE HEADINGS ☐ PAGE NUMBERING

Units: Inches

Page Size: ■ 8 1/2 X 11 ☐ 11 X 8 1/2 ☐ 8 1/2 X 14 ☐ 14 X 8 1/2

Page Margins

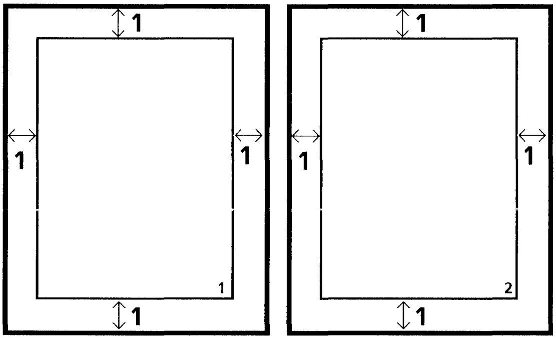
LEFT 1 RIGHT 1

TOP 1 BOTTOM 1

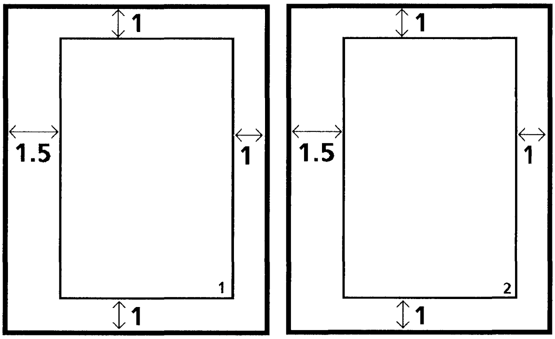
4. Select Done.
5. Paginate the document.

Adding a binding margin to a simplex document

You add extra space to one side of the page to create a binding margin for a simplex (single-sided) document. The overall page size does not change when you add a binding margin, but the inner page size becomes smaller. The following illustration shows a simplex document with and without a binding margin.



This simplex document has one-inch margins. No extra space was included for the binding margin. The number 1 was entered in the Left, Right, Top, and Bottom Page Margins boxes to create these margins.

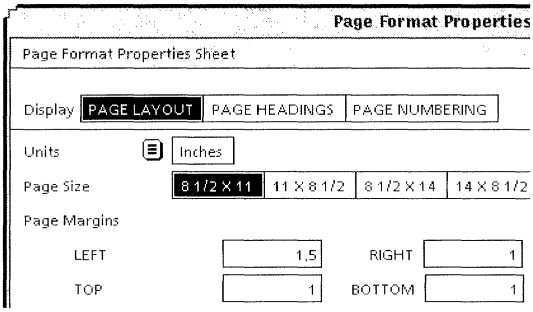


This simplex document has one-inch margins and a .5 inch binding margin. The number 1 was entered in the Right, Top, and Bottom Page Margins boxes. The number 1.5 was entered in the Left Page Margins box to create the binding margin.

✦ **Note:** In the following procedure it is assumed that you have already set the margins you want for the page and are adding the binding margin to the regular page margins.✦

To add a binding margin to a simplex (single-sided) document:

1. Select the page format character and press PROPS.
2. Select Page Layout for Display.
3. In the Page Margins box for the side that you want as the binding margin, increase the amount entered for the margin by the amount you want for the binding margin.



Page Format Properties

Page Format Properties Sheet

Display: **PAGE LAYOUT** | PAGE HEADINGS | PAGE NUMBERING

Units: Inches

Page Size: **8 1/2 X 11** | 11 X 8 1/2 | 8 1/2 X 14 | 14 X 8 1/2

Page Margins

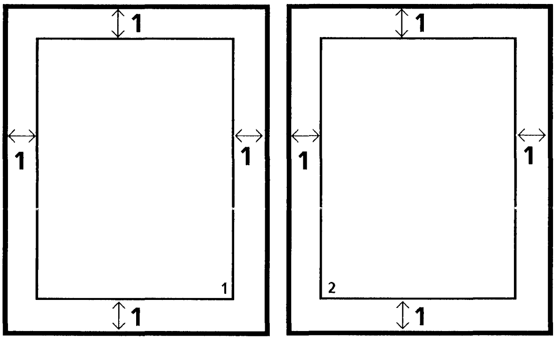
LEFT: 1.5
RIGHT: 1
TOP: 1
BOTTOM: 1

For example, for a document bound on the left, you might increase the left margin one-half inch.

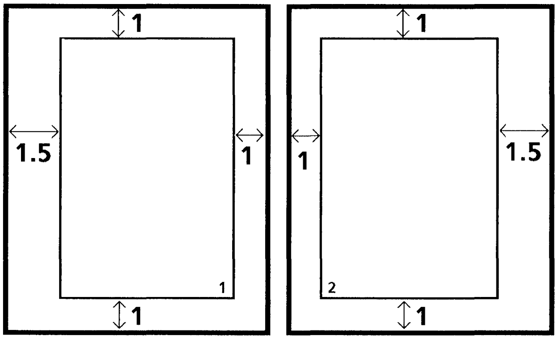
4. Select Done.
5. Paginate the document.

Adding a binding margin to a duplex document

You can add extra space to one side of the page to create a binding margin for a duplex (double-sided) document. The overall page size does not change when you add a binding margin, but the inner page size becomes smaller. The method for adding a binding margin is slightly different for duplex documents than for simplex documents. For a duplex document, you need to indicate the right or left margin for the binding margin depending on which direction your text flows. The following illustration shows a simplex document with and without a binding margin.



This duplex document has one-inch margins. No extra space was included for the binding margin. The number 1 was entered in the Left, Right, Top, and Bottom Page Margins boxes to create these margins.

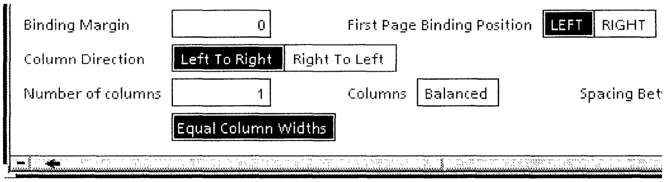


This duplex document has one-inch margins and a .5 inch binding margin. The number 1 was entered in the Left , Right, Top, and Bottom Page Margins boxes. Then, the number .5 was entered in the Binding Margin box and Left was selected for the First Page Binding Position to create the binding margin.

✦ **Note:** In the following procedure it is assumed that you have already set the margins you want for the page and are adding the binding margin to the regular page margins.✦

To add a binding margin to a duplex (double-sided) document:

1. Select the page format character and press PROPS.
2. Select Page Layout for Display.
3. Enter a number for the distance you want to leave for the binding margin in the Binding Margin box.



Binding Margin 0
First Page Binding Position LEFT RIGHT
Column Direction Left To Right Right To Left
Number of columns 1
Columns Balanced
Spacing Bet
Equal Column Widths

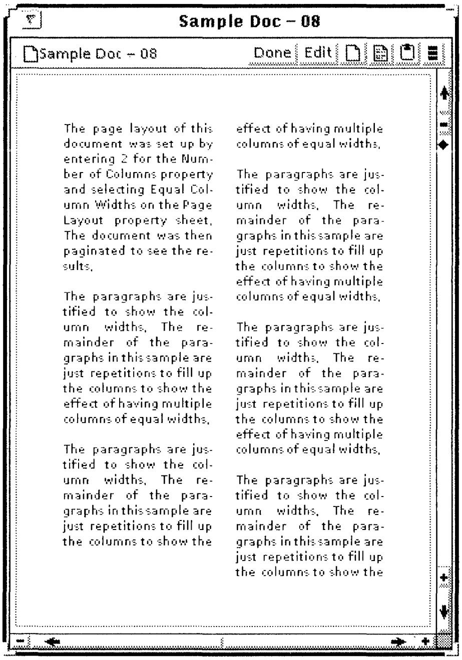
4. Do one of the following:
   - If your text flows from left to right, such as English text, select Left for the First Page Binding Position.
   - If your text flows from right to left, such as Hebrew text, select Right for the First Page Binding Position.
5. Select Done.
6. Paginate the document.

Setting multiple text columns

In the page format character, you can specify the number of columns on a page, set the columns for equal or unequal widths, set the space between the columns (gutters), and specify column balancing and direction. Columns must be at least one inch wide. For information on creating variations in columns see the sections "Mixing page layouts" and "Creating newsletter or brochure layouts."

To help you decide which column properties to set or not in the two procedures in this section, look at the following illustrations. These illustrations show examples of equal and unequal column widths, balanced and unbalanced columns, and column text flow direction. In the procedures, you will select the properties that control these column layout choices.

This document has equal column widths.



The page layout of this document was set up by entering 2 for the Number of Columns property and selecting Equal Column Widths on the Page Layout property sheet. The document was then paginated to see the results.

The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions to fill up the columns to show the effect of having multiple columns of equal widths.

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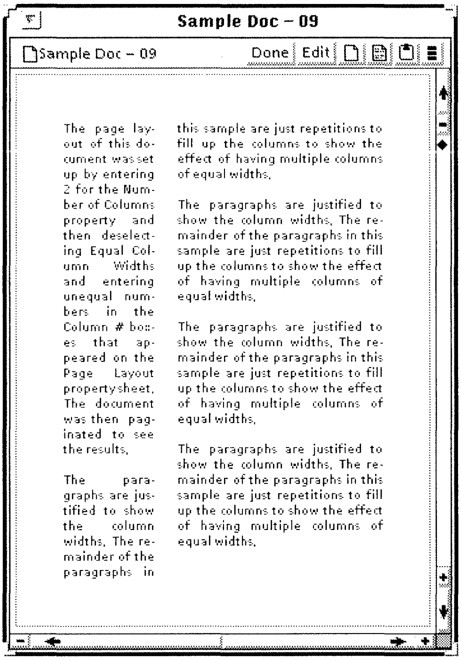
This document has unequal column widths.



The page layout of this document was set up by entering 2 for the Number of Columns property and then deselecting Equal Column Widths and entering unequal numbers in the Column # boxes that appeared on the Page Layout property sheet. The document was then paginated to see the results.

The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions to fill up the columns to show the effect of having multiple columns of equal widths.

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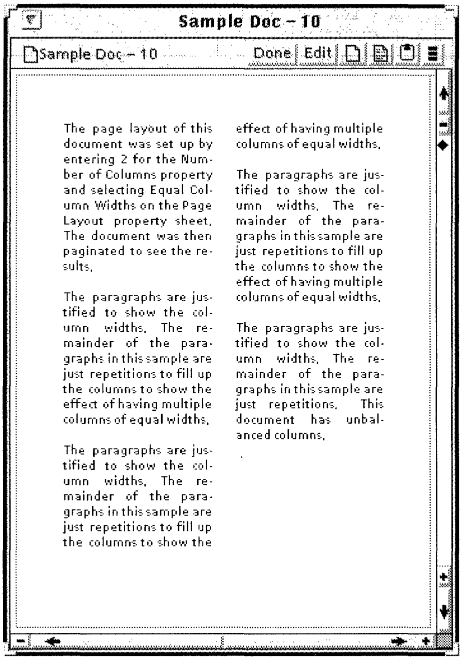
If a document has unbalanced columns, each column fills completely before the text flows to the next column.



The page layout of this document was set up by entering 2 for the Number of Columns property and selecting Equal Column Widths on the Page Layout property sheet. The document was then paginated to see the results.

The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions to fill up the columns to show the effect of having multiple columns of equal widths.

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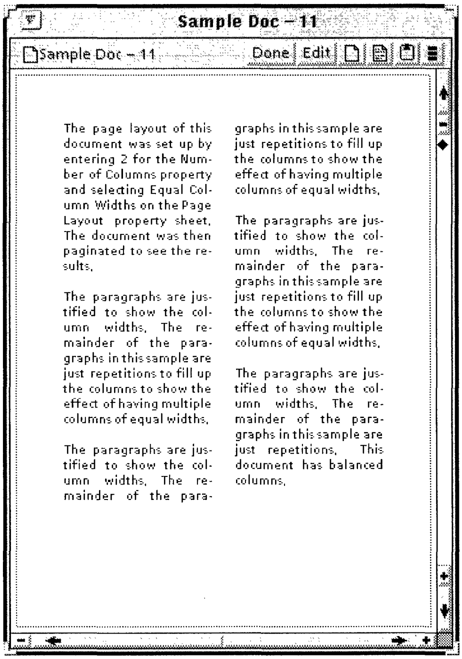
The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions. This document has unbalanced columns.

If a document has balanced columns, the columns fill so that they contain approximately equal amounts of text.



The page layout of this document was set up by entering 2 for the Number of Columns property and selecting Equal Column Widths on the Page Layout property sheet. The document was then paginated to see the results.

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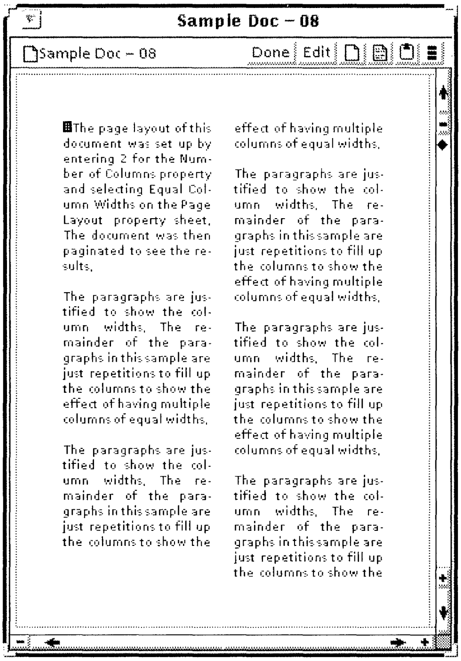
The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions. This document has balanced columns.

✦ **Note:** Only select Columns Balanced for the last page of the document. ✦

In this document the text flows from left to right. The page format character is in the left column.

If your text flows from right to left, such as Hebrew text, you would set up your document to look like this one. The page format character is in the right column. You would also set the paragraph Text Direction property to Right to Left.



■The page layout of this document was set up by entering 2 for the Number of Columns property and selecting Equal Column Widths on the Page Layout property sheet. The document was then paginated to see the results.

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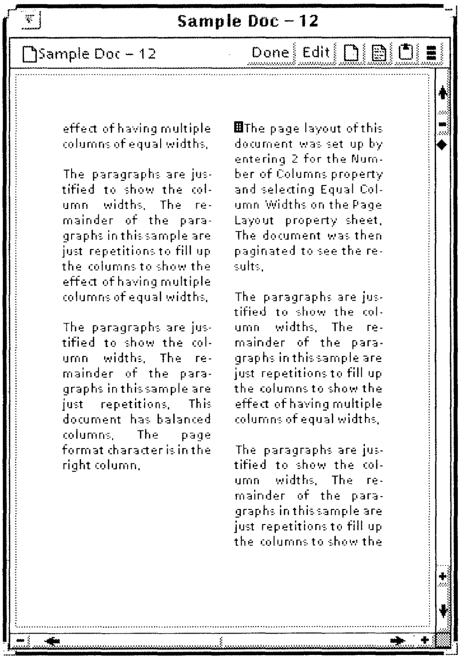

■The page layout of this document was set up by entering 2 for the Number of Columns property and selecting Equal Column Widths on the Page Layout property sheet. The document was then paginated to see the results.

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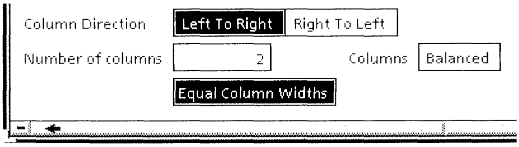
The paragraphs are justified to show the column widths. The remainder of the paragraphs in this sample are just repetitions. This document has balanced columns. The page format character is in the right column.

To set multiple text columns of equal column width:

1. Select the page format character and press PROPS.
2. Select Page Layout for Display.
3. Select Equal Column Widths.



Column Direction: Left To Right (selected) | Right To Left

Number of columns: 2

Columns: Balanced

Equal Column Widths (selected)

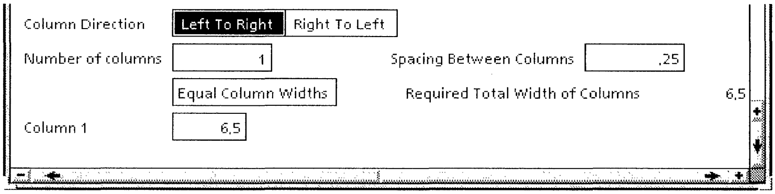
When you select Equal Column Widths, the column width is automatically calculated.

4. Select the order in which you want the text to fill the columns for the Column Direction property.
5. Enter the number of columns you want in the Number Of Columns box.
6. Select Balanced for the Columns property if you want all the columns to contain approximately equal amounts of text.

   If you do not select Balanced, each column fills completely before the text flows to the next column.
7. Enter the amount of space you want between each column in the Spacing Between Columns box.
8. Select Done.
9. Paginate the document.

To set multiple text columns of unequal column width:

1. Select the page format character and press PROPS.
2. Select Page Layout for Display.
3. Deselect Equal Column Widths.



Column Direction: Left To Right | Right To Left

Number of columns: 1

Spacing Between Columns: ,25

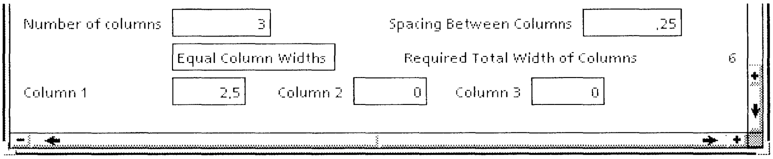
Equal Column Widths

Required Total Width of Columns: 6,5

Column 1: 6,5

4. Select the order in which you want the text to fill the columns for the Column Direction property.
5. Enter the number of columns you want in the Number Of Columns box, and press SKIP/NEXT.

   The Column # boxes appear. The number of boxes that appear depends on the number you entered in the Number Of Columns box.



Number of columns 3

Spacing Between Columns .25

Required Total Width of Columns 6

Column 1 2.5

Column 2 0

Column 3 0

6. Enter the amount of space you want between each column in the Spacing Between Columns box, and press SKIP/NEXT.

   The Required Total Width Of Columns changes to show the total column width required based on the page size and the spacing between columns.

7. Enter the width for each column in the Column # boxes.

   The numbers you enter should equal the amount given for the Required Total Width Of Columns property.

8. Select Done.
9. Paginate the document.

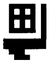
Forcing text breaks in columns

You can add break characters to text in columns to force the text to move to the next column.

✦ **Note:** Break characters have no effect if you have Balanced selected for the Columns property.✦

To add a column break:

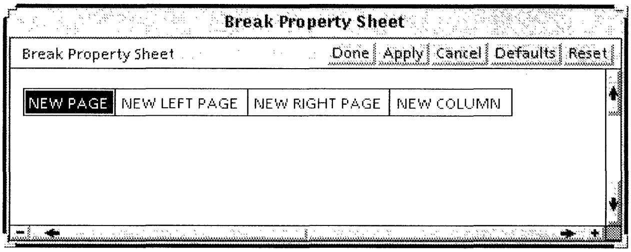
1. Position the caret in the text where you want the text to break and start a new column.
2. Press KEYBOARD+SPECIAL+2.



   A break character (shown enlarged) appears in your document.

3. Select the break character and press PROPS.

   The Break property sheet appears.


Break Property Sheet
Break Property Sheet
Done
Apply
Cancel
Defaults
Reset
NEW PAGE
NEW LEFT PAGE
NEW RIGHT PAGE
NEW COLUMN

4. Select New Column.
5. Select Done.

Mixing page layouts

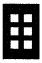
You can add page format characters with different properties to create a mixture of page formats within a document. For example, you can make the first page of a document single column, and make the remaining pages multiple columns. You can also use additional page format characters to change the page orientation from portrait to landscape.

For details on creating specialized page layouts for documents such as newsletters or presentations, see the section "Creating newsletter or brochure layouts."

To insert additional page format characters:

▸ Do one of the following:

- Copy a page format character to the position you want.
- Position the caret where you want the page format character to appear, then press KEYBOARD+SPECIAL+3.



A page format character (shown enlarged) appears in your document.

✦ **Note:** To make the page format character affect the page on which it appears, place it in the first character position on the page (it can be preceded by a paragraph character). If another character precedes it, the page format character affects only the properties of the pages that follow it.✦

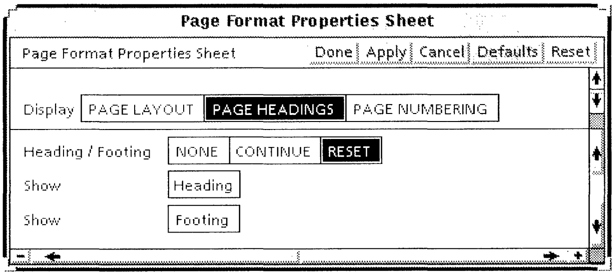
Creating page headings and footings

You create headings and footings in the Page Headings property sheet which is part of the Page Format property sheet. Changes to headings and footings are applied when you paginate the document.

You can have more than one line of text in a heading or footing, provided the top or bottom page margin is large enough to accommodate the text. The width of headings and footings is determined by the left and right page margins.

To create a heading or footing:

1. Select the page format character and press PROPS.
2. Select Page Headings for Display.
3. Select Reset for the Heading/Footing property.



Display PAGE LAYOUT [✓ PAGE HEADINGS] PAGE NUMBERING

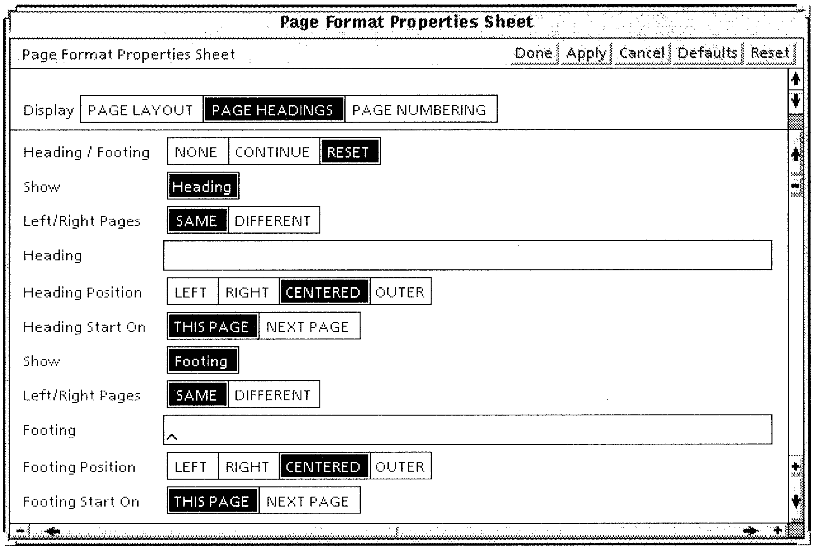
Heading / Footing NONE CONTINUE [✓ RESET]

Show Heading

Show Footing

4. Select Heading or Footing for Show.

   You can select both Heading and Footing if you want to have both in your document.



Display PAGE LAYOUT [✓ PAGE HEADINGS] PAGE NUMBERING

Heading / Footing NONE CONTINUE [✓ RESET]

Show [✓ Heading]

Left/Right Pages [✓ SAME] DIFFERENT

Heading

Heading Position LEFT RIGHT [✓ CENTERED] OUTER

Heading Start On [✓ THIS PAGE] NEXT PAGE

Show [✓ Footing]

Left/Right Pages [✓ SAME] DIFFERENT

Footing

Footing Position LEFT RIGHT [✓ CENTERED] OUTER

Footing Start On [✓ THIS PAGE] NEXT PAGE

5. Select the Left/Right Pages property:
   - If you want the same heading or footing to appear on both pages, select Same. A single Heading or Footing box appears.
   - If you want different headings or footings to appear on the left and right pages, select Different. The Left and Right boxes appear.
6. Type the heading or footing text in the Heading or Footing box.
7. Select the Heading Position or Footing Position properties you want for the horizontal alignment of the text in the page margins.

   Selecting Outer aligns the heading or footing with the outer page margin (flush left on left pages and flush right on right pages).
8. Select the Heading Start On and Footing Start On properties to specify the page on which the heading or footing begins.
9. Select Done.
10. Paginate the document.

To change heading or footing text character properties:

- Select the heading or footing text and use the function keys to set the properties, or use SAME to apply character properties from existing text.

Formatting headings and footings by copying from a document

To format headings or footings by copying text from a paragraph:

1. Type the text you want to use for the heading or footing in a separate document.
2. Apply the character and paragraph properties you want.
3. In the document where you want to add the heading or footing, display the Page Format property sheet and show the heading or footing.
4. Select the heading or footing text you created by clicking on the text four times.

   This selection method selects all the text, including the paragraph character.
5. Move or copy the selected text paragraph into the Heading or Footing box.

   When you move or copy a paragraph into a Heading or Footing box the following rules apply:

   - The paragraph retains the character, paragraph, and tab properties it had in the document.
   - The heading or footing begins on the first line of the page margin.

     For example, if you have one inch page margins, the heading begins at the top of the page one inch above the body text, and the footing begins just below the body text, one inch from the bottom of the page. To move the heading or footing down, increase the Before Paragraph spacing, or insert additional paragraph characters before the text.

- The Alignment property of the paragraph character controls the alignment of the heading or footing. The Position property in the Page Headings property sheet has no effect.

✦ **Note:** When you display the property sheet for a page format character of a document, you cannot perform any editing operations in that document until you close the property sheet. Therefore, you cannot move or copy heading or footing text from the property sheet of a document into the same document. You can copy or move heading or footing text from the property sheet of one document to a different document.✦

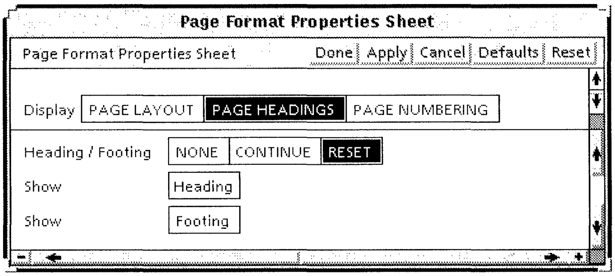
Creating consistent headings and footings in books

To create consistent headings and footings across documents in books:

1. Make sure all the documents in the book are in the correct order. Documents inside folders or other containers in the book must also be in the correct order.

   For information on objects allowed in books, see the section "Combining documents using books," in chapter 1, "Creating and editing documents."

2. In the first document in the book, select the first page format character and press PROPS.
3. Select Page Headings for Display.
4. Select Reset for the Heading/Footing property.



Page Format Properties Sheet

Display: PAGE LAYOUT | PAGE HEADINGS | PAGE NUMBERING

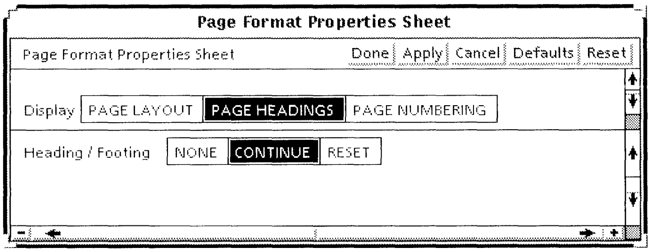
Heading / Footing: NONE | CONTINUE | RESET

Show: Heading

Show: Footing

5. Set the other properties you want for the headings and footings and select Done.

6. In the property sheets of the remaining page format characters in the first document and the rest of the documents in the book, select Continue for the Heading/Footing property.


Page Format Properties Sheet

Page Format Properties Sheet
Done
Apply
Cancel
Defaults
Reset

Display: PAGE HEADINGS

Heading / Footing: CONTINUE

PAGE LAYOUT
PAGE HEADINGS
PAGE NUMBERING
NONE
CONTINUE
RESET

7. Close all the documents and the book. Select the book if it is not selected.

8. Select Paginate, or Compress and Paginate, in the Workspace menu.

Setting page numbering

You can add page numbers to a document in the top or bottom margin of the page. If you create a heading or footing for the document, you can include the page numbers there.

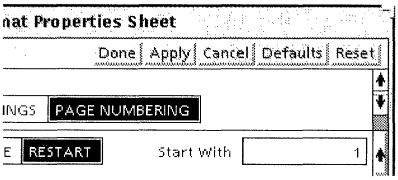
You can create compound page numbers by including text before and after a page numbering character that the system replaces with the correct page number. For example, you can enter a chapter number or appendix letter, a dash, and a page numbering character to create page numbers such as 5-24 or B-16.

Adding new page numbers

For information on including a page number in a heading or footing that you create in the Page Headings property sheet, see the section "Including a page number in a heading or footing."

To add a new page number to your document:

1. Select the page format character on the page where you want the page numbers to start and press PROPS.
2. Select Page Numbering for Display.
3. Select Restart for the Page Numbering property.



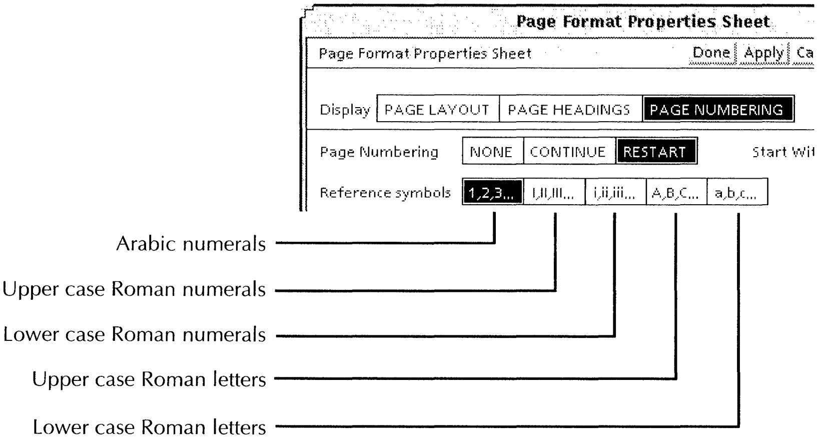
nat Properties Sheet

Done Apply Cancel Defaults Reset

INGS PAGE NUMBERING

E RESTART Start With 1

4. If you want to start numbering the pages with a different number, delete the 1 in the Start With box and type a new number.
5. If you do not want Arabic numerals, select the numbering style you want for Reference Symbols.



Page Format Properties Sheet

Page Format Properties Sheet Done Apply Ca

Display PAGE LAYOUT PAGE HEADINGS PAGE NUMBERING

Page Numbering NONE CONTINUE RESTART Start Wi

Reference symbols 1,2,3... I,II,III... i,ii,iii... A,B,C... a,b,c...

Arabic numerals
Upper case Roman numerals
Lower case Roman numerals
Upper case Roman letters
Lower case Roman letters

✦ **Note:** If you select a numbering style other than Arabic numerals, the Start With box still contains an Arabic numeral.✦

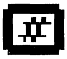
6. Set the Margin and Position properties to match where you want the page numbers to appear on the document pages.

   Selecting Outer aligns the page number with the outer page margin (flush left on left pages and flush right on right pages).

7. Select Done.
8. Paginate the document.

To create compound page numbers:

1. Select the page format character on the page where you want the numbers to start and press PROPS.
2. Select Page Numbering for Display.
3. Select Restart for the Page Numbering property.
4. Enter a number in the Start With box and select a numbering style for Reference Symbols.
5. In the Pattern box, type the characters you want to include in the page number.
6. Position the caret in text in the Pattern box where you want the page number to appear and press KEYBOARD+SPECIAL+4.



   A page numbering character (shown enlarged) appears in the Pattern box. The page numbering character is a structure character that the system uses to automatically place a page number in the text you specify. You can insert the page numbering character anywhere in the text pattern.

   For example, in this book, the page number includes the chapter number. This was created by typing the chapter number and a dash, then adding the page numbering character.

   ✦ **Tip:** To apply character properties to the page numbering pattern, select all or part of of the text in the Pattern box and press the function keys you want, or use SAME to match the properties of existing text. The character properties take effect after you paginate the document.✦

7. Set the Margin and Position properties to match where you want the page numbers placed on the pages.

   Selecting Outer aligns the pattern and page number with the outer page margin (flush left on left pages and flush right on right pages).

8. Select Done.
9. Paginate the document.

Continuing the page numbering sequence

If you have multiple page format characters in your document, you can change properties in the Page Layout or Page Headings property sheets, but keep the same page numbering sequence in consecutive page format characters.

For example, you can change text in the headings or footings, or change page size or orientation, but continue using the same page numbering sequence that you specified in the first page format character.

When you continue the sequence, the system automatically calculates what the page number should be when you add or delete pages.

To continue a page numbering sequence:

1. Select the page format character in which you changed the layout, headings, or footings properties and press PROPS.
2. Select Page Numbering for Display.
3. Select Continue for the Page Numbering property.
4. If you made changes to the text position of headings or footings, set the Margin and Position properties to match where you want the page numbers located on the pages.
5. Select Done.
6. Paginate the document.

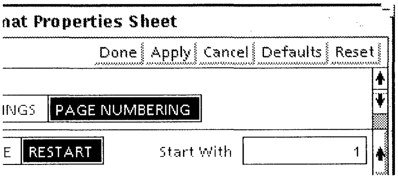
Changing the type of page number

You can change the type of page number used in the document. For example, you can use roman numerals on the first two pages and Arabic numerals on the following pages.

You can change the page numbering sequence in a document as many times as you want by entering additional page format characters and changing the Page Numbering properties.

To change the type of page number:

1. Set the page numbering you want in the first page format character in the document.
2. Position the caret at the top of the page where you want the numbering to change.
3. Press KEYBOARD+SPECIAL+3 to enter another page format character.
4. Select the page format character and press PROPS.
5. Select Page Numbering for Display.
6. Do one of the following:
   - If you want to change the numbering sequence of this and following pages, select Restart for the Page Numbering property. The Start With box appears with 1 as its default value. To start numbering the pages with a number other than 1, delete the 1 and type a new number.



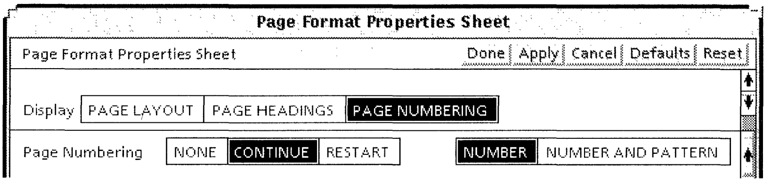
nat Properties Sheet

INGS PAGE NUMBERING

E RESTART Start With 1

   - If you want to change the numbering style but keep the same page sequence, select Continue. The Number and Number And Pattern properties appear. To continue the same page number and pattern, select

Number And Pattern. To continue the page number only, leave Number selected.



Page Format Properties Sheet

Page Format Properties Sheet

Done
Apply
Cancel
Defaults
Reset

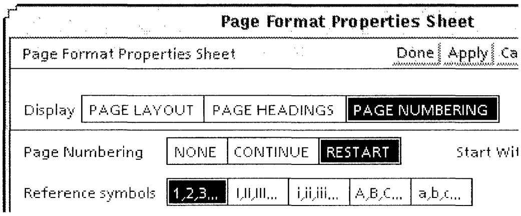
Display: PAGE NUMBERING

Page Numbering: CONTINUE

NUMBER

PAGE LAYOUT
PAGE HEADINGS
NONE
RESTART
NUMBER AND PATTERN

7. Select a new reference symbol (type of page number) for the Reference Symbols property.



Page Format Properties Sheet

Page Format Properties Sheet

Done
Apply
Ca

Display: PAGE NUMBERING

Page Numbering: RESTART

Start Wi

Reference symbols: 1,2,3...

PAGE LAYOUT
PAGE HEADINGS
NONE
CONTINUE
I,II,III...
i,ii,iii...
A,B,C...
a,b,c...

8. Select Done.
9. Paginate the document.

Suppressing page numbers

You can turn page numbers off or on for individual pages or for a range of pages in a document.

To suppress page numbering:

1. Insert a page format character at the top of the first page where you do not want page numbers.

   The page format character must be the first character on that page (it can be preceeded only by a paragraph character).
2. Select the page format character and press PROPS.
3. Select Page Numbering for Display.
4. Select None for the Page Numbering property.
5. Select Done.

6. Paginate the document.

To resume page numbering:

1. Select the page format character that occurs just before the page format character that you inserted to suppress the page numbering.
2. Copy the selected page format character to the top of the page where you want to resume page numbering.
3. Select the page format character you just copied and press PROPS.
4. Select Page Numbering for Display.
5. Select Continue for the Page Numbering property.
6. Do one of the following:
    - Select Number to continue the page numbering sequence.
    - Select Number And Pattern to continue the page numbering sequence and the page numbering pattern.
7. Select Done.
8. Paginate the document.

✦ **Note:** When you no longer want to suppress page numbering, delete both page format characters you added to suppress and resume page numbering.✦

Including a page number in a heading or footing

If you create a heading or footing for your document in the Page Headings property sheet, you can include the page number in the heading or footing text. The compound page numbers in this book were included in the footing.

For information on creating a compound page number for a document without a heading or footing, see the section "Adding page numbers."

To add a page number in a heading or footing:

1. Select the page format character and press PROPS.
2. Select Page Headings for Display.
3. Create the heading or footing as described in the section "Creating page headings and footings."
4. Position the caret in the heading or footing text where you want the page number to appear. You can insert spaces or tabs if necessary.
5. Press KEYBOARD+SPECIAL+4.

   A page numbering character (shown enlarged) appears in your document. The page numbering character is a structure character that the system uses to automatically enter a page number in the heading or footing text.
6. Select Page Numbering for Display.
7. Set the page numbering properties you want.

   Make sure the Margin and Position properties you select for the page number match the properties you set in the Page Headings property sheet for the heading or footing. If they do not match, two page numbers might appear on one page.

   For example, if you place a page numbering character in the footing and select Right for the Footing Position on the Page Headings property sheet, then you should also set the Margin to Bottom (because you want the page number in the footing) and the Position to Right on the Page Numbering property sheet.
8. Select Done.
9. Paginate the document.

Numbering pages sequentially across book contents

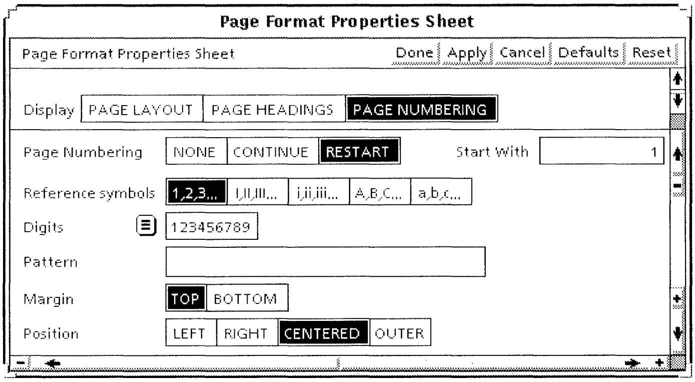
When you paginate a book, the document pages are numbered sequentially in the order in which they are placed within the book. The following procedure describes the process for using one page numbering sequence throughout an entire book. This is useful if you have multiple documents that you want numbered as if they were one continuous document. You can modify the procedure to restart and continue the page numbering sequence as many times as you want.

To number document pages sequentially in a book:

1. Make sure all the documents are in the correct order in the book. Documents in folders or other containers within the book must also be in the correct order.

   For information on objects allowed in books, see the section "Combining documents using books" in chapter 1, "Creating and editing documents."

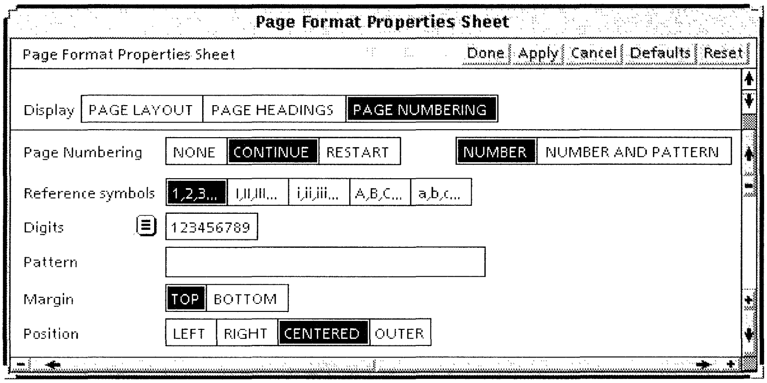
2. In the first page format character of the first document in the book, select Restart for the Page Numbering property.


Page Format Properties Sheet
Page Format Properties Sheet
Done
Apply
Cancel
Defaults
Reset
PAGE LAYOUT
PAGE HEADINGS
NONE
CONTINUE
I,II,III...
i,ii,iii...
A,B,C...
a,b,c...
BOTTOM
LEFT
RIGHT
OUTER

Display: PAGE NUMBERING
Page Numbering: RESTART
Start With: 1
Reference symbols: 1,2,3...
Digits: 123456789
Pattern:
Margin: TOP
Position: CENTERED

3. Set the other properties you want for the page numbering and select Done.

4. In the remaining page format characters in the first document and the rest of the documents in the book, select Continue for the Page Numbering property.



Page Format Properties Sheet

Page Format Properties Sheet Done Apply Cancel Defaults Reset

Display PAGE LAYOUT PAGE HEADINGS [✓ PAGE NUMBERING]

Page Numbering NONE [✓ CONTINUE] RESTART [✓ NUMBER] NUMBER AND PATTERN

Reference symbols [✓ 1,2,3...] I,II,III... i,ii,iii... A,B,C... a,b,c...

Digits 123456789

Pattern

Margin [✓ TOP] BOTTOM

Position LEFT RIGHT [✓ CENTERED] OUTER

5. Set the other properties you want for the page numbering and select Done.
6. Close all the documents and the book. Select the book if it is not selected.
7. Select Paginate or Compress And Paginate in the Workspace menu.

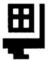
Skipping pages in double-sided documents

If you want to skip pages in a double-sided document, you can add new left or right pages as necessary. When you force new left or right pages, the page numbers, headings, and footings specified in the page format character change accordingly.

For example, if page 1 is a right page, page 2 is a left page, and page 3 is a right page, and you add another right page, the next page number will be 5, not 4. Page 4, the left page, is skipped.

To add a new left or right page:

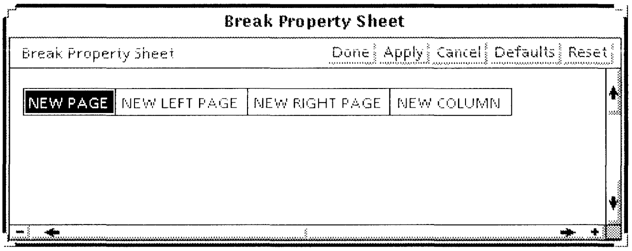
1. Select Show Structure in the Document menu.
2. Position the caret where you want the new page.
3. Press KEYBOARD+SPECIAL+2.



A break character (shown enlarged) appears in your document.

4. Select the break character and press PROPS.

   The Break property sheet appears.


Break Property Sheet
Break Property Sheet
Done
Apply
Cancel
Defaults
Reset
NEW PAGE
NEW LEFT PAGE
NEW RIGHT PAGE
NEW COLUMN

5. Select either New Left Page or New Right Page.
6. Select Done.

Copying page format properties

You can copy the properties of page format characters within the same document or in different documents. If you are copying from one document to another, the destination document must be in Edit mode.

To copy the properties of one page format character to another:

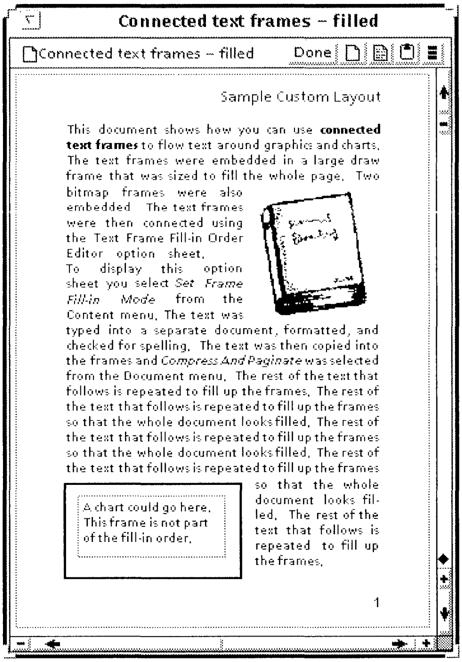
1. Select the page format character containing the properties you want to change.
2. Press SAME.
3. Select the page format character that has the properties you want to copy.
4. Paginate the document to apply the new page format properties.

✦ **Tip:** If you copy the default properties of the first page format character in a document, the Page Numbering and Heading/Footing properties are set to Restart. If you want to continue the Page Numbering and Heading/Footing properties for subsequent page format characters, change these properties to Continue.✦

Creating newsletter or brochure layouts

You can create various basic page layouts by changing the properties in the page format character for margins and columns, and inserting additional page format characters to combine portrait and landscape pages.

However, some documents, such as newsletters, brochures, and reports, require more detailed layout than that available in the page format character. For these documents you might want the page divided into smaller, uneven sections, and the text to flow around frames as shown in the following illustration.


Connected text frames – filled
Connected text frames – filled
Done

Sample Custom Layout

This document shows how you can use **connected text frames** to flow text around graphics and charts. The text frames were embedded in a large draw frame that was sized to fill the whole page. Two bitmap frames were also embedded The text frames were then connected using the Text Frame Fill-in Order Editor option sheet.

To display this option sheet you select *Set Frame Fill-in Mode* from the Content menu. The text was typed into a separate document, formatted, and checked for spelling. The text was then copied into the frames and *Compress And Paginate* was selected from the Document menu. The rest of the text that follows is repeated to fill up the frames. The rest of the text that follows is repeated to fill up the frames so that the whole document looks filled. The rest of the text that follows is repeated to fill up the frames so that the whole document looks filled. The rest of the text that follows is repeated to fill up the frames so that the whole document looks filled. The rest of the text that follows is repeated to fill up the frames.

A chart could go here. This frame is not part of the fill-in order.

1

✦ **Note:** The procedures and information provided in this section are intended for advanced users. You should already have a thorough understanding of all document creation and text editing techniques, and be comfortable working with tables, graphics frames, and other features of GV Write and GV Draw.✦

To create these custom page layouts, you use page format properties and connected text frames to create each page individually with the format you want.

The connected text frames allow you to create variations on standard page layouts such as combinations of single and multiple text columns and text that flows around graphics and tables.

General procedure for using connected text frames

The detailed steps for this procedure are described in the following sections.

To use connected text frames:

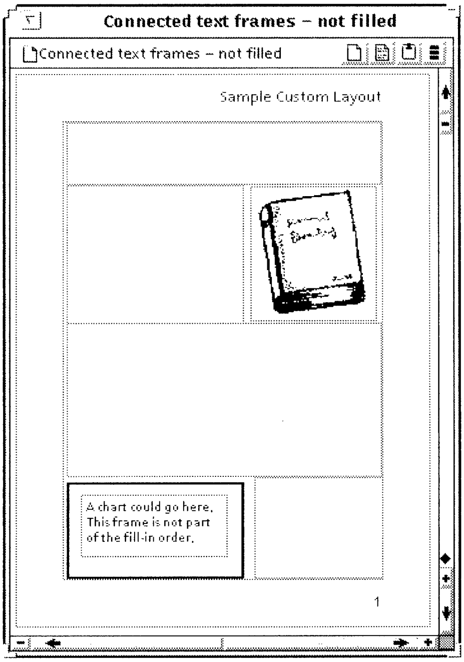
1. Create the custom document layout by doing the following steps:
    a. Set the page format properties you want such as page size, margins, headings, footings, and page numbering. Add additional page format characters and page breaks as needed.
    b. Insert graphics and text frames and set the frame properties you want.
    c. Connect the text frames by setting the fill-in order.
2. Create a text-only document that contains the text you want to include in the custom layout. You can set the text properties either in this document or after the text is in the text frames.
3. Copy the text into the first connected text frame in the fill-in order.
4. Do one of the following:
    - Select Fill Text Frames in the Content menu.
    - Select Compress and Paginate in the Document menu.

    The text flows from frame to frame in the order that you connected them.

✦ **Tip:** If you frequently create a particular kind of document, for example a monthly newsletter, you can save time by creating a template layout document. You can then fill a copy of the template with different text and graphics each month without having to recreate the layout.✦

Creating a custom document layout

The following illustration shows the sample custom document layout from the previous section before it was filled with text.


Connected text frames – not filled
Connected text frames – not filled

Sample Custom Layout

A chart could go here. This frame is not part of the fill-in order.

1

When creating custom document layouts using connected text frames, be prepared to spend some time adjusting the frames and rearranging the layout. This is not a simple process, but the results can be quite satisfying with a little practice and patience.

✦ **Tip:** Try drawing a sketch of the layout before you start creating the layout with the frames.✦

To create a custom document layout:

1. Open a blank document, select Edit if necessary, and select Show Structure in the Document menu.

2. In the page format character, set the basic layout you want such as page size, margins, headings, footings, and page numbers.
3. Insert an anchored draw frame and size the draw frame so it fills the whole page.
4. Inside the draw frame insert text, graphics, tables, and other frames to create the detailed layout. Add, delete, move, and resize the frames until the document layout is correct. The text frames should be touching at the top and bottom to create the seamless look of flowing text.

   ✦ **Tip:** To make it easier to connect the text frames, leave a little space between one side of the text frames and the edge of the draw frame in which they are embedded.✦
5. Set the properties of the frames such as border width, color, and the special text frame properties of inner margin and orientation. Basic procedures for setting these two properties follow this procedure. For details on these, and all frame properties, see chapter 13, "Using frames in documents."
6. If your document is more than one page long, insert break characters as necessary and paginate the document to see the results.

The inner margin of the text frame indicates the distance between the frame border and the text in the frame.

To set the inner margin for text frames:

1. Select the text frame border and press PROPS.
2. Select the Units measurement you want from the Units menu.
3. In the Inner Margin box type the number you want for the inner margin.
4. Select Done.

If you are using vertical text such as Japanese, or if you want to create special effects with the text, you can set the orientation of the text frames to vertical. The default setting for Orientation is Horizontal, so if your text is horizontal you don't need to set this property.

Software required—Run the Vertical Writing software application to use vertical orientation. No special software is required for horizontal orientation.

To set vertical orientation for the text in text frames:

1. Select the text frame border and press PROPS.
2. Select Text for the Display property.
3. Select Vertical for the Orientation property.
4. Select Done.

Connecting text frames

When your custom document layout is complete, you connect the text frames by setting the fill-in order. You can change the fill-in order later if you want.

When you set the fill-in order the system automatically assigns a unique name and number to the text frame. For example, if the text frame is the third frame in the fill-in order, "Text3" is the name assigned.

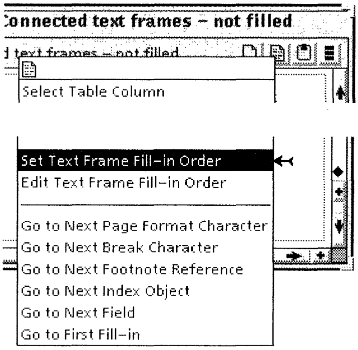
When you open a text frame property sheet for a connected frame, the Name Attached property is selected and the Name and Fill-in Order properties are displayed.

If you move or copy a connected text frame to another document that contains a frame of the same name, the Name Attached property is deselected. If you name a text frame using the Name box on the Text Frame property sheet, that name cannot be used by any other connected text frame in the document.

Setting text frame fill-in order

To set the text frame fill-in order:

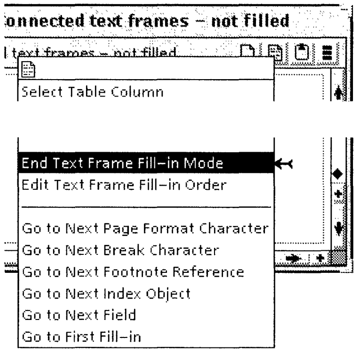
1. In the layout document, select Set Text Frame Fill–in Order in the Content menu. Select Yes to confirm that you want to recreate the fill–in order.


onnected text frames – not filled
text frames – not filled
Select Table Column
Set Text Frame Fill-in Order
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

2. Select the border of the text frame that you want to be first in the fill-in order using the Select mouse button.

   ✦ **Note:** When you select the text frames, make sure you select the text frame border, not the anchored graphics frame border.✦

3. Select the border of the next frame in the fill-in order using the Select mouse button.
4. Continue selecting the additional text frames you want to place in the fill-in order.
5. When you finish selecting frames, select End Text Frame Fill-in Mode in the Content menu.

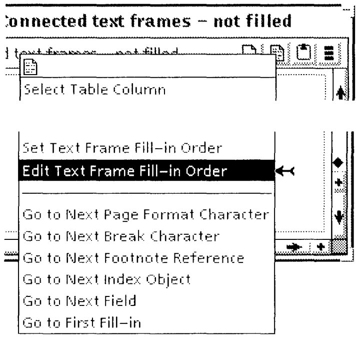

onnected text frames – not filled
text frames – not filled
Select Table Column
End Text Frame Fill-in Mode
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

A message tells you how many text frames are now in the fill-in order.

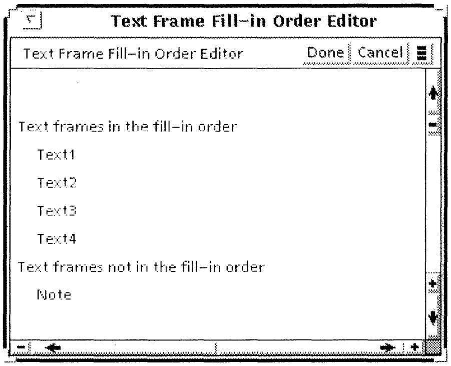
Viewing the fill-in order

To see which text frames are in the fill-in order:

- In the layout document, select Edit Text Frame Fill-in Order in the Content menu.


onnected text frames – not filled
Select Table Column
Set Text Frame Fill-in Order
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

The Text Frame Fill-in Order Editor option sheet appears.


Text Frame Fill-in Order Editor
Text Frame Fill-in Order Editor
Done
Cancel

Text frames in the fill-in order
Text1
Text2
Text3
Text4

Text frames not in the fill-in order
Note

Named text frames that have been assigned a place in the fill-in order are under the heading Text frames in the fill-in order.

Named text frames that are not in the fill-in order, are under the heading Text frames not in the fill-in order.

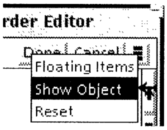
Matching text frame names with text frames

To see the text frame that matches a name:

1. In the layout document (open and in edit mode), select Edit Text Frame Fill-in Order in the Content menu.

   The Text Frame Fill-in Order Editor option sheet appears.

2. Select the name you want to match.



3. Select Show Object in the Floating Items menu of the Text Frame Fill-in Order Editor option sheet.

   The matching frame is displayed and highlighted in the document.

Creating the text to fill connected text frames

The text-only document contains text that you use to fill the connected text frames.

To create a text-only document:

1. Open a blank document.
2. Enter the text you want to use in the connected text frames.

   You can copy text from another document, or type the text. Use the following guidelines for entering text:

   - To create spacing between paragraphs, use the new-line character. Do not use the paragraph character.
   - Use only line tabs, not paragraph tabs, in the text.
   - During text frame fill-in, the text normally fills one frame entirely before it begins filling the next frame in the sequence. If you want to force the text to move to the next text frame during fill-in, insert a break character in the text.

3. Set the properties you want for text, paragraphs, and tabs on the Character property sheet, the Paragraph Layout property sheet, and the Tab-Stop property sheet.

✦ **Tip:** For improved appearance after the text is copied into the connected text frames, keep the Before Paragraph and After Paragraph properties set to Single on the Paragraph Layout property sheet.✦

4. Select Compress and Paginate in the Document menu.

Filling connected text frames

After you have created the custom document layout, connected the text frames, and created the text for the document, you can fill the connected text frames.

To fill connected text frames with text:

1. Select all the text in the text-only document.
2. Copy the selected text into the first text frame in the fill-in order.
3. Select Fill Text Frames in the Content menu.

   The system fills all of the text frames with text.

When you fill the connected text frames they adjust to the line height of the text that you enter even if they are set to fixed. This can cause spaces between the lines of text.

To remove the space between lines of text:

1. Adjust the text frames either shorter or longer to accommodate the entire line height.
2. Select Fill Text Frames in the Content menu.

To enter text in text frames not in the fill-in order:

1. Position the caret in the frame and type the text.
2. Adjust the frame size as necessary.

Editing text in connected text frames

After you fill the text frames with text, you can edit the text and the text frames. You can do this by adding, moving, copying, or deleting text and frames, or by modifying the properties, including resizing the frames and adjusting their inner margins. After editing the text or frames, you must reformat the text.

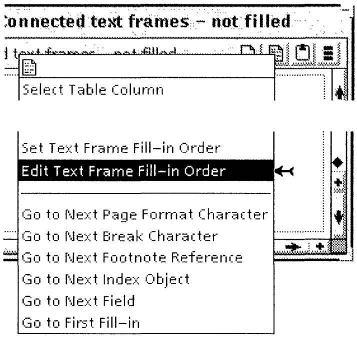
To reformat the text in connected text frames after editing text or frames:

- Do one of the following:
    - Select Fill Text Frames in the Content menu.
    - Select Compress and Paginate in the Document menu.

Changing the text frame fill-in order

To change the fill-in order of named text frames:

1. In the layout document, select Edit Text Frame Fill-in Order in the Content menu.


onnected text frames - not filled
Select Table Column
Set Text Frame Fill-in Order
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

   The Text Frame Fill-in Order Editor option sheet appears.

2. Select the name of the text frame you want to reposition.
3. Press MOVE.
4. Position the pointer just below the name of the text frame that should be above the frame you are repositioning and click the Select mouse button.
5. Select Done.

To remove a text frame from the fill-in order:

1. Select the text frame and press PROPS.
2. Deselect the Name Attached property on the Text Frame property sheet.

Naming or renaming a text frame

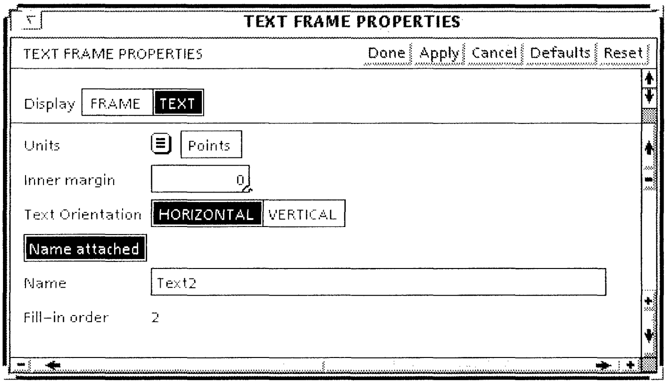
When you name a text frame, the name appears in the Text Frame Fill-in Order Editor option sheet.

✦ **Note:** If you deselect the Name Attached property, the frame is removed from the fill-in order. To return a text frame to the fill-in order, you must reconnect all the text frames using the procedure in the section "Connecting text frames" or in the section "Changing the text frame fill-in order."✦

To name or rename a text frame:

1. Select the text frame and press PROPS.

   The Text Frame property sheet appears.



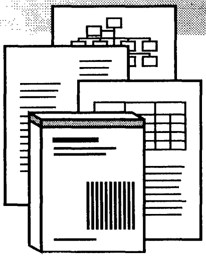
Display FRAME [✓ TEXT]
Units Points
Inner margin 0
Text Orientation [✓ HORIZONTAL] VERTICAL
[✓ Name attached]
Name Text2
Fill-in order 2

2. Select Text for Display if the Frame Property sheet is selected.
3. Select the Name Attached property if it is not selected.
4. In the Name box, type the name of the text frame.

If the frame is currently in the fill-in order, the position number follows the Fill-in Order property. When a text frame is named but not in the fill-in order, this property displays the message "The text frame is not in the fill-in order."

5. Select Done.

For more information on working with frame properties, see chapter 13, "Using frames in documents."



3. Formatting text

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This chapter describes how to format your text and paragraphs by setting properties. You can apply properties in two ways:

Hard properties—Properties applied to characters or paragraphs by selecting the text or paragraph and pressing function keys, or by selecting properites on the property sheet when Hard is selected for Properties Shown. Default text character hard properties of 12 point Modern are provided in a blank document so you can enter text without having to set properties first.

✦ **Note:** All references to character and paragraph properties in this chapter refer to hard properties.✦

Style properties—Properties applied to characters or paragraphs using style rules. Style rules are defined in the document stylesheet. They help ensure that text appearance is consistent throughout a document. This is useful for creating templates or books when you want all the documents to have the same properties. Style rules can help you easily change and maintain company standards for documents. For details on using style rules, see chapter 10, "Using styles to format documents."

✦ **CAUTION:** When you apply hard properties to styled text, the hard properties override the style properties so that the style rules do not affect the text.

Applying hard properties to styled text can cause problems later if you need to modify the text format. When you redefine the current style rule or apply a different style rule to text that has hard properties, the style rule has no effect. It is recommended that you do not apply hard properties to styled text.✦

General procedure for changing text appearance

You change the appearance of text characters by applying character properties. Character properties include font, size, face, color, and character position relative to the baseline (the imaginary line on which characters sit).

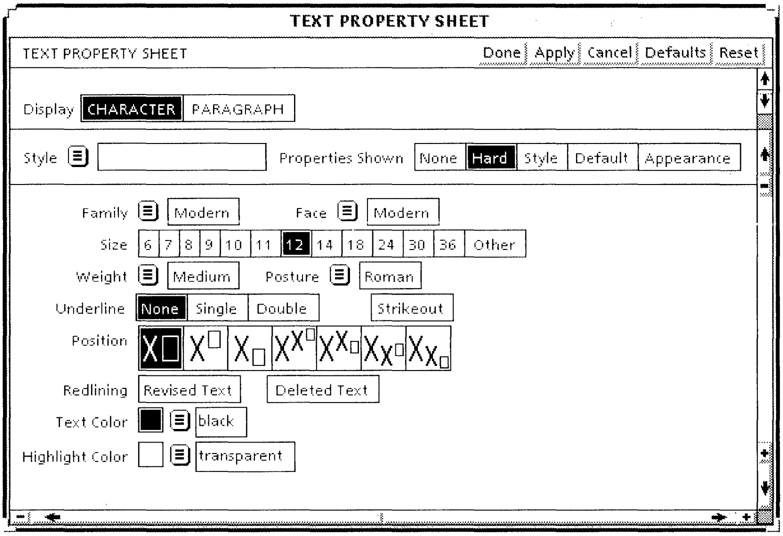
✦ **Note:** When you apply fonts that are not loaded on your system, the text appears on your screen as small black boxes. To change the black boxes to readable characters, do one of the following:

- Change the character properties to a loaded font.
- Load the required Interpress font in your application loader.
- Rasterize the required PostScript (Type 1) font using Font Manager (workstation users only).

For more information about screen fonts and using Font Manager, see the *GLOBALVIEW Workspace User Guide.*✦

To change text appearance:

1. Select the text you want to change.
2. Do one of the following:
    - Press a function key to apply hard properties.
    - Press PROPS and change the properties on the Character property sheet that appears. Select Done when you are finished.


TEXT PROPERTY SHEET
TEXT PROPERTY SHEET
Done
Apply
Cancel
Defaults
Reset
Display
CHARACTER
PARAGRAPH
Properties Shown
None
Hard
Style
Default
Appearance
Position
Single
Double
Strikeout
Revised Text
Deleted Text
Other

Style

Family: Modern

Face: Modern

Size: 6 7 8 9 10 11 **12** 14 18 24 30 36 Other

Weight: Medium

Posture: Roman

Underline: None

Text Color: black

Highlight Color: transparent

✦ **Tip:** When you change the character properties, you usually select the text you want to change, then change the properties. You can also set properties for text that you have not yet entered. To do this, place the caret where you want the properties to change and make the property changes using either method. The new properties affect the text you enter after the caret position.✦

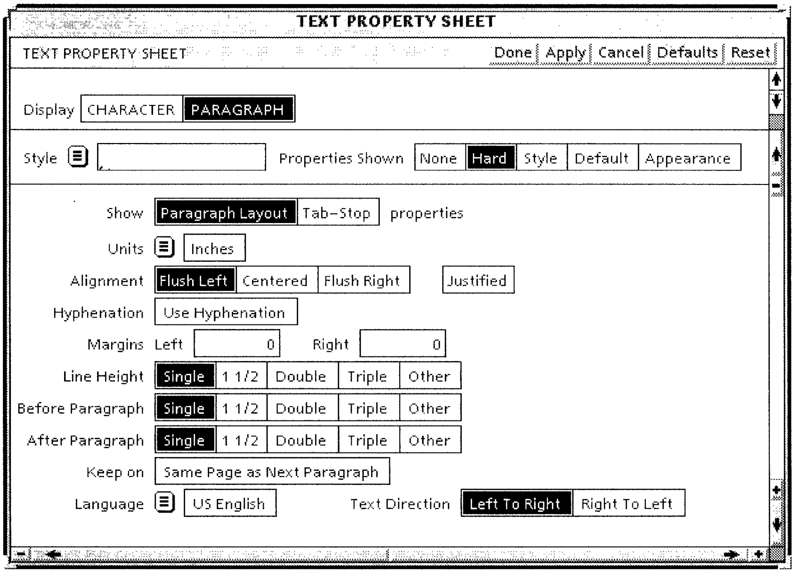
General procedure for changing paragraph appearance

You can apply properties to a paragraph character to determine the look of the text block. For example, you set the line height and before and after paragraph spacing in the paragraph character. You can also set character properties for the paragraph character so that when you enter text it is already formatted. If you copy or move a paragraph to a new location, the paragraph retains the assigned properties.

The paragraph character is a hidden, non-printing character. For information on adding paragraphs to your document and showing hidden characters, see chapter 1, "Creating and editing documents."

To change paragraph appearance:

1. Select one or more paragraphs.
2. Press PROPS and change the properties on the Paragraph Layout property sheet that appears.

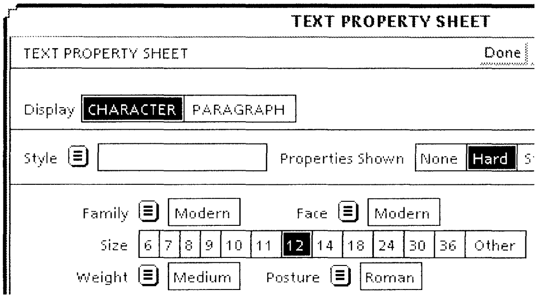


Display CHARACTER PARAGRAPH
Style
Properties Shown None Hard Style Default Appearance
Show Paragraph Layout Tab-Stop properties
Units Inches
Alignment Flush Left Centered Flush Right Justified
Hyphenation Use Hyphenation
Margins Left 0 Right 0
Line Height Single 1 1/2 Double Triple Other
Before Paragraph Single 1 1/2 Double Triple Other
After Paragraph Single 1 1/2 Double Triple Other
Keep on Same Page as Next Paragraph
Language US English Text Direction Left To Right Right To Left

3. Select Done.

Setting the font characteristics

In GV Write, font characteristics are separated into individual character properties.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET Done

Display [✓ CHARACTER] PARAGRAPH

Style

Properties Shown None [✓ Hard] S

Family Modern

Face Modern

Size 6 7 8 9 10 11 [✓ 12] 14 18 24 30 36 Other

Weight Medium

Posture Roman

In the Character property sheet, the following properties are font characteristics:

Family—Lists the family names of the fonts that you have loaded. Examples of family names are Modern, Classic, Times, and Optima. In the Family menu, Interpress and PostScript (Type I) fonts are displayed together. All PostScript (Type I) font family names begin with "PS-" and are listed first.

Size—Lists the sizes that you have loaded for a particular font family. Sizes that are not loaded are listed in the Non-Loaded Size menu that appears if you select Other for the Size property. If you select a non-loaded size, the text appears as black boxes until you load that size.

Weight—Lists the weights you have loaded for a particular family. Examples of weights are light, medium, and bold.

Posture—Lists the postures (stresses) you have loaded for a particular family. Examples of postures are roman and italic.

Face—Provides a shortcut for selecting combinations of Weight and Posture properties that are loaded for the selected size of the selected Family. For example, if you select Modern for the Family and 12 for the Size, the following faces display in the Face menu:

- Modern
- Modern—Italic
- Modern—Bold
- Modern—Bold—Italic

✦ **Note:** If you select a combination of Weight and Posture properties that are not loaded for a particular Family or character size, the Non-Loaded Face property appears.✦

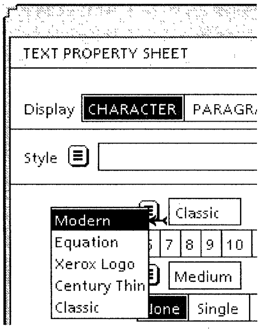
General procedure for setting font properties

This procedure describes how to set all of the font characteristics or properties at one time. For information on setting the individual properties, see the following sections:

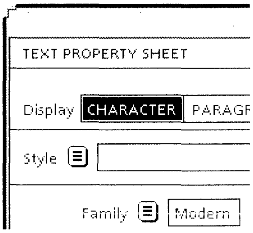
- Setting the character family
- Setting the character weight
- Setting the character posture
- Setting the character size

To set the font characteristics:

1. Select the text and press PROPS.
2. Select a family name in the Family menu.


TEXT PROPERTY SHEET
Display
CHARACTER
PARAGR
Style
Classic
Modern
Equation
Xerox Logo
Century Thin
Classic
7
8
9
10
Medium
None
Single

The family name you select appears in the Family box.



TEXT PROPERTY SHEET

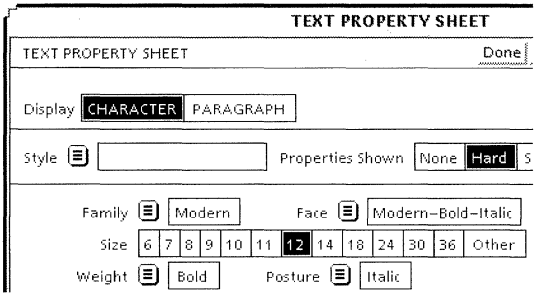
Display: CHARACTER | PARAG

Style:

Family: Modern

3. Select a face name in the Face menu.

   The Face name you select appears in the Face box. The Weight and Posture entries change automatically to match the Face selection.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET — Done

Display: CHARACTER | PARAGRAPH

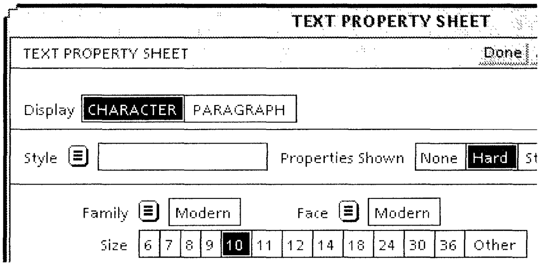
Style: — Properties Shown: None | Hard | S

Family: Modern — Face: Modern-Bold-Italic

Size: 6 | 7 | 8 | 9 | 10 | 11 | 12 | 14 | 18 | 24 | 30 | 36 | Other (12 selected)

Weight: Bold — Posture: Italic

4. Select a font size from the Size boxes.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET — Done

Display: CHARACTER | PARAGRAPH

Style: — Properties Shown: None | Hard | St

Family: Modern — Face: Modern

Size: 6 | 7 | 8 | 9 | 10 | 11 | 12 | 14 | 18 | 24 | 30 | 36 | Other (10 selected)

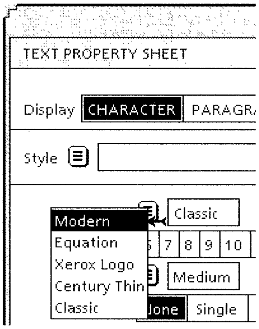
5. Select Done.

✦ **Note:** After changing font characteristics, especially if the family is very different in width or size, or if special symbols are used, the text might not display correctly. To adjust the text display, select Normalize Text in the Content menu. When you do this, the document window becomes blank, the way it does when you paginate a document.✦

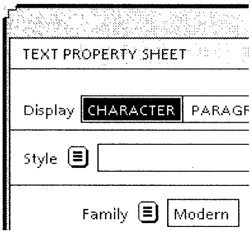
Setting the character family

To set the family using the Character property sheet:

1. Select the text and press PROPS.
2. Select a family name in the Family menu.


TEXT PROPERTY SHEET
Display
CHARACTER
PARAGR
Style
Classic
Modern
Equation
Xerox Logo
Century Thin
Classic
7
8
9
10
Medium
one
Single

The family name you select appears in the Family box.


TEXT PROPERTY SHEET
Display
CHARACTER
PARAGF
Style

Family Modern

You can use the Font soft keys instead of the Character property sheet to change the family more quickly. The Font soft keys display the names of the families that are loaded.

To set the family using the Font soft keys:

1. Select the text you want to change.
2. Press FONT.

   The Font soft keys appear. If "More" appears, select the "More" soft key to display additional family choices.
3. Select the font by pressing the matching function key or using the Select mouse button.

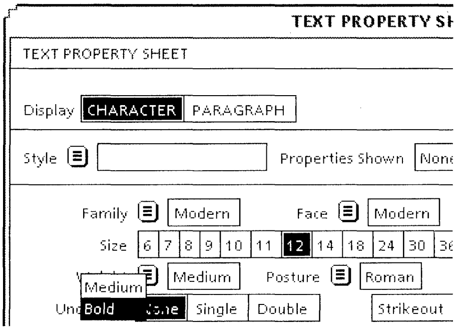
Setting the character weight

When you select a bold weight, the caret in your document changes shape to indicate the character property.

To change the weight using the Character property sheet:

1. Select the text and press PROPS.
2. Do one of the following:
   - Select a face with the weight you want in the Face menu.

     The new face appears in the Face box and the weight changes automatically in the Weight box.
   - Select a weight in the Weight menu.


TEXT PROPERTY SH
TEXT PROPERTY SHEET
Display
CHARACTER
PARAGRAPH
Style
Properties Shown
None
Family
Face
Size
6
7
8
9
10
11
12
14
18
24
30
36
Posture
Medium
Bold
Single
Double
Strikeout

Family: Modern
Face: Modern
Size: 12
Weight: Medium
Posture: Roman

The new weight appears in the Weight box and the face changes automatically in the Face box.

3. Select Done.

To change the weight using the BOLD function key:

1. Select the text you want to change.
2. Do one of the following:
    - To change to a heavier character weight, press BOLD.
    - To change to a lighter character weight, press SHIFT+BOLD.

If the family you select offers multiple weights, repeat step 2 to select the next lighter or heavier character weight.

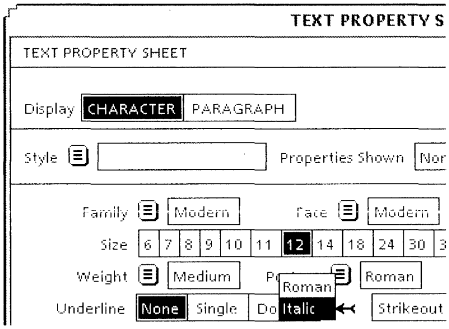
Setting the character posture

The character posture refers to the slant of the character. Commonly, upright characters are called "roman" and slanted characters are called "italic," but some typefaces use other names. You can change the character posture without changing the family.

To change the posture using the Character property sheet:

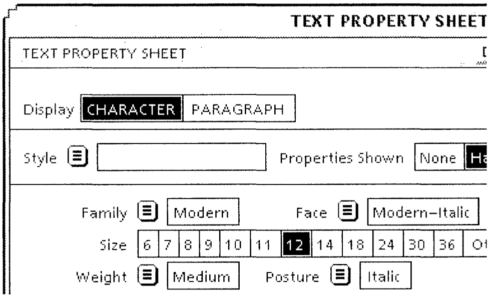
1. Select the text and press PROPS.
2. Do one of the following:
    - Select the face with the posture you want in the Face menu.

      The new face appears in the Face box and the posture changes automatically in the Posture box.
    - Select the posture you want from the Posture menu.


TEXT PROPERTY S
TEXT PROPERTY SHEET
Display
CHARACTER
PARAGRAPH
Style
Properties Shown
Nor
Family
Face
Size
6
7
8
9
10
11
12
14
18
24
30
3
Weight
P
Roman
Italic
Underline
None
Single
Do
Strikeout

Family Modern
Face Modern
Size 12
Weight Medium
Roman
Underline None

The posture you select appears in the Posture box, and the entry in the Face box changes to match the new selection.


TEXT PROPERTY SHEET
TEXT PROPERTY SHEET
Display
CHARACTER
PARAGRAPH
Style
Properties Shown
None
Ha
Size
6
7
8
9
10
11
12
14
18
24
30
36
Ot

Family Modern
Face Modern–Italic
Size 12
Weight Medium
Posture Italic

3. Select Done.

   When you select the italic posture, the caret in your document changes shape to indicate the character property.

To change the posture using the ITALIC function key:

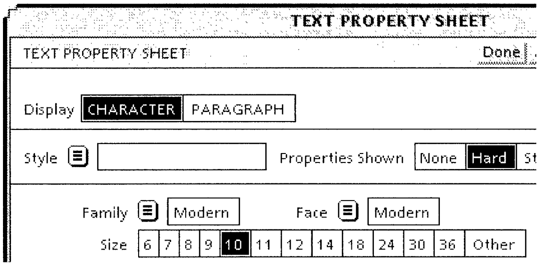
1. Select the text you want to change.
2. Do one of the following:
   - To make the character posture italic, press ITALIC.
   - To make the character posture roman, press SHIFT+ITALIC.

Setting the character size

You can increase and decrease character size using the Character property sheet or the LG/SM function key. When you change the character size, you also might want to change the line height. For information on changing line height, see the section "Setting the line height."

To increase or decrease size using the Character property sheet:

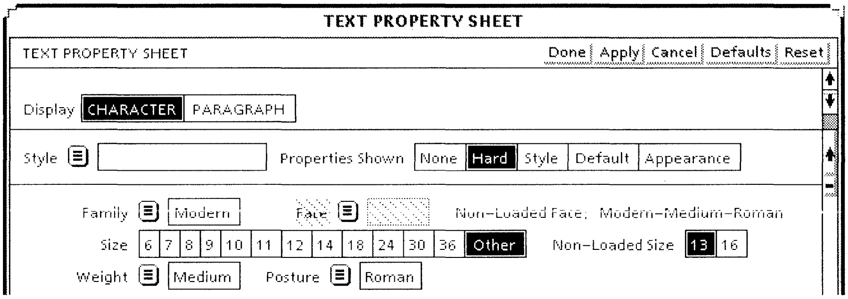
1. Select the text and press PROPS.
2. Do one of the following:
   - Select the size you want in the Size boxes.


TEXT PROPERTY SHEET
TEXT PROPERTY SHEET
Done
Display
CHARACTER
PARAGRAPH
Style
Properties Shown
None
Hard
St
Family
Face
Size
6
7
8
9
10
11
12
14
18
24
30
36
Other

Display CHARACTER
Properties Shown Hard
Family Modern
Face Modern
Size 10

   - Select Other to display the Non-Loaded Size boxes and select or type the size you want. If you select a non-loaded size, the text appears as black boxes until you load that size.

     If you have Xerox fonts loaded, you select a non-loaded font size by selecting the appropriate box.



Display CHARACTER PARAGRAPH

Style

Properties Shown None Hard Style Default Appearance

Family Modern

Face

Non-Loaded Face: Modern-Medium-Roman

Size 6 7 8 9 10 11 12 14 18 24 30 36 Other

Non-Loaded Size 13 16

Weight Medium

Posture Roman

If you have PostScript (Type I) fonts loaded, type the size you want in the Non-loaded Size box. You cannot enter fractional sizes.

3. Select Done.

✦ **Note:** If the Family property is set to neutral, the Size property changes for Interpress or PostScript (Type I) fonts as follows:

- For Interpress fonts the Size boxes display all possible Interpress font sizes including the non-loaded sizes
- For PostScript (Type I) fonts the Size property is a type-in box.✦

To increase or decrease size using the LG/SM function key:

1. Select the text you want to change.
2. Do one of the following:
    - To make the characters smaller, press LG/SM.
    - To make the characters larger, press SHIFT+LG/SM.

   If you have larger or smaller fonts loaded for the family you select, repeat step 2 to select the next largest or next smallest font size.

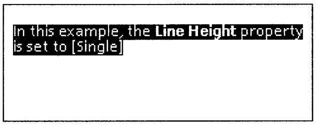
Setting the line height

When you change the type size, you might need to change the line height too. For example, if you have 10-point type with Single line height, and you change the type size to 14-point, the line height is too small for the text and the top of the text disappears. You can also change the line height to create more or less space between lines of text.

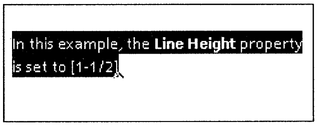
To see the line height:

- Select the sentence or paragraph text.

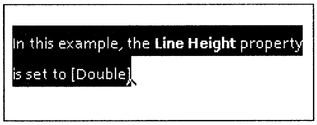
  The highlighted area shows the line height.



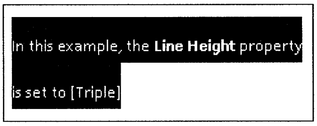
In this example, the **Line Height** property is set to [Single]



In this example, the **Line Height** property is set to [1-1/2]



In this example, the **Line Height** property is set to [Double]

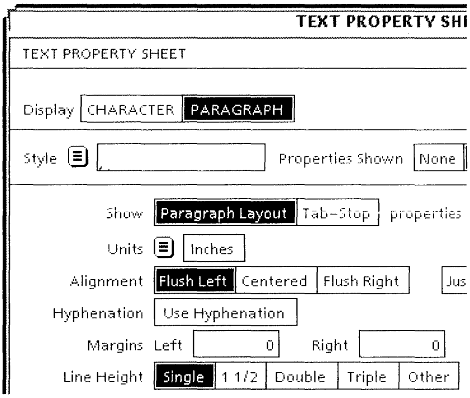


In this example, the **Line Height** property is set to [Triple]

To change the line height:

1. Select the paragraph character and press PROPS.

   The Paragraph property sheet appears.



TEXT PROPERTY SHI

TEXT PROPERTY SHEET

Display CHARACTER PARAGRAPH

Style Properties Shown None

Show Paragraph Layout Tab-Stop properties

Units Inches

Alignment Flush Left Centered Flush Right Jus

Hyphenation Use Hyphenation

Margins Left 0 Right 0

Line Height Single 1 1/2 Double Triple Other

2. Select the line height to match the type size of the text.
3. Select Done.

Substituting fonts automatically

If you often receive documents containing fonts that are not running on your system or your printer, you can set up your system so the system automatically substitutes the missing fonts with those that are running. You do this by editing the Documents section of your User Profile. The substitution occurs when you open the document. Font substitution can be permanent or for display only.

If some sizes and faces of a font are running, but not all, only the sizes and faces that are not loaded are substituted. The size, weight, and posture of the original font is matched by the substituted font.

For example, point sizes 10, 12, and 14 of the original font family would be substituted with the same point sizes of the substitution font family. The appearance of the the characters is kept as much as possible, but the specific property names might change depending on the font family. For example, bold characters might be replaced with heavy characters, and italic characters might be replaced with oblique characters.

The following sample shows completed entries for automatically substituting fonts:

Display Font Substitution: DisplayOnlySubstitution
FontSub: Courier|PS-Courier
DefaultSub: Classic|Modern

For the substitutions to occur, you must have the correct size, weight, and posture of the substitution family loaded. For example, assume that there are no Courier fonts running in the loader and your User Profile is set up like the sample completed entries.

If you receive a document with Courier fonts sizes 10 and 12 and you have PS-Courier size 10 loaded but not PS-Courier size 12, then only the size 10 Courier fonts are substituted. If you don't have any Modern fonts running, the size 12 Courier fonts appear as black boxes because the DefaultSub entry specifies Modern to replace any non-loaded sans-serif fonts.

The options for the automatic font substitution entries are described in the following sections. For information on other User Profile entries, see chapter 17, "User profile options for documents." For examples of fonts available with GLOBALVIEW, see the *GLOBALVIEW Font Sampler.*

Preventing substitution

If you don't want any fonts substituted when you open a document, specify NoSubstitution as the active option for the Display Font Substitution entry. This is the default setting.

Substituting fonts for display only

If you want fonts substituted for display only, but not permanently changed in the document, you specify DisplayOnlySubstitution for the Display Font Substitution entry. When you use this option, you must also create at least one FontSub entry and the DefaultSub entry. See the section "Specifying font substitution pairs" for more information.

✦ **Note:** If the Edit/Save entry in your User Profile is set to False, then your documents open in Edit mode automatically and you cannot use the DisplayOnlySubstitution option.✦

When you specify display only, the fonts are substituted so you can read the document, but the document is not actually changed. The lines of the document are reformatted, but the document is not paginated. You can make the font substitution permanent after reading the document if you want.

To see the fonts that were substituted:

1. Open the Document menu.
2. Select Show Substituted Fonts in the Document menu.

✦ **Note:** The Show Substituted Fonts command appears only if substitutions occurred. If no substitutions occurred, this command does not appear.✦

To make display-only substitutions permanent:

1. Select Edit in the document header.
2. Confirm the message which indicates that the fonts will be permanently substituted.

   The fonts that were substituted for display are permanently changed.

Substituting fonts permanently

If you want fonts permanently substituted, you specify PermanentSubstitution for the Display Font Substitution entry. When you use this option, you must also create at least one FontSub entry and the DefaultSub entry. See the section "Specifying font substitution pairs" for more information.

When you specify permanent substitution, the fonts are actually changed in the document when you open it. This occurs regardless of whether the document is in Edit mode when you open it.

Specifying font substitution pairs

If you choose Display Only Substitution or Permanent Substitution, you must also add at least one FontSub entry and the DefaultSub entry to the Documents section of the User Profile. This entry specifies which fonts are substituted.

✦ **Note:** When you specify a family name for substitution, the name must be that which appears for the Family property in the Character property sheet. The name that appears in the loader is not the correct name. For example, you might have "VP Xerox Modern Fonts 10 Point" in your loader, but the name that appears in the property sheet is "Modern."✦

Using the FontSub entry

You use the FontSub entry to indicate specific font pairs for substitution. The first font family name of the pair is the family that is originally in the document. The second family is what you want to substitute for the original.

For example, if you regularly receive documents that use a PS-Times font, and you do not have that font loaded, you can specify that all PS-Times fonts change to PS-Helvetica when you open the document. The following examples show some possible FontSub pairs:

FontSub: Courier|PS-Courier
FontSub: Classic|Modern
FontSub: PS-Times|PS-Helvetica

The size, weight, and posture character properties are carried through from the original text. These properties cannot be specified in the font substitution User Profile entries.

Using the DefaultSub entry

The DefaultSub entry specifies one default font family for serif fonts and one for sans-serif fonts. If none of the fonts specified in the FontSub entry match the fonts running in the loader, the font names you specify for this entry are used. The fonts you specify for this entry must be loaded. The format for this entry is:

DefaultSub: Serif Font|Sans Serif Font

You replace the Serif Font option with the name of a serif font that you want to replace any serif font that needs to be substituted. You replace the Sans Serif Font option with the name of a sans-serif font that you want to replace any sans-serif font that needs to be substituted.

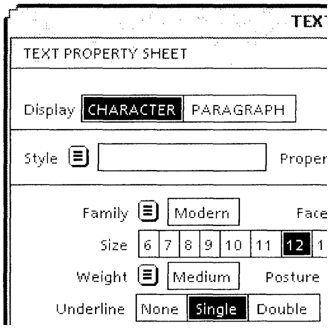
For example, assume you create the entry DefaultSub: Classic|Modern. You then open a document that contains fonts that are not running, and the fonts you specified for the FontSub entry are not running either. Any serif fonts in the document that were not running would automatically be replaced with Classic fonts. Any sans-serif fonts in the document that were not running would automatically be replaced with Modern fonts.

Underlining text

When you apply a single or double underline to text, the caret changes shape to indicate the character property.

To underline characters using the Character property sheet:

1. Select the text and press PROPS.



TEX

TEXT PROPERTY SHEET

Display CHARACTER PARAGRAPH

Style Proper

Family Modern Face

Size 6 7 8 9 10 11 12 1

Weight Medium Posture

Underline None Single Double

2. Do one of the following:
   - To apply a single underline, select Single for the Underline property.
   - To apply a double underline, select Double for the Underline property.

3. Select Done.

To underline characters using the UNDERLINE function key:

1. Select the text you want to change.
2. Do one of the following:
   - To add a single underline, press UNDERLINE once.
   - To add a double underline, press UNDERLINE twice.

To remove single or double underline from text:

1. Select the underlined text.
2. Do one of the following:
   - Press PROPS, then select None for the Underline property on the Character property sheet.
   - Press SHIFT+UNDERLINE.

Creating underlined spaces

If you want to create a line in a document, for example, a signature line on a report that requires signatures for approval, use an underlined tab. For details on entering tabs, see the section "Entering tabs" in this chapter.

✦ **Note:** Do not create lines using underscore or by typing spaces and setting the properties of the spaces to underline. If you do this, the lines might change lengths when you print the document.✦

To create underlined spaces:

1. Set tab stops for the space where you want to place the line.
2. Select the tab character, then press UNDERLINE.

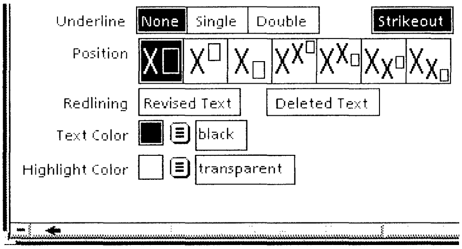
✦ **Tip:** To create lines of different lengths, create new tab stop settings.✦

Striking out text characters

When you apply strikeout to text, the caret changes shape to indicate the character property.

To strike out characters using the Character property sheet:

1. Select the text and press PROPS.
2. Select the Strikeout box.


Underline
None
Single
Double
Strikeout
Position
Redlining
Revised Text
Deleted Text
Text Color
black
Highlight Color
transparent

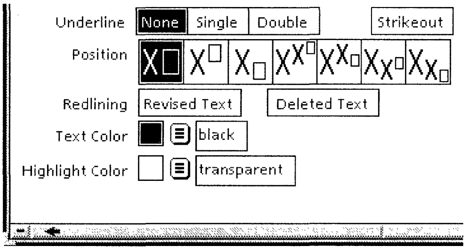
3. Select Done.

To strike out characters using the STRIKEOUT function key:

1. Select the text you want to change.
2. Press STRIKEOUT.

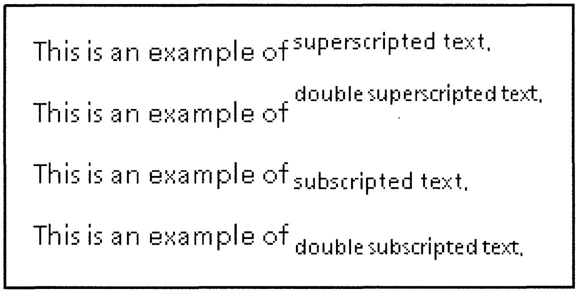
To remove the strike out:

1. Select the text you want to change.
2. Do one of the following:
    - Press SHIFT+STRIKEOUT.
    - Press PROPS, deselect the Strikeout box, then select Done.


Underline: None
Position: $X\square$
Redlining
Text Color: black
Highlight Color: transparent
Underline
None
Single
Double
Strikeout
Position
Redlining
Revised Text
Deleted Text
Text Color
Highlight Color

Creating superscripts and subscripts

When you create superscripts, subscripts, or other offset positions, the system automatically reduces the character size of superscripts and subscripts if a smaller font size is available. For example, if the regular text appears in 12-point Modern, a single offset character appears in 10-point Modern, and a double offset character appears in 8-point Modern as shown in the following illustration.


This is an example of superscripted text.

This is an example of double superscripted text.

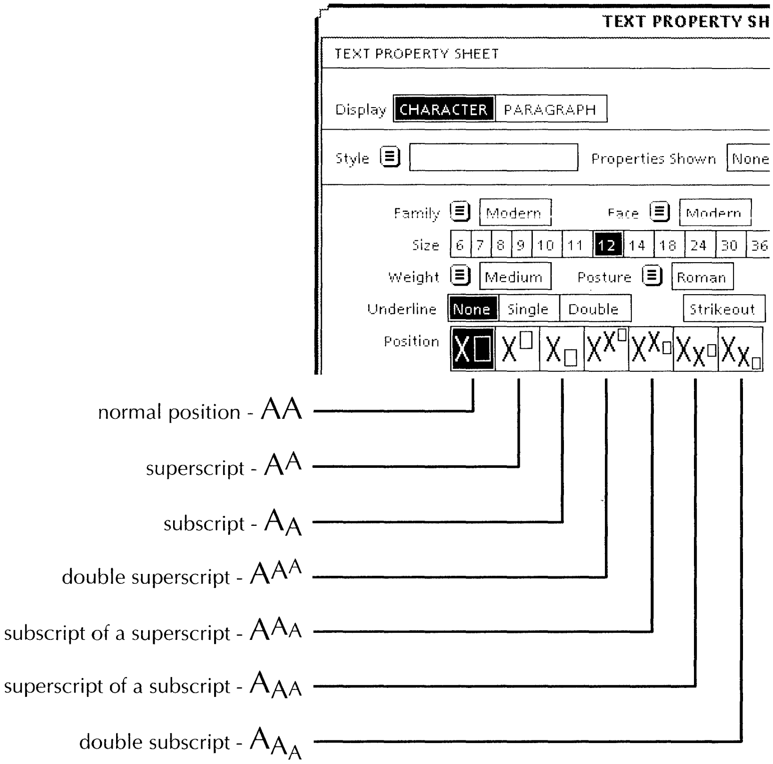
This is an example of subscripted text.

This is an example of double subscripted text.

✦ **Note:** When creating superscripts and subscripts, make sure your line height is large enough to fit the text position.✦

To create superscripts and subscripts using the Character property sheet:

1. Select the text and press PROPS.
2. Select the text position you want:



TEXT PROPERTY SH

TEXT PROPERTY SHEET

Display [✓ CHARACTER] PARAGRAPH

Style Properties Shown None

Family Modern Face Modern

Size 6 7 8 9 10 11 [✓ 12] 14 18 24 30 36

Weight Medium Posture Roman

Underline [✓ None] Single Double Strikeout

Position
normal position - AA
superscript - A^{A}
subscript - A_{A}
double superscript - $A^{A^{A}}$
subscript of a superscript - $A^{A_{A}}$
superscript of a subscript - $A_{A^{A}}$
double subscript - $A_{A_{A}}$

3. Select Done.

✦ **Note:** You cannot use the SUPR/SUB function key to specify superscripts of subscripts or subscripts of superscripts. You must use the Position property in the Character property sheet to specify these text positions.✦

To create superscripts and subscripts using the SUPR/SUB function key:

1. Select the text you want to change.
2. Do one of the following:
   - To create a subscript, press SUPR/SUB, once for a single subscript, twice for a double subscript.
   - To create a superscript, press SHIFT+SUPR/SUB, once for a single superscript, twice for a double superscript.

✦ **Tip:** To quickly enlarge superscript or subscript characters without changing the text position, select the character and press SHIFT+LG/SM.✦

Specifying uppercase and lowercase

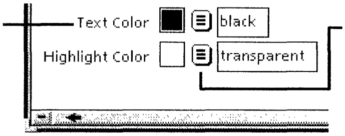
To change case:

1. Select the text you want to change.
2. Do one of the following:
    - To change text to lowercase, press CASE.
    - To change text to uppercase, press SHIFT+CASE.

Changing the text and highlight colors

You can change character properties for the text color and highlight color to different combinations of colors if your system has a color monitor. If your system has a gray-scale monitor, you can still select the different color combinations, however, they will display as various shades of gray.

The Text Color menu displays the names of all the colors available for text characters.



Text Color ■ black

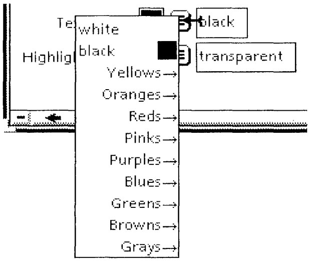
Highlight Color □ transparent

The Highlight Color menu displays the names of all the colors available for highlighting the text. This property provides a similar effect to that of drawing over printed text with a highlighting pen to accentuate the text and make it more visible. The text is still visible through the highlight color, and stands out from other text because of the highlighting.

✦ **Note:** Depending on the combination you select, some text that appears on a color monitor might not appear on a black and white monitor. For example, if you select white text and a light color for the highlight such as pale yellow, the difference between the gray shades of the white and yellow might not be enough to appear on the screen. You only see white spaces where your text is. Or, if you select two dark shades, you might only see dark spaces.✦

To change the text color or highlight color:

1. Select the text you want to change and press PROPS.
2. Position the pointer on the Text Color menu or the Highlight Color menu and hold down the Select mouse button.
3. Do one of the following:
    - If the color name does not have an arrow following it, move the menu pointer to the color you want and release the Select mouse button.


Te
Highlig
white
black
Yellows→
Oranges→
Reds→
Pinks→
Purples→
Blues→
Greens→
Browns→
Grays→
black
transparent

    - If the color name has an arrow following it, move the menu pointer to the color name and then move the pointer to the right until the color detail menu appears. Then, move the pointer to the color you want and release the Select mouse button.

The color you select appears in the Text Color or the Highlight Color box.

Resetting default character properties

You can quickly change character properties to the original default settings using the following procedure.

✦ **Note:** This procedure sets hard properties which override style rules. For information on using style rules, see chapter 10, "Using styles to format documents."✦

To reset character properties to their default values:

1. Select the text you want to reset and press PROPS.

   The Character property sheet appears.
2. Select Hard for Properties Shown.
3. In the window header select Defaults.
4. Select Done.

Displaying text editing soft keys

You can add the Show Softkeys entry to your User Profile to cause the text editing soft keys to appear on the screen when you are editing a document. When the soft keys are displayed, you can use the mouse pointer to apply character and paragraph properties instead of pressing the function keys or displaying the property sheets. The soft keys apply hard properties. The soft keys match the following function keys:

- CENTER
- BOLD
- ITALIC
- CASE
- STRIKEOUT
- UNDERLINE
- SUPR/SUB
- LG/SM
- MARGINS

✦ **Note:** The FONT soft key functionality is not implemented.✦

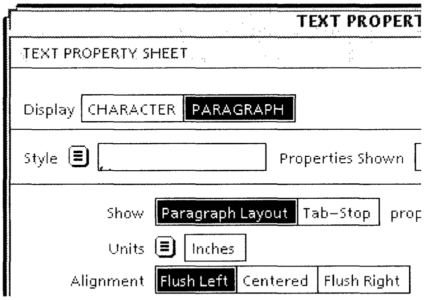
For details on adding the Show Softkeys entry to your User Profile, see the section "Changing the defaults for fonts." For more information on User Profile entries, see chapter 17, "User Profile options for documents."

Setting paragraphs flush left, flush right, or centered

To set paragraphs flush left, flush right, or centered using the Paragraph property sheet:

1. Select the paragraph character and press PROPS.

   The Text property sheet appears with Display Paragraph selected.



TEXT PROPERT

TEXT PROPERTY SHEET

Display CHARACTER PARAGRAPH

Style ≡ Properties Shown

Show Paragraph Layout Tab-Stop prop

Units ≡ Inches

Alignment Flush Left Centered Flush Right

2. Select Flush Right, Flush Left, or Centered for the Alignment property.
3. Select Done.

To center paragraphs using the CENTER function key:

1. Select the entire paragraph.
2. Press CENTER.

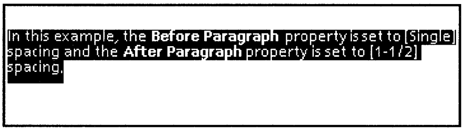
Setting spacing before or after paragraphs

You can change the spacing before and after paragraphs to improve text readability.

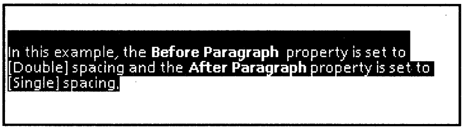
To see the spacing before and after the paragraph:

- Select the entire paragraph.

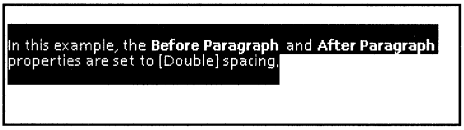
  The highlighted area shows the before and after paragraph spacing.



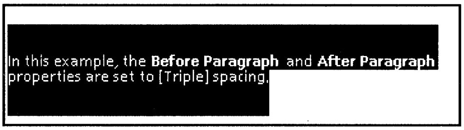
In this example, the **Before Paragraph** property is set to [Single] spacing and the **After Paragraph** property is set to [1-1/2] spacing.



In this example, the **Before Paragraph** property is set to [Double] spacing and the **After Paragraph** property is set to [Single] spacing.



In this example, the **Before Paragraph** and **After Paragraph** properties are set to [Double] spacing.



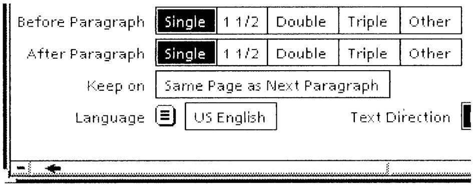
In this example, the **Before Paragraph** and **After Paragraph** properties are set to [Triple] spacing.

To set spacing before or after paragraphs:

1. Select the paragraph and press PROPS.

   The Paragraph property sheet appears.

2. Select the spacing you want for the Before Paragraph or After Paragraph properties.



Before Paragraph: [✓ Single] 1 1/2 Double Triple Other

After Paragraph: [✓ Single] 1 1/2 Double Triple Other

Keep on: Same Page as Next Paragraph

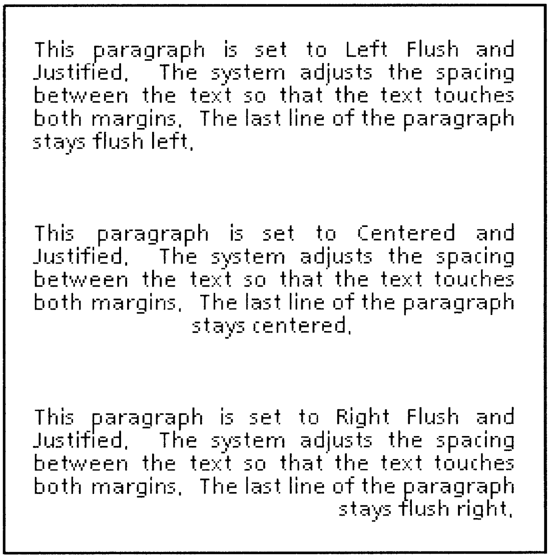
Language: US English

Text Direction

3. Select Done.

Justifying paragraph text

Selecting Justified for the Alignment property forces the system to adjust the space between words so that the left and right edges of the paragraph touch the margins. The last line of the paragraph is aligned at the left, center, or right, depending on the alignment setting as shown in the following illustration.



This paragraph is set to Left Flush and Justified. The system adjusts the spacing between the text so that the text touches both margins. The last line of the paragraph stays flush left.

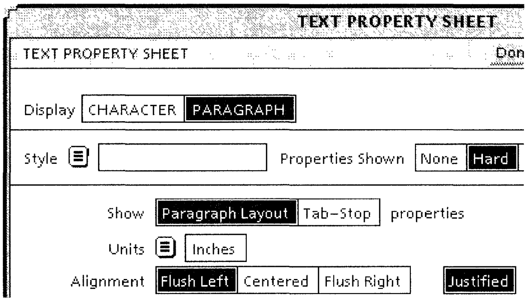
This paragraph is set to Centered and Justified. The system adjusts the spacing between the text so that the text touches both margins. The last line of the paragraph stays centered.

This paragraph is set to Right Flush and Justified. The system adjusts the spacing between the text so that the text touches both margins. The last line of the paragraph stays flush right.

To justify text:

1. Select the entire paragraph and press PROPS.

   The Paragraph property sheet appears.



Display CHARACTER PARAGRAPH

Style

Properties Shown None Hard

Show Paragraph Layout Tab-Stop properties

Units Inches

Alignment Flush Left Centered Flush Right Justified

2. Select Justified for the Alignment property.
3. Select Done.

✦ **Tip:** If justifying the text creates large spaces between words, you can insert discretionary hyphens in multiple-syllable words or use the Hyphenation property to improve the appearance of a paragraph.✦

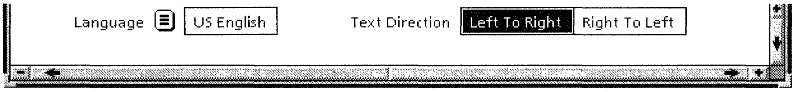
Setting text direction in paragraphs

You can set the direction that text flows in a paragraph depending on the language you are using.

To set the text direction:

1. Select the paragraph character and press PROPS.

   The Paragraph property sheet appears.



Language US English

Text Direction Left To Right Right To Left

2. Do one of the following:
   - If your text flows from left to right, such as English text, select Left for the Text Direction.
   - If your text flows from right to left, such as Hebrew text, select Right for the Text Direction.

Entering tabs

You can use tabs to indent lines and paragraphs and create simple columns of information. The system provides default tab stops, which you can redefine. GV Write provides two kinds of tabs.

Paragraph tabs—affect all the text in the paragraph.

Line tabs—affect only the line of text where they are entered.

In this manual, any reference to "tabs," for example, tab settings, refers to both kinds of tabs.

A blank document contains default tab settings set to three spaces, with flush-left alignment so you can enter a tab without having to set the properties. You can enter up to 100 tabs per paragraph.

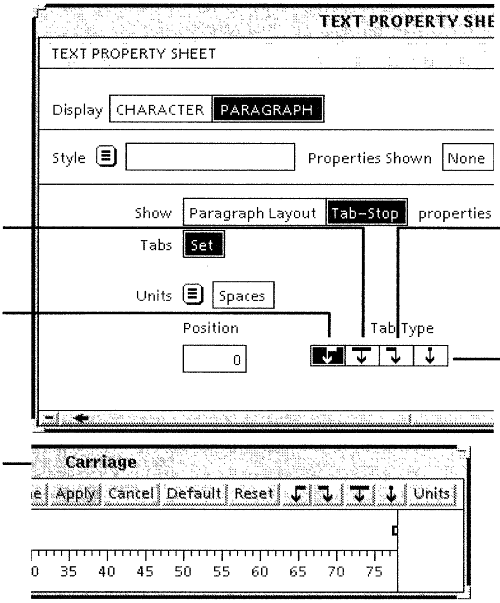
✦ **CAUTION:** Entering more than 100 tabs may cause your system to freeze, resulting in data loss.✦

The default tab stop settings do not appear on the Paragraph property sheet or in the Carriage window. If you set your own tab stops, the system removes all default tab stop settings to the left of the tab stop you set.

✦ **Note:** If you set tabs in a centered or right-aligned paragraph, the system replaces the tabs you set with the default tabs.✦

Editing tab stops

You can set tab stops, or positions, before you enter tab characters, or you can set them for existing tabs. You can set tab stops in the Tab-Stop property sheet, contained in the Paragraph property sheet, or in the Carriage window. The following illustration shows which tab position setting to choose in either the Tab-Stop property sheet or in the Carriage window depending on the results you want.


TEXT PROPERTY SHE
TEXT PROPERTY SHEET
Display CHARACTER PARAGRAPH
Style
Properties Shown None
Show Paragraph Layout Tab-Stop properties
Tabs Set
Units Spaces
Position
0
Tab Type
Carriage
Apply Cancel Default Reset Units
0 35 40 45 50 55 60 65 70 75

Display: PARAGRAPH

Properties Shown: None

Show: Tab-Stop properties

Tabs: Set

Units: Spaces

Position: 0

Centered alignment- Text is centered on the tab position.

Flush left alignment- Text aligns on the left at the tab position.

The Carriage window provides a "ruler" across the document, similar to that above a typewriter carriage. The same tab alignment symbols are available in the Carriage window as are in the Tab-Stop property sheet. You place the symbols at points on the ruler to set the tab stops.

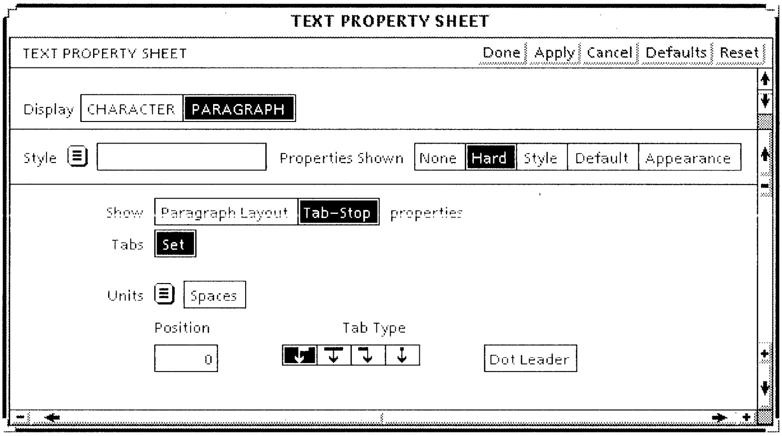
Flush right alignment- Text aligns on the right at the tab position.

Decimal alignment- In a column of decimal numbers, the decimal points align at the tab position.

To set a tab stop in the Tab-Stop property sheet:

1. Select Show Non-Printing without Spaces in the Document window to display the tab character.
2. Select the tab character and press PROPS.

   The Tab-Stop property sheet appears.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET Done Apply Cancel Defaults Reset

Display CHARACTER PARAGRAPH

Style Properties Shown None Hard Style Default Appearance

Show Paragraph Layout Tab-Stop properties

Tabs Set

Units Spaces

Position 0

Tab Type

Dot Leader

3. Show the Tab-Stop properties.
4. Select Set Tabs.
5. If necessary, select the unit of measurement you want in the Units menu.
6. In the Position box, type the number you want for the first tab position and press SKIP/NEXT.

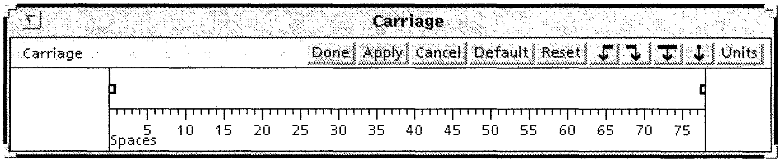
   The number specifies the distance of the tab stop from the page margin. Another Position box appears so you can create another tab.
7. Select the Tab Type.
8. Select Done.

✦ **Note:** To set tab-stops before entering the tabs, select the paragraph, press PROPS, show the Tab-stop properties, and set the properties you want.✦

To set a tab stop in the Carriage window:

1. Select the entire paragraph and press MARGINS.

   The Carriage window appears.



2. If necessary, select the unit of measurement you want in the Units menu.
3. Select a tab-alignment symbol in the window header or the Floating Items menu.

   The symbol you select appears on the left side of the Carriage.
4. Press MOVE and select the desired position on the ruler.

   You can place tab stops only at the incremental points on the scale.

   ✦ **Tip:** After pressing MOVE, if you hold down the Select mouse button, you can position the tab stop by sliding the pointer across the ruler to the location you want, and then releasing the mouse button.✦
6. Select Done.

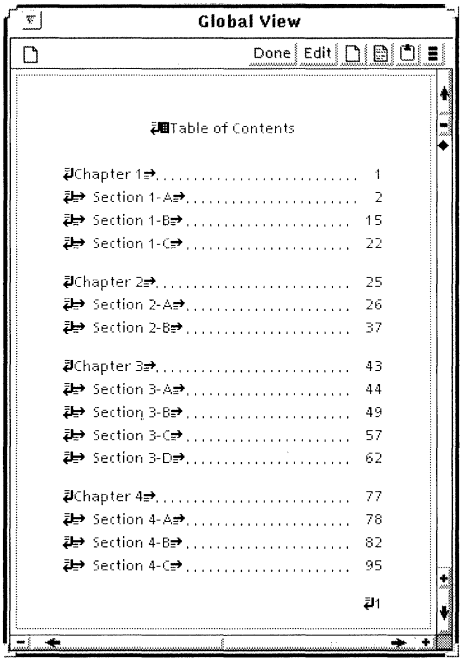
If you set a tab stop outside the page margins, your text disappears. Use the following procedure to recover the missing text.

To remove a tab that is outside the page margin:

1. Select Show Non-Printing with Spaces in the Document menu.
2. Select the last tab stop on the line where the text disappears.
3. Press DELETE.
4. Repeat steps 2 and 3 until the text reappears.

Setting dot leaders

A dot leader is a series of alternating dots and spaces that fill the space between columns of information, for example, chapter titles and page numbers in a table of contents.



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1

You can use dot leaders with flush-left or flush-right tabs. You can change the look of the dot leaders, such as increasing the size of the dots, or setting them to bold, by setting the character properties for the associated tab character.

✦ **Note:** You can only specify dot leaders in the Tab-Stop property sheet, not in the Carriage window.✦

To set tabs with dot leaders:

1. Select the paragraph tab character and press PROPS.
2. Select Dot Leader.
3. Select Done.

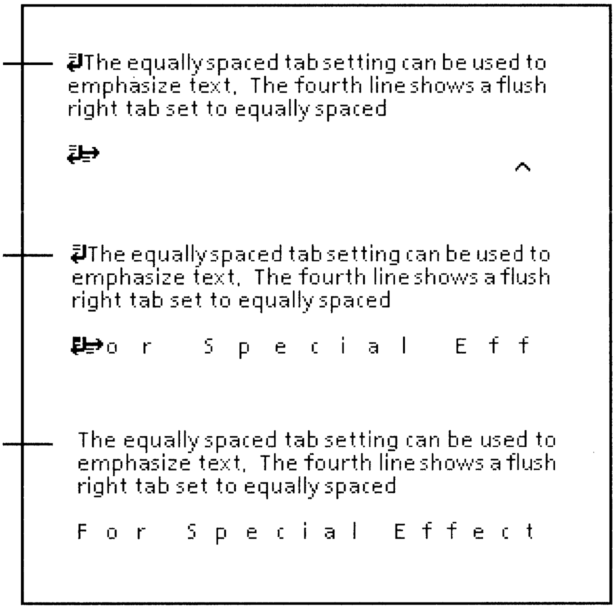
To set character properties for a dot leader:

1. Select the paragraph tab character that has the dot leader and press PROPS.
2. Select Character for Display.

   The Character property sheet appears.
3. Change the properties.
4. Select Done.

Creating equally spaced characters using a tab

You can set a flush-right tab to space text characters an equal distance from each other. Equally spaced text can be used for emphasis in text such as an evenly spaced heading that stretches across a page.



In this example the non-printing characters are displayed so you can see the tab. The tab is set to 40 spaces and flush right so the caret is near the right margin.

The equally spaced tab setting can be used to emphasize text. The fourth line shows a flush right tab set to equally spaced

In this example the non-printing characters are displayed and the text is partially typed.

The equally spaced tab setting can be used to emphasize text. The fourth line shows a flush right tab set to equally spaced

o r S p e c i a l E f f

In this example the non-printing characters are not showing and the text is finished.

The equally spaced tab setting can be used to emphasize text. The fourth line shows a flush right tab set to equally spaced

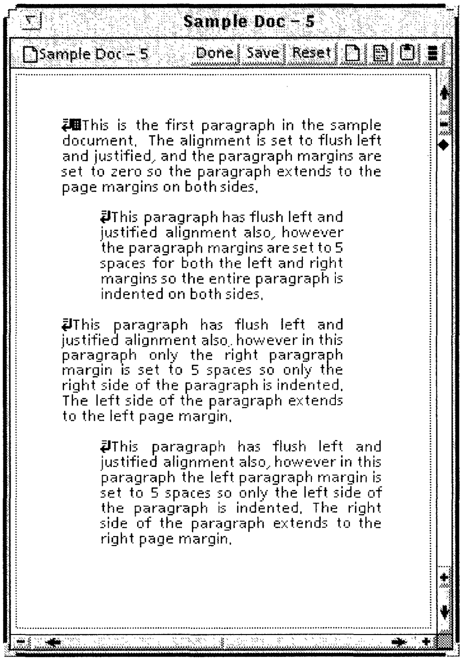
F o r S p e c i a l E f f e c t

To create equally spaced characters using a tab:

1. Select the flush-right tab and press PROPS.
2. Select Equally Spaced.
3. Select Done.

Indenting paragraphs

You can create indented paragraphs to set off text passages, for example, an extraction from another document that is too long to put in quotations. You indent paragraphs by setting paragraph margins using the Paragraph property sheet or the Carriage window. Margins can be aligned left, center, or right, and can be justified or not depending on the effect you want. The paragraphs in the following illustration are all set to left alignment and justified to better show the different margin settings.



This is the first paragraph in the sample document. The alignment is set to flush left and justified, and the paragraph margins are set to zero so the paragraph extends to the page margins on both sides.

This paragraph has flush left and justified alignment also, however the paragraph margins are set to 5 spaces for both the left and right margins so the entire paragraph is indented on both sides.

This paragraph has flush left and justified alignment also, however in this paragraph only the right paragraph margin is set to 5 spaces so only the right side of the paragraph is indented. The left side of the paragraph extends to the left page margin.

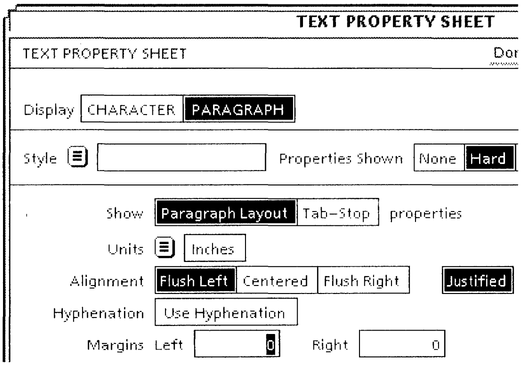
This paragraph has flush left and justified alignment also, however in this paragraph the left paragraph margin is set to 5 spaces so only the left side of the paragraph is indented. The right side of the paragraph extends to the right page margin.

✦ **Note:** You can only set margins of paragraphs that are at least 1 inch wide.✦

To set paragraph margins using the Paragraph property sheet:

1. Select the entire paragraph and press PROPS.

   The Paragraph Layout property sheet appears.

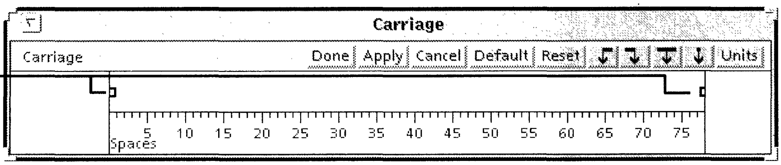

TEXT PROPERTY SHEET
TEXT PROPERTY SHEET
Dor
Display CHARACTER PARAGRAPH
Style
Properties Shown None Hard
Show Paragraph Layout Tab-Stop properties
Units Inches
Alignment Flush Left Centered Flush Right Justified
Hyphenation Use Hyphenation
Margins Left 0 Right 0

2. Type the number for the left and right margins in the Margins boxes. The number specifies the distance from the page margin to the paragraph edge.
3. Select Done.

To set paragraph margins using the Carriage window:

1. Select the entire paragraph and press MARGINS.

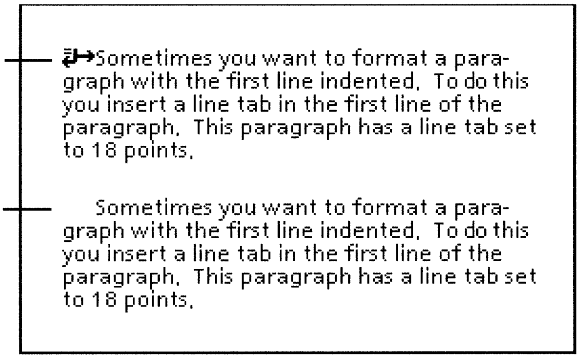
   The Carriage window appears at the top of your document. You can move this window up or down, but it cannot be moved to the side. The width of the document window determines the width of the Carriage window so the width of Carriage window cannot be changed except by changing the document width.


Margin control points
Carriage
Carriage
Done Apply Cancel Default Reset Units
5 10 15 20 25 30 35 40 45 50 55 60 65 70 75
Spaces

2. Select the right or left margin control point and press MOVE.
3. Position the pointer where you want to place the control point on the carriage ruler. As you move the control point, the area of indentation becomes shaded.
4. Select Done.

Indenting one line of text

You can indent one line of text, such as the first line of a paragraph, using a line tab as shown in the following illustration. For details on setting tab stops, see the section "Editing tab stops."



This paragraph shows the line tab inserted before the first line of text.

¶→Sometimes you want to format a paragraph with the first line indented. To do this you insert a line tab in the first line of the paragraph. This paragraph has a line tab set to 18 points.

This is the same paragraph with non-printing characters not displayed.

Sometimes you want to format a paragraph with the first line indented. To do this you insert a line tab in the first line of the paragraph. This paragraph has a line tab set to 18 points.

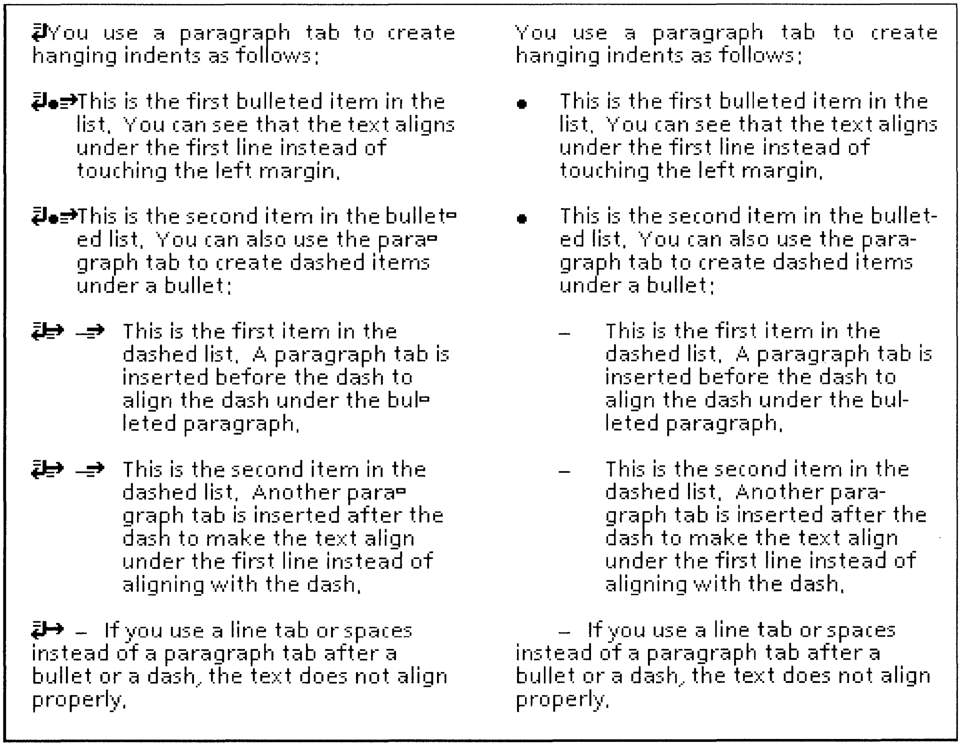
To indent one line of text:

1. Type the text you want for the paragraph.
2. Select the paragraph and press PROPS.
3. Show the Tab-Stop properties.
4. For the first tab position enter the distance that you want the first line to indent.
5. Select Done.
6. Display the non-printing characters by selecting Show Non-Printing Without Spaces in the Document menu.
7. Position the caret after the paragraph character in which you defined the tab stop.
8. Press SHIFT+TAB.

   A line tab character is entered in the text and the first line of text is indented.

Creating a hanging indent

You can use a hanging indent to create a paragraph where all the text except the first line is indented, such as a bulleted list or bibliography entry. You create a hanging indent using a paragraph tab. The paragraph tab indents all the text that follows it until the next paragraph character as shown in the following illustration. For details on setting tab stops, see the section "Editing tab stops."



↲You use a paragraph tab to create hanging indents as follows:

↲•⇒This is the first bulleted item in the list. You can see that the text aligns under the first line instead of touching the left margin.

↲•⇒This is the second item in the bullet▫ed list. You can also use the para▫graph tab to create dashed items under a bullet:

↲⇒ –⇒ This is the first item in the dashed list. A paragraph tab is inserted before the dash to align the dash under the bul▫leted paragraph.

↲⇒ –⇒ This is the second item in the dashed list. Another para▫graph tab is inserted after the dash to make the text align under the first line instead of aligning with the dash.

↲→ – If you use a line tab or spaces instead of a paragraph tab after a bullet or a dash, the text does not align properly.

You use a paragraph tab to create hanging indents as follows:

- This is the first bulleted item in the list. You can see that the text aligns under the first line instead of touching the left margin.
- This is the second item in the bulleted list. You can also use the paragraph tab to create dashed items under a bullet:
  - This is the first item in the dashed list. A paragraph tab is inserted before the dash to align the dash under the bulleted paragraph.
  - This is the second item in the dashed list. Another paragraph tab is inserted after the dash to make the text align under the first line instead of aligning with the dash.

– If you use a line tab or spaces instead of a paragraph tab after a bullet or a dash, the text does not align properly.

To create a bulleted or dashed list:

1. Select Show Non-Printing without Spaces in the Document menu.
2. Enter a paragraph character in the text where you want the bulleted list by pressing RETURN.

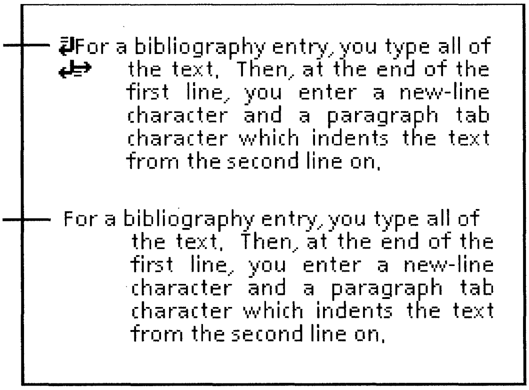
3. Select the paragraph character and press PROPS.
4. Set the tab stop for the distance you want the text to indent.
5. Select Done.
6. Type the bullet.
7. Press TAB.

   A paragraph tab character appears in the text.
8. Type the text for the paragraph.

   The text that follows the tab is indented.

For bulleted or dashed items following the first, the tab stop setting from the first paragraph character is carried into the following paragraphs so you do not have to set the tab stop for each item.

The following illustration shows a paragraph formatted like a bibliography entry.



In this paragraph the non-printing characters are displayed so you can see the new-line character and the paragraph tab character.

For a bibliography entry, you type all of the text. Then, at the end of the first line, you enter a new-line character and a paragraph tab character which indents the text from the second line on.

This is the same paragraph with non-printing characters not displayed.

For a bibliography entry, you type all of the text. Then, at the end of the first line, you enter a new-line character and a paragraph tab character which indents the text from the second line on.

To create a hanging indent for bibliography entries:

1. Type the entire bibliography entry.
2. Select Show Non-Printing without Spaces in the Document menu.
3. Select the paragraph character and press PROPS.

4. Set the tab stop for the distance you want to indent the text after the first line.
5. Select Done.
6. Position the caret after the first line of text including any spaces.
7. Press SHIFT+RETURN.
8. Press TAB.

   A paragraph tab character appears in the text and the text following the first line of text is indented.

Using shortcuts to copy paragraph and text appearance

You use the SAME key to copy paragraph or character properties from one paragraph or text selection to another. For example, you can change text size from 10 point to 12 point by selecting the 10 point text, pressing SAME, and indicating a 12 point text character as the source of the new properties.

If the paragraph or text you select as the source of the properties has a style rule applied to it, the paragraph or text to which you are copying the properties takes on that style rule. If the style rule is not defined, the software adds it to the document stylesheet. For information on using styles, see chapter 10, "Using styles to format documents."

To copy paragraph or text appearance using the SAME key:

1. Select the paragraph or text you want to change.
2. Press SAME.

   When you select a paragraph or text and press SAME, the pointer shape changes to the shape shown at the left.

3. Position the pointer on a paragraph or text that has the properties you want and click the Select mouse button.

   The paragraph or text you selected in step 1 now has all the properties of the paragraph or text character to which you pointed.

Changing the defaults for fonts

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values, add or edit entries in the sections of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options for the entry.

[Documents]

Show Softkeys: False
--True|False

> True—Displays at the bottom of the screen the soft keys that match the text editing function keys such as Bold, Center, Margins and Font. The soft keys only display when you are editing a document.
>
> False—Prevents the soft keys that match the text editing function keys from appearing on your screen.

Screen Font Substitution: Best Fit
--Best Fit|Black Boxes

> Best Fit—When only the Font Widths are running, but not the actual font, the system displays text on the screen using the font that best matches the font widths.

Black Boxes—Causes the characters to be replaced with black boxes unless an exact match of the font widths is found running in the loader.

Display Font Substitution: NoSubstitution
--NoSubstitution|DisplayOnlySubstitution|
PermanentSubstitution

NoSubstitution—Causes the system to not substitute any fonts when you open a document.

DisplayOnlySubstitution—Substitutes the fonts as specified in the FontSub option for screen display only. The fonts are not permanently changed in the document unless you select Edit. You must then confirm the font change.

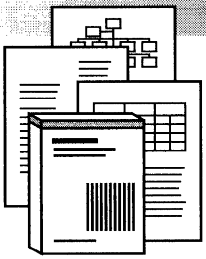
PermanentSubstitution— Permanently substitutes the fonts as specified in the FontSub option.

FontSub:

When you specify DisplayOnlySubstitution or PermanentSubstitution you also need to specify options for at least one pair of options for the FontSub entry. The first font name you enter is the font that will be replaced. The second name is the font that will replace the first. The names you enter are the names that appear in the property sheet, not the names in the loader. You can create as many FontSub entries as you need. The pair of names must be separated by an upright line with no spaces.

DefaultSub:
--Serif Font|Sans Serif Font

If no fonts are loaded that you have specified in the FontSub entries, the font names you enter for the DefaultSub entry are used. The first font name you enter replaces all serif fonts. The second name you enter replaces all sans-serif fonts.



4. Using the Spelling Checker and Thesaurus

Multinational considerations in using the Spelling Checker 4-4

Checking spelling in a document 4-4

Creating and using custom spelling dictionaries 4-8

- Adding and deleting words in custom spelling dictionaries 4-9
- Adding words to custom dictionaries in a batch process 4-10
- Editing custom spelling dictionaries 4-11

Using the Thesaurus 4-13

The Spelling Checker compares each word in your document to words in the lexicon and in custom spelling checker dictionaries.

Use GLOBALVIEW lexicons to verify that words are spelled correctly. Lexicons are available in the following languages:

- Italian
- French
- German
- Spanish
- U.K. English
- U.S. English

Create custom spelling dictionaries to check the spelling of words not included in the lexicons, such as:

- Variations of root words (possessives, irregular plurals)
- Technical and project-specific terms
- Slang
- Hyphenated words

Software required for the Spelling Checker—Run the following software applications to perform the Spelling Checker tasks in this chapter:

- Spelling Checker
- The lexicon for any language you want to spell check

The Thesaurus maintains lists of synonyms for words and phrases.

Use the Thesaurus to find synonyms for the words in your documents.

Software required for the Thesaurus—Run the Thesaurus software application to perform the Thesaurus tasks in this chapter.

Multinational considerations in using the Spelling Checker

The lexicons running in your loader are listed in the Spelling Checker option sheet. The Spelling Checker compares the words in your document to all lexicons you select, as it checks spelling.

Certain functions, such as creating a document from a custom dictionary, are influenced by the default language of the system rather than the lexicons.

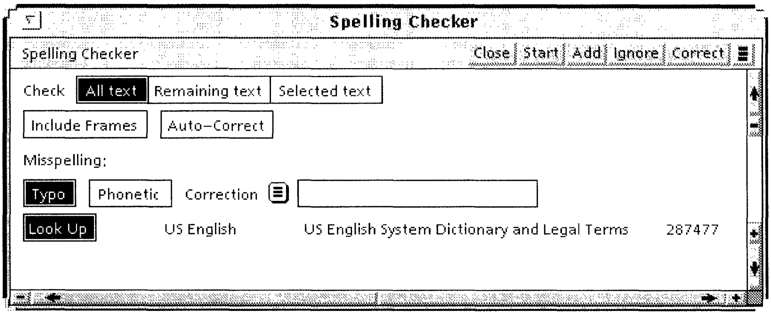
The sections in this chapter note when a feature of the Spelling Checker is influenced by the default language of the system, rather than the lexicons running in your loader.

Checking spelling in a document

To check the spelling in a document:

1. Open the document and select Edit.
2. Select Spelling Checker in the Workspace menu.

   The Spelling Checker option sheet opens.


Spelling Checker
Spelling Checker
Close
Start
Add
Ignore
Correct
Check
All text
Remaining text
Selected text
Include Frames
Auto-Correct
Misspelling:
Typo
Phonetic
Correction
Look Up

US English US English System Dictionary and Legal Terms 287477

3. Select the options you want to use in the Spelling Checker option sheet.
   - Select All Text to check the spelling in your document from beginning to end.

- Select Remaining Text to correct the spelling from where you place the caret to the end of your document.
- Select the Selected Text option to correct the spelling of highlighted text.
- Select Include Frames to include the text in frames and tables in the spell check. If you start the spell check with the caret inside a frame, only the contents of the frame are checked.
- Select Auto-Correct to automatically correct all the same misspellings of the word, and continue checking the spelling without stopping.

4. Select Look Up for the lexicon and custom spelling dictionaries you want to use.
5. Place the caret in your document where you want to begin checking the spelling.
6. Select Start.

To stop the Spelling Checker before it reaches the end of the document:

- Press STOP.

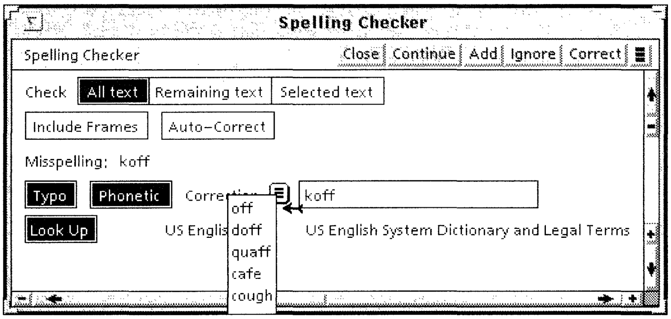
The Spelling Checker examines words in the document until it comes to a word it can't match with a word in one of the Look Up dictionaries you selected.

Then the Spelling Checker beeps, highlights the unmatched word, and inserts the word next to Misspelling and in the Correction box.

To correct a word if you don't know the correct spelling:

1. Select Typo to display typographically similar spellings, select Phonetic to display phonetically similar spellings, or select both.

2. Select the menu next to the Correction box.


Spelling Checker
Spelling Checker
Close
Continue
Add
Ignore
Correct
Check
All text
Remaining text
Selected text
Include Frames
Auto-Correct
Typo
Phonetic
Look Up
off
doff
quaff
cafe
cough

Misspelling: koff

Corre koff

US English System Dictionary and Legal Terms

If the Spelling Checker cannot find a typographically or phonetically similar spelling, the Correction menu displays a question mark.

If the Spelling Checker finds typographically or phonetically similar spellings, it lists them in the Correction menu.

3. Select the spelling you want to use.

   The correctly spelled word appears in the Correction box.

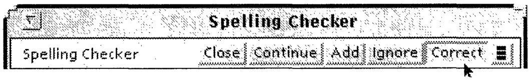
   ✦ **Tip:** For faster performance, use only lowercase letters in the Correction box when adding words to your custom dictionaries.✦

4. Select Correct.

   The Spelling Checker replaces the misspelled word in your document with the corrected word and continues checking until it finds another unmatched word.

To correct a word when you know the spelling:

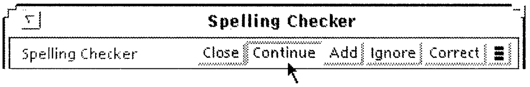
1. Correct the spelling by editing the word in the Correction box. Editing a word in the document stops the Spelling Checker.
2. Select Correct.


Spelling Checker
Spelling Checker
Close
Continue
Add
Ignore
Correct

The Spelling Checker replaces the misspelled word in your document with the corrected word and continues checking until it finds another unmatched word.

To bypass a single occurrence of a word:

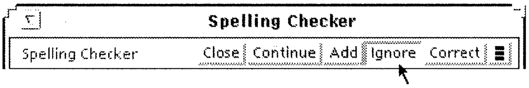
- Select Continue.


Spelling Checker
Spelling Checker
Close
Continue
Add
Ignore
Correct

The Spelling Checker continues checking your document until it finds another unmatched word. If it encounters the same word, it stops again.

To ignore all occurrences of a word during a session:

- Select Ignore.

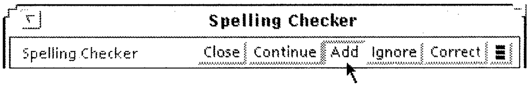

Spelling Checker
Spelling Checker
Close
Continue
Add
Ignore
Correct

The Spelling Checker ignores these words until you close the Spelling Checker option sheet. If you check the spelling in another document, the Spelling Checker ignores the same words. Closing the Spelling Checker option sheet deletes the list of words to ignore.

The Spelling Checker continues checking your document until it finds another unmatched word.

To add an unmatched word to a custom spelling dictionary:

1. Select Edit next to the custom spelling dictionary name.
2. Select Add.


Spelling Checker
Spelling Checker
Close
Continue
Add
Ignore
Correct

The system confirms the word was added.

3. Select Continue.

The Spelling Checker continues checking your document until it finds another unmatched word.

Creating and using custom spelling dictionaries

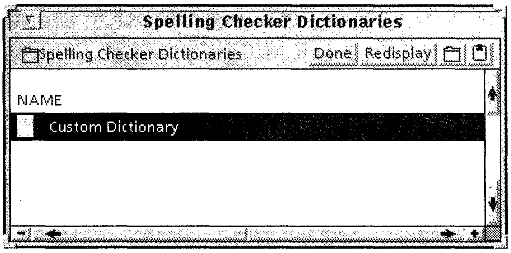
Custom spelling dictionaries make checking the spelling of your documents more efficient if you include words that you don't find in regular dictionaries. For example, one custom spelling dictionary might contain technical words and project-specific terms. Another custom spelling dictionary might contain proper names, foreign words, or acronyms. You can create several dictionaries, each for a different purpose. Each custom spelling dictionary can contain about 10,000 words.

To create a custom spelling dictionary:

1. For each custom spelling dictionary that you want to create, copy an Empty Dictionary icon to your workspace and rename it.
2. Copy a Blank Folder icon to your workspace and rename it exactly as follows:

   Spelling Checker Dictionaries

   If the folder name varies in any way, the Spelling Checker can't recognize the folder and won't use the custom spelling dictionaries it contains.
3. Close the folder property sheet.
4. Move the custom spelling dictionaries that you renamed into the Spelling Checker Dictionaries folder.



If the Spelling Checker option sheet is open when you add a custom spelling dictionary to the Spelling Checker Dictionaries folder, close and reopen the Spelling Checker option sheet to display the custom spelling dictionary name.

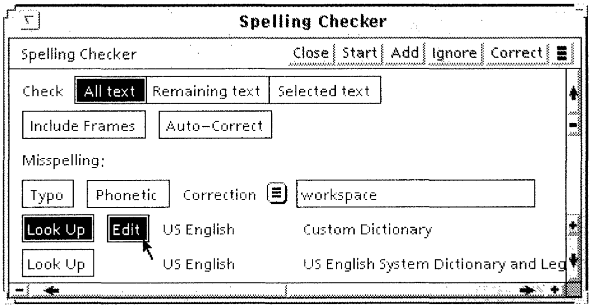
The Spelling Checker looks in the Spelling Checker Dictionaries folder for custom spelling dictionaries and lists them in the Spelling Checker option sheet above the lexicon dictionary.

If you want to use a custom spelling dictionary, make sure the Spelling Checker Dictionaries folder that contains it is in your workspace.

Adding and deleting words in custom spelling dictionaries

To add or delete the words in custom spelling dictionaries:

1. Select Spelling Checker in the Workspace menu.
2. Select Look Up and Edit next to the custom spelling dictionary.



Correction workspace

Spelling Checker
Spelling Checker
Close
Start
Add
Ignore
Correct
Check
All text
Remaining text
Selected text
Include Frames
Auto-Correct
Misspelling:
Typo
Phonetic
Correction
workspace
Look Up
Edit
US English
Custom Dictionary
Look Up
US English
US English System Dictionary and Leg

3. Type the word you want to add or delete in the Correction box.

   Add more than one word by including a space between words, or delete all words in a custom spelling dictionary by typing an asterisk (*).

4. Select Add in the header or select Delete in the Floating Items menu.

GLOBALVIEW displays a completion message and the number of words you added or deleted.

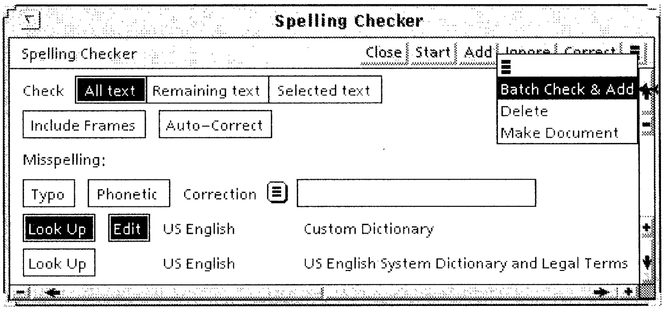
Adding words to custom dictionaries in a batch process

You can add a list of words, such as technical terms or acronyms, to a custom spelling dictionary in a batch process.

✦ **Note:** To prevent adding misspelled words to a custom spelling dictionary during batch processing, first check the spelling of words in the document. Because you add words that aren't already included in a dictionary, you must check the spelling visually.✦

To add the unmatched words in a document to custom spelling dictionaries using batch processing:

1. Select Spelling Checker in the Workspace menu.
2. Select Edit next to the name of each custom spelling dictionary to which you want to add words.
3. Select Look Up next to the lexicon dictionaries and any custom spelling dictionaries with which you want the words in your document matched.
4. Select Batch Check & Add in the Floating Items menu of the Spelling Checker option sheet.


Spelling Checker
Spelling Checker
Close
Start
Add
Batch Check & Add
Delete
Make Document
Check
All text
Remaining text
Selected text
Include Frames
Auto-Correct
Misspelling:
Typo
Phonetic
Correction
Look Up
Edit
US English
Custom Dictionary
Look Up
US English
US English System Dictionary and Legal Terms

GLOBALVIEW displays a confirmation message.

5. Select Yes to continue batch processing.

The Spelling Checker compares the words in the document to the dictionaries you selected with the Look Up command, and adds all the unmatched words to the custom spelling dictionaries you selected with the Edit command.

When the Spelling Checker reaches the end of the document, the system displays a completion message and the number of words processed.

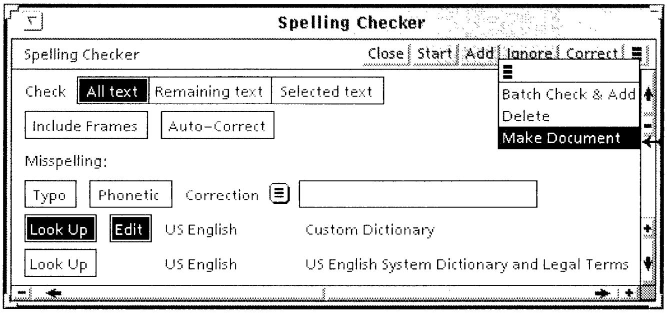
Editing custom spelling dictionaries

If you have a custom spelling dictionary you need to update occasionally, you might want to see the words it contains so that you can edit it. To see and edit the contents of a custom spelling dictionary, you must make a document from it.

To make a document from a custom spelling dictionary:

1. Select Spelling Checker in the Workspace menu.
2. Open the Spelling Checker Dictionaries folder.
3. In the open Spelling Dictionaries folder, select a custom spelling dictionary.

   The Spelling Checker makes one document for each dictionary in the Spelling Checker Dictionaries folder you select.
4. Select Make Document in the Floating Items menu of the Spelling Checker option sheet.


Spelling Checker
Spelling Checker
Close
Start
Add
Ignore
Correct
Batch Check & Add
Delete
Make Document
Check
All text
Remaining text
Selected text
Include Frames
Auto-Correct
Misspelling:
Typo
Phonetic
Correction

Look Up Edit US English Custom Dictionary

Look Up US English US English System Dictionary and Legal Terms

The custom spelling dictionary you selected remains unchanged in the Spelling Checker Dictionaries folder.

A document icon appears in your workspace with the same name as the custom spelling dictionary.

The open dictionary document displays an alphabetical list of the words in the custom spelling dictionary. Edit the document by adding, correcting, or deleting words.

After you edit the document that you made from a dictionary, you can change it back to a dictionary, and use the updated version to check the spelling of your documents.

✦ **Note:** When you make a document from a custom dictionary, the language properties of the resulting document's paragraphs is in the default language of the system, not the language of the dictionary from which you made the document.

If you make a document from a dictionary that is in a different language than the default language of the system, the resulting document is an ASCII file. You cannot edit this file, but you can view its contents on the screen.✦

To make a dictionary from a document:

1. Delete all the words from the original dictionary using the procedure in the section "Adding and deleting words in custom spelling dictionaries."
2. Select Edit next to the name of the now empty custom spelling dictionary.
3. Place the caret in the document that contains the words you want to add to the custom spelling dictionary.
4. Select Batch Check & Add in the Floating Items menu of the Spelling Checker option sheet.

   As the Spelling checker processes your document, it puts all the unmatched words into the custom spelling dictionary that you selected for editing.

Using the Thesaurus

The Thesaurus recognizes only the root words of the following variations:

- Plural (cars, houses)
- Past tense (asked, went, caught)
- Superlative (louder, loudest)

However, there are exceptions to this rule. For example, the Thesaurus doesn't recognize the plural "oxen," yet it recognizes the plural "children."

If you think the plural, past tense, or superlative of a word has a different connotation from the root word, try looking it up. If you can't find a word variation, the Thesaurus probably lists synonyms only for the root word.

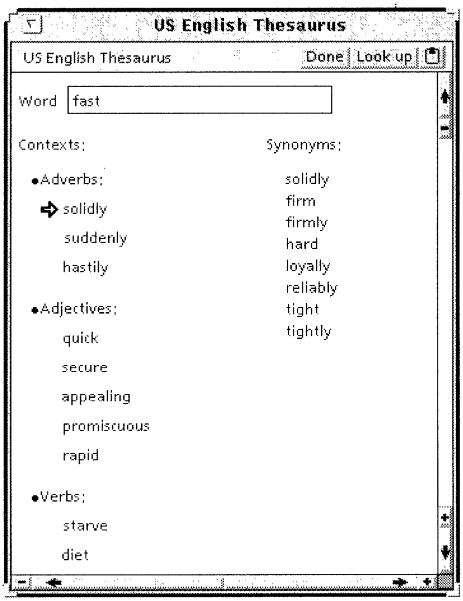
To use the Thesaurus:

US English

1. Copy a Thesaurus icon from the Office Accessories folder to your workspace.
2. Open the Thesaurus icon.
3. Do one of the following:
    - Type a word or phrase in the Word box.
    - Select a word in your document.
4. Select Look up.

    Because you can use some words in more than one part of speech, the Thesaurus lists synonyms by context.

    For example, the word "fast" can be an adverb, an adjective, or a verb.



Word: fast

Contexts:

- Adverbs:
  - ➡ solidly
  - suddenly
  - hastily
- Adjectives:
  - quick
  - secure
  - appealing
  - promiscuous
  - rapid
- Verbs:
  - starve
  - diet

Synonyms:

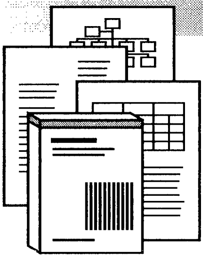
solidly
firm
firmly
hard
loyally
reliably
tight
tightly

The context list for "fast" shows the adverb "solidly" with a pointer next to it. All of the words in the Synonyms list are adverbs synonymous with the word "fast" used in the context "solidly," as in the sentence: "She held fast to her belief in justice."

If you select "quick" as a context for "fast" under the adjectives part of speech, the synonyms for "fast" change to a list of adjectives that have the same meaning that "fast" has in the sentence: "The fast horse won the race."

5. Select the synonym that you want, and copy it to your document.

If you look up several words without closing the Thesaurus, use the Backward and Forward commands to review prior words you looked up. When you close the Thesaurus, it deletes the list of words looked up during that session.



5.

Hyphenating text automatically

Hyphenating using the system dictionary 5-3

Hyphenating using a custom dictionary 5-5

Creating a custom hyphenation dictionary 5-5

Adding or modifying words in a custom hyphenation dictionary 5-5

Making a document from a custom hyphenation dictionary 5-7

Checking the hyphenation points of words 5-8

Overriding autohyphenation points 5-9

Hyphenation divides words that are too long to fit at the end of a line. This produces text that has a smoother right margin, whether justified or not, and maximizes line length.

Autohyphenation uses two dictionaries to determine where to insert hyphens in words:

- The system lexicon dictionaries contain hyphenation points for thousands of words.
- Custom hyphenation dictionaries contain your specified hyphenation points for words not included in the system lexicon dictionaries.

Software required—Run the following software applications to perform the tasks in this chapter:

- The hyphenation application for your document language; for example, GV U.S. English Hyphenation
- The lexicon for the same language

For information about manually hyphenating words, see chapter 1, "Creating and editing documents."

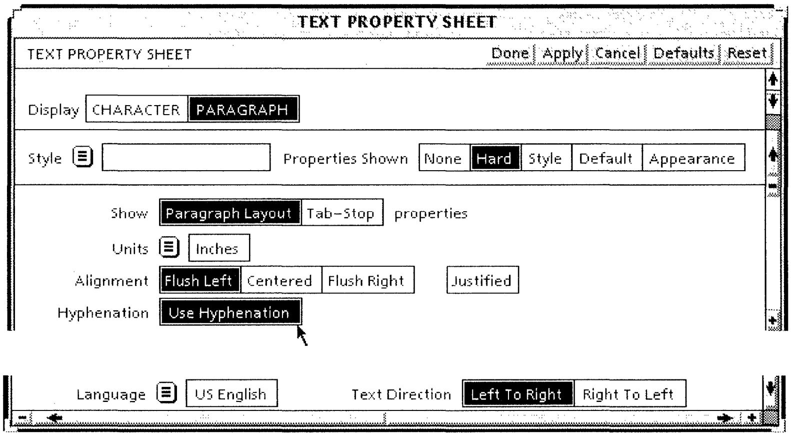
Hyphenating using the system dictionary

The system lexicon dictionaries automatically hyphenate words using the rules of spelling and grammar for each lexicon's hyphenation application. If you run hyphenation applications for more than one lexicon, you must specify in the paragraph Language property, which lexicon's rules to use.

For information about creating and using custom hyphenation dictionaries, see the section, "Hyphenating using a custom dictionary."

To use autohyphenation:

1. Select a paragraph character, or select the text you want hyphenated and press PROPS.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET Done Apply Cancel Defaults Reset

Display CHARACTER PARAGRAPH

Style Properties Shown None Hard Style Default Appearance

Show Paragraph Layout Tab-Stop properties

Units Inches

Alignment Flush Left Centered Flush Right Justified

Hyphenation Use Hyphenation

Language US English Text Direction Left To Right Right To Left

2. Select Paragraph for the Display setting.
3. Select Hard for Properties Shown.
4. Select Use Hyphenation.
5. In the Language menu, select the language of the hyphenation application to use.
6. Select Done or Apply.

   The selected text automatically hyphenates. If you want to hyphenate the text within frames or tables, you must select that text separately, and follow the previous procedure.

Hyphenating using a custom dictionary

You can create custom hyphenation dictionaries to ensure that words are hyphenated consistently and to prevent autohyphenation from creating awkward phrases.

The system uses the following rules when it checks a custom dictionary for hyphenation:

- The system checks the Workspace divider first. If it doesn't find a dictionary there, it checks the Workstation divider.
- A dictionary in the Workspace divider is used only for documents in that workspace. A dictionary in the Workstation divider is used for all workspaces on the system.

Creating a custom hyphenation dictionary

To create a custom hyphenation dictionary:

US
English

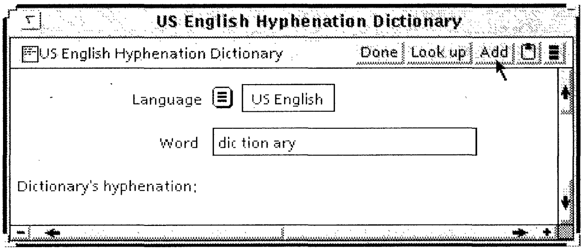
1. Copy the U.S. English Hyphenation Dictionary icon from the Basic Icons folder to your workspace.
2. Rename the Dictionary icon.
3. Move the Dictionary icon into the Autohyphenation Dictionaries folder in the Workstation or Workspace divider.
4. Close all Directory windows.

Adding or modifying words in a custom hyphenation dictionary

✦ **Note:** Changing custom hyphenation dictionaries can affect page breaks in all documents in the workspace that use autohyphenation. For example, changes in hyphenation can cause paragraphs to become one line longer or shorter, and frames may no longer fit in previous locations. You might need to repaginate after making changes in autohyphenation.✦

To add words to a custom hyphenation dictionary:

1. Open the custom hyphenation dictionary that you placed in the Autohyphenation Dictionaries folder in the Workstation or Workspace divider.


US English Hyphenation Dictionary
US English Hyphenation Dictionary
Done
Look up
Add

Language US English

Word dic tion ary

Dictionary's hyphenation:

2. In the Word box, type the word you want to add, inserting a space at each acceptable hyphenation point.
3. Select Add.
4. Select Done.

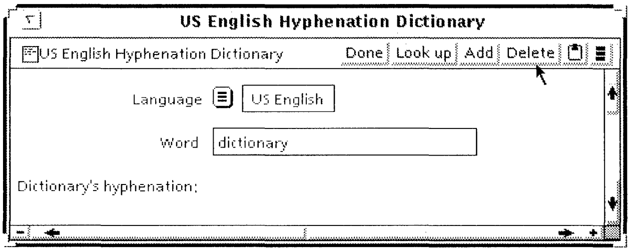
To change words in a custom hyphenation dictionary:

1. Open the custom hyphenation dictionary that contains the word you want to modify.
2. Type the word in the Word box, inserting a space or spaces at each acceptable hyphenation point.
3. Select Add.

   A message advises you that the word already exists in the custom hyphenation dictionary, and asks if you want to change it.
4. Select Yes to confirm that you want to replace the existing hyphenation points.
5. Select Done.

To delete words from a custom hyphenation dictionary:

1. Open the custom hyphenation dictionary that contains the word you want to delete.
2. Type the word in the Word box without inserting the hyphenation points.
3. Select Delete.


US English Hyphenation Dictionary

US English Hyphenation Dictionary

Language US English

Word dictionary

Dictionary's hyphenation:

A message confirming that the word has been deleted advises you that hyphenation might change as a result of this action.

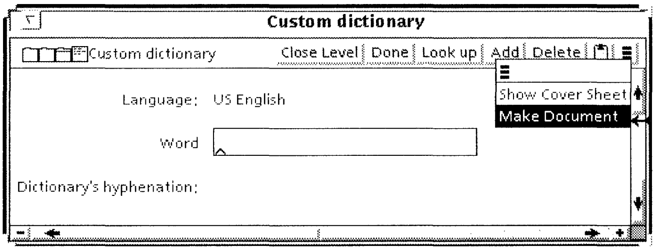
4. Select Done.

Making a document from a custom hyphenation dictionary

To see the hyphenation points of a dictionary's words, you can make a document from a custom hyphenation dictionary.

To make a document from a custom hyphenation dictionary:

1. Open the custom hyphenation dictionary you want to see.
2. Select Make Document in the Floating Items menu.


Custom dictionary

Custom dictionary

Language: US English

Word

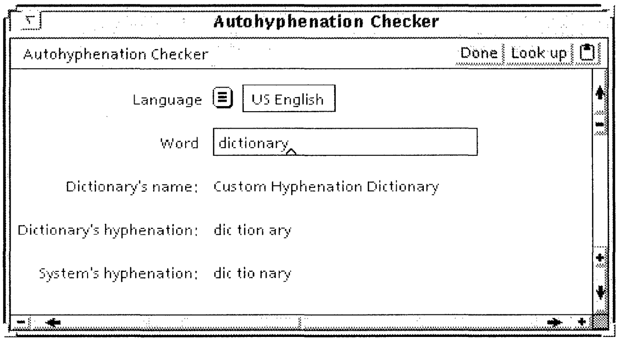
Dictionary's hyphenation:

A GLOBALVIEW Document icon with the same name as the dictionary appears in your workspace. Open the document to see the words in the custom hyphenation dictionary.

Checking the hyphenation points of words

To check the hyphenation of words:

1. Close all documents.
2. Select Autohyphenation Checker in the Workspace menu.
3. In the Word box, type the word you want to check without adding any spaces before, within, or after the word.
4. Select Look Up.



Language: US English
Word: dictionary
Dictionary's name: Custom Hyphenation Dictionary
Dictionary's hyphenation: dic tion ary
System's hyphenation: dic tio nary

If the word is in a custom hyphenation dictionary, it appears next to Dictionary's hyphenation. If the word is in the system lexicon dictionary, it appears next to System's hyphenation. Spaces in the word show the hyphenation points for the respective dictionaries.

If the word doesn't appear in a dictionary, you receive a message.

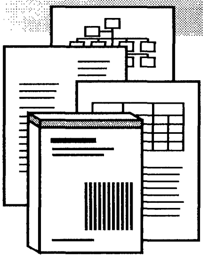
5. Select Done.

Overriding autohyphenation points

Occasionally, you might want to change the location of an autohyphen. Override autohyphenation in one of the following ways:

- Add or modify the word in a custom hyphenation dictionary, or delete the word from a custom hyphenation dictionary.
- Place a non-breaking hyphen within the word to force it to hyphenate at that point and prevent the entire word from wrapping to the next line.
- Add discretionary hyphens before words or at acceptable hyphenation points. When the word falls at the end of a line, GV Write prevents it from hyphenating or hyphenates it only at the discretionary hyphenation point.

For more information about inserting manual hyphenation characters, see chapter 1, "Creating and editing documents."



6.

Redlining text

Turning redlining on and off in your workspace 6-4

Redlining selected text 6-5

Undoing revision and deletion marks 6-6

Incorporating redlined revisions 6-7

Changing the defaults for redlining 6-7

Use redlining to mark and track your editing changes.

Redlining double underlines text that you insert, and strikes through text you delete using the DELETE or backspace keys. You can use either of two methods to redline text:

- Turn the redlining function on for all documents in your workspace, so that changes you make to all document are marked.
- Select specific text for redlining.

When you need a final, clean copy of the document, the Finalize Redlined Revisions command in the Content menu clears all redlining marks that indicate revised or added text, and deletes the text you marked for deletion.

Redlining affects text that is changed in a document, with the following exceptions:

- Changes to headings and footings
- Changes within equation frames
- Font changes
- Changes in simple text, such as text in mail notes or property sheets
- Changes made with the CASE key

The redlining marks for inserted and deleted text work differently with some GV Write features.

Copied and moved text—Redlining marks remain when you copy or move text that has revision or deletion marks.

Paragraph and new-line characters—Redlining marks don't appear with paragraph or new-line characters. You can verify whether a non-printing character has been added or deleted by looking at the character property sheet.

Anchor characters—Redlining doesn't delete anchors that you include with text selected to move or delete. Redlining does copy anchors to a new location.

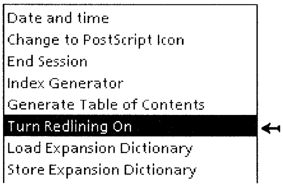
Graphics objects—Redlining marks don't appear in text that's part of a graphics object you copy, delete, or move as a whole. However, redlining marks appear on any individual changes you make to text within embedded text frames or captions.

Charts—Redlining marks revised text in a chart that you update, and removes deleted text rather than marking it for deletion. For more information about the GV Chart application, see the *GlobalView Paint and Chart User Guide.*

Define/Expand—Redlining marks expanded text as revised when you use DEF/EXP to replace an abbreviation.

Fields and tables—Redlining marks new entries as revised text, and marks text for deletion in fields and tables. For more information about fields, see chapter 15, "Creating forms using fields." For more information about tables, see chapter 11, "Adding tables to documents."

Turning redlining on and off in your workspace


Date and time
Change to PostScript Icon
End Session
Index Generator
Generate Table of Contents
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary

To turn redlining on:

- Select Turn Redlining On in the Workspace menu.

  Redlining is turned on for all GlobalView documents in the workspace.

  Additions are double underlined and deletions are struck through in any document that you edit in your workspace.

To turn redlining off:

1. Select Turn Redlining Off in the Workspace menu.
2. Select Yes to the message to confirm that you want redlining off.

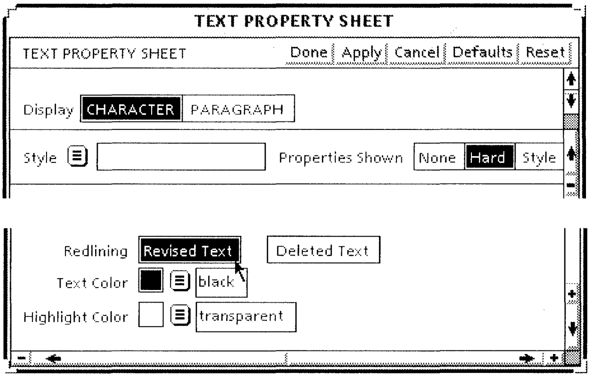
   Redlining is turned off for all GlobalView documents in the workspace. Existing redlining marks remain until you incorporate the redlined revisions or undo the revision marks. See the following sections for the procedures.

Redlining selected text

You can mark selected text for revision or deletion, whether or not the redlining feature is turned on in your workspace.

To redline selected text:

1. Select the paragraph character for the text, or select the text that you want to mark for revision or deletion.
2. Press PROPS.
3. Select Character for the Display setting and select Hard for Properties Shown.
4. Select Revised Text or Deleted Text for the Redlining property.



TEXT PROPERTY SHEET

TEXT PROPERTY SHEET Done Apply Cancel Defaults Reset

Display [✓ CHARACTER] PARAGRAPH

Style

Properties Shown None [✓ Hard] Style

Redlining [✓ Revised Text] Deleted Text

Text Color black

Highlight Color transparent

5. Select Done.

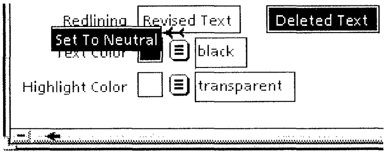
   The text that you selected is underlined or struck through, depending on whether you selected Revised Text or Deleted Text.

Undoing revision and deletion marks

You can undo revision and deletion marks after you insert them and before you incorporate the changes into your document. Undoing redlining removes revision underlining and restores text struck for deletion to its original state.

To undo revision and deletion marks:

1. Select the redlined text to undo and press PROPS.
2. Select Character for the Display setting and select Hard for the Properties Shown property.
3. Deselect Revised Text or Deleted Text for the Redlining property, or hold the Menu mouse button down on either property to select Set To Neutral.



4. Select Done.

   The redlining marks are removed.

✦ **Note:** Undoing redlining removes revision marks; it does not remove the text you add or mark for deletion during editing.✦

To remove revised text before finalizing redlining:

▸ Do one of the following:

- Select the revised text and press DELETE.
- Backspace over the revised text that you want to delete.

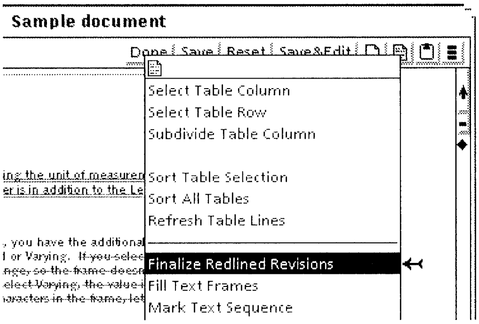
✦ **Note:** Structure characters such as anchors and breaks cannot be deleted while redlining is turned on in your workspace.✦

Incorporating redlined revisions

Incorporating redlined revisions in your documents removes text marked for deletion and clears the marks that indicate revised or added text.

To incorporate redlined revisions in a document:

1. Select Finalize Redlined Revisions in the Content menu.


Sample document
Done Save Reset Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Mark Text Sequence

2. Select Yes to confirm that you want to incorporate the redlined revisions in your document.

   The document clears, then reappears with the revisions made and all redlining marks removed.

Changing the defaults for redlining

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values for redlining, add or edit entries in the Redlining section of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

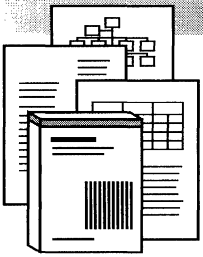
[Redlining]

On: False
--False|True|

False—Redlining is turned off until you turn it on.

True—Redlining is always turned on for every document in your workspace.

Revised Text Appearance: Double Underline
--Double Underline|Bold Double Underline|Bold Italic Double Underline|Bold Italic Underline|Bold Italic



7. Generating a table of contents

General procedure for creating a table of contents 7-3

Selecting and marking entries 7-3

Generating a table of contents for a document 7-5

Generating a table of contents for a book 7-6

Generating a list of figures or tables 7-8

Correcting errors 7-9

Canceling table of contents generation 7-10

Formatting a generated table of contents 7-10

- Editing character properties 7-11
- Editing paragraph properties 7-11
  - General procedure 7-12
  - Example of editing paragraph properties 7-12
- Editing page format properties 7-14

You can generate tables of contents for the following items:

- Documents
- Folders containing documents
- Books

Software required—Run the Table of Contents Generator to perform the tasks in this chapter.

General procedure for creating a table of contents

The following is a general overview of the procedures required to generate a table of contents. The steps for each procedure are described in the remaining sections of this chapter.

To create a table of contents:

1. Select and mark the text entries in the document that you want to appear in the table of contents.
2. Close the document (and folder or book if the document is in a folder or book) and select Generate Table of Contents in the Workspace menu.

   The table of contents is generated in the background. When the process is complete, a table of contents document appears in the workspace.
3. To change the default format of the table of contents document, open it and apply text and page layout properties to format it.

Selecting and marking entries

Mark entries for the table of contents as you create a document or at a later time.

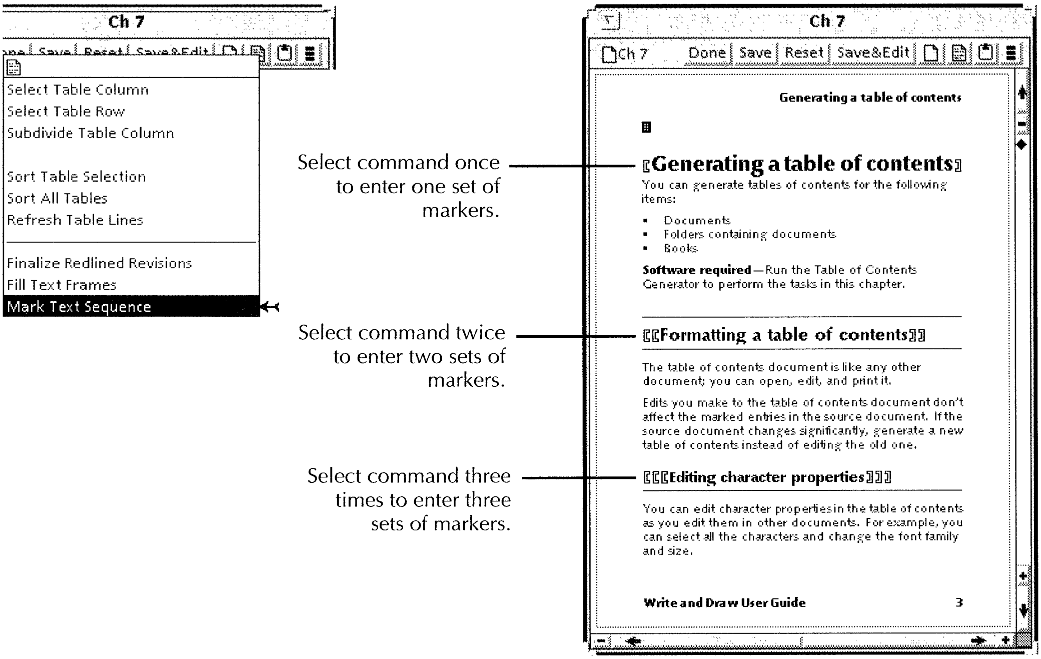
To select and mark entries:

1. Select Show Structure in the Document menu.

2. Select the text you want to mark as an entry in the table of contents.

3. Select Mark Text Sequence in the Content menu to insert a set of table of contents markers.

   Select Mark Text Sequence once for a first-level entry in the table of contents, twice for a second-level entry, three times for a third-level entry, and so on. For each additional entry level, insert another set of markers.


Ch 7
Save
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Mark Text Sequence
Ch 7
Ch 7
Done
Save
Reset
Save&Edit

Select command once to enter one set of markers.

Select command twice to enter two sets of markers.

Select command three times to enter three sets of markers.

Generating a table of contents

[Generating a table of contents]

You can generate tables of contents for the following items:

- Documents
- Folders containing documents
- Books

Software required—Run the Table of Contents Generator to perform the tasks in this chapter.

[[Formatting a table of contents]]

The table of contents document is like any other document; you can open, edit, and print it.

Edits you make to the table of contents document don't affect the marked entries in the source document. If the source document changes significantly, generate a new table of contents instead of editing the old one.

[[[Editing character properties]]]

You can edit character properties in the table of contents as you edit them in other documents. For example, you can select all the characters and change the font family and size.

Write and Draw User Guide 3

The following illustration shows the table of contents entries that result from the markers shown in the preceding illustration.

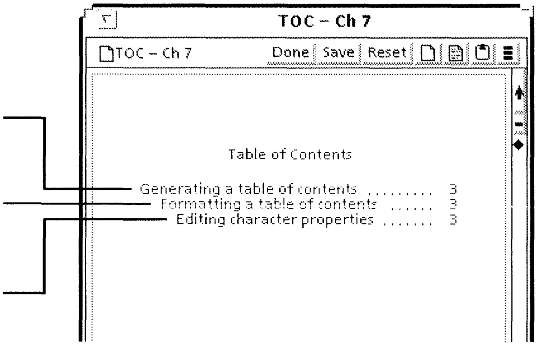


Table of Contents

Generating a table of contents 3
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One set of markers results in a first-level entry.

Two sets of markers result in a second-level entry.

Three sets of markers result in a third-level entry.

✦ **Note:** If you open a document before you load and run the Table of Contents Generator, you must close the document and reopen it after you run the Table of Contents Generator to make the Mark Text Sequence command appear in the Content menu.✦

To delete table of contents markers, use the BACKSPACE or DELETE key. Be sure to delete both the left and right table of contents markers.

Generating a table of contents for a document

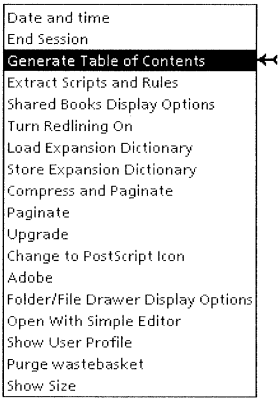
You can generate tables of contents for one document or for multiple documents (referred to as source documents) at the same time. The documents must be on your system. They can be directly in your workspace or inside folders that are in your workspace. A separate table of contents document is generated for each source document. To generate a single table of contents for multiple documents, place the documents in a book first. See the section "Generating a table of contents for a book."

To generate a table of contents for a document:

1. After marking the entries for the table of contents, close the document.
2. Select the document if it isn't already selected.

To generate tables of contents for multiple documents, select the documents or the folders containing the documents.

3. Select Generate Table of Contents in the Workspace menu.


Date and time
End Session
Generate Table of Contents
Extract Scripts and Rules
Shared Books Display Options
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Adobe
Folder/File Drawer Display Options
Open With Simple Editor
Show User Profile
Purge wastebasket
Show Size

The process runs in the background. If the process completes without errors, a table of contents document for each source document appears in the workspace. The table of contents documents are named "TOC - (name of source document)."

Each time you generate a table of contents, a new table of contents document appears in the workspace. To avoid confusion, delete, rename, or file the earlier version.

Generating a table of contents for a book

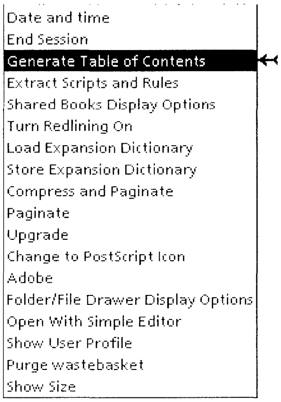
Use books to generate a single table of contents for multiple documents. You can generate tables of contents for one book or for multiple books at the same time.

See chapter 1, "Creating and editing documents," and chapter 2, "Setting page layout," for more information about books.

To generate a table of contents for a book:

1. After marking the entries for the table of contents, close the documents.
2. Arrange the documents in the book in the order you want them to appear.
3. Ensure that the page numbering for the book is correct. Paginate the book, if necessary.
4. Close the book.
5. Select the book if it isn't already selected.

   To generate tables of contents for multiple books, select all of the books.
6. Select Generate Table of Contents in the Workspace menu.


Date and time
End Session
Generate Table of Contents
Extract Scripts and Rules
Shared Books Display Options
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Adobe
Folder/File Drawer Display Options
Open With Simple Editor
Show User Profile
Purge wastebasket
Show Size

   The process runs in the background. If the process completes without errors, a table of contents document for each book appears in the workspace. The table of contents document are named "TOC - (name of book)."

Each time you generate a table of contents, a new table of contents document appears in the workspace. To avoid confusion, delete, rename, or file the earlier version.

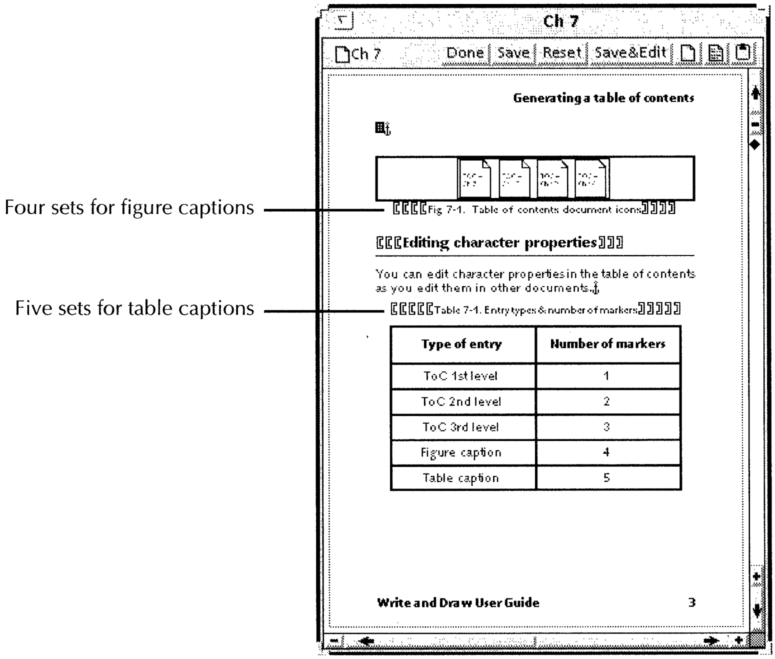
Generating a list of figures or tables

You can generate a list of figures or tables when you generate a table of contents.

To generate a list of figures or tables:

1. When you mark the entries that you want to appear in the table of contents, also mark the figure or table captions in your document, inserting a different number of markers than for the table of contents entries.

   For example, if you have three levels of entries in the table of contents, insert four sets of markers for figure captions and five sets of markers for table captions as shown in the following illustration.



Four sets for figure captions

Five sets for table captions

Generating a table of contents

〚〚〚〚Fig 7-1. Table of contents document icons〛〛〛〛

〚〚〚Editing character properties〛〛〛

You can edit character properties in the table of contents as you edit them in other documents.

〚〚〚〚〚Table 7-1. Entry types & number of markers〛〛〛〛〛

Type of entry	Number of markers
ToC 1st level	1
ToC 2nd level	2
ToC 3rd level	3
Figure caption	4
Table caption	5

Write and Draw User Guide 3

See the section "Selecting and marking entries" for the procedure.

2. Generate the table of contents.

   See the section "Generating a table of contents for a document" for the procedure.

   The captions for figures and tables appear as fourth- and fifth-level entries, respectively, in the table of contents document.

3. Move the fourth-level entries to a separate document for a list of figures.

4. Move the fifth-level entries to a separate document for a list of tables.

5. Edit the separate documents to format the lists.

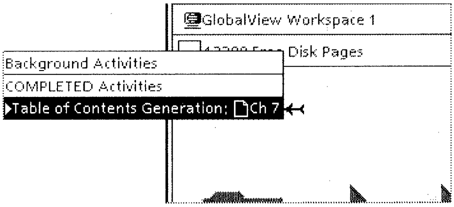
   See the section "Formatting a generated table of contents."

Correcting errors

If errors occur while generating a table of contents, the process stops, and a zero appears as the background symbol.

To clear errors:

1. Select the background symbol to display the Background Activities menu and select the table of contents activity in the Completed Activities list.


GlobalView Workspace 1
Disk Pages
Background Activities
COMPLETED Activities
Table of Contents Generation: Ch 7

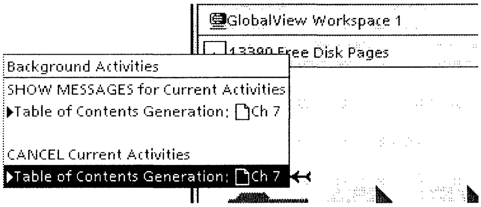
   A message describes the errors and identifies the pages where they occur.

2. Correct the problems described in the message and generate the table of contents again.

Canceling table of contents generation

To cancel the process:

1. Select the background symbol to display the Background Activities menu and select the table of contents activity in the Cancel Current Activities list.


GlobalView Workspace 1
13390 Free Disk Pages
Background Activities
SHOW MESSAGES for Current Activities
▸Table of Contents Generation: Ch 7
CANCEL Current Activities
▸Table of Contents Generation: Ch 7

2. Select Yes to confirm the cancellation.

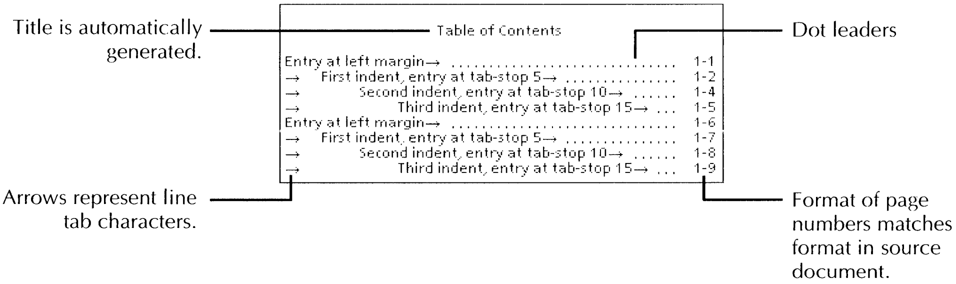
If most of the table of contents has already been generated, the process can't be canceled, and a table of contents document appears in the workspace when the process is complete.

Formatting a generated table of contents

The table of contents document is like any other document; you can open, edit, and print it.

Edits to the table of contents document don't affect the marked entries in the source document. If the source document changes significantly, generate a new table of contents instead of editing the old one.

The table of contents generator produces a table of contents in the following format:



```
                    Table of Contents
Entry at left margin→ ............................  1-1
→   First indent, entry at tab-stop 5→ ..............  1-2
→         Second indent, entry at tab-stop 10→ ......  1-4
→               Third indent, entry at tab-stop 15→ ...  1-5
Entry at left margin→ ............................  1-6
→   First indent, entry at tab-stop 5→ ..............  1-7
→         Second indent, entry at tab-stop 10→ ......  1-8
→               Third indent, entry at tab-stop 15→ ...  1-9
```

Title is automatically generated.

Dot leaders

Arrows represent line tab characters.

Format of page numbers matches format in source document.

✦ **Note:** If you don't have page numbers in the source document, the table of contents document contains simple page numbers preceded by an equal sign (=1, =2).✦

The page format has default settings (8 1/2 x 11 page size, 1-inch margins, and no page numbers). The font family is Modern; the font size is 12 point. If the table of contents is longer than one page, the title is automatically continued on subsequent pages.

You can use the generated table of contents as is, or change its appearance.

Editing character properties

You can edit character properties in the table of contents as you edit them in other documents. For example, you can select all the characters and change the font family and size.

Editing paragraph properties

You can select all paragraphs and successfully change any properties except paragraph margins and tab-stops. When you edit paragraph margins and tab-stops, all indented entries move so that they begin at the same indent level. To retain the hierarchy of the indent levels, you must enter unique sets of characters, such as ## or $$$, as placeholders for the tab-stops in the second-level and lower indented entries.

General procedure

Following is a general procedure. For details on each step, see the example that follows.

To retain the indent level hierarchy when editing paragraph margins and tab-stops:

1. Add a unique set of characters to the beginning of second-level and lower indented entries.

   Use a different set of characters to distinguish each indent level so that you can later find and replace the unique characters with the correct number of paragraph tab characters.

2. Select all paragraphs and edit the Paragraph property sheet—set a tab-stop for each indent level and a tab-stop for the page number.
3. Use the Find feature to replace the unique characters with the correct number of paragraph tab characters.

Example of editing paragraph properties

This example shows the procedures needed to format a table of contents with three levels of entries.

To add unique characters to second-level indent entries:

1. Select the line tab character that begins the first entry at the second indent level and enter ##.
2. Select the line tab character that begins the next title at the second indent level and press AGAIN.
3. Repeat step 2 for each entry at the second indent level.

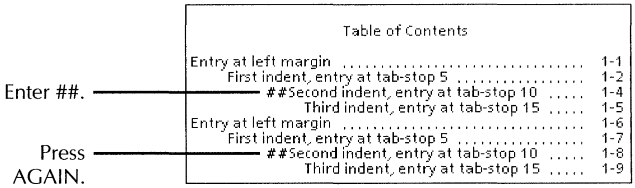


Table of Contents

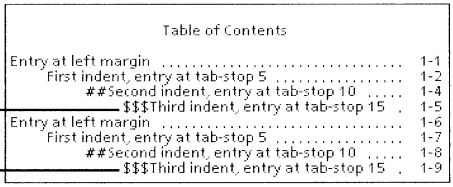
Entry at left margin 1-1
First indent, entry at tab-stop 5 1-2
##Second indent, entry at tab-stop 10 1-4
Third indent, entry at tab-stop 15 1-5
Entry at left margin 1-6
First indent, entry at tab-stop 5 1-7
##Second indent, entry at tab-stop 10 1-8
Third indent, entry at tab-stop 15 1-9

Enter ##.

Press AGAIN.

To add unique characters to third-level indent entries:

1. Select the line tab character that begins the first entry at the third indent level and enter **$$$**.
2. Select the line tab character that begins the next entry at the third indent level and press AGAIN.
3. Repeat step 2 for each entry at the third indent level.



```
                      Table of Contents

Entry at left margin .................................  1-1
     First indent, entry at tab-stop 5 ................  1-2
          ##Second indent, entry at tab-stop 10 .....  1-4
               $$$Third indent, entry at tab-stop 15 .  1-5
Entry at left margin .................................  1-6
     First indent, entry at tab-stop 5 ................  1-7
          ##Second indent, entry at tab-stop 10 .....  1-8
               $$$Third indent, entry at tab-stop 15 .  1-9
```

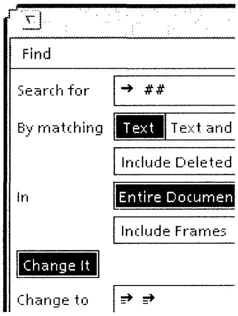
Enter $$$.

Press AGAIN.

To edit paragraph properties:

1. Select all paragraphs in the table of contents and press PROPS.
2. Set the paragraph margins if you want to change them.
3. Set the following tab-stops:
   - Left-flush tab-stops for each indent level
   - Right-flush tab-stop for the page number position
4. If you want to change line height and other paragraph properties, set them also.
5. Select Done.

   All indented entries appear at the same level as the first indent entry.



Find

Search for → ##

By matching ● Text ○ Text and

☐ Include Deleted

In ● Entire Documen

☐ Include Frames

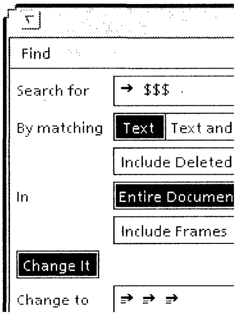
Change It

Change to ⇒ ⇒

To indent second-level entries:

1. Select any character in the table of contents document and press FIND.
2. Enter a line tab (SHIFT+TAB) and ## in the Search For box.
3. Enter two paragraph tabs in the Change To box.
4. Select Start.

   The second-level entries are indented.



Find

Search for → $$$

By matching ● Text ○ Text and

☐ Include Deleted

In ● Entire Documen

☐ Include Frames

Change It

Change to ⇒ ⇒ ⇒

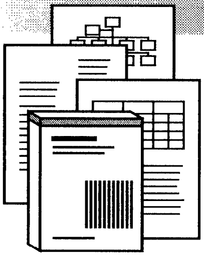
To indent third-level entries:

1. Enter a line tab (SHIFT+TAB) and **$$$** in the Search For box.
2. Enter three paragraph tabs in the Change To box.
3. Select Start.

   The third-level entries are indented.

Editing page format properties

After you restore the hierarchy of the indent levels, you can edit the page format properties. Depending on the page format changes you make, you might have to adjust the tab-stops and paragraph margins that you set earlier.



8. Indexing documents

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Use the GLOBALVIEW Index Generator application to automatically create indexes for your documents. You can create indexes for single documents and documents contained in books. The index is easily updated when you make changes to your documents that affect pagination.

The index generator offers a variety of indexing tools.

- Use index markers to mark entries directly in your documents.
- Use an index table to create secondary, tertiary, and see and see also entries.
- Use the layout guide to format your index.
- Use inclusion and exclusion dictionaries to extract single-word entries from your documents into an index.

✦ **Note:** Before you attempt any procedures in this chapter, read the following section, "Indexing tools and when to use them."✦

Software required—Run the Index Generator software application to perform the tasks in this chapter.

Indexing tools and when to use them

The index generator searches through your documents for index entries and places them in a separate document. The index generator determines which entries to index based on the indexing tools you choose.

This section shows the different indexing tools and briefly explains criteria for choosing them.

Exclusion dictionary

Exclusion dictionary—Use to create the most basic index, or a concordance, which is an alphabetical index of the principal words in a book. The generated index lists every occurrence of every word in your document, minus those in the exclusion dictionary.

Inclusion dictionary

Inclusion dictionary—Use to indicate specific words for the index generator to list. The index generator lists every occurrence of the words you enter in the inclusion dictionary.

✦ **Note:** When you generate an index using an exclusion or inclusion dictionary, you cannot index terms composed of more than one word, such as "system administrator," or "Washington, D.C." You must index such terms using index markers or an index table.✦

Index markers—Use to indicate which occurrences of an entry to index. For example, "graphics" appears on pages 8,12, and 19 of your document, but you only want to refer readers to pages 8 and 12. Marking "graphics" on pages 8 and 12 causes the index generator to list only those instances of "graphics" in the index. You can also use index markers to index a term on a range of pages.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)

Index table (shown above)—Use to indicate specific terms (one or more words in length) or variations of terms you want the index generator to list. Index tables allow you to:

- Create secondary and tertiary entries
- Change how an entry is sorted
- Create see and see also entries
- Use the same term as a primary and secondary entry
- Change the format of an individual entry, such as italicizing or bolding it

✦ **Note:** The only way to control which terms are indexed is to mark them in the text. Use index markers and index tables together to control the content and appearance of your index. In this chapter, it is assumed that you will decide between using dictionaries to create a concordance-like index, or using index markers with index tables to individually specify entries you want to index.

If you use the index tools together, the index generator uses them in the following order or priority:

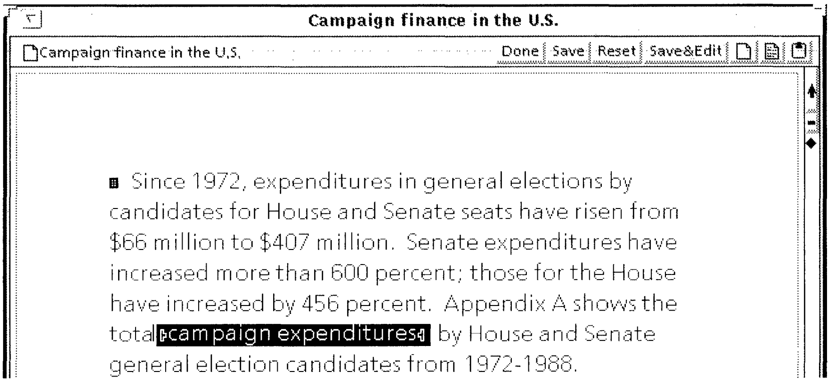
1. Index table
2. Index term marked in a document

3. Inclusion dictionary
4. Exclusion dictionary✦

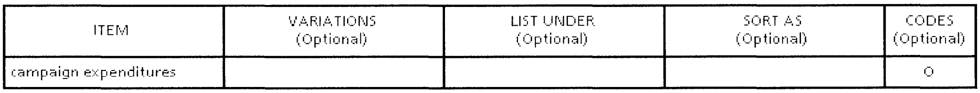
Creating primary entries using index markers and tables

When you mark a term in a document using index markers, the index generator lists the term as an entry in the index along with the corresponding page number. When you use index markers, you must mark every instance of a term that you want in the index, since marking a term in a single location in the document does not automatically index every other instance of the same term.

If you want to mark specific instances of text and add the term to the index table to create secondary entries or to sort the term differently, you can use a special code in the index table to tell the index generator to only look for terms you have marked. Otherwise, the index table looks for all instances of the term, whether you mark them or not.



Since 1972, expenditures in general elections by candidates for House and Senate seats have risen from $66 million to $407 million. Senate expenditures have increased more than 600 percent; those for the House have increased by 456 percent. Appendix A shows the total campaign expenditures by House and Senate general election candidates from 1972-1988.



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
campaign expenditures				O

In the example above, the index generator only looks for instances of "campaign expenditures" that are marked with index markers.

It is a good idea to record all of your terms in the index table to keep track of the terms you have marked, even if you don't plan to create many secondary entries or change the sorting order for many terms. This way, if you need to add a secondary entry to a primary entry you already marked in your document, you can simply add the secondary entry to the index table. Read "How to use index tables" in this section for more information about using index tables.

✦ **Tip:** Before you begin, go through a hard copy of your document and decide what primary terms, secondary terms, and see and see also terms you want in your index. Either mark up the hard copy or make a separate list.✦

General procedure for indexing using index markers and index tables

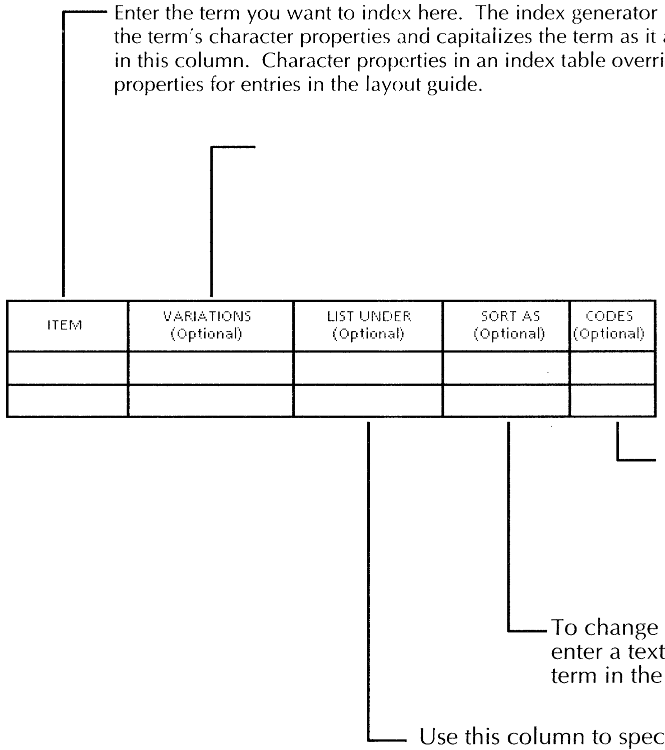
This section provides a general procedure for creating an index using index markers and index tables. Specific steps for each general step are provided in this chapter.

To create an index using index markers and index tables:

1. Add index markers to your document using the Establish Index Object command in the Content menu.
2. Add the terms you marked in your document to the index table and do the following steps as appropriate:
   - To create secondary or tertiary entries, use the List Under column in the index table.
   - To change how some entries are sorted, use the Sort As column in the index table.
   - To index only the term you marked, type **O** in the Codes column.
   - To add see and see also entries, add them to the index table.
3. To change the format of the generated index, edit the layout guide.
4. Generate the index.

How to use index tables

You manipulate index entries using various combinations of the index table columns.



Enter the term you want to index here. The index generator uses the term's character properties and capitalizes the term as it appears in this column. Character properties in an index table override character properties for entries in the layout guide.

Use codes to tell the index generator how to treat and list text in the Item column. See the following explanations of index codes.

To change how your term is sorted, enter a text sequence that places the term in the correct order.

Use this column to specify primary entries for secondary entries.

Index codes

C—The index generator searches only for terms with capitalization that matches the term in the Item or Variations column. If the capitalization doesn't match, the term is not indexed.

A—The index generator always includes the term in the index, even if the term has not been marked in the document or does not appear in the document. This entry is useful for creating cross-references or see and see also references.

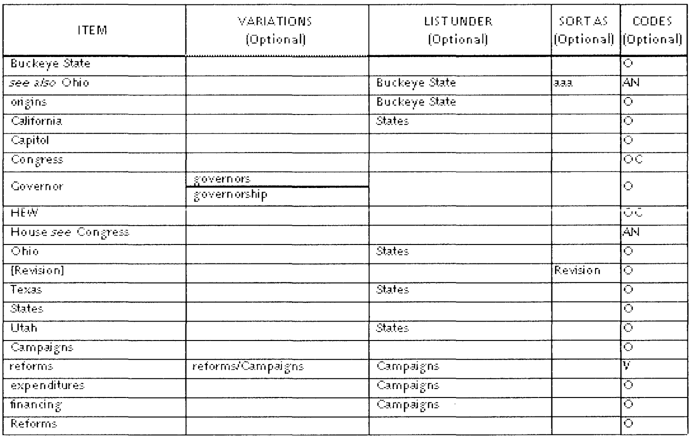
N—The index generator does not search the document for or list page numbers for the term. Use this code with the A code to create see and see also entries without page numbers or primary entries without page numbers.

V—The index generator searches the document for the term in the Variations column only.

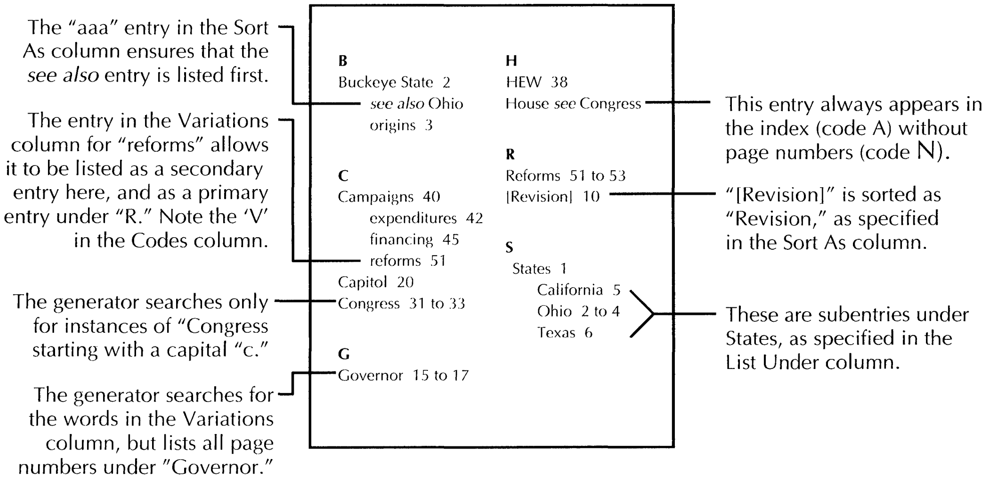
O—The index generator searches only for terms marked in the text with index markers. Otherwise, the generator searches the document for every instance of the term, whether it is marked or not.

You can combine codes in any order to achieve a combined effect. Use only capital letters for the codes, and do not include spaces or punctuation.

Following is an example of using the different table columns and different codes.



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Buckeye State				O
see also Ohio		Buckeye State	aaa	AN
origins		Buckeye State		O
California		States		O
Capitol				O
Congress				OC
Governor	governors governorship			O
HEW				OC
House *see* Congress				AN
Ohio		States		O
[Revision]			Revision	O
Texas		States		O
States				O
Utah		States		O
Campaigns				O
reforms	reforms/Campaigns	Campaigns		V
expenditures		Campaigns		O
financing		Campaigns		O
Reforms				O



The "aaa" entry in the Sort As column ensures that the *see also* entry is listed first.

The entry in the Variations column for "reforms" allows it to be listed as a secondary entry here, and as a primary entry under "R." Note the 'V' in the Codes column.

The generator searches only for instances of "Congress starting with a capital "c."

The generator searches for the words in the Variations column, but lists all page numbers under "Governor."

B
Buckeye State 2
  see also Ohio
  origins 3

C
Campaigns 40
  expenditures 42
  financing 45
  reforms 51
Capitol 20
Congress 31 to 33

G
Governor 15 to 17

H
HEW 38
House *see* Congress

R
Reforms 51 to 53
[Revision] 10

S
States 1
  California 5
  Ohio 2 to 4
  Texas 6

This entry always appears in the index (code A) without page numbers (code N).

"[Revision]" is sorted as "Revision," as specified in the Sort As column.

These are subentries under States, as specified in the List Under column.

Shortcuts for using index tables

Use the tips in this section to increase your productivity when using index tables.

✦ **CAUTION:** The index generator only recognizes index tables and index table columns with system-defined names. Do not do the following:

- Add a table to the index table document.
- Rename the index table (you can rename the document containing the table).
- Rename a column in the table.
- Delete a table column.✦

Following are some suggestions for making your index table easier to work with:

- Change column widths

  If you don't use a particular column in your table, decrease the width of that column and increase the width of another column, such as the Item column. Select the column to change, press PROPS, and change the Width property.

- Add rows before you begin

  You can create more rows before you begin adding entries by editing the Number of Rows property in the Table property sheet.

- Add rows as you go

  Add new rows while you're filling in the table by doing one of the following:

  — Select a row and type a character

  — Select in the last cell in the last row and press SKIP/NEXT

- Sort the table

  After you enter most of your entries, you might want to sort the Item column alphabetically. You can group secondary entries with their main entries by sorting the

List Under column alphabetically first, then sorting the Item column.

- Find terms

  Use the Find feature to locate a term in a table by selecting the table anchor in your document and pressing FIND. Specify that you want your search to include frames.

  For more information about tables, see chapter 11, "Adding tables to documents." For more information about the Find feature, see chapter 1, "Creating and editing documents."

- Set the format for entries in the Item column

  This is especially useful when a group of people is indexing the same document, and you want all indexes for all documents produced by the group to look the same. Select the Item column in the index table and set the text properties before distributing the table to ensure that the resulting index has the same text properties. The text format in the Item column overrides the text format for entries in the layout guide. The layout guide controls the format of generated text, such as section breaks and page numbers.

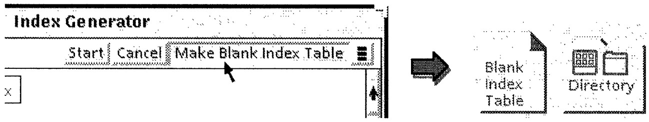
Setting up an index table

✦ **Tip:** Avoid creating a table that is so long it's difficult to manipulate. If your document is divided into chapters or parts, you might want to create a separate index table for each chapter. Creating separate tables for each chapter makes it easy for you to locate terms you want to edit after reviewing the generated index.

Another option is to make a separate index table for chunks of the alphabet, such as A-E, F-L, M-S, and T-Z. The number of tables you use depends on the size of your index.✦

To set up an index table:

1. Select Index Generator in the Workspace menu.
2. Select Make Blank Index Table in the Index Generator option sheet header.



The index generator copies a document named Blank Index Table to the lower right-hand corner of your workspace.

3. Rename the document.

   Use the chapter name, document name, or whatever name you find helpful in identifying it.

4. Repeat steps 2 and 3 for each table you want to create.
5. Select Cancel in the Index Generator option sheet window header to close it.
6. Copy a Blank Folder icon from the Basic Icons folder.

   This folder is used to store the index tables.

7. Name the folder exactly as follows:

   INDEX: Use These Tables

   Make sure you include only one space after the colon.

8. Copy all index tables to the folder.

   If you are using more than one table, they can be in any order in the folder.

Marking index entries in text

When you add an index marker to a document, you mark a location for the index generator to reference when it generates an index. You can mark the exact term you want to appear in the index, or, if the exact term is not in your document, you can mark a space, character, word, paragraph, or block of paragraphs, and assign a term to index in the Index Object property sheet.

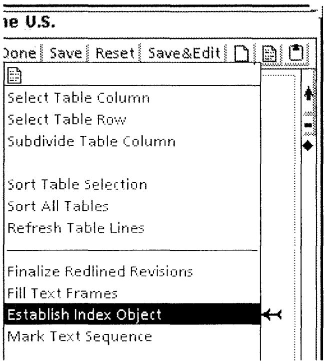
✦ **Tip:** You can use an expansion dictionary to enter a pair of index markers. Index markers don't have to have text between them. Indicate the term you want to index in the Index Object property sheet. For information about expansion dictionaries, see "Entering pre-defined text, graphics, and tables" in chapter 1, "Creating and editing documents."✦

✦ **Note:** You can mark index terms inside tables. If your table is more than one page long, index terms past the first page are referenced by the page number for the first page of the table. If you want the exact page number of the entry to be referenced, split the table into single-page sections.✦

To create primary entries using index markers:

1. Open the index table and the document you are indexing so you can see and edit them at the same time.
2. Select Show Structure in the document you are indexing.
3. In the document, select the location where you want to add an index marker.

   Select either the exact text you want to appear in the index, or select a single character, space, word, phrase, or paragraph.
4. In the Content menu, select Establish Index Object.

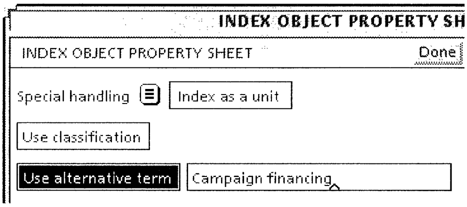

ıe U.S.
ↄone
Save
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Establish Index Object
Mark Text Sequence

5. Do one of the following:
   - If you marked the exact text to appear in the index, go to step 6. The text can be bold, italic, or a different size, as long as it is spelled and capitalized appropriately. If you add the term to the index table, the format in the index table overrides the format in the layout guide. See "Formatting your index" for more information about the layout guide.

✦ **CAUTION:** Text within index markers is printed in the index. Do not add text to your document in order to create index entries.✦

- To substitute another term in the index for the text you marked in the document, click twice on the left index marker and press PROPS.

  In the Index Object property sheet, select Use Alternative Term. Enter the term you want to appear in the index into the box.


INDEX OBJECT PROPERTY SH

INDEX OBJECT PROPERTY SHEET Done

Special handling ☰ Index as a unit

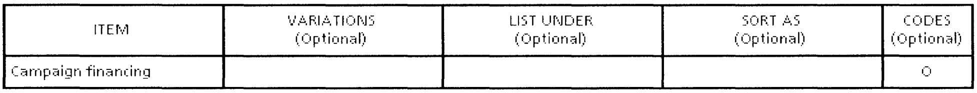
Use classification

Use alternative term: Campaign financing

6. Do one of the following:
   - To keep a record of the term you marked in your document, allow for secondary headings, sort the term differently, or to use index codes for specific instructions for your term, skip to the next procedure, "To add terms to the index table."
   - If you do not want to add the term to the index table, select Done in the Index Object property sheet.

To add terms to the index table:

1. In the index table, do one of the following:
   - If you did not indicate an alternate term for the term you marked in the document, copy the term from the document to the Item column of the table. Do not copy leading or trailing spaces.
   - If you indicated an alternate term for the text you marked in the document, copy the term you entered in the Use Alternate Term box in the Index Object property sheet to the Item column of the table.



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Campaign financing				O

2. Do one of the following:
   - To index only the marked occurrences of the term, type **O** in the Codes column.
   - To index every instance of the term you marked, leave the Codes column blank.
3. If you want to change the term's font, select the term and press PROPS. Change the character properties.
4. If the Index Object property sheet is displayed, select Done.

Use the index table with index markers to create other types of entries. See the following sections for information:

- Creating secondary entries
- Creating see and see also entries
- Changing an entry's sorting order

Indexing the same entry on another page

To index the same entry on another page:

✦ **Note:** This procedure only works with empty index markers, or index markers containing only spaces. Otherwise, text within the index markers is copied and will be printed in the index.✦

▸ Double-click on the left index marker, press COPY, and select a location on the page where you want the entry.

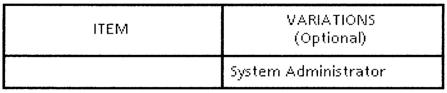
To mark an entry on a range of pages, see "Indexing a term on a range of pages."

Indicating alternate terms in the index table

Instead of indicating an alternate term in the Index Object property sheet, you can use the index table to indicate alternate terms. For example, you can mark "System Administrator," "SA," and "support" in your document, and index all the entries as a single entry, "Systems support," using the index table.

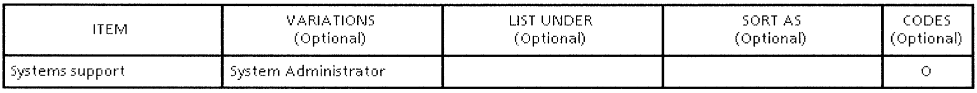
To indicate alternate terms in the index table:

1. Mark the term in your document.
2. In the Variations column in the index table, enter the term you marked.



ITEM	VARIATIONS (Optional)
	System Administrator

3. In the Item column, type the term you want to appear in the index.
4. Do one of the following:
    - If you want to index only the the marked occurrences of the term, type **O** in the Codes column.
    - If you want to index every instance of the term you marked, leave the Codes column blank.



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Systems support	System Administrator			O

5. To add more terms to the Variations column, select the term you entered in the Variations column, and press SKIP/NEXT.

   A subrow appears in which you can enter another term.

Creating primary terms using dictionaries

Use exclusion dictionaries and inclusion dictionaries to create simple indexes. An exclusion dictionary contains a list of terms that you *do not* want the index generator to search for. An inclusion dictionary contains a list of terms that you *want* the index generator to find.

The Index Generator comes with three default exclusion dictionaries that contain over 14,000 words:

- Most-Common Words.USEnglish
- Common Proper Nouns.USEnglish
- Other Common Words.USEnglish

Following are some examples of the kinds of terms in these dictionaries:

- able
- differ
- notice
- teach
- Africa
- Eugene
- Williamsburg
- accommodate
- focused
- someone's

When you generate an index using exclusion dictionaries, the index generator compares the terms in your document with the terms in the exclusion dictionaries and lists every occurrence of every term in your document that is not in the dictionaries. The result is essentially a concordance.

When you generate an index using an inclusion dictionary, the index generator lists every occurrence of every term in the inclusion dictionary. It doesn't index terms not found in the inclusion dictionary.

After you generate an index, you can refine the index by adding terms to the inclusion dictionary or by creating a custom exclusion dictionary and adding terms to it.

✦ **Note:** Indexes generated using dictionaries are limited to single-word terms, meaning that you can't include terms like "system administrator" or "George Washington" in the generated index.✦

It makes the most sense to use only an inclusion dictionary or only an exclusion dictionary because, in most cases, their functions overlap. For example, if you generate an index using an inclusion dictionary, and then generate an index on the same document using an exclusion dictionary, you will find in almost all cases that the index generated from the exclusion dictionary contains the terms you indicated in your inclusion dictionary.

However, if you are using exclusion dictionaries and you want the index to include a term that is in a default exclusion dictionary, add the term to an inclusion dictionary and generate the index using both the inclusion dictionary and the exclusion dictionaries.

For the procedure to view and edit index dictionaries, see the section "Viewing and editing index dictionaries."

General procedure for using dictionaries as the primary indexing tool

The following general procedure applies to generating an index using an exclusion dictionary or inclusion dictionary. Specific procedures are provided in this chapter.

To create an index using dictionaries:

1. Paginate your documents.
2. Do one of the following:
   - If you are using an inclusion dictionary, create a document containing single-word entries you want indexed, and convert the document to a dictionary. Place the document in the INDEX: Include These Terms folder.
   - If you are using the default exclusion dictionaries, go to the next step.
3. Generate an index.
4. Review the index for terms to delete or add.

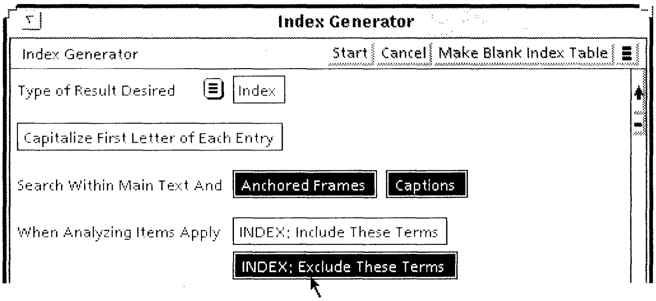
5. Do one of the following:
    - If you generated the index using an inclusion dictionary, add terms to or delete terms from the document you used to create the dictionary. Convert the document to a dictionary. Place the document in the INDEX: Include These Terms folder.
    - If you generated the index using the default exclusion dictionaries, create a document containing additional terms you want to exclude. Convert the document to a dictionary. Place the document in the INDEX: Exclude These Terms folder.
6. Generate the index again.

Creating an inclusion dictionary or custom exclusion dictionary

Before you create a custom exclusion dictionary, you must copy the INDEX: Exclude These Terms folder to your workspace. Use the following procedure to copy the exclusion dictionaries folder to your workspace.

To copy the exclusion dictionaries folder to your workspace:

1. Select any document in your workspace.
2. Select Index Generator in the Workspace menu.
3. Select INDEX: Exclude These Terms for When Analyzing Items Apply.



Type of Result Desired: Index

Capitalize First Letter of Each Entry

Search Within Main Text And: Anchored Frames, Captions

When Analyzing Items Apply: INDEX: Include These Terms, INDEX: Exclude These Terms

4. Select Start.

5. If you have not yet copied the the Index Layout Guide to your workspace, you are prompted to copy it. Select Yes.

6. Select Yes when you are prompted to copy the INDEX: Exclude These Terms folder to your workspace.

   The index generator begins processing in the foreground, then switches to background processing. The system copies a folder named INDEX: Exclude These Terms to your workspace.

7. You can cancel index generation using the Background menu. Select the Background symbol and select the appropriate message under "CANCEL current activities."

   If the document you selected is small, index generation might complete before you have a chance to cancel it.

To create an inclusion dictionary or custom exclusion dictionary:

1. Copy a Blank Document icon to your workspace and rename it.

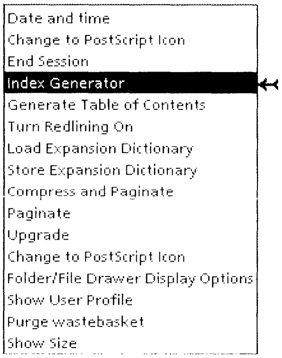
   Use this document for either an exclusion dictionary or an inclusion dictionary.

2. Open the document and enter the list of terms in the inclusion dictionary or custom exclusion dictionary.

   Separate each term with a paragraph character (return) or new-line character. Use uppercase letters only when you want the index generator to match the capitalization exactly. For example, if you enter "cable," the index generator also finds "Cable" and "CABLE." If you enter "Cable," the index generator finds only "Cable."

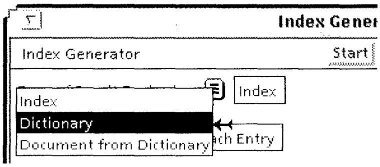
3. Close the document.

4. Select Index Generator in the Workspace menu.


Date and time
Change to PostScript Icon
End Session
Index Generator
Generate Table of Contents
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size

The Index Generator option sheet appears.

5. Select Dictionary for Type of Result Desired.


Index Gener
Index Generator
Start
Index
Dictionary
Document from Dictionary
Index
ch Entry

6. Select the document you created in steps 1 and 2.
7. Select Start in the Index Generator option sheet.

   The index generator creates a dictionary with the same name as the document, and copies it to the next available space at the bottom of your workspace.

8. Move the dictionary to the appropriate dictionary folder. Do one of the following:

   - If you created an inclusion dictionary, create a folder and name it exactly as follows:

     INDEX: Include These Terms

     Be sure to place one space after the colon in the folder name. Move the dictionary to this folder.

   - If you created an exclusion dictionary, move the dictionary to the "INDEX: Exclude These Terms" folder.

When you complete this procedure, you are ready to generate an index.

Keep the document you created in steps 1 and 2 in case you need to edit the dictionary. To edit a dictionary, see the section, "Viewing and editing a dictionary."

Generating an index

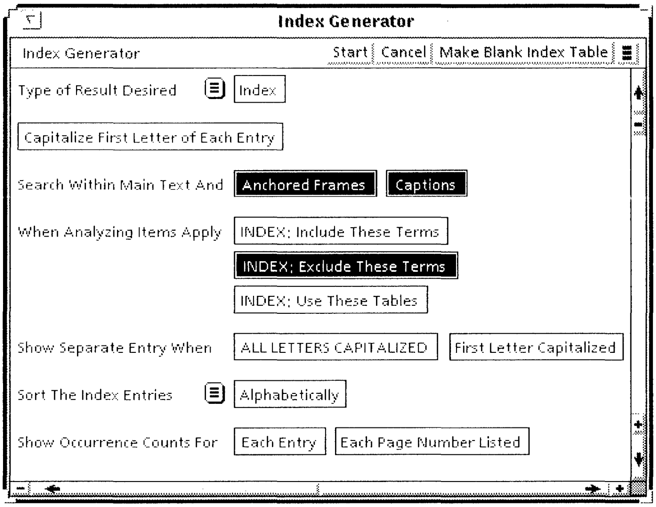
You can edit your User Profile so the Index Generator option sheet always appears with the appropriate options selected. For example, if you always use index tables and index markers to create index terms, specify that the Index Generator option sheet always appears with the INDEX: Use These Tables option selected. If you always want to capitalize the first letter of each entry, add an entry to your User Profile making this a permanent option (the capitalization in the index table, however, overrides this option). For more information about other User Profile entries for indexing, see the section "Changing the defaults for indexing."

✦ **Note:** To specify the index format before you generate the index, copy the layout guide to your workspace and edit it. Do not change the name of the layout guide document. See the section "Formatting your index" for more information about the layout guide.✦

To generate an index:

1. Paginate the documents or the book you want to index.
2. Select the icon for the document or book you want to index.
3. Select Index Generator in the Workspace menu.

   The Index Generator option sheet appears.



Index Generator

Index Generator

Type of Result Desired: Index

Capitalize First Letter of Each Entry

Search Within Main Text And: Anchored Frames, Captions

When Analyzing Items Apply: INDEX: Include These Terms, INDEX: Exclude These Terms, INDEX: Use These Tables

Show Separate Entry When: ALL LETTERS CAPITALIZED, First Letter Capitalized

Sort The Index Entries: Alphabetically

Show Occurrence Counts For: Each Entry, Each Page Number Listed

4. Leave the Type of Result Desired menu option set to Index.

5. To capitalize each entry in your index, select the Capitalize First Letter of Each Entry option.

   Lowercase terms in index tables override this option.

6. To include text in anchored frames or captions in your index entry search, select Anchored Frames and/or Captions.

7. Do one of the following:

   - To generate an index using an inclusion dictionary, select INDEX: Include These Terms.
   - To generate an index using an exclusion dictionary, select INDEX: Exclude These Terms.
   - To generate an index using a index table, select INDEX: Use These Tables.

8. Do one of the following if needed:

   - If you want a separate entry to appear when the referenced entry has all capital letters, select All Letters Capitalized.

- If you want a separate entry when the entry has only the initial letter capitalized, select First Letter Capitalized.

9. Leave the Sort The Index Entries option set to Alphabetically.

   For information about the other options, see the section "Listing index entries by frequency of occurrence."

10. Leave the Show Occurrence Counts For options deselected.

    For information about the options shown, see the section "Showing how many times an entry is referenced."

11. Select Start.

    Index generation begins in the foreground. After the index generator locates the tools it needs to generate the index, index generation continues in the background. When index generation is complete, a document named INDEX: followed by the name of your document is copied to your workspace.

To stop index generation:

▸ Do one of the following:

- If the index generator is not yet operating in background mode (if you do not have control over your cursor), press STOP.
- If the index generator is operating in the background (the Background symbol appears in the corner of your workspace), select the appropriate command in the Background menu.

Deleting index entries

If you use index markers and tables to create index entries, follow the procedure in this section to delete index entries. If you use index dictionaries, you can delete index entries by adding them to the exclusion dictionary or by deleting them from the inclusion dictionary. See the section "Viewing and editing index dictionaries" for the procedure.

You can delete specific index entries by finding the index marker for the entry in your document and deleting the markers. If you have added many instances of the entry to your document and you want to delete all of them, it's easier to edit the index table.

To delete specific index entries:

1. In your document, select Show Structure in the Document menu to display index markers.
2. Find the index entry to delete.
3. Do one of the following:
    - If the index entry is separate from the body text, or if you have used blank index markers and defined the entry in the Index Entry option sheet, skip to step 4.
    - If you have marked text, select the text inside the index markers and move it to the right or left of the brackets.
4. Double-click on one of the index markers and press DELETE.

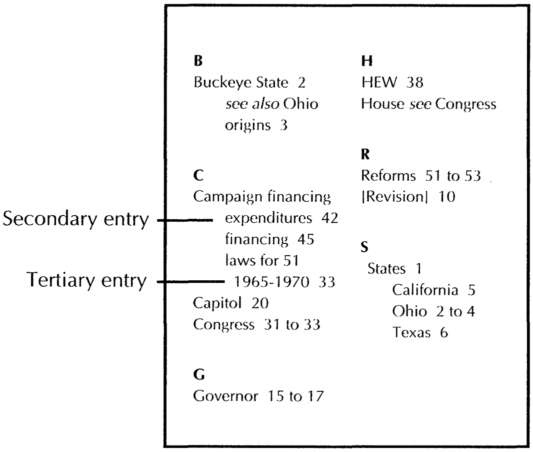
To delete all instances of an index entry using the index table:

1. Ensure that the entry you want to delete is in the Item column of the index table.
2. In the Codes column in the same row containing the entry you want to delete, type **N**.

   Entering "N" tells the index generator to Never list the entry in the index.

Creating secondary entries

Create secondary entries using the index table and index markers.


Secondary entry
Tertiary entry

B
Buckeye State 2
    see also Ohio
    origins 3

C
Campaign financing
    expenditures 42
    financing 45
    laws for 51
        1965-1970 33
Capitol 20
Congress 31 to 33

G
Governor 15 to 17

H
HEW 38
House *see* Congress

R
Reforms 51 to 53
|Revision| 10

S
States 1
    California 5
    Ohio 2 to 4
    Texas 6

If you create a primary entry that you also want to list as a secondary entry under another term, go to the procedure, "Listing a term as both a secondary and primary entry."

You can also use this procedure to create tertiary entries. Information about tertiary entries follows the procedure.

To create secondary entries:

1. Open the document containing the index table.
2. Do one of the following:
    - If you want the primary entry to appear in the index without page numbers, skip to step 3.
    - If you want the primary entry to appear in the index with page numbers, mark the primary entry in the text.

      See the first procedure in the section "Marking index entries in text." Do not add the entry to the index table.

3. Mark the secondary entry in your document using the first procedure in the section "Marking index entries in text." Don't add the entry to the index table yet.
4. Enter the primary entry in the Item column of the index table.
5. Do one of the following:
   - To list page numbers for the primary entry:
     - Enter **O** in the Codes column if you want to index only the marked occurrences of the term.
     - Leave the Codes column blank if you want every instance of the primary entry to be listed in the index.
   - To list the primary entry without page numbers, enter **AN** in the Codes column. This ensures that the entry appears in the index, but without page numbers.
6. Add a new row to the table, if necessary.
7. In the Item column of the next row, enter the secondary entry.
8. In the List Under column, enter the primary entry.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)
Campaign financing		
laws for		Campaign financing

9. Enter **O** in the Codes column.

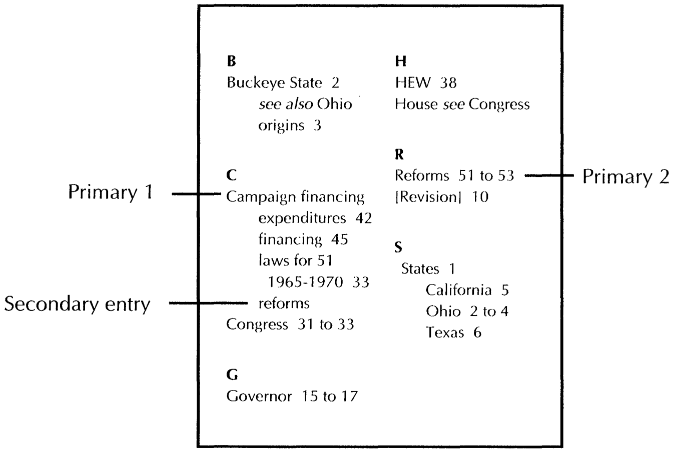
   This lists only the instances of the entry you mark as listed under the primary entry.

✦ **Note:** If you want to create a tertiary entry for the secondary entry, enter the tertiary entry in the Item column, and enter the secondary entry in the List Under column.✦

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)
Campaign financing		
laws for		Campaign financing
1965-1970		laws for

Listing a term as both a secondary and primary entry

Follow the procedure in this section to make the same entry appear as a primary entry and as a secondary entry in the index. For example:



Primary 1
Secondary entry
Primary 2

B
Buckeye State 2
see also Ohio
origins 3

C
Campaign financing
expenditures 42
financing 45
laws for 51
1965-1970 33
reforms
Congress 31 to 33

G
Governor 15 to 17

H
HEW 38
House *see* Congress

R
Reforms 51 to 53
|Revision| 10

S
States 1
California 5
Ohio 2 to 4
Texas 6

The index generator does not recognize "Campaign financing, reforms" and "Reforms" as separate entries unless you create an alternate term for one of the instances of "Reforms."

✦ **Note:** You cannot perform the following procedure if you use dictionaries as your primary indexing tool.✦

To list a term as a secondary and primary entry:

✦ **Note:** In the following procedure, the primary term to which the secondary term is added is "Primary 1." The primary term that is also the secondary term is called "Primary 2."✦

First, you're going to add the entries to your documents:

1. In your document, mark the Primary 1 term (for example, "Campaign financing").

   Add the term to the index table.

2. In your document, mark the Primary 2 term (the term you also want to list as a secondary entry).

(In the example, the Primary 2 term is "Reforms.")

Don't add the term to the index table yet.

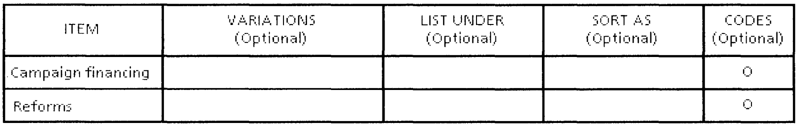
3. In your document, select a location for the secondary entry and select Establish Index Object in the Content menu.
4. Press PROPS.
5. In the Index Object property sheet, select Use Alternate Term.
6. In the box provided, enter a variation for the term. Do not enter the same term you entered in step 2.

   Make the variation close enough to the term so you can recognize it later. For example, you could use "reforms/Campaign financing" as a reminder that "reforms" is a secondary entry under "Campaign financing."

   Don't close the Index Object property sheet yet.

Now, you're going to add the entries to the index table:

7. In the index table, add the following entries:
   a. In the Item column, add the Primary 2 term (for example, "Reforms").
   b. In the Codes column in the same row, do one of the following:
      - Enter **O** in the Codes column if you want to index only the marked occurrences of the term.
      - Leave the Codes column blank if you want every instance of the Primary 2 entry to be listed in the index.

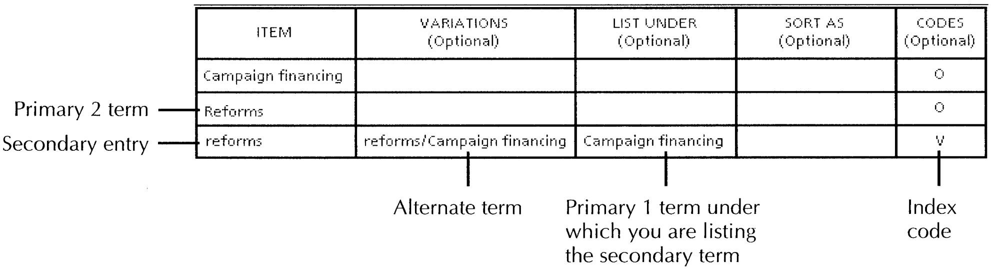


ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Campaign financing				O
Reforms				O

8. Add a new row to the table and add the following entries:
    a. In the Item column, add the secondary entry (for example, "reforms").
    b. In the Variations column in the same row, copy the term from the Use Alternative Term box in the Index Object property sheet (for example, "reforms/Campaign financing").
    c. In the List Under column, enter the Primary 1 term (for example, "Campaign financing").
    d. In the Codes column, enter **V**.

    V instructs the index generator to look for text marked as a variation of the term and to list it as the term you entered in the Item column.

    ✦ **Note:** If you want to reference this secondary entry on other pages, you'll have to copy the index markers for it to those pages. The index generator will not automatically find other instances of this entry because you used an alternate term for it. ✦



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Campaign financing				O
Reforms				O
reforms	reforms/Campaign financing	Campaign financing		V

Primary 2 term
Secondary entry
Alternate term
Primary 1 term under which you are listing the secondary term
Index code

9. Select Done in the Index Object property sheet.

Each time you add a primary entry as a secondary or tertiary entry under another primary entry, you must create another alternate term for the primary entry. For example, if you have the entries:

Campaign financing
    reforms
Reforms

and you want to add:

Health care
    reforms

you must create another alternate term for "reforms." This instructs the entry to appear under the correct primary entry. The index table looks like this:

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Campaign financing				O
Reforms				O
reforms	reforms/Campaign financing	Campaign financing		V
Health care				O
reforms	reforms/Health care	Health care		V

The following illustration is an advanced example for creating secondary and tertiary entries.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
States				AN
Alabama		States		O
Ohio	state of Ohio	States		V
cities	Ohio's cities	state of Ohio		N
Columbus		Ohio's cities		O
Cleveland		Ohio's cities		
Washington	state of Washington	States		V
cities	Washington's cities	state of Washington		N
Walla Walla		Washington's cities		O
Seattle		Washington's cities		O
Washington, D.C				O
Presidents				AO
Washington	George	Presidents		V
Washington				O

You can create special section headings using the layout guide.

Always listed (code A). Bold because it's bold in the table. It has page numbers and "States" doesn't because "States" has an 'N' in the Codes column. 'AN' tells the index generator to always list the entry, but to not list page numbers. Codes 'AO' for "Presidents" tells the index generator to always list the entry, and to list page numbers for marked entries.

"Washington" is listed 3 times: one instance has a variation of "George" to list it under "Presidents," another has a variation of "state of Washington" to list it under "States." The third instance does not require a variation.

To create these tertiary entries, you must create variations for *"cities"* that are variations of "Washington" and "Ohio." "Seattle" and "Walla Walla" appear under *"cities"* for Washington, because they are listed under "Washington's cities" in the index table.

★ ★ ★

Presidents 5
- Washington 8, 14

★ ★ ★

States
- Alabama 1
- Ohio 6
  - *cities*
    - Cleveland 1, 3
    - Columbus 1
- Washington 6, 13
  - *cities*
    - Seattle 2
    - Walla Walla 3, 16

★ ★ ★

Washington 7

Washington, D.C. 9

Creating see and see also entries

Use see and see also entries to accommodate different ways that a reader might look up a topic. See entries point readers to another topic and appear in the index without page numbers, as shown below.

erasing, *see* deleting

Readers looking for "erasing" are referred to "deleting." "Erasing" is not marked in the document; "deleting" is.

Use a see also entry to refer users to a related topic in addition to the topic you have indexed, as shown below.

T
text
  copying, 4-11, 5-12
  deleting, 4-12, 5-13
  editing, 4-5 to 4-8
  see also characters

Readers looking for "text" are also referred to "characters." Both entries are marked in the document.

Creating a see entry

See entries do not have to appear in your document—marked or otherwise—because they do not have page numbers. Make sure that the entry to which you refer readers is marked in the document so it appears in the index with page numbers.

To create a see entry:

1. Open the index table.
2. In the Item column of a new row, type the entry that the reader might look up, followed by ***see*** and the entry to which you want to refer the reader.

   "See" appears in the index in the face you specify in the index table.

3. In the Codes column, type **AN**.

   This ensures that the entry always appears without page numbers.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
erasing, *see* deleting				AN

Creating a see also entry

The entry under which you provide the see also entry and the entry you refer readers to must be marked in the document with index markers. For example, "text" and "characters" must both be marked in the document. For the procedure to mark an entry in your document, see the section "Marking index entries in text."

T
text
  copying, 4-11, 5-12
  deleting, 4-12, 5-13
  editing, 4-5 to 4-8
  see also characters

To create a see also entry:

1. Mark both the see also entry and the entry under which you want to list the see also entry in your document (for example, "text" and "characters").
2. In a new row in the index table, type the entry that the reader might look up in the Item column (for example, "text").
3. In the Codes column in the same row, type **O**.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
text				O

4. Press SKIP/NEXT to enter a new row.

5. In the Item column in the new row, type the entry to which you want to refer readers (for example, "characters").
6. In the Codes column in the same row, type **O**.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
text				O
characters				O

7. Press SKIP/NEXT to enter a new row.
8. In the Item column in the new row, type ***see also*** then the entry to which to refer the reader.

   "See also" appears in the index in the face you specify in the index table.
9. In the List Under column in the same row, type the term you entered in step 2 (for example, "text").
10. To list the see also entry at the end of a list of secondary entries, type **zzz** in the Sort As column. To list the see also entry at the beginning of a list of secondary entries, type **aaa** in the Sort As column.
11. In the Codes column, type **AN**.

    This ensures that the see also entry appears without page numbers.

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
text				O
characters				O
see also characters		text	zzz	AN

Changing an entry's sorting order

Using the index table, you can change the sorting order of an entry. For example, if you want to index the number "1776" under "s" instead of under "1," enter "Seventeen" in the Sort As column in the index table.

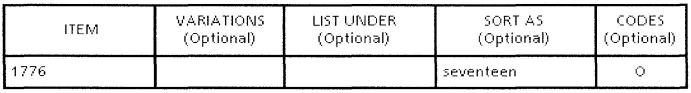
The procedure below assumes that you have already marked the term for which you are changing the sorting order in your document. For the procedure to mark a term, see "Marking index entries in text."

To change an entry's sorting order:

1. Open the index table.
2. Add the entry to sort to the Item column in a new row.
3. In the Sort As column in the same row as the entry, enter a word or text sequence that indicates how to sort the entry in the index.

   If you want the entry to appear at the very end of the index, enter **zzz** in the Sort As column. If you want the entry to appear at the very beginning of the index, enter **aaa** in the Sort As column.
4. If you want to list only the marked occurrences of the term, type **O** in the Codes column.

   When you generate the index, the entry appears in the order specified by the term in the Sort As column.



ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
1776			seventeen	O

⇨

S
Scott, Winfield, 8, 47
1776, 21, 24-27
States
    Delaware, 67-69
    Virginia, 61-63

Skipping sections you do not want to index

Using index markers, you can indicate sections of text for the index generator to ignore. For example, you might want the index generator to skip introductory material, such as a preface or overview, or information in appendices.

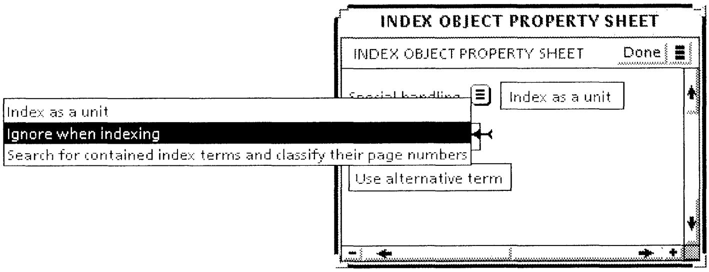
If you use index markers and index tables to create index terms, marking sections of text for the index generator to skip speeds up index generation. Indicating sections for the index generator to skip is especially useful if you use dictionaries to create an index. The index generator does not list terms in the sections you indicate.

To skip sections you do not want to index:

1. In your document, select the section for the index generator to ignore.

   You can select a block of paragraphs or pages.

2. Select Establish Index Object in the Content menu.
3. With the text still selected, press PROPS.
4. In the Special Handling menu, select Ignore When Indexing.


INDEX OBJECT PROPERTY SHEET
INDEX OBJECT PROPERTY SHEET
Done
Index as a unit
Index as a unit
Ignore when indexing
Search for contained index terms and classify their page numbers
Use alternative term

5. Select Done.

Indexing a term on a range of pages

When you use index markers to mark terms for the index, you add a marker on each page containing the term. If you use index dictionaries and you want to index a term on a range of pages, but the exact term does not appear on each page, you can use index markers to indicate the range.

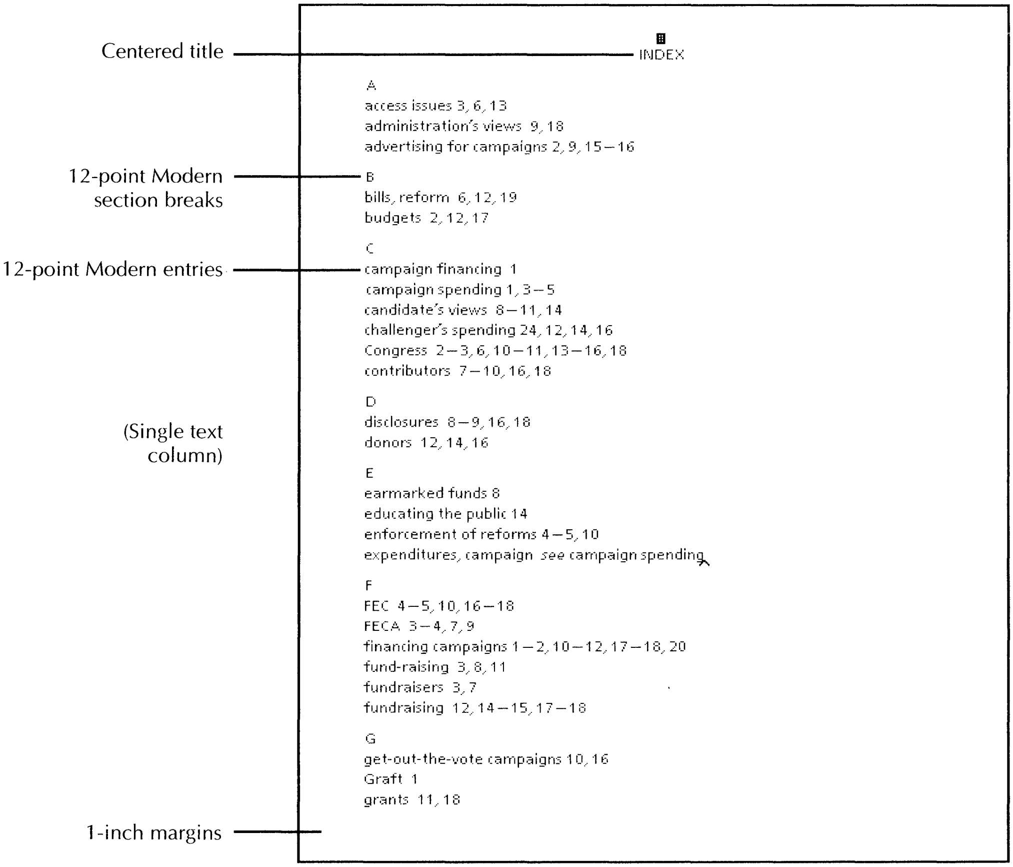
The index generator adds an em dash between the first and last pages in the range. You can change the default page range character in the layout guide.

To index a term on a range of pages:

1. Select a blank space at the beginning of the page range. Do not select characters.
2. Select Establish Index Object in the Content menu, and press PROPS.
3. In the Index Object property sheet, select Use Alternate Term.
4. Enter the appropriate term in the box.
5. Select Done.
6. Select the index markers you just added and copy them to each page in the range.
7. If you want to add the term to the index table, see the procedure for adding index terms to the table in the section "Marking index entries in text."

Formatting your index

The following illustration is an example of an index created in the default format.


Centered title
12-point Modern section breaks
12-point Modern entries
(Single text column)
1-inch margins

INDEX

A
access issues 3, 6, 13
administration's views 9, 18
advertising for campaigns 2, 9, 15–16

B
bills, reform 6, 12, 19
budgets 2, 12, 17

C
campaign financing 1
campaign spending 1, 3–5
candidate's views 8–11, 14
challenger's spending 24, 12, 14, 16
Congress 2–3, 6, 10–11, 13–16, 18
contributors 7–10, 16, 18

D
disclosures 8–9, 16, 18
donors 12, 14, 16

E
earmarked funds 8
educating the public 14
enforcement of reforms 4–5, 10
expenditures, campaign *see* campaign spending

F
FEC 4–5, 10, 16–18
FECA 3–4, 7, 9
financing campaigns 1–2, 10–12, 17–18, 20
fund-raising 3, 8, 11
fundraisers 3, 7
fundraising 12, 14–15, 17–18

G
get-out-the-vote campaigns 10, 16
Graft 1
grants 11, 18

By editing the layout guide, you can set the format before you generate the index so the index is formatted automatically. You can:

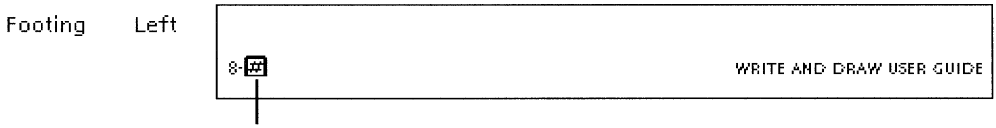
- Change the page format
- Change the format for section headings, primary entries, secondary entries, and page numbers

- Add information at the end of the index, such as a copyright notice, security classification, or legal disclaimer.

✦ **Note:** Don't use style rule properties in the layout guide. The index generator treats style rules as hard properties.

Also note that the format of the generated text in an index, such as page numbers, section breaks, and entries not included in the index table, is controlled by the character properties in the layout guide. If you're using index tables, the format of the index entries is controlled by the index table. If you want the character properties for generated text and table text to match, apply the same character properties to the text in the index table, and to the text in the layout guide.✦

The page numbers in the index appear the same as they do in your document. For example, if your document has complex page numbers such as 2-1, they appear that way in the index. You set the page number format in the Page Numbering property sheet or in the Page Headings property sheet. The following illustration is an example of a page number format set in the Footing property in the Page Format property sheet.



Footing Left

8-# WRITE AND DRAW USER GUIDE

The pound sign substitutes the correct page number.

✦ **Note:** Set the page number format before generating an index. If the document you're indexing doesn't have page numbers set in the Page Format property sheet, the page numbers in the generated index are preceded with an equal sign (=). For information about setting the page number format, see chapter 2, "Setting page layout."✦

In the index, you can format specific page numbers differently from the rest of the page numbers. For example, you might bold specific numbers to distinguish page numbers referring to definitions or overview information from the other page numbers. See the section "Formatting page numbers for specific entries" for the procedure.

Copying the layout guide to your workspace

If you have previously generated an index, the layout guide should be in your workspace. If you have not generated an index, or if you deleted the layout guide, follow this procedure.

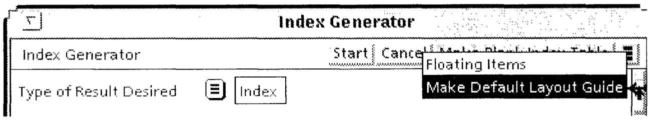
The index layout guide must be in your workspace before you generate an index.

To copy the layout guide to your workspace:

1. Select Index Generator in the Workspace menu.

   The Index Generator option sheet appears.

2. Select Make Default Layout Guide in the Floating Items menu.



Type of Result Desired: Index

   A document named INDEX: Layout Guide is copied to the next available space at the bottom of your workspace. Do not change the name of the document, as the index generator uses the name to recognize it during index generation.

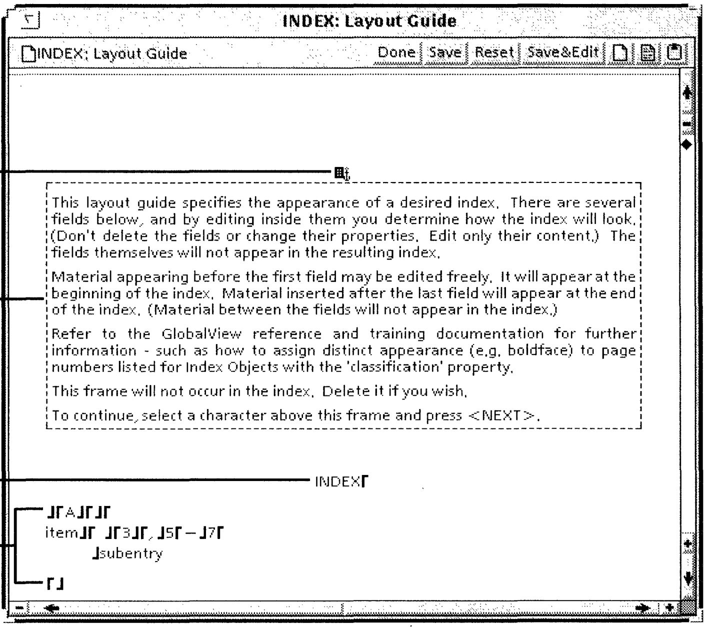
3. Select Cancel in the Index Generator Option sheet window header.

Editing the layout guide

To edit the layout guide:

1. Open the layout guide and select Show Structure.
2. Edit the layout guide as appropriate.
3. Select Done.

   The following illustrations describe the changes you can make to the layout guide.



This layout guide specifies the appearance of a desired index. There are several fields below, and by editing inside them you determine how the index will look. (Don't delete the fields or change their properties. Edit only their content.) The fields themselves will not appear in the resulting index.

Material appearing before the first field may be edited freely. It will appear at the beginning of the index. Material inserted after the last field will appear at the end of the index. (Material between the fields will not appear in the index.)

Refer to the GlobalView reference and training documentation for further information - such as how to assign distinct appearance (e.g. boldface) to page numbers listed for Index Objects with the 'classification' property.

This frame will not occur in the index. Delete it if you wish.

To continue, select a character above this frame and press <NEXT>.

INDEX┏

┛┏A┛┏┛┏
item┛┏ ┛┏3┛┏, ┛5┏ – ┛7┏
┛subentry
┏┛

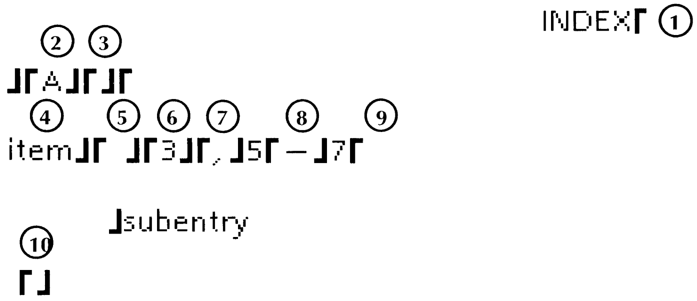
Edit properties in the Page Format property sheet to change page layout.

This instruction frame does not appear in the generated index. You can delete it.

You can add your own heading or edit this one.

Each field is described in the following table.

You can add optional fields for formatting specific page numbers after the ninth field. See "Formatting page numbers for specific entries" for more information. To add text or graphics to the end of the index, enter it after the tenth field.



No.	Description
1	Allows you to enter text before the section heading. You can enter special characters such as brackets or dashes to appear in front of the section heading or change paragraph properties. To delete section breaks, delete the paragraph character in the field.
2	Enter a different section heading symbol or change the character properties.
3	Allows you to enter text after the section heading, such as dash characters for the following type of section heading: --A--.
4	Controls how index entries are formatted. It contains a tab that indents entries longer than one line. You can change the character properties of "item," but don't change the word itself.
5	Contains two spaces to separate the entry from the page number. You can delete the spaces and add a comma, colon, or any other separator character.
6	Select the "3" and press PROPS to change character properties for page numbers. ("5," "7," and "subentry" are placeholders to help you visualize the position of page numbers and subentries. Changing them does not change character properties in the index.)
7	Separates page numbers from each other. Change the character if needed.
8	In the case of page ranges, this field separates page numbers. The default character is a Math keyboard minus sign. If you delete the character, the index lists every page number in a sequence instead of showing a page range. You can replace the minus sign with "to," an em dash, or any other character.
9	Contains a paragraph character and tab character for indenting sub entries.
10	This field serves as a boundary. Do not edit it. You can enter copyright information, disclaimer text, or graphics after this field. The text or graphics you enter appear at the end of the index.

Formatting the layout guide

Follow the steps in this section to make sure your layout guide formats correctly.

To finalize the layout guide:

1. To reduce the space taken by the page format character (optional):
    a. Click on the page format character four times.
    b. Press PROPS.
    c. Set the line height to .01 inches.
2. Paginate the layout guide.
3. If you want the index title to appear in a table of contents, select the index title and select Mark Text Sequence in the Content menu.
4. Close the layout guide.

✦ **Tip:** To check the format, generate an index for a short document. Use the exclusion dictionaries to quickly generate a list of terms if you don't want to use index markers.✦

Formatting page numbers for specific entries

You can format specific page numbers in your index to distinguish them from other page numbers. For example, you might want to bold page numbers referring to definitions or overview information.

To format specific page numbers, edit the layout guide and the index markers for the entries in the document. You can format page numbers for a single entry or for entries in a block of text. Perform the procedures in this section in the following suggested order:

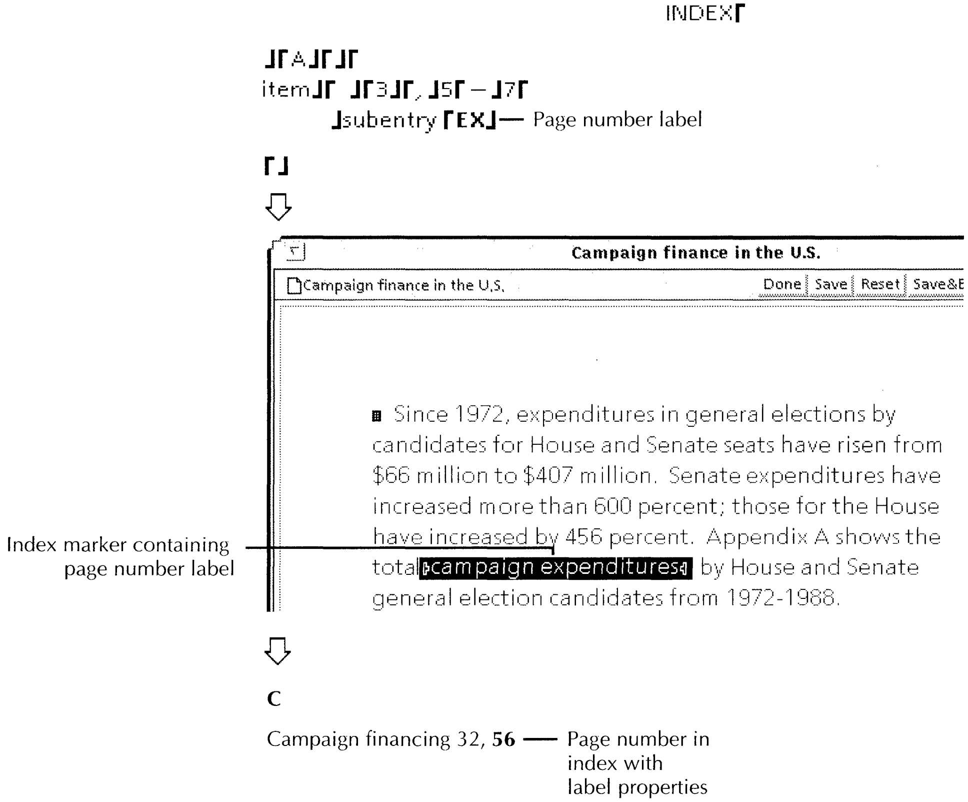
1. Add fields to the layout guide.
2. Assign labels to index markers.

Adding fields for special page numbers to the layout guide

When you add a field to the layout guide for formatting page numbers, you create a label that you apply later to text inside index markers. Character properties in the label are applied to page numbers referenced by the index marker containing the label. For example, if you create the label:

EX

and apply it to an index marker, the page number referenced by the index marker appears bold in the generated index, as shown in the following illustration.


INDEX
A
item 3, 5 – 7
subentry EX
Page number label
Campaign finance in the U.S.
Campaign finance in the U.S.
Done
Save
Reset
Save&E
Index marker containing page number label
C
Campaign financing 32, **56**
Page number in index with label properties

Since 1972, expenditures in general elections by candidates for House and Senate seats have risen from $66 million to $407 million. Senate expenditures have increased more than 600 percent; those for the House have increased by 456 percent. Appendix A shows the total campaign expenditures by House and Senate general election candidates from 1972-1988.

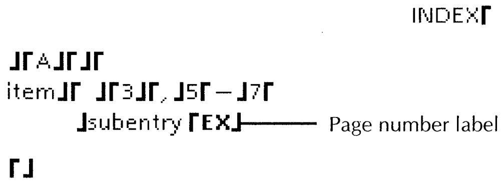
Create one field for each label. The order of the fields determines the order in which the page numbers are listed for the index entry. If, for example, you want to list page numbers referring to definitions first, place the "Def" field first after the ninth field in the layout guide. If one page contains the same term marked with index markers with different labels, the Index Generator applies the character properties of the first field in the layout guide to the page number.

In the generated index, labeled page numbers automatically appear before unlabeled page numbers, and numbers with the same label appear together. To list all page numbers, labeled or unlabeled, in sequential order, see the section "Listing labeled and unlabeled page numbers together."

You can append characters to page numbers in the index by adding the characters to the label field. See the section "Adding separator characters to page number groups" for the procedure.

To add fields for special page numbers to the layout guide:

1. Open the layout guide.
2. Select a location just before the last field (tenth field) in the layout guide.
3. Press KEYBOARD+SPECIAL+Z.
4. In the field, enter a name for the label that identifies its function, such as "Def" or "Ex."
5. Select the characters you entered and apply the character properties you want. Apply the same character properties to all the characters in the field.



```
                    INDEX┏
┛┏A┛┏┛┏
item┛┏ ┛┏3┛┏, ┛5┏ – ┛7┏
        ┛subentry ┏EX┛
┏┛
```

6. Repeat steps 2 through 5 for each page number label you want to add.

   Place the fields in the order that the page numbers should appear in your index.

Assigning labels to index markers

You can assign page number labels to single index terms, or to index terms in a block of text. Assign page number labels to a block of text to apply the same page number format to all page numbers referenced by index markers in the text block. For example, if you have a section of text containing definitions, you can apply the "Def" label to the entire section so you don't have to apply the label to each index marker.

If you apply a label to a block of text that contains index markers with labels, the terms with labels retain their labels.

If you have not yet defined the page number labels in the layout guide, do so using the previous procedure before beginning this procedure.

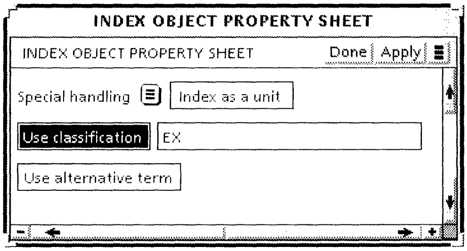
To assign page number labels to a single index term:

1. Mark the text with index markers if you have not done so.

   For more information about adding index markers, see the section "Marking index entries in text."

2. Select the index markers and press PROPS.
3. Select Use Classification in the Index Object property sheet.
4. Enter the page number label to apply to the page number.

   The label must match a label you entered in the layout guide.



Special handling: Index as a unit

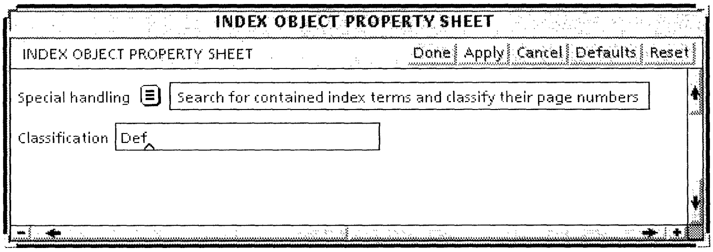
Use classification: EX

Use alternative term

5. Select Done.

To assign page number labels to a block of text:

1. Select the text block.
2. Select Establish Index Object in the Content menu.
3. With the text still selected, press PROPS.
4. In the Special Handling menu, select Search for Contained Index Terms and Classify Their Page Numbers.
5. In the Classification box, enter the page number label you want to apply to the page number. The label must match a label you entered in the layout guide.



Special handling: Search for contained index terms and classify their page numbers

Classification: Def

6. Select Done.

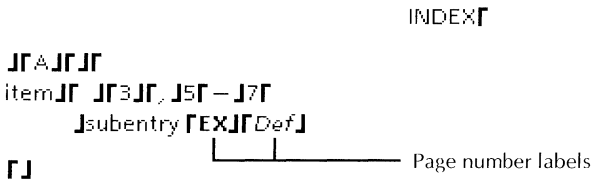
   The page number label you assigned applies to all index markers within the text block and any index markers you add to the text block later.

Listing labeled and unlabeled page numbers together

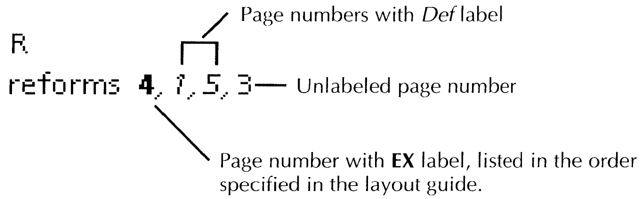
This section contains procedures to control how page numbers are listed when you use labeled page numbers.

When you generate an index with labeled page numbers, the labeled page numbers appear before the unlabeled page numbers.

For example, if you add two fields for page number formats to the layout guide, and one index entry lists page numbers in both formats, the page numbers corresponding to the first field appear before the page numbers corresponding to the second field, and the unlabeled page numbers appear last. If your layout guide contains the following fields:


INDEX
A
item 3, 5 – 7
subentry EX Def
Page number labels

an index entry could look like this:


R
reforms 4, 7, 5, 3
Page numbers with *Def* label
Unlabeled page number
Page number with **EX** label, listed in the order specified in the layout guide.

Notice that the unlabeled page number is listed last.

When you add more than one page number label field to the layout guide, you can group unlabeled page numbers with one set of labeled page numbers so they appear together in the index.

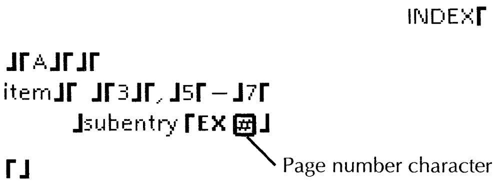
To always list page numbers in sequential order, either do not use more than one label type, or do not apply more than one label type to a single index entry.

✦ **Note:** If an entry appears on a range of pages, but is marked with different page number labels, the page numbers in the index appear separately instead of listed as a range. For example, if the term "reforms" appears on pages 4, 5, and 6, but the index markers for the entries on pages 5 and 6 have different labels, the page numbers for "reforms" appear in the index as follows instead of as a range (4-6):

reforms 4, 5, 6✦

To list labeled and unlabeled page numbers together with one label field:

1. Select the last character in the field and enter a space.
2. Press KEYBOARD+SPECIAL+4 to add a page number character.



```
                              INDEX┌
┘┌A┘┌┘┌
item┘┌ ┘┌3┘┌, ┘5┌ – ┘7┌
     ┘subentry ┌EX ⊞┘
┌┘
```

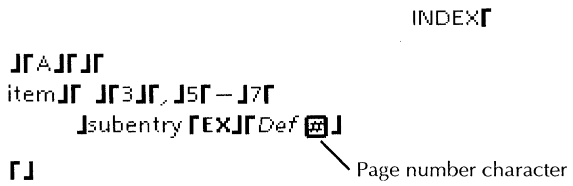
Page number character

After you generate the index, the labeled and unlabeled page numbers are listed in the correct sequence.

To list labeled and unlabeled page numbers together with more than one label field:

1. Choose the labeled page numbers to appear with unlabeled numbers.
2. Select the last character in the field, and press KEYBOARD+SPECIAL+4 to add a page number character.

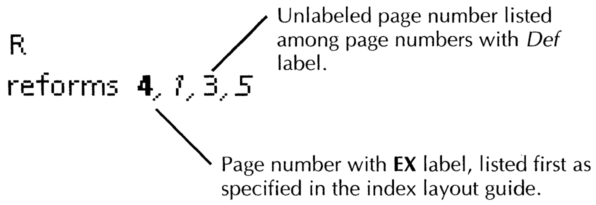
   You cannot add a page number character to more than one field.



```
                              INDEX┌
┘┌A┘┌┘┌
item┘┌ ┘┌3┘┌, ┘5┌ – ┘7┌
     ┘subentry ┌EX┘┌Def ⊞┘
┌┘
```

Page number character

After you generate the index, the unlabeled page numbers are listed in sequence with the labeled page numbers you chose. Using the page number fields in the above illustration, if an entry contains both sets of labeled page numbers, it appears as follows:



```
R
reforms 4, 1, 3, 5
```

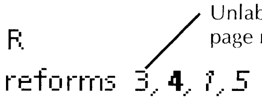
Unlabeled page number listed among page numbers with *Def* label.

Page number with **EX** label, listed first as specified in the index layout guide.

To list unlabeled page numbers before labeled page numbers:

1. In the index layout guide, place the caret before the fields containing the page number labels.
2. Press KEYBOARD+SPECIAL+Z to add a new field.
3. Select the left field-bounding character and press KEYBOARD+SPECIAL+4 to add a page number character.

   When you generate the index, the unlabeled page numbers are listed before the labeled page numbers as shown in the following example:



R.

reforms 3, **4**, 7, 5

Unlabeled page number listed before labeled page numbers

Adding separator characters to page number groups

You can create a page number label that adds a character after a set of page numbers to separate them from other pages. For example, you can separate a group of page numbers formatted with the "Def" label from other page numbers with a semicolon, colon, or asterisk. The separator character appears only when the page number group is followed by more page numbers.

To add separator characters to a page number group:

1. In the layout guide, select the last character in the page number label field to which you want to add a separator character.
2. Enter an ampersand character (&) and the separator character (do not enter spaces).

Creating an index for a book

You can generate a cumulative index for a group of documents stored inside a Book icon. To create an index for a book, follow the guidelines in the next section.

Preparing the index

To prepare the index:

- Make a separate index table for each chapter. If you use see and see also entries, make a separate index table for those entries. The table for see and see also entries can be used for the whole book.
- If a group of people is indexing one book, format the Item column in an index table so that all entries appear in the same format in the final index. Distribute copies of the index table template to each indexer.
- Place the chapters in the correct order in the Book icon window.
- Make sure the page numbers in each chapter are set correctly. If you continue page numbers from chapter to chapter, make sure the starting page number for each chapter is correct.

  If you restart page numbers for each chapter, make sure the page numbers are preceded by the chapter number (example: 2-1). See the section "Formatting your index" for more information about page numbering.
- Paginate all of the documents in the book.
- Place all the index tables into the INDEX: Use These Tables folder.
- Make sure the correct INDEX: Layout Guide is stored directly in your workspace, not stored in a folder. Make sure it is the only layout guide in your workspace.

Generating an index for a book

Before you begin, close the book icon.

To generate an index for a book:

1. Select the Book icon.
2. Select Index Generator in the Workspace menu.
3. Select the options you want on the Index Generator option sheet.

   For more information about the options, see the section "Generating an index" earlier in the chapter.
4. Select Start.

When index generation is complete, a document named INDEX: followed by the name of your book is copied to your workspace.

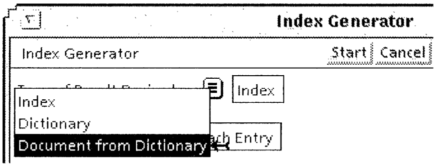
Viewing and editing index dictionaries

To view or edit index dictionaries, you must create a document from the dictionary. You can't open dictionaries to view their contents.

Viewing words in dictionaries

To create a document from a dictionary in order to view it:

1. Select the dictionary.
2. Select Index Generator in the Workspace menu.
3. Select Document from Dictionary for Type of Result Desired.


Index Generator
Index Generator
Start
Cancel
Index
Index
Dictionary
Document from Dictionary
Entry

4. Select Start.

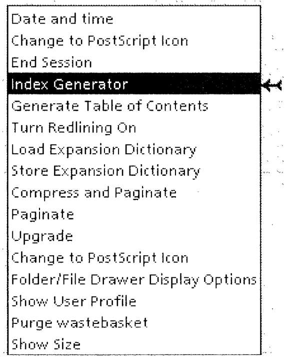
   The index generator creates a document with the same name as the dictionary and copies it to the workspace.

   You can edit this document and use it to create another dictionary. See "Creating an inclusion dictionary or custom exclusion dictionary" for the procedure.

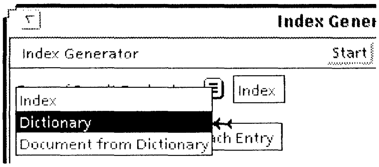
Editing a dictionary

To edit a dictionary:

1. Convert the dictionary to a document. See the section, "Viewing words in dictionaries" for the procedure.
2. Edit the document, keeping each entry on a separate line.
3. Close the document.
4. Select Index Generator in the Workspace menu.


Date and time
Change to PostScript Icon
End Session
Index Generator
Generate Table of Contents
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size

5. In the option sheet that appears, select Dictionary for Type of Result Desired.



6. Select the document you edited.
7. Select Start.

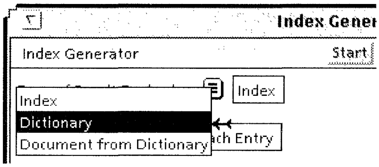
   The index generator creates a dictionary with the same name as the document and copies it to your workspace.
8. Rename the dictionary.
9. Delete the outdated dictionary from the INDEX: Include These Terms folder or the INDEX: Exclude These Terms folder.
10. Move the dictionary to the folder.

Creating a dictionary from an index

If an existing index contains most of the terms you want to include in your index, you can create an inclusion dictionary from the index to make the job of collecting terms easier.

To create a dictionary from an index:

1. Copy the existing index if you want to save the original.
2. Delete the terms from the existing index that you don't want in your dictionary.
3. Delete any introductory text and text after the index. Also delete section headings.
4. Delete terms that are composed of more than one word.
5. Delete compound page numbers, such as A-1. The index generator recognizes compound numbers as words.
6. Close the index document.
7. Select Index Generator in the Workspace menu.
8. In the option sheet that appears, select Dictionary for Type of Result Desired.



9. Select the index document you edited.
10. Select Start in the Index Generator option sheet.

    The index generator creates a dictionary with the same name as the document and copies it to your workspace.
11. Rename the dictionary.
12. Move the dictionary to your INDEX: Include These Terms folder.

Finding index markers in your document

Use the procedure in this section to find sets of index markers in your document. You can find specific terms within index markers using the Find option sheet. See chapter 1, "Creating and editing documents," for information about the Find feature.

To find index terms:

1. Select inside your document and select Go to Next Index Object in the Content menu.

   GV Write finds the next set of index markers and highlights them.
2. Continue selecting Go to Next Index Object to find remaining index markers.

Editing the index after you generate it

You might need to edit the index itself after you generate it to make last-minute changes. However, if the index is not final, it is better to edit the index table, index markers, or index dictionaries you used to create the index and regenerate the index, instead of editing the index itself. Edits you make to a generated index are not retained when you generate a new index.

You edit a generated index just like you edit any other document. This section contains suggestions for making specific edits to the index:

- To keep a primary entry with its secondary entries over a page or column break:

  Enter a break character before the primary entry. To break a column, select the break character, press PROPS, and select New Column.

- To balance columns on the last page of the index:

  Copy the page format character from the first page of the index to the top of the last page. Make sure the page format character is the very first character on the last page. Press PROPS, and select Page Layout for the Display setting if it is not already displayed.

  Select Balanced for the Columns property.

- To reduce the amount of page numbers listed for an entry:

  Do one or more of the following:

  — If the entry is a primary entry, try to create secondary entries for it.

  — If you used an index table and index markers to create the entry, make sure there's an O in the Codes column in the index table so that only those entries you marked in the text are indexed.

  — Look up each page number and see if the entry is necessary.

  Generate the index again.

- To change the layout of the index:

Edit the layout guide. See the section "Formatting your index." If you change the layout guide, generate the index again.

Handling index errors

After you generate an index, check the Background menu for index-specific messages.

If you see conflicts or missing entries in the generated index, make sure there are no conflicts between the indexing tools you used. The index generator uses the index tools in the following order of priority:

1. Index table
2. Index term marked in a document
3. Inclusion dictionary
4. Exclusion dictionary

For example, if there's a conflict between an index table and index marker, the index generator lists the term as specified by the index table. If a term appears in both an inclusion and exclusion dictionary, it appears in the index because the inclusion dictionary has a higher priority.

If you are using index tables and index markers to generate an index, avoid the following conditions:

- Do not repeat the same term in the Item column more than twice unless you're using variations. If you repeat the same term without variations, make sure there's no conflict between the two instances. For example, make sure the index codes are the same.

  For information about using variations, see the procedure, "Indicating alternate terms in the index table" in the section, "Marking index entries in text."

- Do not repeat the same term in the Variations column and List Under column in one row.

- Do not use a variation more than once in a table.

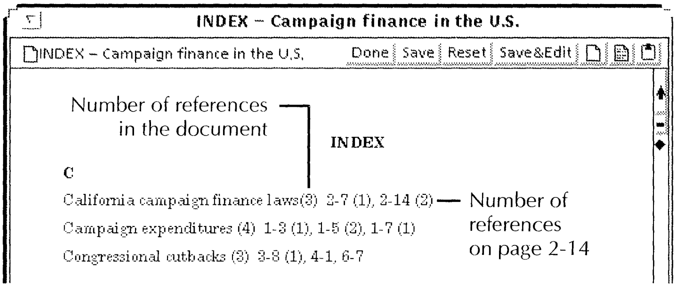
- Do not create identical entries with different Sort As terms.

- Do not create different entries with the same Sort As term.

Showing how many times an entry is referenced

You can list the number of times a term is referenced in a document and how many times a term is referenced on a single page. The number appears in the index after the term or after the page number in parentheses, depending on the option you choose.

The following illustration shows what the entries look like when the system lists numbers for terms referenced in a document and terms on each page.


INDEX – Campaign finance in the U.S.
INDEX – Campaign finance in the U.S.
Done
Save
Reset
Save&Edit
Number of references in the document
Number of references on page 2-14

INDEX

C

California campaign finance laws(3) 2-7 (1), 2-14 (2)

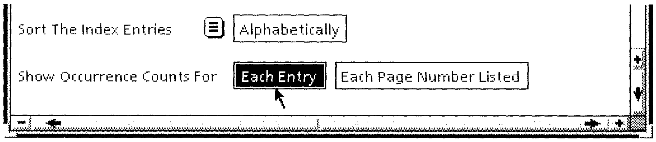
Campaign expenditures (4) 1-3 (1), 1-5 (2), 1-7 (1)

Congressional cutbacks (3) 3-8 (1), 4-1, 6-7

If you use index markers and an index table to create your index, and you use index code O, the generator compiles the numbers for only the entries marked with code O, plus any other entries in the index table without code O. To get comprehensive occurrence counts for each word in your document, use exclusion dictionaries to create the index.

To show how many times an entry is referenced:

1. Select Index Generator in the Workspace menu.
2. Do one or both of the following:
    - To list the number of times terms are referenced in a document, select Each Entry for the Show Occurrence Counts For option.
    - To list the number times terms are referenced on individual pages, select Each Page Number Listed for the Show Occurrence Counts For option.


Sort The Index Entries
Alphabetically
Show Occurrence Counts For
Each Entry
Each Page Number Listed

3. Select other options in the Index Generator option sheet.

   For more information about the options, see the section "Generating an index" earlier in this chapter.

4. Select Start.

Listing index entries by frequency of occurrence

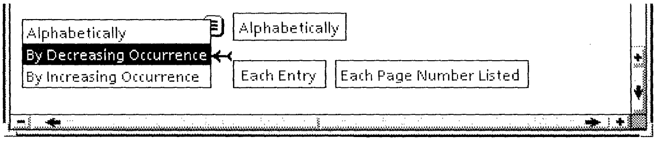
Instead of listing index entries alphabetically, you can list entries from most frequent to least frequent occurrences, and from least frequent to most frequent occurrences.

When you sort entries by frequency of occurrence, secondary entries are preceded by their primary entries, and appear on the same line as the primary entries. The primary entries are fully capitalized, and appear within braces, as shown below.

{STATES/OHIO/CITIES}Cleveland 1,3

To list index entries by frequency of occurrence:

1. Select Index Generator in the Workspace menu.
2. In the Sort the Index Entries menu, select By Decreasing Occurrence or By Increasing Occurrence.


Alphabetically
By Decreasing Occurrence
By Increasing Occurrence
Alphabetically
Each Entry
Each Page Number Listed

3. Select other options in the Index Generator option sheet.
4. Select Start.

How the index generator identifies terms

This section explains how various types of terms and term components are recognized by index dictionaries, index markers, and index tables when an index is generated.

How the index generator determines capitalization

The index generator lists terms in lowercase text as the default.

If you use index dictionaries—The index generator lists all instances of a term in lowercase text unless *all* instances of the term begin with a capitalized letter, or are fully capitalized. For example, if all instances of YWCA appear fully capitalized in the document, it appears as such in the generated index.

You can choose options in the Index Generator option sheet to override capitalization of index entries generated from dictionaries. You can also add options to your User Profile to control capitalization. See the section, "Changing the defaults for indexing" for more information about the User Profile options.

If you use index markers alone—The rule for index dictionaries applies to terms within index markers.

If you use index tables—The term is capitalized as it appears in the index table. If you enter C into the Codes column, only the terms that match the capitalization in the Item column are listed in the index. Otherwise, all instances of the term—whether or not they match the capitalization in the Item column—are listed in the index.

If you use index markers with index tables—The same rule applies to that for index tables.

If terms contain mixed capitalization, such as MIx, MiX, miX, mIX, they are listed as separate entries in the index.

How the index generator handles different types of terms

Types of terms	Terms generated from dictionaries	Terms in index markers	Terms in index table
Terms containing numbers	Numbers can appear anywhere except the first character position	Allowed	Allowed
Terms with a change in baseline (H_20)	Ends the word at the change in baseline	Formats H_20 as H20	Can enter correct format into the table. Term is indexed as it appears in the table.
Terms with embedded apostrophes (isn't)	Allowed	Allowed	Allowed
Leading/trailing hyphens and apostrophes ('x')	Ignored	Allowed	Allowed
Consecutive hyphens	Not allowed	Allowed	Allowed
Discretionary hyphens and hyphens generated by autohyphenation	Ignored	Allowed	Allowed
Non-breaking hyphen, minus sign	Treated as hyphen	Treated as hyphen	Treated as hyphen
Phrases	Not recognized	Allowed	Allowed
New line characters and paragraph characters	Not allowed	Treated as single spaces	Not allowed
Page format characters and frame anchors	Ignored	Ignored	Not allowed

Changing the defaults for indexing

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values in the Index Generator option sheet, add or edit entries in the Index Generator section of your User Profile as shown in the following list. You can find these entries in the User Profile Copy Source.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Index Generator]

Type of Result Desired: Index
--Index|Dictionary|Document from Dictionary

Capitalize First Letter of Each Entry: False
--True|False

> True—Capitalizes the first letter of all index items except items that are lowercase in an index table.
>
> False—Makes the first letter of all index items lowercase except items that are uppercase in an index table.

Search Within Anchored Frames: True
--True|False

Search Within Captions: True
--True|False

Apply Inclusion Folder: False
--True|False

> True—Automatically selects the INDEX: Include These Terms option in the Index Generator option sheet.

Apply Exclusion Folder: True
--True|False

True—Automatically selects the INDEX: Exclude These Terms option in the Index Generator option sheet.

Apply Index Table Folder: False
--True|False

True—Automatically selects the INDEX: Use These Tables option in the Index Generator option sheet.

Show Separate Entry When ALL LETTERS CAPITALIZED: False
--True|False

True—Automatically selects ALL LETTERS CAPITALIZED for the Show Separate Entry When option in the Index Generator option sheet. When this option is selected, the index generator lists a separate entry for terms that appear in all uppercase letters.

Show Separate Entry When First Letter Capitalized: False
--True|False

True—Automatically selects First Letter Capitalized for the Show Separate Entry When option in the Index Generator option sheet. When this option is selected, the index generator lists separate entries for terms with the first letter capitalized.

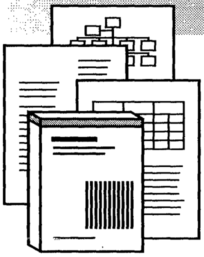
Sort The Index Entries: Alphabetically
--Alphabetically|By Decreasing Occurrence|By Increasing Occurrence

Show Occurrence Counts For Each Entry: False
--True|False

True—Lists the number of times a term is referenced in a document. The number appears after the term in parentheses in the generated index.

Show Occurrence Counts For Each Page Number Listed: False
--True|False

True—Lists the number of times a term is referenced on each page. The number appears after the page number in parentheses in the generated index.



9.

Adding footnotes to documents

General procedure for adding a footnote to a document 9-3

Formatting footnotes 9-4

- Positioning footnotes 9-4
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Mixing footnote frames with other frames 9-20

Finding footnote reference symbols 9-21

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- Copying, moving, or deleting cross-references 9-24

Creating a styled footnote 9-24

Editing footnotes 9-26

Numbering footnotes in a book 9-27

Changing the defaults for footnotes 9-28

In GLOBALVIEW, you can do the following things with footnotes:

- Position footnotes at the bottom of a page or at the end of a document.
- Automatically number footnotes.
- Automatically split long footnotes between pages.
- Format footnote reference symbols and text.
- Consecutively number footnotes in a book.

Software required—Run the following software applications to perform the tasks in this chapter:

- Long Document Options
- Footnotes

✦ **Note:** After you load the Footnotes application, set the Auto Run at System Startup property to Yes, then run the application. If the Show Footnote Options command does not appear in the Document menu after running the application for the first time, log off and log on.✦

General procedure for adding a footnote to a document

The following general procedure is an overview of the specific procedures required to add a footnote to a document. The specific procedures are described in the remaining sections of this chapter.

To add a footnote to a document:

1. Select Show Footnote Options in the Document menu.
2. In the Footnote option sheet, set the following options:
    a. Options for positioning and numbering the footnote.
    b. Options for formatting the footnote reference symbol.
    c. Options for formatting the footnote frame and the initial text in the footnote.

3. Add the footnote frame in the document using the Special keyboard for documents.
4. Type the footnote text in the footnote frame.
5. Paginate the document to display the footnote reference symbol and position the footnote.

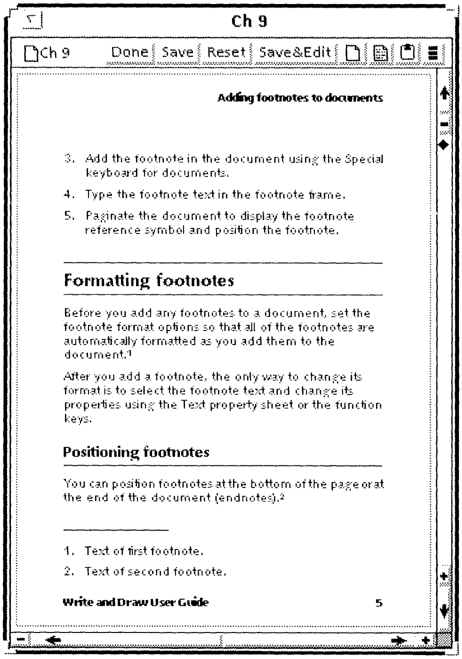
Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys. You can also select the footnote frame and change its properties in the Text Frame property sheet.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).



Adding footnotes to documents

3. Add the footnote in the document using the Special keyboard for documents.
4. Type the footnote text in the footnote frame.
5. Paginate the document to display the footnote reference symbol and position the footnote.

Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.[1]

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).[2]

1. Text of first footnote.
2. Text of second footnote.

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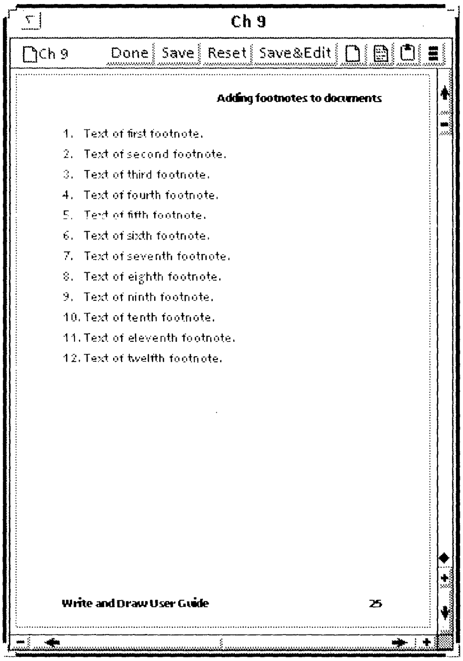

Adding footnotes to documents

1. Text of first footnote.
2. Text of second footnote.
3. Text of third footnote.
4. Text of fourth footnote.
5. Text of fifth footnote.
6. Text of sixth footnote.
7. Text of seventh footnote.
8. Text of eighth footnote.
9. Text of ninth footnote.
10. Text of tenth footnote.
11. Text of eleventh footnote.
12. Text of twelfth footnote.

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The options you set to position footnotes take effect when you paginate.

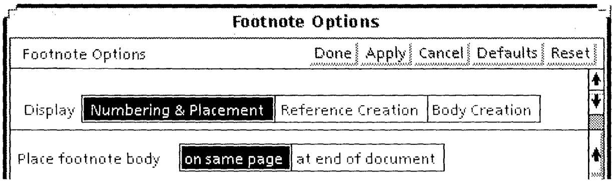
To position footnotes:

1. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.



Display [✓ Numbering & Placement] Reference Creation Body Creation

Place footnote body [✓ on same page] at end of document

3. Do one of the following:
   - To place footnotes at the bottom of a page, select On Same Page for the Place Footnote Body option.
   - To place footnotes at end of the document, select At End of Document for the Place Footnote Body option.

Numbering footnotes in a document

The options you set for numbering footnotes take effect when you paginate.

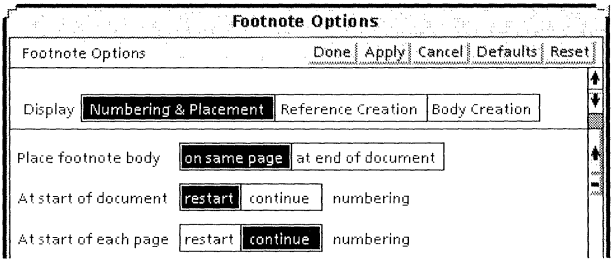
To number footnotes:

1. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.



Display [✓ Numbering & Placement] Reference Creation Body Creation

Place footnote body [✓ on same page] at end of document

At start of document [✓ restart] continue numbering

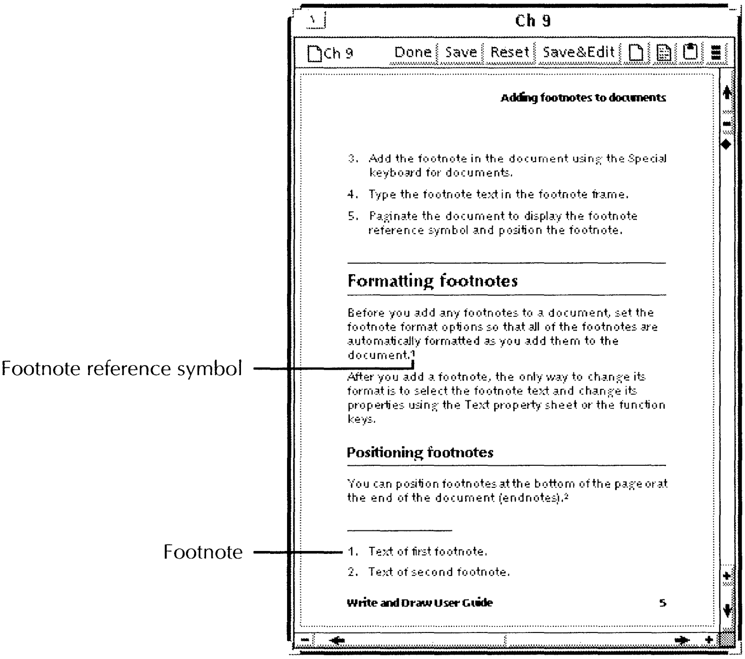
At start of each page restart [✓ continue] numbering

   The At Start of Document Numbering option controls footnote numbering in a book. See the section "Numbering footnotes in a book" for more information.

3. Do one of the following:
   - To start numbering footnotes at the beginning of each page, select Restart for the At Start of Each Page Numbering option.
   - To consecutively number footnotes across page boundaries in a document, select Continue for the At Start of Each Page Numbering option.

Formatting footnote reference symbols

Footnote reference symbols in the text of a document refer readers to specific footnotes. Footnote reference symbols can be letters, numbers, or special marks.



Adding footnotes to documents

3. Add the footnote in the document using the Special keyboard for documents.
4. Type the footnote text in the footnote frame.
5. Paginate the document to display the footnote reference symbol and position the footnote.

Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.[1]

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).[2]

1. Text of first footnote.
2. Text of second footnote.

Write and Draw User Guide 5

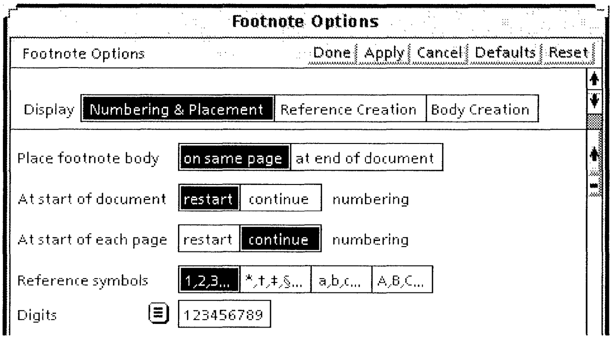
To format footnote reference symbols:

1. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.



Display [✓ Numbering & Placement] Reference Creation Body Creation

Place footnote body [✓ on same page] at end of document

At start of document [✓ restart] continue numbering

At start of each page restart [✓ continue] numbering

Reference symbols [✓ 1,2,3...] *,†,‡,§... a,b,c... A,B,C...

Digits 123456789

3. Select numbers, special symbols, lowercase letters, or uppercase letters for the Reference Symbols option.

   If you select numbers, select the type of digits in the Digits menu.

   If you select special symbols, they appear in the document in the same order as in the Footnote option sheet; that is, *, †, ‡, §. After each symbol has been used once, the symbols are doubled for the second use, tripled for the third use, and so on.

   If you select letters, select the language in the Letters menu.

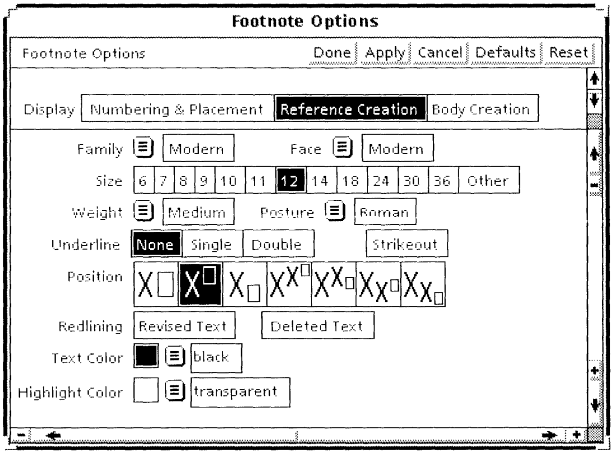
   The choices you select for the Reference Symbols, Digits, and Letters options take effect when you paginate.

4. Do one of the following:

   - If you want to use hard properties to format the footnote reference symbol, continue with this procedure.
   - If you want to use styled properties to format the footnote reference symbol, skip the remaining steps in this procedure and define a style rule to format the footnote reference symbol. See the section "Creating a styled footnote."

5. Select Reference Creation for the Display setting.

   The Reference Creation option sheet appears.


Footnote Options
Footnote Options
Done
Apply
Cancel
Defaults
Reset
Numbering & Placement
Reference Creation
Body Creation
6
7
8
9
10
11
14
18
24
30
36
Other
Single
Double
Strikeout
Revised Text
Deleted Text

Display: Reference Creation
Family: Modern
Face: Modern
Size: 12
Weight: Medium
Posture: Roman
Underline: None
Position: $X^{\square}$
Text Color: black
Highlight Color: transparent

The Reference Creation options are identical to the character properties in the Text property sheet; the default settings are the same except that the Position option is set for superscript. See chapter 3, "Formatting text," for information about character properties.

6. Select the Reference Creation options for the footnote reference symbol.

   Your selections affect any footnote reference symbols you add after setting the options.

✦ **Note:** To change the format of a footnote reference symbol already in the document, select the symbol and change its properties.✦

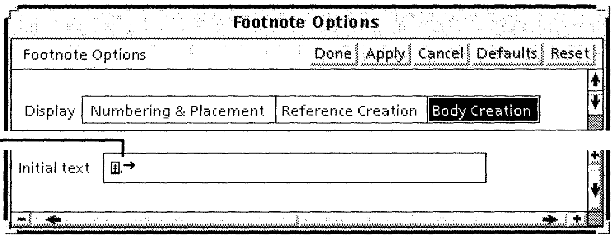
Formatting footnote text

The way you format footnote text depends on whether you want to use hard properties or styled properties.

If you want to use hard properties, follow the procedures in this section.

If you want to use styled properties, see the section "Creating a styled footnote."

To format footnote text using hard properties, set the properties of the initial text in the footnote. The initial text is comprised of the items appearing in the Initial Text box in the Body Creation option sheet.



Default items are a footnote cross-reference character, period, and line tab

If you delete the default items, select Defaults in the header of the Body Creation option sheet to restore them.

Items in the Initial Text box are automatically inserted at the beginning of the footnote text when you add a footnote to a document. The reference symbol in the footnote and the footnote text have the format you set for the initial text.

The format options you set for the initial text affect any footnotes you add after setting the options.

The footnote cross-reference character, which is a structure character, appears only in the Initial Text box. You can't enter it from a special keyboard. See the section "Cross-referencing a footnote" for more information about the footnote cross-reference character.

To change the format of footnote text already in the document, select the footnote text and change its properties using the Text property sheet or function keys. You can also select the footnote frame and change its properties in the Text Frame property sheet. See the section "Editing footnotes."

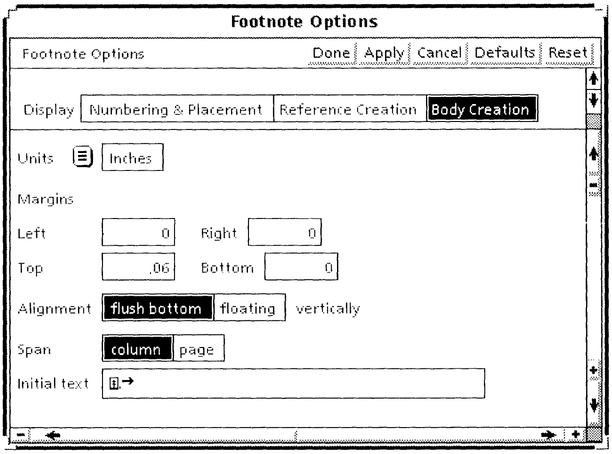
To format initial text in a footnote:

1. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

2. Select Body Creation for the Display setting.

   The Body Creation option sheet appears.


Footnote Options
Footnote Options
Done
Apply
Cancel
Defaults
Reset
Numbering & Placement
Reference Creation
floating
page

Display Body Creation

Units Inches

Margins

Left 0 Right 0

Top .06 Bottom 0

Alignment flush bottom vertically

Span column

Initial text

3. Select the unit of measurement for the margins in the Units menu.

4. Enter the values for the margins.

5. Do one of the following to set the Alignment Vertically option.

   - If you are placing footnotes at the bottom of a page, select Flush Bottom.

   - If you are placing footnotes at the end of the document, select Floating.

     Floating begins the footnote text at the top of a new page at the end of the document.

6. Set the Span option.

   Column specifies footnote frames that are the width of one column.

   Page specifies footnote frames that are the width of the page.

   The Span option affects the way footnote frames interact with other flush bottom frames on the same page. See the section "Mixing footnote frames with other frames."

7. To set the properties of the initial text, select the footnote cross-reference character, period, and line tab character in

the Initial Text box, and set the font family, size, and stress using function keys.

The reference symbol appearing in the footnote and the footnote text have the properties you set here. The default setting is 12-point Modern.

You can modify the items in the Initial Text box. For example, if you use special symbols for the footnote reference symbol, you might want to delete the period.

✦ **Tip:** You can set properties for the initial text, except for the footnote cross-reference character, by entering the text in a separate document and applying properties there using the Text property sheet. Then, replace the text in the Initial Text box with the text from the separate document. For example, to change the default line tab position, enter a line tab character in a separate document and set its position there using the Text property sheet. Then replace the default line tab character in the Initial Text box with the one from the document.✦

Adding footnotes

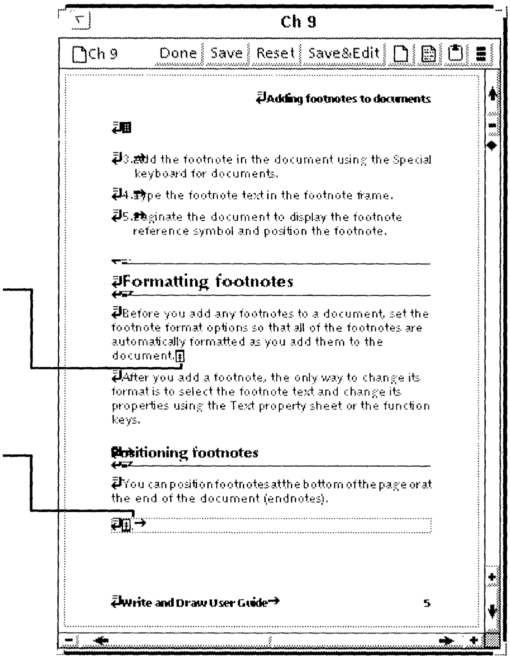
After you set the footnote format options, add footnotes to the text in your document. You can't add footnotes inside text frames or graphics frames.

To add a footnote:

1. Select Show Structure in the Document menu.
2. Select the location in the document where you want to insert a footnote reference symbol.

   A footnote reference symbol is a symbol that prints in the document text and refers the reader to a specific footnote.
3. Press KEYBOARD+SPECIAL+B.

   A footnote reference character appears at the location you selected, and a footnote frame appears at the bottom of the page. The footnote reference character is a structure character and, unlike the footnote reference symbol, it doesn't print in the document. See chapter 1, "Creating and editing documents," for more information about structure characters.



Adding footnotes to documents

3. Add the footnote in the document using the Special keyboard for documents.

4. Type the footnote text in the footnote frame.

5. Paginate the document to display the footnote reference symbol and position the footnote.

Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).

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The footnote reference character connects the location in the text to the footnote frame

The footnote frame contains the items in the Initial Text box in the Body Creation option sheet: footnote cross-reference character, period, and line tab. Select Show Non-Printing in the Document menu to see the line tab character.

The footnote frame automatically adjusts to the width of the column or page containing the footnote reference character. The frame height adjusts to the height of the footnote text.

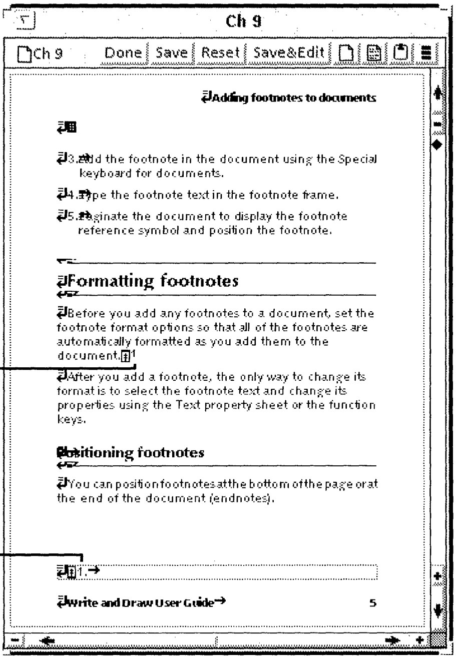
The footnote frame can contain fields but not anchored objects such as equations, graphics, or tables.

4. Enter the footnote text in the footnote frame.

5. To continue entering text in the document, press SKIP/NEXT to move the caret to the position following the footnote reference character.

6. Paginate the document to display the footnote reference symbol and position the footnote.

   You don't have to paginate every time you add a footnote.



Adding footnotes to documents

3. Add the footnote in the document using the Special keyboard for documents.

4. Type the footnote text in the footnote frame.

5. Paginate the document to display the footnote reference symbol and position the footnote.

Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.1

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).

1.

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The footnote reference symbol appears following the footnote reference character

The corresponding symbol appears in the footnote frame

The footnote frame moves to the position you selected for the Place Footnote Body and Alignment Vertically options in the Footnote option sheet—either at the bottom of the page or at the end of the document.

If you selected Same Page for the Place Footnote Body option, the footnote reference character, footnote reference symbol, and footnote (or the first part of a split footnote) appear on the same page. See "Splitting long footnotes between pages."

If no part of the footnote fits on the same page, the page ends on the line preceding the footnote reference character, and the footnote reference character, footnote reference symbol, and footnote move to the next page.

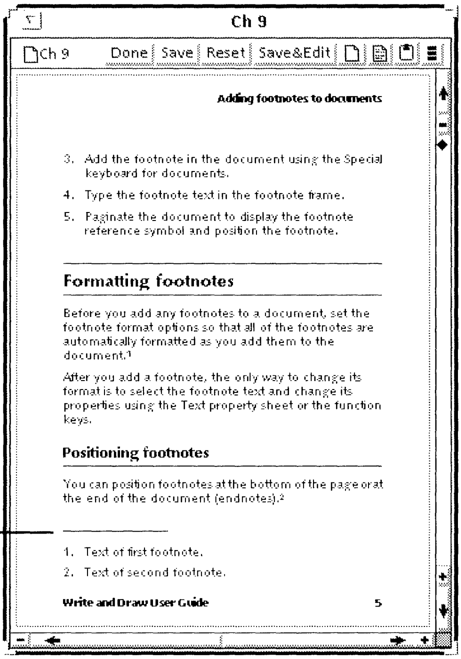
✦ **Note:** Selecting Paginate Displayed Pages or Paginate Specified Pages positions and numbers only the footnotes on the displayed or specified pages.✦

After you enter the footnote text, you can change its properties using the Text property sheet or function keys. Edit the footnote text the same way you edit regular text.

You can also select the footnote frame and change its properties in the Text Frame property sheet.

Adding ruling lines to separate footnotes from text

You can add footnote ruling lines before or after you add footnotes.



Adding footnotes to documents

3. Add the footnote in the document using the Special keyboard for documents.
4. Type the footnote text in the footnote frame.
5. Paginate the document to display the footnote reference symbol and position the footnote.

Formatting footnotes

Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.[1]

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.

Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).[2]

1. Text of first footnote.
2. Text of second footnote.

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Ruling line

The options you select for ruling lines take effect when you paginate. Ruling lines appear only on pages containing footnotes.

✦ **Note:** No ruling lines appear if you select Balanced for the Columns property in the Page Format property sheet for a multiple column document. See chapter 2, "Setting page layout," for information about Page Format properties.✦

To add ruling lines:

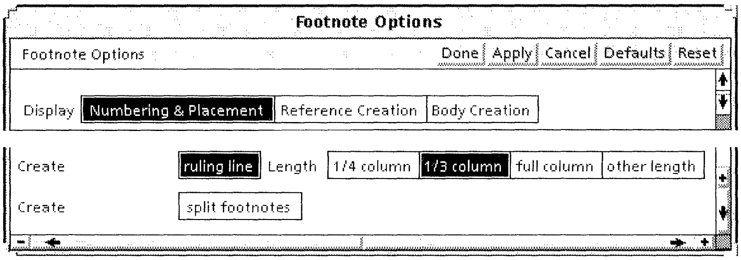
1. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.

3. Select Ruling Line.



Footnote Options

Footnote Options

Display: Numbering & Placement

Create: ruling line — Length: 1/3 column

Create: split footnotes

4. Select the length of the ruling line.
5. Select Done.
6. Paginate the document to display the ruling lines.

To remove ruling lines:

1. Select Show Footnote Options in the Document menu.
2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.

3. Deselect Ruling Line.
4. Select Done.
5. Paginate the document.

Splitting long footnotes between pages

If your footnotes are long, you can split them between two pages to better distribute the space available on a page for text and footnotes. Select the option for splitting footnotes before or after you add footnotes. The footnotes automatically split when you paginate.

The page or column with the footnote reference symbol contains as many lines of the footnote as possible. Footnotes aren't split unless there is enough room on the first page for the following items:

- Two lines of footnote text
- Two additional lines, if you have a continuation notice stating that the footnote continues on the next page
- A ruling line, if you have one

✦ **Note:** You can't split footnotes if you select Balanced for the Columns property in the Page Format property sheet for a multiple column document. See chapter 2, "Setting page layout," for information about Page Format properties.✦

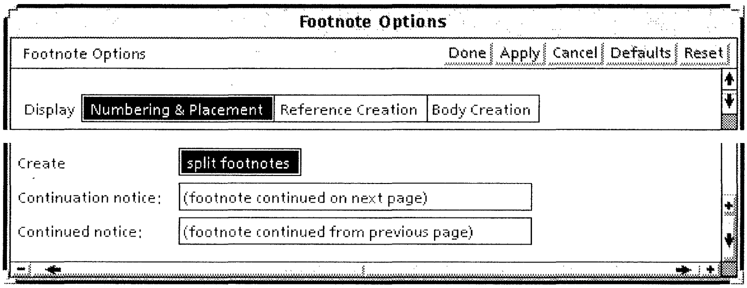
To split footnotes:

1. Select Show Structure in the Document menu.
2. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.
3. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears.
4. Select Split Footnotes.

   The Continuation Notice and Continued Notice boxes appear.



Display: Numbering & Placement

Create: split footnotes

Continuation notice: (footnote continued on next page)

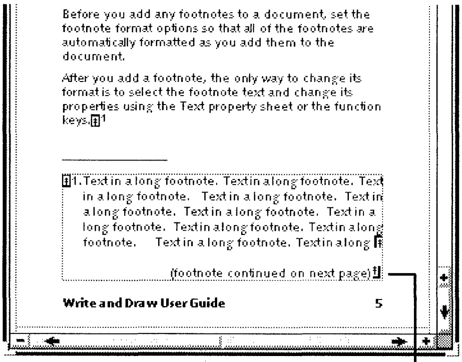
Continued notice: (footnote continued from previous page)

5. Modify the text in the Notice boxes, if you want to.

   If you delete the text in the Notice boxes, the notices don't appear in split footnotes.

6. Select Done.

7. Paginate the document.



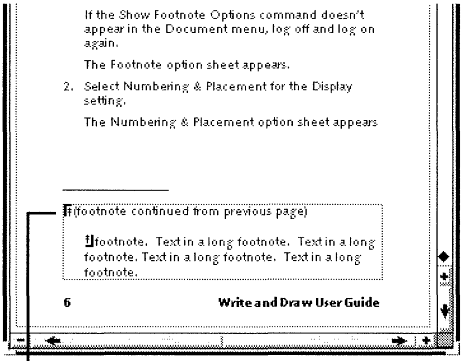
Before you add any footnotes to a document, set the footnote format options so that all of the footnotes are automatically formatted as you add them to the document.

After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.[1]

1. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long

(footnote continued on next page)

Continuation notice



If the Show Footnote Options command doesn't appear in the Document menu, log off and log on again.

The Footnote option sheet appears.

2. Select Numbering & Placement for the Display setting.

   The Numbering & Placement option sheet appears

(footnote continued from previous page)

footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote.

Continued notice

Structure characters called marking tiles enclose the continuation and continued notices.

The font and size of the text in the continuation and continued notices match the font and size of the last character in the first part of the footnote.

The second part of the split footnote appears in a footnote continuation frame that has the same text frame properties as the first frame. If a footnote continuation frame appears on a page with a different page format, the width of the continuation frame automatically adjusts to fit.

Paginating the document automatically removes the notices when the footnote no longer needs to be split.

✦ **Tip:** Enter a break character (KEYBOARD+SPECIAL+2) to control where the split occurs in a footnote that has automatically split. You must leave at least two lines of text in the first part of the split footnote. The break character has no effect if it ends up in the second part of the split footnote after pagination. Entering a break character in a footnote that hasn't been automatically split has no effect. Refer to chapter 1, "Creating and editing documents," for more information about the break character.✦

Editing split footnotes

To change the properties of text in a split footnote:

▸ Select and edit the text in each frame the same way you edit document text.

To change the properties of the frames in a split footnote:

▸ Select and edit each frame.

✦ **CAUTION:** Don't use SAME when editing split footnote frames because some properties don't transfer.✦

To copy, move, or delete a split footnote:

1. Select the footnote reference character or one of the frames.
2. Press COPY, MOVE, or DELETE.

   If you press COPY or MOVE, both frames are automatically selected. If you press DELETE, both frames are deleted.
3. If you pressed COPY or MOVE, select the destination location for the footnote.

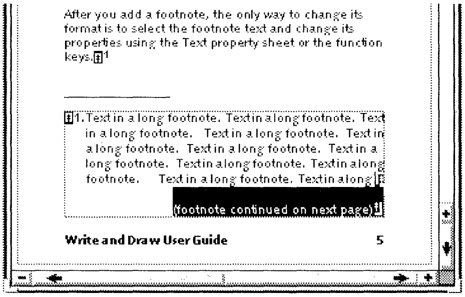
When you copy or move a split footnote, it's split in the new location only if pagination determines that it needs to be split.

Copying, moving, and deleting notices for split footnotes

Continuation and continued notices are automatically generated when you split a footnote. See the section "Splitting long footnotes between pages."

To copy, move, or delete notices:

1. Double-click the Select mouse button on one of the marking tiles that encloses the notice.



After you add a footnote, the only way to change its format is to select the footnote text and change its properties using the Text property sheet or the function keys.[1]

1. Text in a long footnote. Textin a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Text in a long footnote. Textin a long footnote. Textin a long footnote. Text in a long footnote. Textin a long

(footnote continued on next page)

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2. Press COPY, MOVE, or DELETE.
3. If you pressed COPY or MOVE, select the destination location for the notice.

Mixing footnote frames with other frames

Footnote frames aren't automatically placed below other flush bottom frames on the same page.

To place footnote frames below other frames on single-column pages:

▸ Do one of the following:

- Use column-spanning, flush bottom footnote frames and set all other frames to floating vertical alignment.

  Column-spanning footnote frames are the width of one column.

- Use page-spanning, flush bottom footnote frames and make sure that no other frames are set as page-spanning.

  Page-spanning footnote frames are the width of the page.

To place footnote frames below other frames on multi-column pages:

▸ Use column-spanning, flush bottom footnote frames and set all other frames to floating vertical alignment.

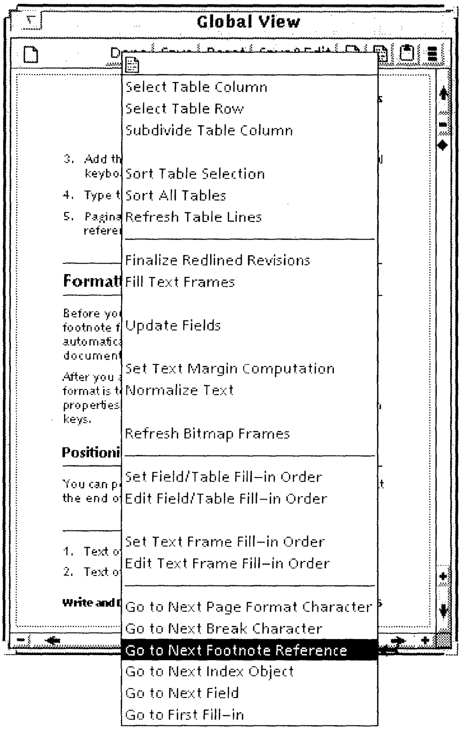
Column-spanning footnote frames are the width of one column.

✦ **CAUTION:** If you use page-spanning, flush bottom footnote frames, footnotes for references occurring in columns other than the first column appear on the next page.✦

Finding footnote reference symbols

To find footnote reference symbols:

▸ Select Go to Next Footnote Reference in the Content menu.


Global View
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Update Fields
Set Text Margin Computation
Normalize Text
Refresh Bitmap Frames
Set Field/Table Fill-in Order
Edit Field/Table Fill-in Order
Set Text Frame Fill-in Order
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

The next footnote reference symbol in the document highlights.

Cross-referencing a footnote

You can create a cross-reference to a footnote within the same document, for example, "Refer to footnote 3." The cross-reference is an active copy of the referenced footnote number that changes when the footnote number changes. You can create multiple cross-references to the same footnote.

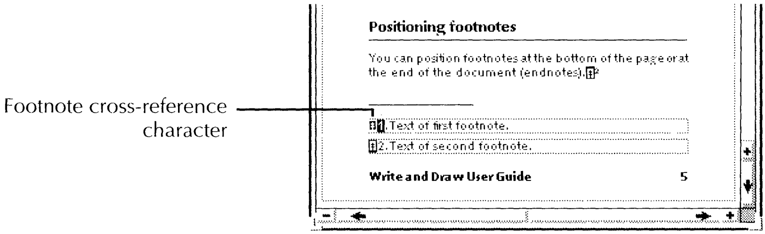
✦ **CAUTION:** A cross-reference can only refer to a footnote that precedes it in the document.✦

Cross-references are automatically updated when you paginate. Selecting Paginate Displayed Pages or Paginate

Specified Pages updates the cross-references only on the displayed or specified pages.

To cross-reference a footnote:

1. Select Show Structure in the Document menu.
2. Select the footnote cross-reference character in the frame of the footnote you want to cross-reference.



Positioning footnotes

You can position footnotes at the bottom of the page or at the end of the document (endnotes).²

1. Text of first footnote.

2. Text of second footnote.

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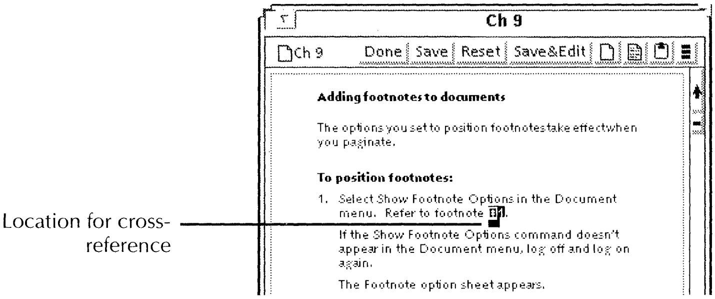
When you select the footnote cross-reference character, the footnote reference symbol is automatically selected also.

3. Press COPY.
4. Select the location in the text where you want the cross reference to appear.



Adding footnotes to documents

The options you set to position footnotes take effect when you paginate.

To position footnotes:

1. Select Show Footnote Options in the Document menu. Refer to footnote 1.

If the Show Footnote Options command doesn't appear in the Document menu, log off and log on again.

The Footnote option sheet appears.

The location you select must be after the referenced footnote.

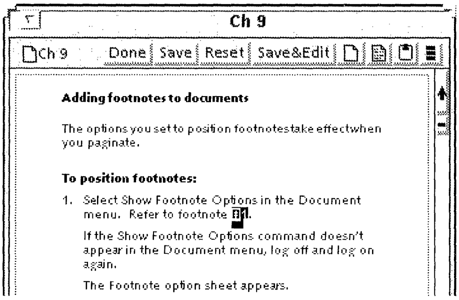
The footnote cross-reference character and the footnote reference symbol appear in the document text.

Copying, moving, or deleting cross-references

Copy the footnote cross-reference character in the document text to create additional cross-references to the same footnote. You can't copy or move a footnote cross-reference character between documents.

To copy, move, or delete cross-references:

1. Select the footnote cross-reference character in the document text and press COPY, MOVE, or DELETE.



Adding footnotes to documents

The options you set to position footnotes take effect when you paginate.

To position footnotes:

1. Select Show Footnote Options in the Document menu. Refer to footnote 1.

   If the Show Footnote Options command doesn't appear in the Document menu, log off and log on again.

   The Footnote option sheet appears.

2. If you pressed COPY or MOVE, select the destination location for the footnote cross-reference character.

   The location you select must be after the referenced footnote.

Creating a styled footnote

If you put footnotes in a styled document, you might want to style the footnote reference symbol and the footnote text. See chapter 10, "Using styles to format documents," for detailed information about using styles.

To create a styled footnote:

1. Set the options for positioning the footnote. See the section "Positioning footnotes."

2. Set the options for numbering the footnote. See the section "Numbering footnotes in a document."
3. Specify the footnote reference symbol. See the section "Formatting footnote reference symbols."
4. In the stylesheet, define a character style rule for the footnote reference character (the structure character preceding the footnote reference symbol).

   This style rule formats the footnote reference symbol that is printed in the document.
5. Define a character style rule and a paragraph style rule for the footnote text.
6. Select Show Structure in the Document menu.
7. Select the location in the document where you want to insert a footnote reference symbol.
8. Enter a footnote reference character (KEYBOARD+SPECIAL+B).
9. Enter the footnote text in the footnote frame.
10. Select the footnote reference character and apply the style rule for the footnote reference character.
11. Select the footnote text by clicking the Select mouse button four times and apply the character and paragraph style rules for the footnote text.
12. Paginate the document to position and number the footnote.

To add additional footnotes, you can copy the styled footnote reference character to other locations in the document. You can also add the styled footnote reference character to an expansion dictionary and use the Define/Expand feature to enter the footnote reference character in your document.

✦ **Tip:** You can create customized footnote reference symbols. After entering the footnote reference character in the document, add other characters to it, for example, parentheses or slashes. Define character and paragraph style rules for the footnote reference character and the characters you added. Apply the style rules to the customized footnote reference character. Add the customized footnote reference character to an expansion dictionary and use the Define/Expand feature to enter the customized footnote reference character in your document.✦

See the section "Entering pre-defined text, graphics, and tables" in chapter 1, "Creating and editing documents," for more information about the Define/Expand feature.

Editing footnotes

After adding footnotes to a document, you can edit them. If you use split footnotes, see the section "Editing split footnotes."

To change the properties of a footnote frame:

1. Select either the footnote frame border or the footnote reference character.
2. Edit the footnote frame properties the same way you edit other frame properties.

   ✦ **CAUTION:** Don't use SAME when editing footnote frames because some properties don't transfer.✦

To change the properties of footnote text:

▸ Select and edit the text in the footnote frame the same way you edit document text.

To change the properties of the footnote reference character or footnote cross-reference character:

▸ Select the character and use one of the following methods:

- Change the properties in the Text property sheet.
- Press the function keys.
- Use SAME.
- Change the style rule, if you have styled footnotes.

You can copy and move footnotes within the same document and between documents. After copying, moving, or deleting footnotes, paginate to renumber and reposition the footnotes.

Numbering footnotes in a book

You can number footnotes in a book in the following ways:

- Start the numbering on each page. You might want to do this if you use special symbols for footnote reference symbols, such as † or §.
- Start the numbering at the beginning of each document.
- Start the numbering at the beginning of the first document and consecutively number footnotes throughout the documents in a book.

The first procedure in this section shows the first two ways. The second procedure shows the third way.

To number footnotes within a document:

1. Place the documents in a book in the order you want them to appear.

In the first document:

2. Select Show Footnote Options in the Document menu.

   The Footnote option sheet appears.

3. Select Numbering & Placement for Display.
4. Select Restart for the At Start of Document Numbering option.
5. Do one of the following:
   - To start numbering footnotes at the beginning of each page, select Restart for the At Start of Each Page Numbering option.
   - To consecutively number all footnotes in the document, select Continue for the At Start of Each Page Numbering option.
6. Select Done in the header of the Footnote option sheet and close the document.
7. Repeat steps 2 through 6 for the remaining documents.
8. Close the book and paginate it.

To number footnotes consecutively throughout all the documents in a book:

1. Place the documents in a book in the order you want them to appear.

In the first document:

2. Select Show Footnote Options in the Document menu.
3. Select Numbering & Placement for Display.
4. Select Restart for the At Start of Document Numbering option.
5. Select Continue for the At Start of Each Page Numbering option.
6. Select Done in the header of the Footnote option sheet and close the document.

In the second document:

7. Select Show Footnote Options in the Document menu.
8. Select Numbering & Placement for Display.
9. Select Continue for the At Start of Document Numbering option.
10. Select Done in the header of the Footnote option sheet and close the document.
11. Repeat steps 7 through 10 for the remaining documents.
12. Close the book and paginate it.

Changing the defaults for footnotes

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values in the Footnote option sheet, add or edit entries in the Footnotes section of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Footnotes]

Footnote Rule: False
--False|True

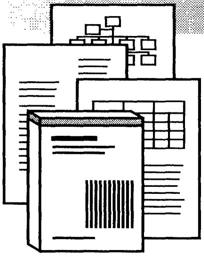
False—Specifies that no ruling line appears preceding footnotes.

True—Specifies that a 1/3 column-width ruling line appears preceding footnotes.

Split Footnotes: False
--False|True

False—Specifies that footnotes are not automatically split between pages.

True—Specifies that footnotes are automatically split between pages as necessary.



10.

Using styles to format documents

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You use styles to format or design your document. Format, design, and style are words often used interchangeably to refer to the "look" of a document. Format and design usually refer to the typographic aspects of text and the arrangement of text on the page.

In GLOBALVIEW, style has a special meaning. A style, or stylesheet, is the part of the document that contains the instructions, or style rules, to determine how the document looks. Each style rule has a name and a set of properties. You apply style rules to the text in your document whenever you want to change the format. For example, you apply a style rule to begin a new paragraph or a new section heading.

The benefit of using styles is that the format of the document is separate from the text of the document. This separation allows you to quickly change the format. For example, you can change the look of paragraphs by redefining the paragraph properties in the style rules, instead of changing the properties of each individual paragraph in the document.

Viewing the types of text properties

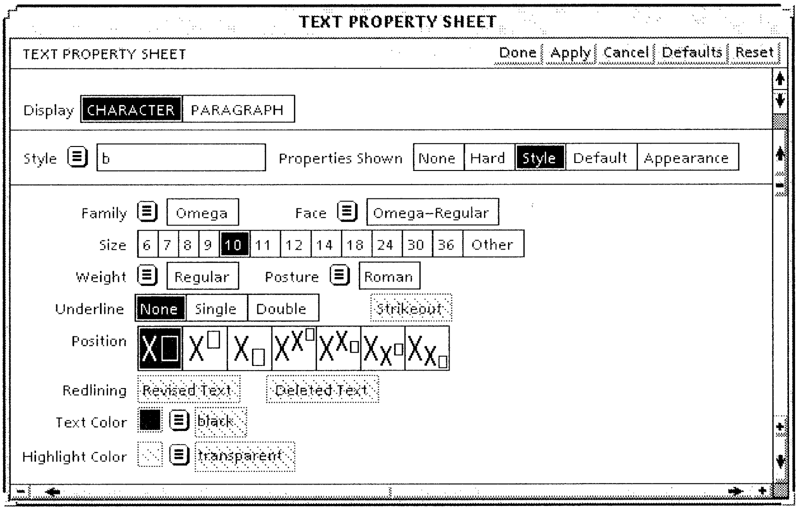
You format documents using two types of text properties: hard properties and style properties. You set hard properties individually, character-by-character and paragraph-by-paragraph. See chapter 3, "Formatting text," for information on setting hard properties. You define style properties as style rules.

If you want to know the type of text properties in a document, you must view them.

To view text properties:

1. Select the paragraph character or text whose properties you want to view and press PROPS.

   The Text property sheet appears.


TEXT PROPERTY SHEET
Done
Apply
Cancel
Defaults
Reset
PARAGRAPH
None
Hard
Default
Appearance
6 7 8 9 11 12 14 18 24 30 36 Other
Single
Double
Strikeout
Revised Text
Deleted Text

TEXT PROPERTY SHEET

Display CHARACTER

Style b

Properties Shown Style

Family Omega

Face Omega-Regular

Size 10

Weight Regular

Posture Roman

Underline None

Position

Text Color black

Highlight Color transparent

2. Select Character or Paragraph for the Display setting.

   Display displays Character or Paragraph properties.

3. Select a Properties Shown setting.

   Properties Shown displays the properties for the current selection as follows:

   Hard—Displays the hard properties.

   Style—Displays the style properties.

   Default—Displays the default properties. If a property is not set by a style rule or a hard property setting, the default setting is in effect.

   Appearance—Displays the combination of hard, style, and default properties.

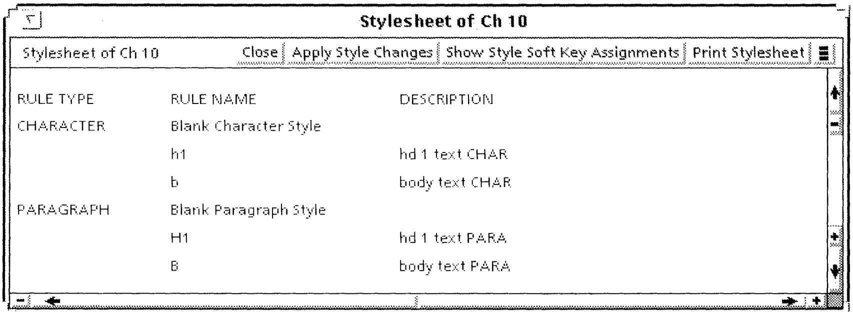
Defining a style rule

When you use styles to format documents, you need to define style rules for each element in the document, for example, body text, section headings, and figure captions. Each style rule has a name and a set of properties. You apply style rules to the text in your document whenever you want to change the format. See the section "Managing style rules" for information on naming and organizing style rules.

You can define style rules in a new document or in a document that already contains text. After you define a style rule, apply it to some text in the document to see if it produces the format you want. You can change the style rule and apply the change to the text until you get the format you want.

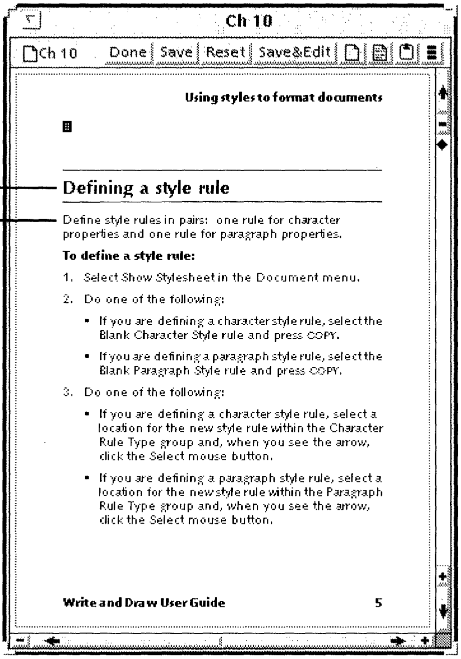
You can create a template document that contains all of the style rules needed for a particular format. See "Creating and using a template document."

Define style rules in pairs: one rule for character properties and one rule for paragraph properties. The following illustrations show a stylesheet containing style rules and a document containing elements that are formatted by the style rules.



RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	Blank Character Style	
	h1	hd 1 text CHAR
	b	body text CHAR
PARAGRAPH	Blank Paragraph Style	
	H1	hd 1 text PARA
	B	body text PARA

The style rules in this stylesheet format the elements in the document



Using styles to format documents

Defining a style rule

Define style rules in pairs: one rule for character properties and one rule for paragraph properties.

To define a style rule:

1. Select Show Stylesheet in the Document menu.
2. Do one of the following:
   - If you are defining a character style rule, select the Blank Character Style rule and press COPY.
   - If you are defining a paragraph style rule, select the Blank Paragraph Style rule and press COPY.
3. Do one of the following:
   - If you are defining a character style rule, select a location for the new style rule within the Character Rule Type group and, when you see the arrow, click the Select mouse button.
   - If you are defining a paragraph style rule, select a location for the new style rule within the Paragraph Rule Type group and, when you see the arrow, click the Select mouse button.

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The h1 and H1 style rules set the properties of the first-level section heading text

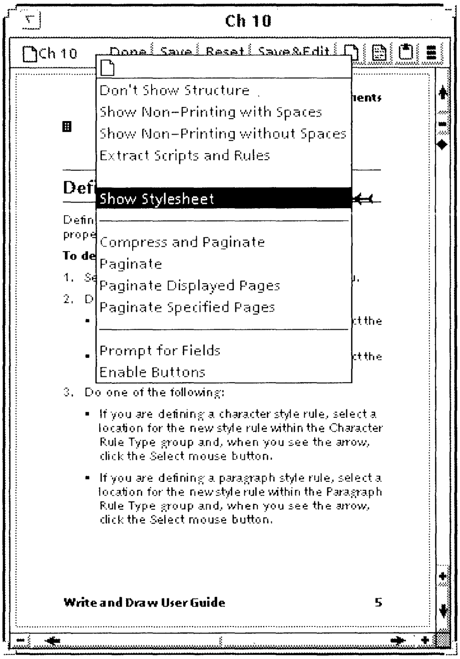
The b and B style rules set the properties of the body text

The h1 and b style rules set the character properties. The H1 and B style rules set the paragraph properties.

✦ **Tip:** If you use the same style rule names in different documents, you can change the format of a document by copying the text from that document to a document containing a different style. The text automatically assumes the format specified in the style of the destination document. See the section "Transferring a style rule to other documents."✦

To define a style rule:

1. Select Show Stylesheet in the Document menu.


Ch 10
Ch 10
Done
Save
Reset
Save&Edit
Don't Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Extract Scripts and Rules
Show Stylesheet
Compress and Paginate
Paginate
Paginate Displayed Pages
Paginate Specified Pages
Prompt for Fields
Enable Buttons
Defi
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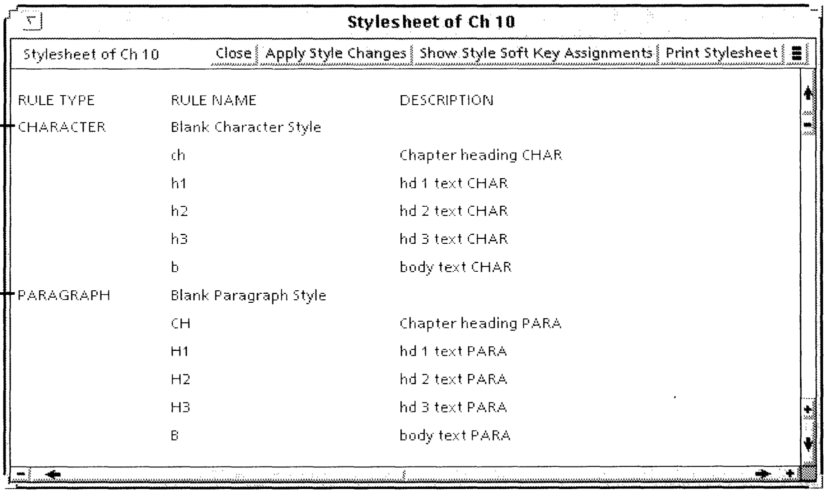
5

3. Do one of the following:
   - If you are defining a character style rule, select a location for the new style rule within the Character Rule Type group and, when you see the arrow, click the Select mouse button.
   - If you are defining a paragraph style rule, select a location for the new style rule within the Paragraph Rule Type group and, when you see the arrow, click the Select mouse button.

The stylesheet appears.


Stylesheet of Ch 10
Stylesheet of Ch 10
Close
Apply Style Changes
Show Style Soft Key Assignments
Print Stylesheet

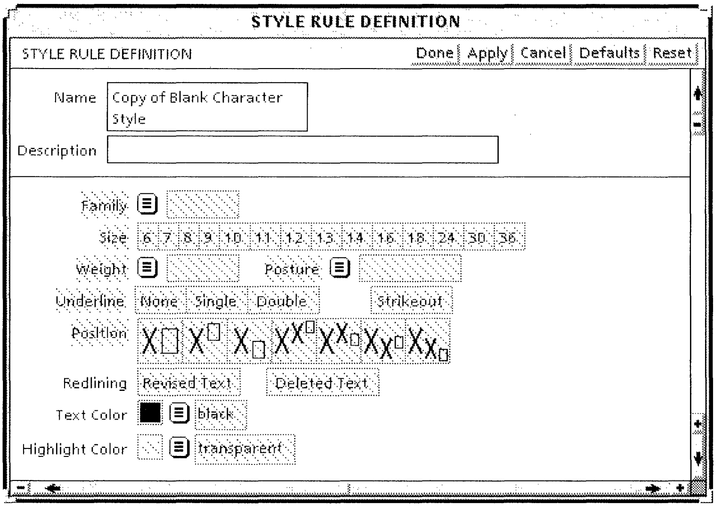
RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	Blank Character Style	
	ch	Chapter heading CHAR
	h1	hd 1 text CHAR
	h2	hd 2 text CHAR
	h3	hd 3 text CHAR
	b	body text CHAR
PARAGRAPH	Blank Paragraph Style	
	CH	Chapter heading PARA
	H1	hd 1 text PARA
	H2	hd 2 text PARA
	H3	hd 3 text PARA
	B	body text PARA

Style rules are grouped into two types: character and paragraph. You can copy and move style rules only within the same group.

2. Do one of the following:
   - If you are defining a character style rule, select the Blank Character Style rule and press COPY.
   - If you are defining a paragraph style rule, select the Blank Paragraph Style rule and press COPY.
3. Do one of the following:
   - If you are defining a character style rule, select a location for the new style rule within the Character Rule Type group and, when you see the arrow, click the Select mouse button.
   - If you are defining a paragraph style rule, select a location for the new style rule within the Paragraph Rule Type group and, when you see the arrow, click the Select mouse button.

   A new style rule named "Copy of Blank Character Style" or "Copy of Blank Paragraph Style" appears highlighted in the stylesheet.
4. Press PROPS.

   The Style Rule Definition sheet appears.



STYLE RULE DEFINITION

Name: Copy of Blank Character Style

Description:

Text Color: black

Highlight Color: transparent

STYLE RULE DEFINITION
Done
Apply
Cancel
Defaults
Reset
Family
Size
6 7 8 9 10 11 12 13 14 16 18 24 30 36
Weight
Posture
Underline
None
Single
Double
Strikeout
Position
Redlining
Revised Text
Deleted Text

The Style Rule Definition sheet contains the same properties as the Text property sheet. All properties appear neutral (covered by gray diagonal lines) until you select them.

5. Delete "Copy of Blank Character Style" or "Copy of Blank Paragraph Style" in the Name box and enter the name you want to assign to the style rule.

   You can enter up to 40 characters. To easily recognize pairs of style rules, give the same name to the character and paragraph style rules in a pair, but use different cases so that you can tell them apart. A document cannot have two character style rules or two paragraph style rules with the same name.

6. Enter a brief description of the style rule in the Description box.

   You can enter up to 530 characters.

7. Do one of the following:

   - If you are defining a character style rule, set the character properties of the style rule.
   - If you are defining a paragraph style rule, set the paragraph properties of the style rule.

   See chapter 3, "Formatting text," for detailed information on the properties.

8. Select Done in the header of the Style Rule Definition sheet.

   The sheet closes, and the name and description of the style rule appear in the stylesheet.

9. Select Close in the header of the stylesheet.

Defining style rules that match hard properties

If you have text that is formatted with hard properties and you want to define style rules that have the same properties, you can view the hard properties while you define the style rules.

To define style rules that match hard properties:

1. Select the text that has the hard properties you want in a style rule and press PROPS.
2. Open a blank document and select Show Stylesheet in the Document menu.
3. Define style rules on the stylesheet for the blank document, as shown in the section "Defining a style rule."
4. Move or copy the style rules to the stylesheet for the document you are styling. See the section "Transferring a style rule to another document."

Resetting style rules to the default settings

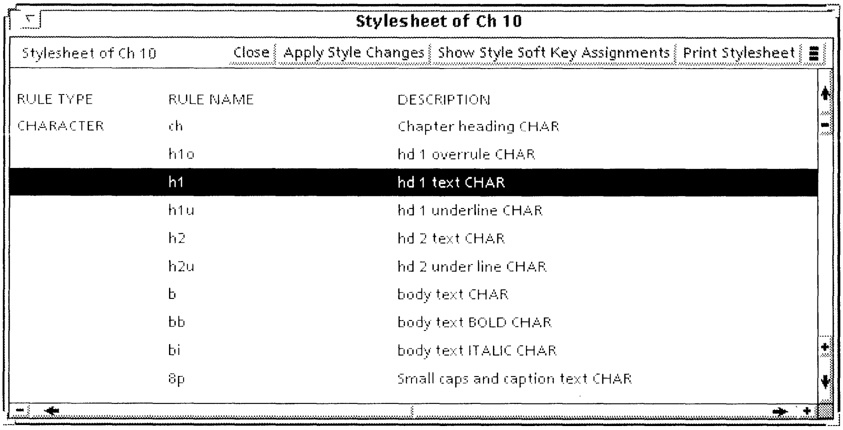
If you haven't applied a style rule to the document, you can reset the properties of the unapplied style rule by selecting Defaults in the Style Rule Definition sheet. You might want to do this if you've set several properties for a style rule and then decide that you want default settings for all properties except one.

✦ **CAUTION:** Do not use the following procedure to reset the properties of applied style rules (style rules that you have applied to the document). See the next procedure "To reset applied style rules to the default settings" in this section for the correct steps to follow.✦

To reset unapplied style rules to the default settings:

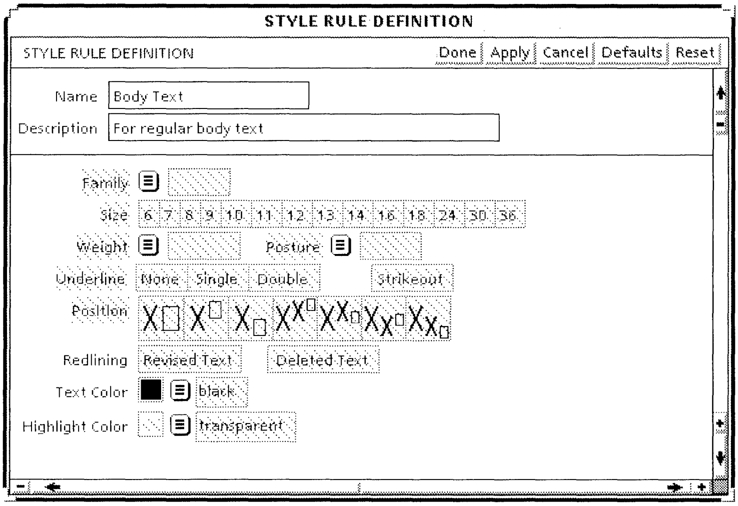
1. Select Show Stylesheet in the Document menu.

2. In the stylesheet, select the style rule that you want to reset to default settings and press PROPS.


Stylesheet of Ch 10
Stylesheet of Ch 10
Close
Apply Style Changes
Show Style Soft Key Assignments
Print Stylesheet

RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	ch	Chapter heading CHAR
	h1o	hd 1 overrule CHAR
	h1	hd 1 text CHAR
	h1u	hd 1 underline CHAR
	h2	hd 2 text CHAR
	h2u	hd 2 under line CHAR
	b	body text CHAR
	bb	body text BOLD CHAR
	bi	body text ITALIC CHAR
	8p	Small caps and caption text CHAR

3. In the header of the Style Rule Definition sheet, select Defaults.


STYLE RULE DEFINITION
STYLE RULE DEFINITION
Done
Apply
Cancel
Defaults
Reset
Family
Size
6
7
8
9
10
11
12
13
14
16
18
24
30
36
Weight
Posture
Underline
None
Single
Double
Strikeout
Position
Redlining
Revised Text
Deleted Text

Name: Body Text
Description: For regular body text
Text Color: black
Highlight Color: transparent

The properties of the style rule are set to neutral (covered by gray diagonal lines)

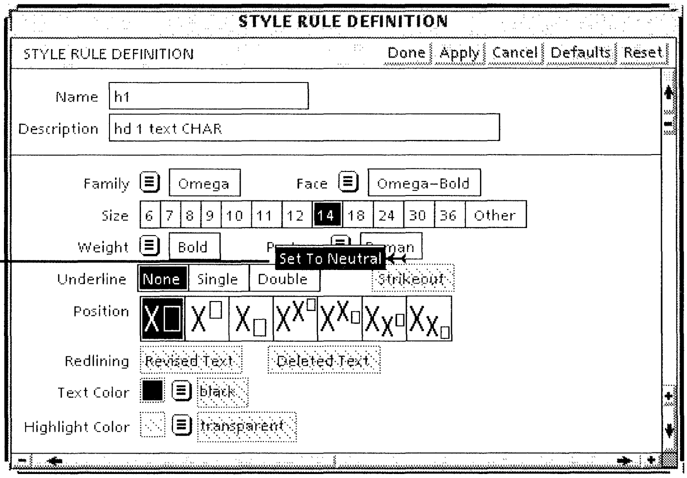
If you selected a character style rule in step 2, the name of the rule changes to "Body Text" and the description to "For regular body text."

If you selected a paragraph style rule in step 2, the name of the rule changes to "Body Paragraph" and the description to "For regular body paragraphs."

4. Reenter the name and description and set new properties for the style rule.
5. Select Done in the header of the Style Rule Definition sheet.
6. Select Close in the header of the stylesheet.

To reset applied style rules to the default settings:

1. Select Show Stylesheet in the Document menu.
2. In the stylesheet, select the style rule that you want to reset to default settings and press PROPS.
3. Position the pointer on the property that you want to reset to the default settings, and press the Menu mouse button.


STYLE RULE DEFINITION
STYLE RULE DEFINITION
Done
Apply
Cancel
Defaults
Reset
Size 6 7 8 9 10 11 12 14 18 24 30 36 Other
Underline None Single Double Strikeout
Position
Redlining Revised Text Deleted Text
Set To Neutral

Name h1

Description hd 1 text CHAR

Family Omega

Face Omega-Bold

Size 14

Weight Bold

Underline None

Text Color black

Highlight Color transparent

The pointer changes to a horizontal arrow, and the Set to Neutral box appears

4. Move the pointer inside the Set to Neutral box and release the mouse button.

   The property changes to a neutral setting (covered by gray lines). The neutral setting takes on the document default setting.

5. Repeat steps 3 and 4 for each property that you want to reset to the default setting.

6. Select Done in the header of the Style Rule Definition sheet.
7. Select Close in the header of the stylesheet.

Applying style rules

After defining style rules in a stylesheet, apply those rules to the document containing that stylesheet. The document can be a new document, or a document already containing text that is either not styled (formatted with hard properties) or styled.

You can also transfer the style rules to other documents. See the section "Transferring style rules to other documents."

When you apply style rules to a document, the following conditions apply:

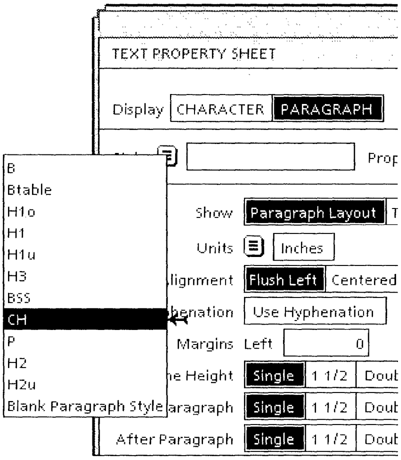
- When you apply character and paragraph style rules to a paragraph character, the style rules set the paragraph and character properties of all new text that you enter following the paragraph character.
- When you apply a paragraph style rule to an existing paragraph, the style rule sets the paragraph properties for all the text in the paragraph and any text you enter following it.
- When you apply a character style rule to selected text, the style rule sets the character properties of that text and any text that you enter following it.
- You can reset the style rules to the default setting. See the section "Resetting style rules to the default settings." You can also apply hard properties to styled text. See the section "Applying hard properties to styled text."

Applying style rules to a new document

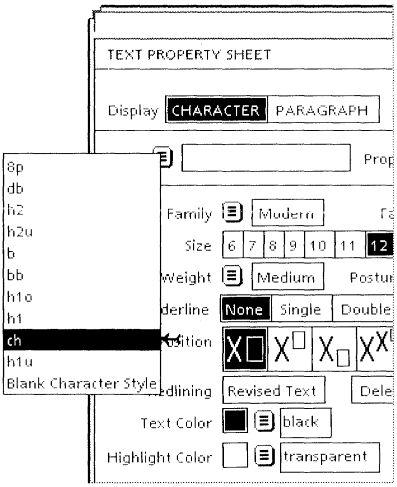
You can set up style rules in a blank document before entering text. This is useful for creating a template document with the style rules you usually use. After creating the styles rules in a blank document, use the following procedure to apply a character and paragraph style rule to the blank document so it will be ready for entering styled text.

To apply style rules to a new document:

1. Select Show Structure in the Document menu.
2. Select Show Non-Printing with Spaces or Show Non-Printing without Spaces in the Document menu.
3. Select the paragraph character, then click the Adjust mouse button on the page format character.
4. Press PROPS.
5. Select the paragraph style rule you want to apply in the Style menu.


TEXT PROPERTY SHEET
Display CHARACTER PARAGRAPH
Prop
B
Btable
H1o
H1
H1u
H3
BSS
CH
P
H2
H2u
Blank Paragraph Style
Show Paragraph Layout
Units Inches
lignment Flush Left Centered
henation Use Hyphenation
Margins Left 0
e Height Single 1 1/2 Doub
aragraph Single 1 1/2 Doub
After Paragraph Single 1 1/2 Doub

6. Select Character for the Display setting.
7. Select the character style rule you want to apply in the Style menu.



TEXT PROPERTY SHEET

Display CHARACTER PARAGRAPH

Family Modern

Size 6 7 8 9 10 11 12

Weight Medium

derline None Single Double

Text Color black

Highlight Color transparent

8. Select Done.
9. Enter the text.
10. If you want to change the style rule for a new paragraph, press RETURN, select the paragraph character, and repeat steps 4 through 9.

Applying style rules to existing text

If you need to significantly change the format of a document that has hard properties, you might want to style it. Styling the document allows you to make the format changes more quickly.

When you apply style rules to a document that is already styled, the following conditions apply:

- Any hard properties you've applied to the styled text remain in effect.
- If you apply a character style rule to a paragraph character, the existing text characters in the paragraph retain the properties of the original character style rule. However, if you select the paragraph character and type new text, the new text has the properties of the new character style rule.

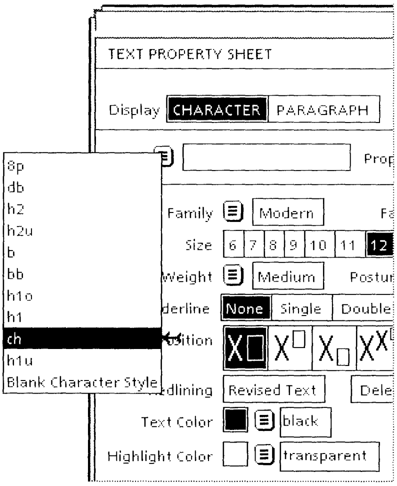
- If you apply a paragraph style rule to a paragraph character, and type new text at the end of the paragraph, the new text has the properties of the paragraph style rule you applied. If you copy text to the paragraph, the copied text has the properties of the paragraph style rule you applied, but it retains the character properties it had in its original location.

To apply style rules to existing text:

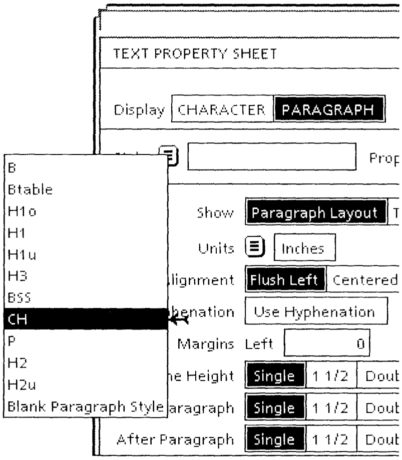
1. Select Show Structure in the Document menu.
2. Select Show Non-Printing with Spaces or Show Non-Printing without Spaces in the Document menu.
3. Select the text you want to style using one of the following methods:

To apply	Use this selection method
A character style rule to a single text character	Click on the text character.
A character style rule to two or more text characters	Click on the first text character. Extend the selection by clicking the Adjust mouse button on the additional text characters.
A character style rule to a paragraph character	Click on the paragraph character.
A character style rule to a paragraph character and one or more text characters	Click on the paragraph character. Extend the selection by clicking the Adjust mouse button on the text characters.
Paragraph style rule to one paragraph	Click four times on the new paragraph character.
Paragraph style rule to two or more paragraphs	Click four times on the first paragraph and extend the selection by clicking the Adjust mouse button on the additional paragraphs.

4. Press PROPS.
5. Do one of the following:
   - If you're applying a character style rule, select Character for the Display setting and select a style rule in the Style menu.


TEXT PROPERTY SHEET
Display
CHARACTER
PARAGRAPH
Prop
8p
db
h2
h2u
b
bb
h1o
h1
ch
h1u
Blank Character Style
Family
Modern
Size
6
7
8
9
10
11
12
Weight
Medium
Postur
derline
None
Single
Double
sition
dlining
Revised Text
Dele
Text Color
black
Highlight Color
transparent

   - If you're applying a paragraph style rule, select Paragraph for the Display setting and select a style rule in the Style menu.


TEXT PROPERTY SHEET
Display
CHARACTER
PARAGRAPH
Prop
B
Btable
H1o
H1
H1u
H3
BSS
CH
P
H2
H2u
Blank Paragraph Style
Show
Paragraph Layout
Units
Inches
lignment
Flush Left
Centered
henation
Use Hyphenation
Margins
Left
0
e Height
Single
1 1/2
Doub
aragraph
Single
1 1/2
Doub
After Paragraph
Single
1 1/2
Doub

6. Select Done.

Applying an undefined style rule

You can apply an undefined style rule to the text in a document if you are undecided on the properties for the style rule but don't want to wait to enter the text in the document. Later, you can define the style rule.

To apply an undefined style rule:

1. Select the text or paragraph character and press PROPS.
2. Type the name of the style rule in the Style box.
3. Select Done.

   The text or paragraph character has default properties.
4. When you're ready to define the style rule, select Show Stylesheet in the Document menu.
5. Select the style rule, press PROPS, and set the properties in the Style Rule Definition sheet.
6. Select Done in the header of the Style Rule Definition sheet and Close in the header of the stylesheet.

   The text or paragraph character takes on the properties you defined.

Seeing which style rule applies to text

To see which style rule applies to text:

1. Select the text and press PROPS. If necessary, select Style for the Properties Shown.
2. Do one of the following:
   - If you want to see which character style rule applies, select Character for the Display setting.
   - If you want to see which paragraph style rule applies, select Paragraph for the Display setting.

   The style rule name appears in the Style box.

Styling page headings and footings

You can't apply style rules directly to the text in the Heading and Footing boxes in the Page Headings property sheet, however, you can use style rules to set hard properties for the character and paragraph text. This is useful if you have a style rule already created that has all the properties you want, such as line height, spacing, and tab settings. See chapter 2, "Setting page layout," for more information about creating page headings and footings..

To style page headings and footings:

1. Enter the text for the page heading and footing in the body of a separate document that contains the style rules you want to use.
2. In the separate document, apply the style rules to the text for the headings and footings.
3. Copy the headings and footings from the separate document to the Headings and Footings boxes in the Page Headings property sheet of the document where you want to use them.
4. Paginate the document to apply the new heading and footing text. The text has hard properties that match the properties of the style rules you applied.

Transferring a style rule to other documents

After you define a style rule in the stylesheet of a document, you can transfer the style rule to other documents using the following methods:

- Move or copy styled text from one document to another. The style rules that apply to the text automatically transfer to the stylesheet for the destination document. See chapter 1, "Creating and editing documents," for information on copying and moving text.

  If the destination document already contains a style rule with the same name as the style rule for the copied or moved text, the style properties in the source document don't transfer to the destination document. Instead, the copied or moved text reflects the properties of the style rule already in the destination document.

- Display the stylesheets in two different documents and copy the style rule from one stylesheet to the other.
- Store styled entries in an expansion dictionary and apply them to other documents. See the section "Applying style rules using the Define/Expand feature."
- Select the text in the document that you want to style, press SAME and select the text in the document that is already styled. See the section "Transferring style rules using the Same key."

Using shortcuts to apply style rules

You don't have to display the Text property sheet to apply style rules. Use the methods described in this section to apply style rules more quickly. Two of the ways, using the keyboard and the Define/Expand feature, require some setting up, but the time investment is worth the time saved later.

Applying style rules using the keyboard

After you define style rules, you can assign those rules to the style soft keys, a set of soft keys that contain the names of style rules. Then, you can quickly apply a style rule to a document by selecting the soft key on the screen or pressing a function key that corresponds to the soft key.

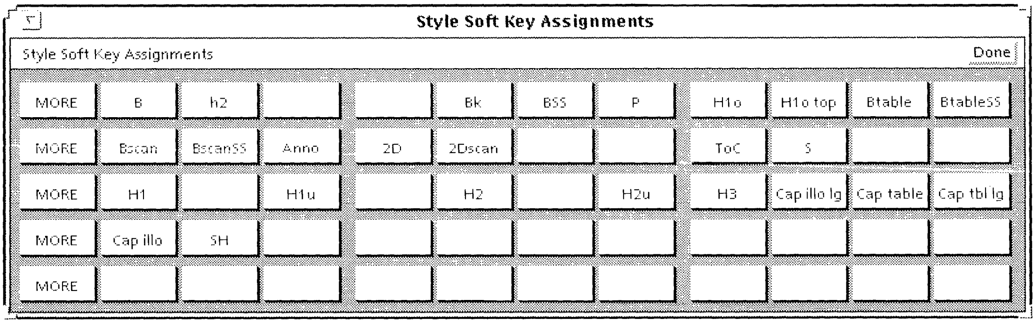
Assigning style rules to style soft keys

Before you apply style rules using the keyboard, you must assign the style rules to the style soft keys.

To assign a style rule to a soft key:

1. Select Show Stylesheet in the Document menu.
2. Select Show Style Soft Key Assignments in the header of the stylesheet.

The Style Soft Key Assignments window appears.


Style Soft Key Assignments
Style Soft Key Assignments
Done
MORE
B
h2
Bk
BSS
P
H1o
H1o top
Btable
BtableSS
MORE
Bscan
BscanSS
Anno
2D
2Dscan
ToC
S
MORE
H1
H1u
H2
H2u
H3
Cap illo lg
Cap table
Cap tbl lg
MORE
Cap illo
SH
MORE

3. In the stylesheet, select a style rule and press COPY.

   The style rule is highlighted.

4. In the Style Soft Key Assignments window, select the key you want the style rule assigned to.

   The style rule name appears on the key. The name is truncated if it's too long to fit on the key.

   Assign the most frequently used rules to the top row of keys. Later, when you use the soft keys, the first row appears when you hold down SHIFT and press PROPS, but you must press MORE to see the remaining rows. See the section "Applying style rules using soft keys."

5. Select Done in the header of the Style Soft Key Assignments window and Close in the header of the stylesheet.

To move a style rule to a different soft key:

1. Select Show Stylesheet in the Document menu.
2. Select Show Style Soft Key Assignments in the header of the stylesheet.
3. Select the key containing the style rule you want to move and press MOVE.
4. Select the key where you want the style rule.
5. Select Done in the header of the Style Soft Key Assignments window and Close in the header of the stylesheet.

To delete a style rule from a soft key:

1. Select Show Stylesheet in the Document menu.
2. Select Show Style Soft Key Assignments in the header of the stylesheet.
3. Select the key that has the style rule name you want to delete and press DELETE.

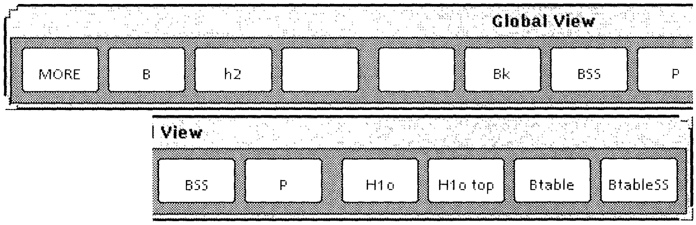
   The style rule name is removed from the soft key. The style rule remains defined in the stylesheet.
4. Select Done in the header of the Style Soft Key Assignments window and Close in header of the stylesheet.

Applying style rules using soft keys

To apply style rules using soft keys:

1. In a document, do one of the following:
   - If you want to apply the style rule to the beginning of a new document, select the paragraph character by clicking the Select mouse button, then click the Adjust mouse button on the page format character.
   - If you want to apply the style rule to existing text, select the text.
   - If you want to change the style rule for a new paragraph, press RETURN and select the paragraph character.
2. Hold down SHIFT and PROPS.

   The Style soft keys appear.



3. Release SHIFT and continue holding down PROPS.

4. Select or press the style soft key for the character or paragraph style rule you want to apply.

   If the style soft key you want isn't visible, select or press MORE until the key appears.

5. Release PROPS.

   The selected paragraph character and page format character or text takes on the properties of the style rule.

6. If you are working in a new document, enter the text.

   The text you enter takes on the properties of the style rule.

Applying style rules using the Define/Expand feature

You can store styled entries for body text, section headings, and other document elements, for example, footnotes, in an expansion dictionary. Then, you can quickly recall the styled entries from the expansion dictionary instead of typing the entries and then applying style rules to them.

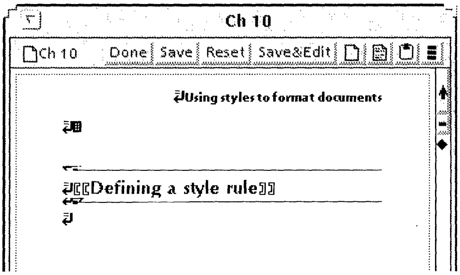
See the section "Entering pre-defined text, graphics, and tables" in chapter 1, "Creating and editing documents," for more information about using the Define/Expand feature.

Storing style rules in an expansion dictionary

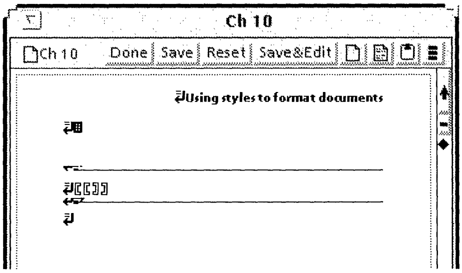
The following procedure shows how to store a styled entry for a section heading. You can adapt the procedure to store any kind of styled entry.

To store a styled entry for a section heading in an expansion dictionary:

1. Copy the styled section heading, including any table of contents markers, that has the properties you want into a document. Include in the selection the paragraph character for the body text that follows the section heading.


Ch 10
Ch 10
Done
Save
Reset
Save&Edit
Using styles to format documents
Defining a style rule

2. Ensure that the paragraph character for the body text that follows the section heading includes the character and paragraph style rules for body text.
3. Ensure that the structure and non-printing characters preceding the section heading text have the same character style rule as the section heading text.
4. Delete the section heading text from the copy so that the entry consists only of the paragraph characters, table of contents markers, and rules, if the section heading has them.


Ch 10
Ch 10
Done
Save
Reset
Save&Edit
Using styles to format documents

5. Load the expansion dictionary you want to use.
6. Select the characters comprising the entry you want to store and press SHIFT+DEF/EXP.

   The Define Options sheet appears.
7. Enter an abbreviation in the Define Options sheet to represent the entry.

8. Deselect Use Destination Char Props on Expand so that the styled properties in the expansion dictionary are applied instead of the properties of the text that precede the entry in the document.
9. Select Start.
10. To permanently store the entry in the expansion dictionary, select Store Expansion Dictionary in the Workspace menu before you log off.

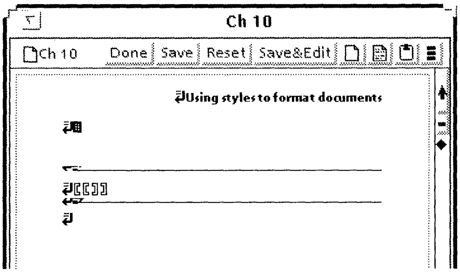
    The updated dictionary appears in the workspace. If a previous version of the dictionary exists, rename, file, or delete it.

Applying style rules using the Def/Exp key

To apply style rules using DEF/EXP:

1. In your document, select the character that precedes the location where you want the styled entry.
2. Type the abbreviation for the entry.
3. Do one of the following:
    - If the character you selected in step 1 is a space, punctuation mark, or structure character, press DEF/EXP.
    - If the character you selected in step 1 isn't a space, punctuation mark, or structure character, select the abbreviation and press DEF/EXP.

The entry is added to your document, and the style rules for the entry transfer to the stylesheet for your document.



Using styles to format documents

4. Do one of the following:
   - If you are working in a new document, enter text following the entry.
   - If you are working in an existing document, move the existing text so that it follows the entry.

Transferring style rules using the Same key

Use the procedure in this section if you already have styled text whose properties you want to transfer to other text. For example, if you copy text from another document where the text has different properties than those in the current document, you can change the properties of the copied text to match the properties of the text in the current document.

✦ **Note:** If the text you are styling includes hard properties you want to retain, use the Text property sheet or style soft keys to apply the style rules. Don't use the SAME key; the SAME key overrides hard properties.✦

To apply style rules using the SAME key:

1. Select the text characters or paragraph you want to style and press SAME.
2. Do one of the following:
   - If you selected text characters in step 1, select any character that has the character style rule you want to apply.
   - If you selected a paragraph in step 1, select any character in a paragraph that has the paragraph style rule you want to apply.

   The selected characters or paragraph are styled, and the style rules transfer to the stylesheet for your document.

Changing a style rule

To change a style rule:

1. Select Show Stylesheet in the Document menu.

2. Select the style rule you want to modify and press PROPS.

   ✦ **CAUTION:** Although the Name property is highlighted, don't change the style rule name with this procedure. If you do, the styled properties return to default settings. See the section "Renaming a style rule" for the correct procedure to use.✦

3. Change the description, if necessary.
4. Select the properties you want to change and select Done.
5. If you want to see the effects of the changes before closing the stylesheet, select Apply Style Changes in the header of the stylesheet.
6. Select Close in the header of the stylesheet.

Recovering from renaming a style rule in the Style Rule Definition sheet

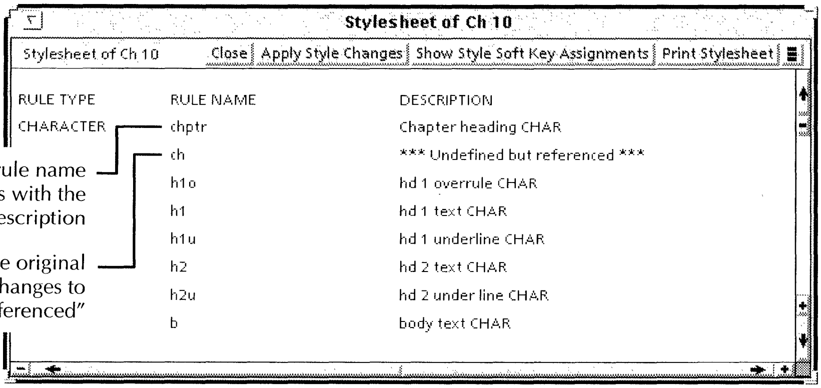
If you use the procedure for changing a style rule to change the name of a style rule, the following things happen:

- When you select Apply Style Changes or Close in the header of the stylesheet, the text that is styled by the style rule returns to the default properties.
- GLOBALVIEW displays the following message:

  "A deleted style is still referenced and has been recreated."

To recover from renaming a style rule in the Style Rule Definition sheet:

1. Select Show Stylesheet in the Document menu.



RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	chptr	Chapter heading CHAR
	ch	*** Undefined but referenced ***
	h1o	hd 1 overrule CHAR
	h1	hd 1 text CHAR
	h1u	hd 1 underline CHAR
	h2	hd 2 text CHAR
	h2u	hd 2 under line CHAR
	b	body text CHAR

The new style rule name appears with the original description

The description of the original style rule name changes to "Undefined but referenced"

2. Select the original style rule name (the one with the "Undefined but referenced" description) and press DELETE.
3. Select the new style rule name (the one with the original description) and press PROPS.
4. In the Style Rule Definition sheet, change the name back to the original name.
5. Select Done in the header of the Style Rule Definition sheet.
6. Select Apply Style Changes in the header of the Stylesheet.

   The text that is styled by the style rule returns to the style properties.

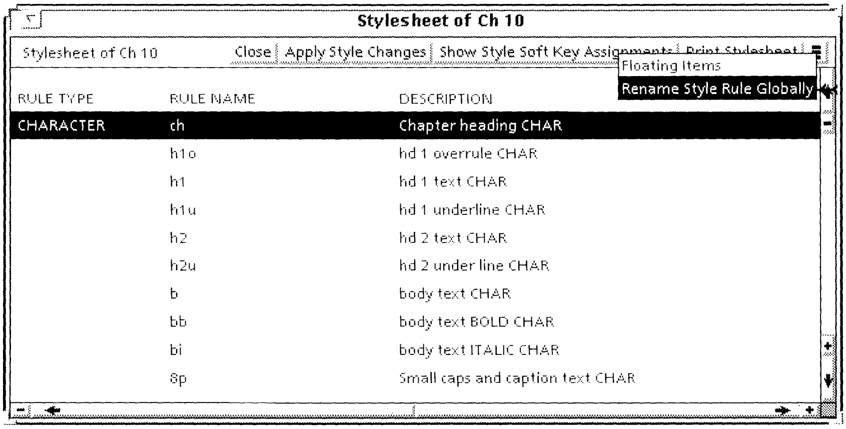
   You are now ready to rename the style rule using the correct procedure. See the section "Renaming a style rule."

Renaming a style rule

When you change the name of a style rule, all references to the style rule name are automatically changed, including the name in the document stylesheet, on the style soft keys, and in the Text property sheets.

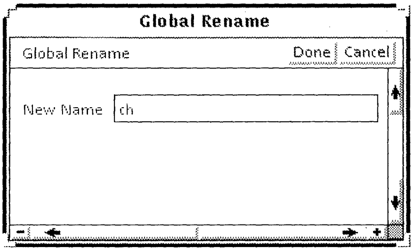
To rename a style rule:

1. Select Show Stylesheet in the Document menu.
2. Select the style rule you want to rename.
3. Select Rename Style Rule Globally in the header of the stylesheet.


Stylesheet of Ch 10
Stylesheet of Ch 10
Close
Apply Style Changes
Show Style Soft Key Assig
Floating Items
Rename Style Rule Globally

RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	ch	Chapter heading CHAR
	h1o	hd 1 overrule CHAR
	h1	hd 1 text CHAR
	h1u	hd 1 underline CHAR
	h2	hd 2 text CHAR
	h2u	hd 2 under line CHAR
	b	body text CHAR
	bb	body text BOLD CHAR
	bi	body text ITALIC CHAR
	8p	Small caps and caption text CHAR

The Global Rename option sheet appears.


Global Rename
Global Rename
Done
Cancel

New Name: ch

4. Delete the current style rule name from the New Name option in the Global Rename option sheet and enter the new name.
5. Select Done.
6. Select Close in the header of the stylesheet.

Applying hard properties to styled text

Instead of defining and applying style rules to add emphasis to text, such as italic or bold, you might want to apply hard properties. When you apply hard properties to styled text, the hard properties override the style properties; that is, style rules no longer affect the text that is formatted with hard properties.

✦ **CAUTION:** Applying hard properties to styled text causes problems if you need to modify the format of the text later on. When you redefine the current style rule or apply a different style rule to text that has hard properties, the style rule has no effect on the hard properties. If you need to modify the format of the text later on, it's recommended that you do not apply hard properties to styled text.✦

To apply hard properties to styled text:

1. Select the styled text that you want to give hard properties.
2. Do one of the following:
   - Press PROPS, set the hard properties in the Text property sheet, and select Done.
   - Press the appropriate function key.

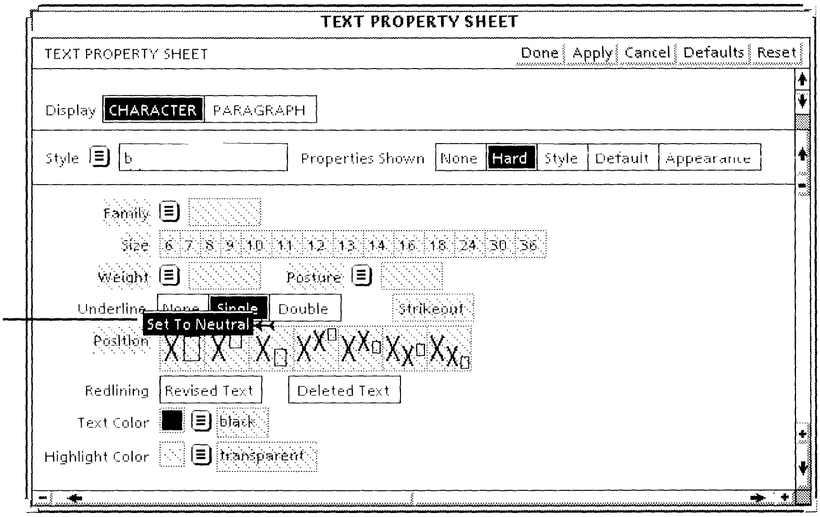
Removing hard properties from styled text

When you remove hard properties from styled text, the style properties become effective again. After removing hard properties, you can change the format of the text by modifying the current style rules or applying different style rules.

To remove hard properties from styled text:

1. Select the text that has the hard properties and press PROPS.
2. Select Character or Paragraph for the Display setting.

3. Position the pointer on the hard property that you want to remove, and press the Menu mouse button.


TEXT PROPERTY SHEET
TEXT PROPERTY SHEET
Done
Apply
Cancel
Defaults
Reset
Display
CHARACTER
PARAGRAPH
Style
b
Properties Shown
None
Hard
Style
Default
Appearance
Family
Size
6 7 8 9 10 11 12 13 14 16 18 24 30 36
Weight
Posture
Underline
None
Single
Double
Strikeout
Set To Neutral
Position
Redlining
Revised Text
Deleted Text
Text Color
black
Highlight Color
transparent

The pointer changes to a horizontal arrow, and the Set to Neutral box appears

4. Move the pointer inside the Set to Neutral box and release both mouse buttons.

   The property changes to a neutral setting (covered by gray diagonal lines). Neutral settings take on the properties of the style rules.

5. Select Done.

✦ **Note:** If the Family property is already neutral, setting it to neutral neutralizes the Weight and Stress properties.✦

Deleting a style rule

✦ **CAUTION:** Don't delete a style rule that is applied to text in the document.✦

To delete a style rule:

1. Select Show Stylesheet in the Document menu.
2. Select the style rule you want to delete.

You can't delete the last remaining character style rule or paragraph style rule in the stylesheet. The stylesheet must always contain at least one character style rule and one paragraph style rule.

3. Press DELETE.

   The style rule disappears from the stylesheet and from any style soft key to which it's assigned.

4. Select Close in the header of the stylesheet.

Resetting properties of a deleted style rule

If you delete a style rule that is applied to text in the document, the following things happen:

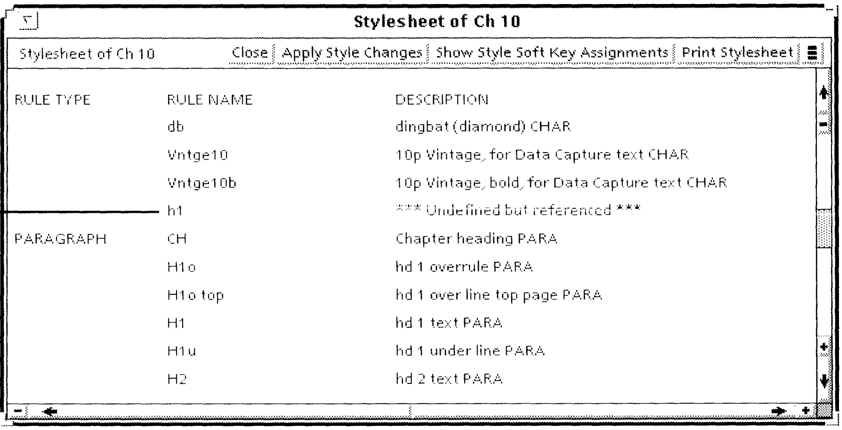
- When you select Apply Style Changes or Close in the header of the stylesheet, the text that is styled by the deleted style rule returns to the default properties.
- GLOBALVIEW displays the following message:

  "A deleted style rule is still referenced and has been recreated."

If you decide you need the deleted style rule, you must redefine the original properties as described in the following procedure.

To redefine the original properties for the deleted style rule:

1. Select Show Stylesheet in the Document menu.



RULE TYPE	RULE NAME	DESCRIPTION
	db	dingbat (diamond) CHAR
	Vntge10	10p Vintage, for Data Capture text CHAR
	Vntge10b	10p Vintage, bold, for Data Capture text CHAR
	h1	*** Undefined but referenced ***
PARAGRAPH	CH	Chapter heading PARA
	H1o	hd 1 overrule PARA
	H1o top	hd 1 over line top page PARA
	H1	hd 1 text PARA
	H1u	hd 1 under line PARA
	H2	hd 2 text PARA

The description of the style rule changes to "Undefined but referenced"

2. Select the name of the style rule you deleted and press PROPS.

   All properties for the style rule have changed to neutral settings.

3. Re-select the original properties and the description of the style rule on the Style Rule Definition sheet and select Done.

4. If you want to see the effects of the changes before closing the stylesheet, select Apply Style Changes in the header of the stylesheet.

5. Select Close in the header of the stylesheet.

Managing style rules

Use the following techniques to manage style rules:

- Create style rules for document components, such as section headings, body text, and figure captions, and combine them into entries that you can store in an expansion dictionary for easy access. See the section "Applying style rules using the Define/Expand feature," in this chapter and the section "Entering pre-defined text, graphics, and tables" in chapter 1, "Creating and editing documents," for more information about using the Define/Expand feature.

- Delete style rules you no longer need.
- Give each style rule a name that is unique for that type of style rule (character or paragraph). If you want to give a pair of character and paragraph style rules the same name, use uppercase letters for one and lowercase letters for the other to help you distinguish the two types of style rules.
- Keep the names of style rules short and meaningful.
- Organize the style rules in the style sheet, for example, alphabetically or functionally. Style rules are grouped into two types: character and paragraph. You can only move rules within the same type.
- Print a copy of the stylesheet and use it to maintain a record of existing style rules. See the section "Printing a stylesheet."
- Create template documents that contain style rules. See the section "Creating and using a template document."

Printing a stylesheet

To print a stylesheet:

1. Select Show Stylesheet in the Document menu.
2. Select Print Stylesheet in the header of the stylesheet.

   The pointer changes to the copy pointer.
3. Select a printer icon.
4. Select Close in the header of the stylesheet.

Converting units for size properties in printed stylesheets

All size properties, such as Font Size and Margins, are shown in points on the printed stylesheet. Table 10-1 shows the number of points per unit for each of the units of measure available for size properties.

Table 10-1. **Number of points per unit for each of the units of measure**

Unit	Number of points
Centimeter	28.35
Inch	72
Millimeter	2.84
Space	6

Creating and using a template document

You can create a template document that contains all of the style rules needed for a particular format. Then, all you need to do is copy the template document, open the copy, enter text, and apply style rules to the text.

If several writers are working on different sections of the same document or on different documents in the same set, using a template ensures that everyone follows the same format. Using a template for a document that you produce repeatedly, such as a weekly report, cuts down on the time you spend formatting.

To create a template document:

1. In a blank document, set the page layout properties.

   See chapter 2, "Setting page layout," for the procedures.

2. In the stylesheet, define style rules for each document element, such as chapter titles, section headings, body text, procedures, and footnotes.

   See the section "Defining a style rule."

3. Assign the style rules to the style soft keys.

   See the section "Assigning style rules to soft keys."

To use a template document:

1. Copy the template document to your workspace.

2. Open the template document and enter text.
3. Apply style rules to the text using the style soft keys.

Changing the defaults for styles

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values for printed stylesheets, add or edit the entry in the Styles section of your User Profile as shown here.

The entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

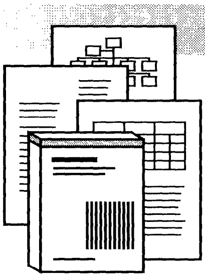
To change the preset default, replace it with one of the other options shown for the entry.

[Styles]

Show Tab Stop Type: False
--False|True

False—Specifies that printed stylesheets list the sizes of tabs but not their types (flush left, centered, flush right, or decimal).

True—Specifies that printed stylesheets list the sizes and types of tabs.



11.

Adding tables to documents

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Tables present groups of related information in columns and rows that are easy to read and understand. Use tables to display and sort information, to create forms that require ruled boxes, and to merge information into form letters, labels, and lists.

Because of the sorting and merging capabilities of tables, you can use them as the catalyst for other applications, such as Data Capture, Mail Merge, List Manager, and Calc. You can also create fill-in rules to automatically enter data into tables. For more information, see the *GlobalView Database Management User Guide.*

Insert a table as an anchored frame in a document or as an embedded frame in a draw frame. Embedding a table frame in a draw frame combines tables and graphics. For more information, see chapter 13, "Using frames in documents."

After you create a table, enter information in the cells by copying or typing text.

Creating tables

Default tables, like the one below, contain two columns, two rows, and a header row, outlined by a frame.

For information about changing the look of the default table that's created when you use the following procedure, see "Changing the defaults for tables" at the end of this chapter.

To create a table:

1. Select the location in your document for the table.
2. Hold down KEYBOARD and press SPECIAL.

3. Do one of the following:
    - Press D to insert a by-column table if you want the caret to move from column cell to column cell when you press SKIP/NEXT.
    - Press F to insert a by-row table if you want the caret to move from row cell to row cell when you press SKIP/NEXT.
4. Release KEYBOARD.

    After you create the table and begin entering text, press SKIP/NEXT to quickly move the caret to the next cell in the column or row, depending on the type of table you entered.

If the table frame doesn't appear immediately following the anchor, paginate your document. If text still appears between the anchor and the table, add a break character (KEYBOARD+ SPECIAL+2) immediately after the anchor to force the text to the next page. For information about paginating tables that don't fit on one page, see the section "Working with tables that span more than one page."

If you insert the table in a draw frame, you can use GV Draw operations to position the frame, layer shaded rectangles over table elements, and otherwise enhance the table presentation.

Typing text into cells

To type text into cells:

1. Click the Select mouse button in a cell to position the caret and begin typing.
2. Press SKIP/NEXT.

   The caret skips to the next cell in a column or a row, depending on the kind of table you created. The row expands vertically to accommodate more than one line of text.

After you add text to your table, you can format it using the procedures in chapter 3, "Formatting text."

✦ **Tip:** To quickly change the line height or justification of the text in an entire column or row, use the Text display setting in the Column or Row property sheet. See the section "Selecting a column or row" for more information.✦

To add captions to your table, see the section "Adding table captions."

Moving or copying text into cells

To move or copy text into cells:

1. Select the text to put in your table.
2. Press COPY or MOVE.
3. Select inside the table cell where you want the text copied or moved.

   If you copy or move more than one line of text into a cell, the row expands vertically to accommodate the text.

Selecting and deselecting parts of a table

After you create your table, you can change the number of columns or rows, or change their sizes. To change the appearance of tables, columns, rows, or ruling lines, you must first select them.

Selecting a table

Selecting a table and pressing PROPS displays the Table property sheet. Use the Table property sheet to sort the information in the table and change elements, such as the number of columns and rows, and the appearance of the table. For specific procedures, see the sections "Sorting information in tables," "Adding columns and rows with the Table property sheet," and "Changing the appearance of tables."

To select an entire table:

▸ Click on the table frame with the Select mouse button.

The table is selected.

✦ **CAUTION:** When you select a table frame, the Special keyboard for graphics appears. Don't use the Draw soft keys to stretch or magnify a table. To change the size of the table frame, see the section "Changing the appearance of tables."✦

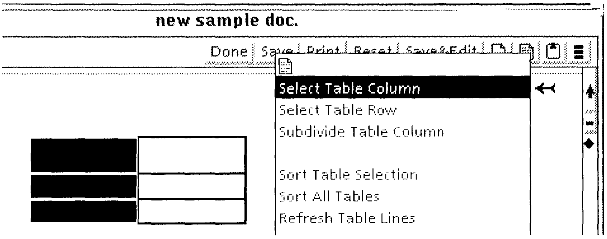
Selecting a column or row

When you select a column or row and press PROPS, a property sheet appears that you can use to sort information, change the properties of the column or row, and change the properties of the text within the column or row. For more information about sorting tables, see the section "Sorting information in tables."

To select a column:

1. Click the Select mouse button in a cell of the column.

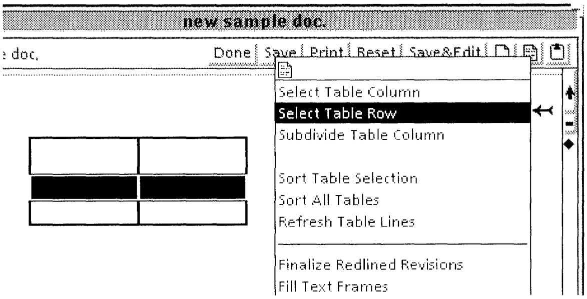
2. Do one of the following:
   - Point to another cell in the same column, and click the Adjust mouse button.
   - Select the Select Table Column command in the Content menu.


new sample doc.
Done
Save
Print
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines

The column is selected.

To select a row:

1. Click the Select mouse button in a cell of the row.
2. Do one of the following.
   - Point to another cell in the same row, and click the Adjust mouse button.
   - Select the Select Table Row command in the Content menu.


new sample doc.
doc.
Done
Save
Print
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames

The row is selected.

Selecting more than one column or row

To copy, move, delete, or apply the same properties to more than one column or row, you can use the following procedure to select more than one column or row at a time.

To select more than one column:

1. Click the Select mouse button in the header cell of the first column you want to select.
2. Click the Adjust mouse button in the header cell of the last column you want to select.

   A range of columns is selected.

To select more than one row:

1. Select a row.
2. Click the Adjust mouse button in a cell in any row above or below the row you selected.

   A range of rows is selected.

Deselecting columns and rows

To deselect columns or rows:

▸ Click the Select mouse button anywhere outside the table.

Selecting table ruling lines

To select table ruling lines:

1. Point to a table ruling line and click the Select mouse button.
2. Point to the lines and click the Adjust mouse button to select additional lines.

Deselecting table ruling lines

To deselect table ruling lines:

▶ Click the Select mouse button anywhere outside the table.

Adding columns and rows

After you create a table, you can change the number of columns and rows to fit your needs. A document can hold as many as 3500 table cells distributed in any number of tables.

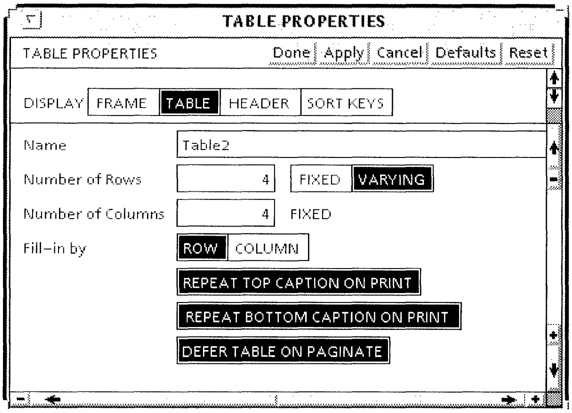
Add columns or rows in any of four ways:

- Using the Table Property sheet
- Copying a column or row
- Using SKIP/NEXT
- Typing to add a new row

The following sections provide suggestions for when to use the different ways of adding columns and rows.

Adding columns and rows with the Table property sheet

Use this method to create a large table with many rows or columns, or if you already know how many columns and rows you want in your table.



DISPLAY FRAME **TABLE** HEADER SORT KEYS

Name Table2

Number of Rows 4 FIXED **VARYING**

Number of Columns 4 FIXED

Fill-in by **ROW** COLUMN

REPEAT TOP CAPTION ON PRINT

REPEAT BOTTOM CAPTION ON PRINT

DEFER TABLE ON PAGINATE

To add columns or rows using the Table property sheet:

1. Select the table frame, and press PROPS.
2. Select Table for the Display setting.
3. Change the value for Number of Columns, Number of Rows, or for both.

   ✦ **Note:** If the page size can't accommodate the number of columns you specify, the columns that don't fit slide under the right page margin. The columns are still there, but you can't see them. To fix this, reduce the number of columns in your table, reduce the column widths, or change your page margins.✦

4. Select Done.

   Your table reappears with the number of columns and rows you specified.

Copying columns and rows within a table

Use this method to add columns or rows anywhere in a table, or to duplicate columns or rows that contain text.

To add columns or rows by copying:

1. Select the columns or rows and press COPY.
2. Place the pointer on the ruling line where you want the new columns or rows, and click the Select mouse button.

Copied columns appear to the right of the ruling line you select. Copied rows appear below the ruling line you select. If the column or row you copy contains text, the text is copied also.

Copying columns and rows to another table

You can combine two tables, or copy columns and rows from one table to a table that has fewer columns or rows.

To copy a column or columns to another table:

1. Open the property sheets for both tables.
2. Change the number of rows for the table with fewer rows to the same number as the table with more rows and select Done.

   It doesn't matter that the added rows are empty.
3. Select the columns you want to copy, and press COPY.
4. Click the copy pointer on a column ruling line in the table where you want the columns copied.

   The columns appear in the table.

To copy a row or rows to another table:

1. Open the property sheets for both tables.

2. Change the number of columns for the table with fewer columns to the same number as the table with more columns.

   It doesn't matter that the added columns are empty.

3. Select the rows you want to copy, and press COPY.
4. Click the pointer on a row ruling line in the table where you want the rows copied.

   The rows appear in the table.

Adding columns and rows using the Skip/Next key

Add columns and rows to the end of a table using SKIP/NEXT.

To add columns or rows using SKIP/NEXT:

1. Select the table and press PROPS.

   The Table property sheet appears.

2. Do one of the following:
   - To add columns as you press SKIP/NEXT, select Column for the Fill-in by property.
   - To add rows as you press SKIP/NEXT, select Row for the Fill-in by property.
3. Close the Table property sheet.
4. Place the caret in the last cell of your table and press SKIP/NEXT.

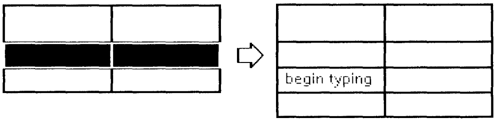
   A new column or row is added.

Typing to add a row

Use this method to add rows anywhere in your table.

To add a row by typing:

1. Select a row.
2. Type the information to appear in the first cell of the new row.



As you type, a new row containing the text is created below the row you selected.

Deleting columns, rows, and tables

To delete columns and rows:

▸ Select the column or row to delete and press DELETE.

To delete an entire table:

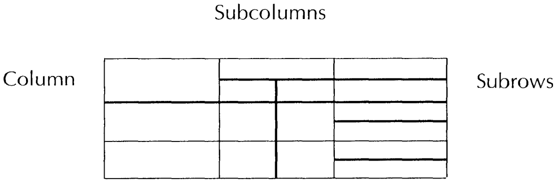
▸ Do one of the following:

- Select the table, and press DELETE.
- Select the frame anchor and press DELETE.

  If you don't see the frame anchor, select Show Structure in the Document menu.

Subdividing columns and rows

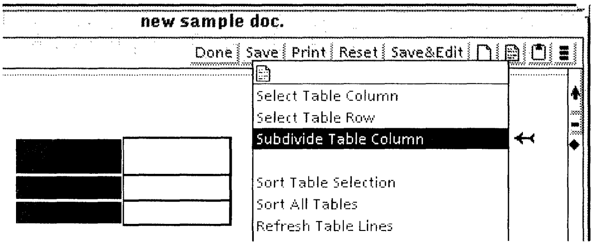
The layout of your table shows relationships between groups of information. Creating subcolumns and subrows within the columns of your table can further clarify those relationships.



Dividing a column into subcolumns

To divide a column into two subcolumns:

1. Select the column you want to divide.
2. Select Subdivide Table Column in the Content menu.


new sample doc.
Done
Save
Print
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines

The column you selected divides into two subcolumns.

To divide a column into multiple subcolumns:

1. Select the column you want to divide and press PROPS.
2. Select Divided for the Structure property.

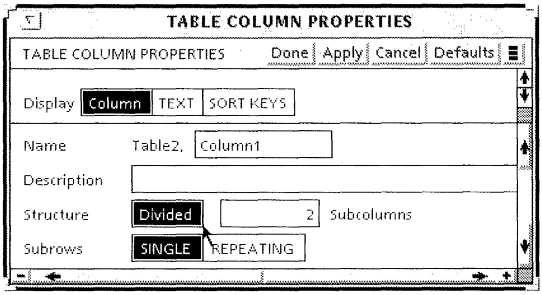


TABLE COLUMN PROPERTIES
TABLE COLUMN PROPERTIES
Done
Apply
Cancel
Defaults
TEXT
SORT KEYS
REPEATING

Display Column

Name Table2. Column1

Description

Structure Divided 2 Subcolumns

Subrows SINGLE

3. In the Subcolumns box, enter the number of subcolumns you want.
4. Select Done.

   The column divides into the number of subcolumns you specified.

Creating a column with subrows

Adding subrows lets you create tables like the one below.

Manufacturer	**Brand**	**Model**
Company X	Product X	X Model 1
		X Model 2
		X Model 3
Company Y	Product Y	Y Model 1
		Y Model 2

When you create subrows, you must first specify the column or columns that will contain the subrows.

To create a column with subrows:

1. Select the table and press PROPS.
2. Select Table for the Display setting.
3. Select Row for the Fill-in by property.
4. Select Done.
5. Select the column to contain subrows, and press PROPS.

   The Table Column property sheet appears.
6. Select Divided for the Structure property.
7. Enter **1** for the Subcolumns property to create subrows in a single column.
8. Select Repeating for the Subrows property.
9. Select Done.
10. Place the caret in a cell of the column where you want the subrows to begin, and press SKIP/NEXT.

    A new subrow appears.
11. Continue to press SKIP/NEXT, adding as many subrows as you need.

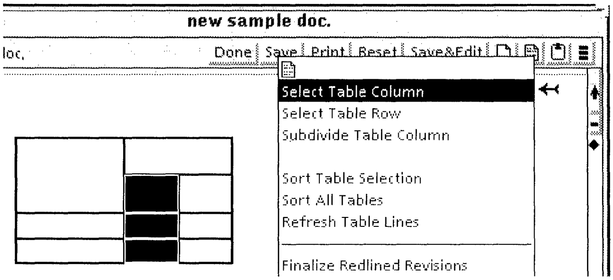
Selecting subcolumns and subrows

To change, copy, move, or delete subcolumns and subrows, you must first select them. Change selected subcolumns and subrows in the Table Row or Table Column property sheet. Use the same copy, move, and delete procedures that you use for undivided columns and rows.

Selecting a single subcolumn

To select a single subcolumn:

1. Click the Select mouse button in a cell of the subcolumn.
2. Do one of the following:
   - Click the Adjust mouse button in another cell of the selected subcolumn.
   - In the Content menu, select the Select Table Column command.


new sample doc.
Done
Save
Print
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions

The subcolumn is selected.

Selecting a column that contains subcolumns

To select a column with subcolumns:

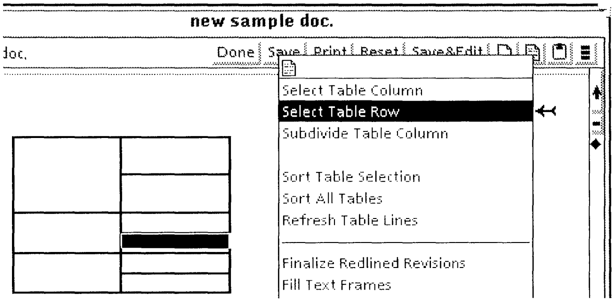
1. Click the Select mouse button in the column header.
2. In the Content menu, select the Select Table Column command.

   The entire column is selected.

Selecting a subrow

To select a subrow:

1. Click the Select mouse button in a cell in the subrow.
2. Select the Select Table Row command in the Content menu.


new sample doc.
doc.
Done
Save
Print
Reset
Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames

The subrow is selected.

3. To include the entire row, select the Select Table Row command again.

The entire row is selected.

Selecting a column that contains subrows

To select a column with subrows:

1. With the Select mouse button, select a subrow cell.
2. Do one of the following:
   - In the Content menu, select the Select Table Column command.
   - With the Adjust mouse button, select another subrow cell.

The column containing the subrows is selected. The header row is not selected.

3. Do one of the following to include the header row:
   - Click the Select mouse button in the highest cell that is highlighted.
   - In the Content menu, select the Select Table Column command.

   The entire column is selected, including the header row.

Removing subcolumns and subrows

If you create a table that contains columns with subcolumns or subrows, you might want to restore those divided columns to their original form, without subrows or subcolumns. You must delete any subrows before you can restore a subdivided column into one that contains no subcolumns.

✦ **CAUTION:** When you restore a subdivided column into one that contains no subcolumns, the text in all but the first subcolumn on the left disappears, and you cannot retrieve it. To save the text in subcolumns, copy or move it to a cell in another column or to another location in your text. You can also move or copy the column to another location.✦

To restore columns:

1. Select the entire column, including all subcolumns and subcolumn headers.
2. Press PROPS.

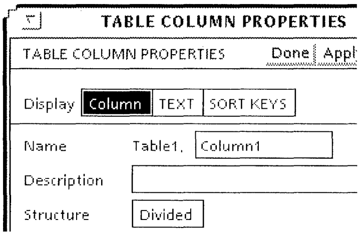


TABLE COLUMN PROPERTIES

Name Table1. Column1

Description

Structure Divided

3. Deselect Divided for the Structure property.
4. Select Done.

To delete subrows:

1. Click the Select mouse button in a cell of the subrow.
2. Select the Select Table Row command in the Content menu.
3. Press DELETE.

Changing the appearance of tables

Besides changing the size and placement of tables, you can customize the width of columns, the margins of columns and rows, and the alignment of the column and row contents.

If you repeatedly change the number of columns and rows, consider changing the appearance of the default table. For more information, see the section "Changing the defaults for tables."

Changing column width

Change the width of individual columns to accommodate the different types of information they contain.

To change the column width:

1. Select a table column and press PROPS.
2. Select Column for the Display setting.
3. Enter the value for the width in the Width box.

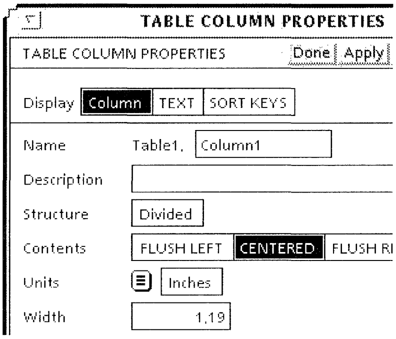


TABLE COLUMN PROPERTIES
Done
Apply

TABLE COLUMN PROPERTIES

Display: Column

Name: Table1, Column1

Description:

Structure: Divided

Contents: FLUSH LEFT | CENTERED | FLUSH RI

Units: Inches

Width: 1.19

The value you enter is in the unit of measurement shown in the Units box. To change units, select a new unit in the Units menu.

4. Select Done.

Changing column margins

Changing the column margins lets you increase or decrease the space on either side of the text in column cells.

✦ **Note:** Changing the margins of a column also changes the margins in the column header.✦

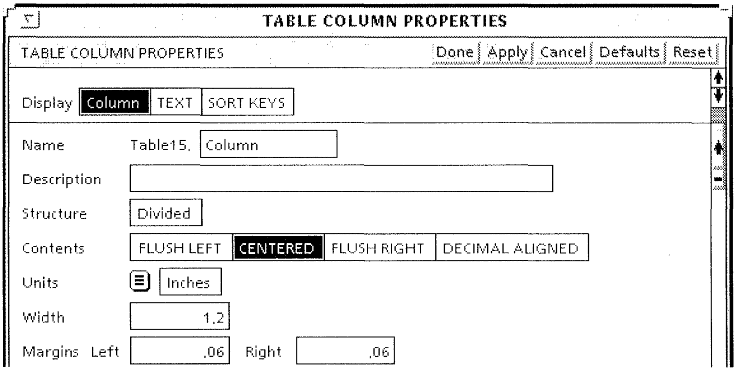


TABLE COLUMN PROPERTIES
Done
Apply
Cancel
Defaults
Reset

TABLE COLUMN PROPERTIES

Display: Column

Name: Table15, Column

Description:

Structure: Divided

Contents: FLUSH LEFT | CENTERED | FLUSH RIGHT | DECIMAL ALIGNED

Units: Inches

Width: 1.2

Margins Left: .06 Right: .06

To change column margins:

1. Select a table column and press PROPS.

2. Select Column for the Display setting.
3. Enter values for the left and right margins in the Margins boxes.

   The values you enter are in the unit of measurement shown in the Units box. To change units, select a new unit in the Units menu.
4. Select a Contents property to align your column text within the margins you set.

   If you select Decimal Aligned for the Contents property, a tab character is inserted after the paragraph character in the column, and a Tab Setting box appears in the Table Column property sheet. Use the Tab Setting box to specify how far from the left vertical ruling line you want the decimal points to align.
5. Select Done.

Copying column widths and margins using the Same key

After you set the width and margins for a particular column, you can copy those properties to other columns in the same table or columns in different tables.

To change the widths and margins of columns using the SAME key:

1. Select the column you want to change.
2. Press SAME.
3. Click the Select mouse button in the column with the values you want to copy.

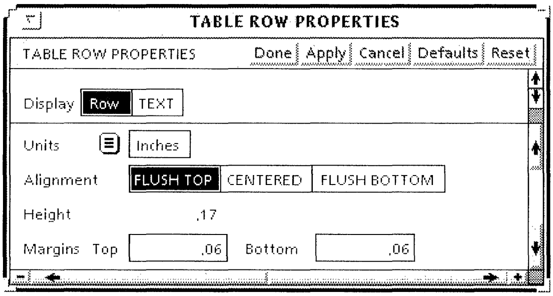
   The first column's width and margins change to the values of the second column.

Changing row margins

Changing the row margins lets you increase or decrease the space above or below the text in row cells.

To change row margins:

1. Select a table row and press PROPS.
2. Select Row for the Display setting.
3. Enter values for the top and bottom margins in the Margins boxes.



Display Row TEXT

Units Inches

Alignment FLUSH TOP CENTERED FLUSH BOTTOM

Height .17

Margins Top .06 Bottom .06

The values you enter are in the unit of measurement shown in the Units box. To change units, select a new unit in the Units menu.

When you increase the row margin, the row expands vertically to accommodate the added space.

4. Select an alignment to place your row text within the margins you set.
5. Select Done.

Changing row line height

The line height of a table cell limits the font size that the cell accommodates. Increase the line height if you select a font that is too big for the height of the cell.

To change the row line height:

1. Select a table row and press PROPS.
2. Select Text for the Display setting.
3. Select a Line Height property or select Other to enter a text line height different from those provided.

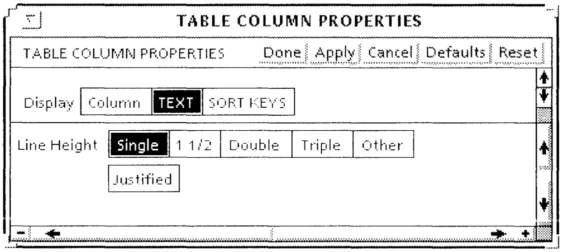


TABLE COLUMN PROPERTIES

TABLE COLUMN PROPERTIES Done Apply Cancel Defaults Reset

Display: Column **TEXT** SORT KEYS

Line Height: **Single** 1 1/2 Double Triple Other

Justified

4. Select Done.

   The row shrinks or expands to accommodate the line height you selected.

Turning off the header row

When you create a table, the header row automatically appears with the other columns and rows of the table. You can turn off the header row when you don't want to use it.

To turn off the header row:

1. Select the table and press PROPS.
2. Select Header for the Display setting.

3. Do one of the following:
   - Deselect Show for the Visibility property.
   - If the table spans more than one page and you want the header row turned on for the first page, but turned off for the following pages, deselect Repeat Header Row on Each Page.

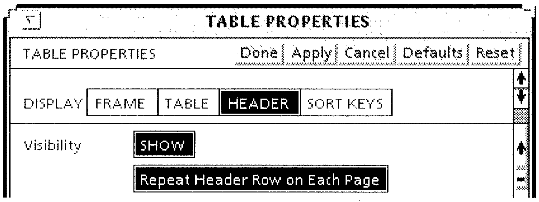


TABLE PROPERTIES
TABLE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
DISPLAY
FRAME
TABLE
HEADER
SORT KEYS
Visibility
SHOW
Repeat Header Row on Each Page

4. Select Done.

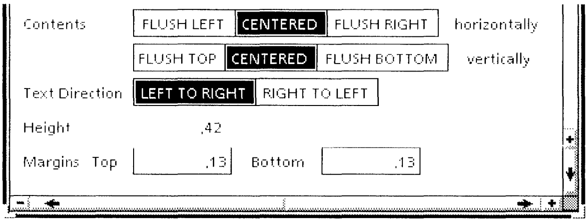
Changing header row margins

You set header row margins separately from column or row margins. Changing the header row margins increases or decreases the space above or below the text in header row cells. After you set the margins, select the horizontal and vertical placement for the contents of header rows.

To change header row margins:

1. Select the table and press PROPS.
2. Select Header for the Display setting.
3. Enter a value for the top and bottom margins in the Margins boxes.

4. Select a horizontal and a vertical placement for the Contents property.



Contents FLUSH LEFT **CENTERED** FLUSH RIGHT horizontally
FLUSH TOP **CENTERED** FLUSH BOTTOM vertically
Text Direction **LEFT TO RIGHT** RIGHT TO LEFT
Height .42
Margins Top .13 Bottom .13

Your text is aligned within the margins you set.

5. Select Done.

✦ **Note:** The margins you set for the Column in the Column property sheet override the horizontal alignment for header rows that you select in the Table property sheet. If the text in one of the cells of the header row doesn't align properly, check the margin settings for that column.✦

Changing the width and style of table ruling lines

You can change the width and style of the ruling lines between columns and rows, or set them so they don't show.

To change the width and style of table ruling lines:

1. Select one or more ruling lines.
2. Press PROPS.

   The Table Ruling Line property sheet appears.

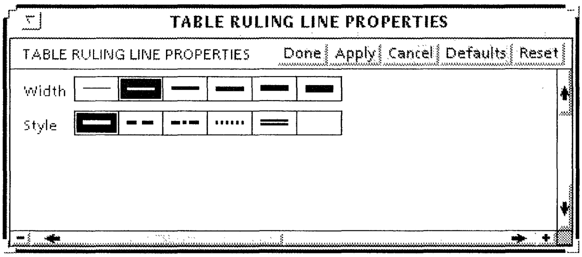


TABLE RULING LINE PROPERTIES

TABLE RULING LINE PROPERTIES Done Apply Cancel Defaults Reset

Width

Style

3. Select a line Style and Width, or select the blank box Style to make the line invisible.
4. Select Done.

Changing the style and width of table borders

To change the table border:

1. Select the table and press PROPS.
2. Select Frame for the Display setting.

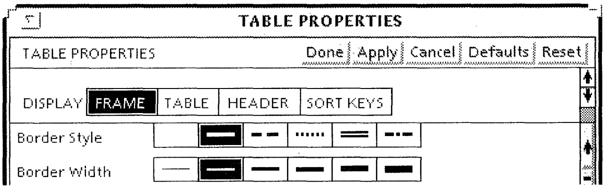


TABLE PROPERTIES
TABLE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
DISPLAY
FRAME
TABLE
HEADER
SORT KEYS
Border Style
Border Width

3. Select a Border Style and a Border Width, or select the blank box to make the border invisible.
4. Select Done.

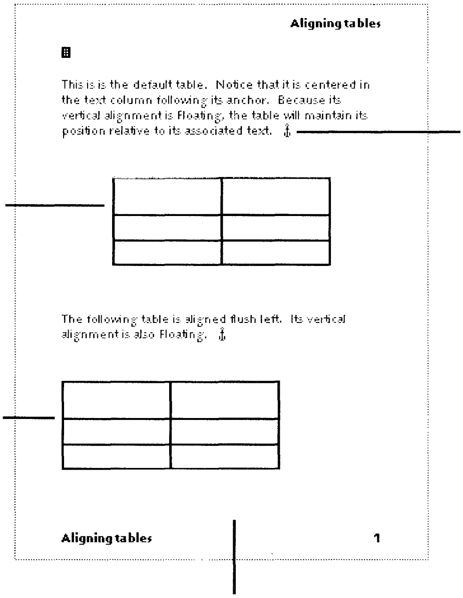
Changing the alignment of a table

The alignment determines the position of your table within the page margins or text column of your document.

To change the alignment of your table:

1. Select the table and press PROPS.
2. Select Frame for the Display setting.
3. Select a horizontal and a vertical alignment.

   The options are shown in the following illustration.



Aligning tables

This is is the default table. Notice that it is centered in the text column following its anchor. Because its vertical alignment is Floating, the table will maintain its position relative to its associated text.

The following table is aligned flush left. Its vertical alignment is also Floating.

Aligning tables 1

Floating places your table in the text column immediately following the table anchor.

Centered positions the table in the center of the text column.

Flush Left or Flush Right places your table to the left or the right in the text column.

Flush top places your table at the top of the following page.

Flush Bottom places your table at the bottom of the same page as its anchor.

The Span option that appears when you select either Flush Top or Flush Bottom lets you position your table across the entire page, or just across the text column in which it is anchored if you have more than one text column. If the table is wider than the text column or page where you insert it, the columns that don't fit slide under the right margin.

✦ **Note:** If you insert a vertically floating table that's wider than the text column in which it's anchored, the table column or columns that don't fit slide under the right text margin. The columns are still there, but you can't see them.✦

4. Select Done.
5. Paginate your document.

Sorting information in tables

Sorting tables lets you display data in a meaningful format. For example, the unsorted table below shows employees listed by department, grade, and salary.

Employee	Department	Grade	Salary
Hancock	Engineering	G5	35,000
McFadden	Documentation	G8	55,000
Evans	Documentation	G5	37,000
Samuelson	Engineering	G8	58,000
Rietz	Documentation	G6	37,000
Brietenfeld	Engineering	G5	35,000
Davlin	Engineering	G8	55,000
Phillips	Documentation	G6	38,000

All the data in the table is visible, but it's difficult to analyze what it means without sorting.

Use columns to sort tables and give a meaningful order to the information. You can sort your table using one column, or using as many as 12 columns.

The columns you use to sort the table are called sort keys. The number of columns you use as sort keys depends on what you want to conclude from the data in your table. In a one-column sort, you could group the employees alphabetically.

A two-column sort rearranges the rows based on the first column that you sorted. For example, if you wanted to know the grades of the employees in each department, you could sort by department and by grade.

Sorting with more columns, or changing the order in which you sort the columns, can change the focus of the information in your table. For example, you could sort salary range by department and by grade.

Employee	Department	Grade	Salary
Brietenfeld	Engineering	G5	35,000
Hancock	Engineering	G5	35,000
Evans	Documentation	G5	37,000
Rietz	Documentation	G6	37,000
Phillips	Documentation	G6	38,000
McFadden	Documentation	G8	55,000
Davlin	Engineering	G8	55,000
Samuelson	Engineering	G8	58,000

Think of the detailed procedure for sorting a table as four general steps performed in two different property sheets.

General procedure for sorting tables:

1. In the Column property sheet:
    a. Rename the column you want to sort.
    b. Specify whether to sort the information in the column as text, an amount, or a date.
2. In the Table property sheet:
    a. List the column or columns with which you want to sort your table.
    b. Specify whether to sort the information in each column by ascending or descending order.

To sort a table:

1. Select a column and press PROPS.
2. Select Column for the Display setting.
3. Rename the column.

✦ **Tip:** Name each column according to the type of information it contains. If you don't name the columns, the system names them in the order in which you create them, starting with Column1. If you add or delete columns, or create subcolumns, the order won't appear to be sequential, and the appropriate column will be difficult to identify when you create your Sort Key List. See step 9 for an explanation of the Sort Key List.✦

4. Select the type of sort to perform with the Type property.

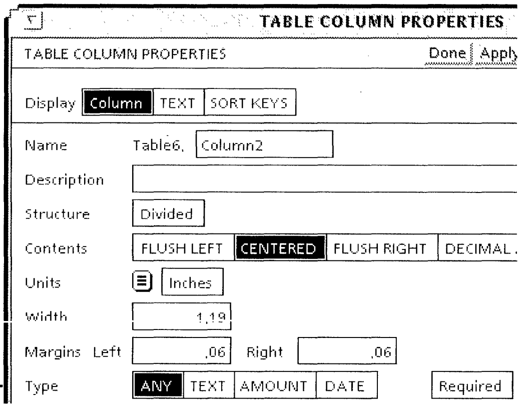


TABLE COLUMN PROPERTIES
TABLE COLUMN PROPERTIES
Done
Appl
Column
TEXT
SORT KEYS
FLUSH LEFT
CENTERED
FLUSH RIGHT
DECIMAL
ANY
TEXT
AMOUNT
DATE
Required

Display: Column

Name: Table6. Column2

Description:

Structure: Divided

Contents: CENTERED

Units: Inches

Width: 1.19

Margins Left: .06 Right: .06

Type: ANY

Type property

✦ **Note:** The Type property not only sorts the information according to text amount or date, it requires that the information in the column be of that type. If you set the Type property of a column before you enter information, and then try to put a different type of information in that column (for example, a date in an amount column), you receive an error message.

Don't set the Type property to Required unless you require data in all the cells of the column.✦

5. Close the Column property sheet.

6. Repeat steps 1 through 5 for each column you want to sort.

✦ **Note:** When you sort a table using two or more sort keys, one of the columns you sort must have identical entries in two or more cells for the sort to have an effect. For example, in the previous table the columns for Department, Grade, and Salary each have entries that are the same in at least two cells.✦

7. Select the table and press PROPS.
8. Select Sort Keys for the Display setting.

   The Sort Key List includes a menu for each column available for sorting and options for sorting the columns in ascending or descending order.
9. In the Sort Key List menus, select the name of each column to sort, in the order in which you want them sorted.

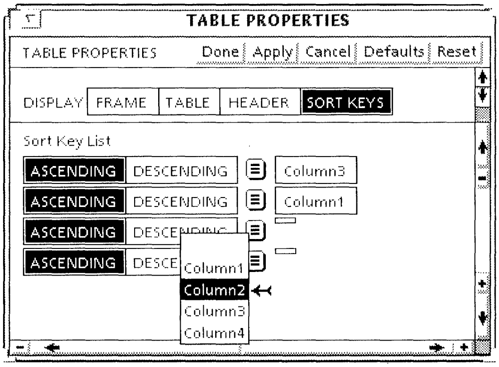


TABLE PROPERTIES
TABLE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
DISPLAY
FRAME
TABLE
HEADER
SORT KEYS
Sort Key List
ASCENDING
DESCENDING
Column3
ASCENDING
DESCENDING
Column1
ASCENDING
DESCE
ASCENDING
DESCE
Column1
Column2
Column3
Column4

10. Select Ascending or Descending for each column, depending on how you want the information to sort.
11. Select Apply or Done to sort the table.

    ✦ **Note:** When sorting tables, you can perform the same operations on subcolumns that you perform on columns by listing the subcolumn sort keys in the Column property sheet.✦

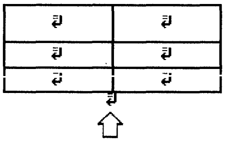
Adding table captions

Tables contain a default caption area at the bottom of the table. To see the text entry point for the table caption, you must show the non-printing characters in your document.

For information about adding captions to tables that span more than one page, see the section "Working with tables that span more than one page."

To add table captions:

1. Select Show Non-Printing without Spaces in the Document menu.
2. Select the paragraph character below the table and type your caption.



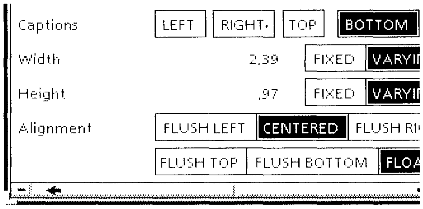
Changing the caption area of a table

The table margins provide an area for you to enter the table number or title, and descriptive information. You can place the table caption on any of the four sides of the table. Use the following procedure to change the placement of the table caption.

To change the caption area of a table:

1. Select the table and press PROPS.
2. Select Frame for the Display setting.
3. Select Left, Right, Top, or Bottom for the Captions property.

   ✦ **Note:** Make sure you specify enough space in the corresponding Margins box. See the following section for the procedure.✦



Captions LEFT RIGHT· TOP **BOTTOM**

Width 2.39 FIXED **VARYI**

Height .97 FIXED **VARYI**

Alignment FLUSH LEFT **CENTERED** FLUSH RI

FLUSH TOP FLUSH BOTTOM **FLOA**

4. Select Done.

   The paragraph character appears on the side of the table you selected.

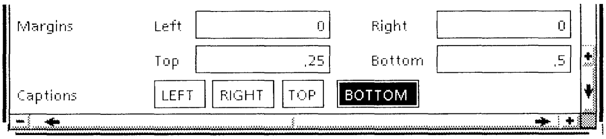
Changing table margins to enlarge the caption area

Table margins specify the size of the caption areas.

Because the margin doesn't expand as you enter text, set the table margins so that they accommodate the caption.

To change table margins:

1. Select the table and press PROPS.
2. Select Frame for the Display setting.
3. Delete the old values and enter new values for the Left, Right, Top, and Bottom table margins.



Margins Left 0 Right 0

Top .25 Bottom .5

Captions LEFT RIGHT TOP **BOTTOM**

   The value you enter is measured in the units shown in the Units box. To change units, select a new unit in the Units menu.

4. Select Done.

Working with tables that span more than one page

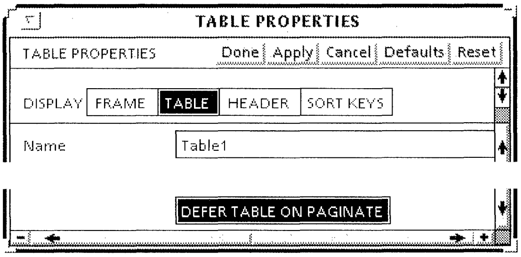
Although a table that spans more than one page appears on your screen without breaks, GV Write divides the table into segments and puts them on separate pages when you paginate and print the document. You can't change where the table breaks into segments.

Positioning tables that span more than one page

When a table is too long to fit on the page where its anchor appears, GV Write starts the table on the next page. When this happens, text that should follow the table might instead fill the space between the anchor and the table. To prevent misplaced text and begin the table on the same page as its anchor, do the following.

To start a long table on the page where its anchor appears:

1. Select the table and press PROPS.
2. Select Table for the Display setting.
3. Deselect Defer Table on Paginate.



DISPLAY FRAME **TABLE** HEADER SORT KEYS

Name Table1

DEFER TABLE ON PAGINATE

4. Select Done.
5. Paginate your document.

   The text that follows the long table starts on the same page where the table ends, if there is room. Use the following procedure to force the text to start on a new page.

To force text that follows a long table onto a new page:

1. Select the table anchor.
2. Press KEYBOARD+SPECIAL+2.

   A break character appears next to the anchor.
3. Paginate your document.

✦ **Note:** You might need to add another paragraph character and another page break character.✦

Scrolling through tables that span more than one page

Use the following procedures to quickly scroll through tables that span more than one page.

To scroll through tables that span more than one page:

▸ Do one of the following:

  - Click the Adjust mouse button on the plus or minus sign in the scrollbar to scroll one segment at a time.
  - Slide the pointer up and down in the scrollbar while holding down the Adjust mouse button. The number that you see in the scrollbar represents a percentage of the page.

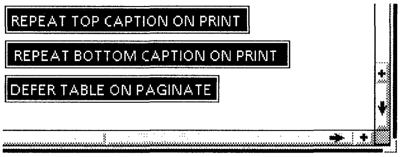
Preventing a caption on each page of a long table

Adding a caption to a long table with segments is the same as adding a caption to any other table.

The caption repeats on each page of the printed table unless you perform the following procedure.

To prevent repeating a table caption on each page of a long table:

1. Select the table and press PROPS.
2. Select Table for the Display setting.
3. Deselect Repeat Bottom Caption On Print or Repeat Top Caption On Print.



4. Select Done.

Adding "continued" to the caption of a long table

Use the following procedure if your table spans more than one page and you want the caption to include the word "continued" on each page when it's printed.

To add the word "continued" to the caption of a long table:

1. Paginate and print your table to see where the table segments split.
2. Copy the table anchor next to itself.
3. Select Paginate Displayed Pages in the Document menu to arrange the table frames in the correct sequence.
4. Delete all rows in the first table that don't appear on the first table page in your printout.
5. In the second table, delete all rows that appear on the first table page in the printout.
6. Type "**continued**" in the second table caption.
7. Paginate your document.

Preventing the header row from repeating

To prevent the header row from repeating on each page of a table that spans more than one page:

1. Select the table and press PROPS.
2. Select Header for the Display setting.

3. Deselect Repeat Header Row on Each Page.

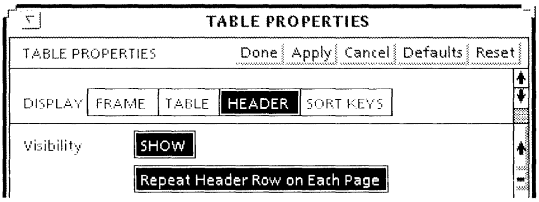


TABLE PROPERTIES
TABLE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
DISPLAY
FRAME
TABLE
HEADER
SORT KEYS
Visibility
SHOW
Repeat Header Row on Each Page

4. Select Done.

Using a shortcut to create tables

You can use the Define/Expand feature to create a template from an existing table whose properties you often want to duplicate. For more information on creating expansion dictionaries, see chapter 1, "Creating and editing documents."

To define tables for your expansion dictionary:

1. Load your expansion dictionary.
2. Select the table anchor.
3. Press SHIFT+DEF/EXP.

   The Define Options sheet appears.
4. Type the abbreviation for the table in the Abbreviation box.

   ✦ **CAUTION:** If you use the same abbreviation as an existing item in the expansion dictionary, the new item replaces the old one without warning.✦
5. Select Start.

The system adds your abbreviation and the table it defines to the expansion dictionary.

To add defined tables to your document:

1. Select the location in your document where you want to insert the table anchor.
2. Type the abbreviation for the table.
3. Press DEF/EXP.

   The table anchor appears at the selected place in your document.
4. Paginate your document to make the table appear immediately following the anchor.

Changing the defaults for tables

The table defaults define a standard table as a starting point for creating more complex tables. As described at the beginning of this chapter, the default table has two columns, two rows, and a header row.

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values for tables, add or edit entries in the Document Tables Defaults section of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

[Document Tables Defaults]

Units: Inches
--Inches|Millimeters|Centimeters|Points|Spaces

Horizontal Alignment: Centered
--Centered|Flush Left|Flush Right

Vertical Alignment: Floating
--Floating|Flush Bottom|Flush Top

> Floating—Places your table in the text column immediately following the table anchor.
>
> Flush Bottom—Places your table at the bottom of the same page as its anchor.
>
> Flush Top—Places your table at the top of the page following its anchor.

--**Border Width: Width2**
Width2|Width1|Width3|Width4|Width5|Width6

--**Border Style: Solid**
Solid|Invisible|Dashed|Dotted|Double|Broken

--**Span: Column**
Column|Page

--**Top Margin: 0.25**
Value range depends on Units; for inches, supply a value from 0 to 13.88

--**Bottom Margin: 0.5**
Value range depends on Units; for inches, supply a value from 0 to 13.88

--**Left Margin: 0**
If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

--**Right Margin: 0**
If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

Top Caption: False
--False|True

Bottom Caption:True
--False|True

Left Caption: False
--False|True

Right Caption: False
--False|True

Width: 2.39
--From 0 to 25.99 inches, but default can depend on column width and frame margins

Height: 0.97
--Value range depends on Units: for inches, supply a value from 0 to 55.54

Fixed Width: False
--False|True

False—Allows the table width to increase when you add more columns to the table.

True—Prevents the table width from increasing when you add more columns. The result is the same width table with narrower columns.

Fixed Height: False
--False|True

False—Allows the table height to increase when you add more rows to the table.

True—Prevents the table height from increasing when you add more rows. The result is the same height table with narrower rows.

Number Of Rows: 2
--2|1|3|4|5|6|7|8|9|10

Number Of Columns: 2
--2|1|3|4|5|6|7|8|9|10

Rows: Varying
--Varying|Fixed

Varying—Allows the number of rows to increase if you press SKIP/NEXT when the caret is in the last cell of the last table row.

Fixed—Prevents the number of rows from increasing if you press SKIP/NEXT when the caret is in the last cell of the last table row.

Columns: Varying
--Varying|Fixed

Varying—Allows the number of columns to increase if you press SKIP/NEXT when the caret is in the last cell of the last table column.

Fixed—Prevents the number of columns from increasing if you press SKIP/NEXT when the caret is in the last cell of the last table column.

Fill-in by: Row
--Row|Column

Row—Moves the caret to the next cell in the row when you press SKIP/NEXT.

Column—Moves the caret to the next cell in a column when you press SKIP/NEXT.

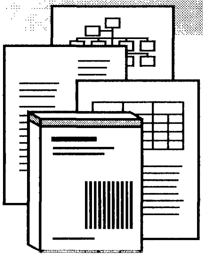
Repeat Top Caption On Print: True
--True|False

Repeat Bottom Caption On Print: True
--True|False

Defer Table On Paginate: True
--True|False

True—Moves the table to the next page when you paginate, if it doesn't fit on the same page as its anchor.

False—Starts the table on the same page as the anchor, and splits the table when you print it after paginating.



12.

Printing documents and books

Preparing a document for printing 12-4
Preparing a book for printing 12-5
Setting printer icon properties and options 12-5
Printing closed documents, books, and folders 12-6
Printing an open document 12-6
Printing and displaying Pro Illustrator graphics 12-8

This chapter provides tips for preparing your documents and books for printing. For workstation GLOBALVIEW users, the following table shows where to go for other printing information:

For information on:	See:
System and printer fonts	*GLOBALVIEW Font Sampler*
TCP/IP printing	*GLOBALVIEW Workspace User Guide*
Shared Document Services printing	*Xerox GLOBALVIEW Network Access User Guide*
Local printing	*GLOBALVIEW Local Printing User Guide*

For PC GLOBALVIEW users, the following table shows where to go for other printing information:

For information on:	See:
Desktop and PS printing	*GLOBALVIEW Printing User Guide*
Shared Document Services printing	*Xerox GLOBALVIEW Network Access User Guide*
System and printer fonts	*GLOBALVIEW Font Sampler*

Preparing a document for printing

Before you print a document, answer the questions in the following table to be sure your document is complete and ready for printing.

Did you:	For information on:	See:
Paginate the entire document, and correct undesirable page breaks?	Paginating documents	Chapter 1, "Creating and editing documents"
Make sure words are hyphenated correctly, and, if necessary, update the hyphenation dictionary?	Manually adding hyphens to words	Chapter 1, "Creating and editing documents"
	Automatically adding hyphens to words and updating the hyphenation dictionary	Chapter 5, "Hyphenating text automatically"
Make sure that graphic, table, and chart placement is correct in relation to text?	Working with graphics	Chapter 13, "Using frames in documents"
	Working with tables	Chapter 11, "Adding tables to documents"
	Working with charts	*GLOBALVIEW Paint and Chart User Guide*
Make sure the page headings and footings are correct?	Creating page headings and footings	Chapter 2, "Setting page layout"
Make sure the page numbers are correct?	Creating page numbers	Chapter 2, "Setting page layout"
Make sure the printer you want to use has the correct fonts loaded?	Identifying document and printer fonts	*GLOBALVIEW Font Sampler*
	Finding out what fonts are loaded on the printer	Your printer documentation or your system administrator

✦ **Note:** If you are not sure which fonts are loaded on the printer you are using, select fonts for your document that are compatible with any printer.✦

Preparing a book for printing

To prepare a book for printing:

1. Place the documents in the book and arrange them in the order you want them to print.
2. Set the page numbering properties for all documents in the book including any documents contained within folders or other books. For information, see the section "Numbering pages sequentially across book contents" in chapter 2, "Setting page layout."
3. Set the page heading and page footing properties for all documents in the book.
4. Paginate the completed book by selecting Compress And Paginate in the Workspace menu.

✦ **Note:** To print specific pages in a book, make sure the cover sheet of the book is not displayed. If the cover sheet is displayed, select Don't Show Cover Sheet in the Floating Items menu before copying the book icon to the printer.✦

Setting printer icon properties and options

You can set properties for your printer icon before printing, or you can set the options each time you print.

For information on setting printer icon properties, workstation users see the *GLOBALVIEW Workspace User Guide.*

PC users can find this information in the *GLOBALVIEW Printing User Guide.*

Printing closed documents, books, and folders

To print a closed document, book, or folder:

1. Select the document, book, or folder icon.
2. Press COPY.
3. Position the pointer on the printer icon and click the Select mouse button.
4. Do one of the following:
   - If you deselected When Printing Display Options on the property sheet for that printer, the document prints automatically.
   - If you selected When Printing Display Options on the property sheet for that printer, the Printing option sheet appears. Select the options you want and select Start to print the document.

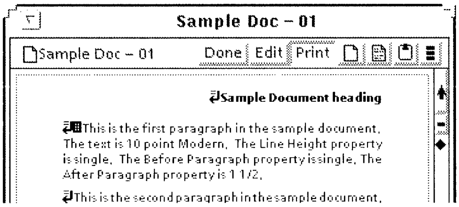
Printing an open document

Software required—Run the Open Doc Print software application to perform the tasks in this section.

✦ **Note:** Paginate the open document before printing. You can set the Printing option sheet so that the document paginates automatically before printing, or you can paginate it yourself by selecting Paginate or Compress And Paginate in the Document menu.✦

To print an open document:

1. Select Print in the document header.



Sample Document heading

This is the first paragraph in the sample document. The text is 10 point Modern. The Line Height property is single. The Before Paragraph property is single. The After Paragraph property is 1 1/2.

This is the second paragraph in the sample document.

The mouse pointer changes to a small document shape.

2. Position the small document on the printer icon and click the Select mouse button.
3. Do one of the following:
    - If you deselected When Printing Display Options on the property sheet for that printer, the document prints automatically.
    - If you selected When Printing Display Options on the property sheet for that printer, the Printing option sheet appears. Select the options you want and select Start to print the document.

✦ **Note:** When you send the open document to the printer, there is a time delay of a few seconds during which you cannot edit the document. When the message:

"OK for editing again"

appears, you can edit the document.✦

To stop the print operation before selecting the printer:

▸ Press STOP.

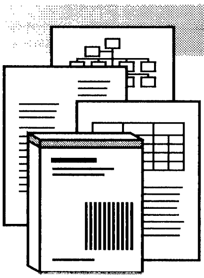
Printing and displaying Pro Illustrator graphics

If you have a document that contains Pro Illustrator graphics, you can display and print the illustrations even if you do not have the Pro Illustrator application running. To do this, load and run the Illustrator Basics application.

Illustrator Basics allows you to do the following:

- View Pro Illustrator graphics in Outline or Full Display mode using the Show Full Illustrator Graphics and Outline Illustrator Graphics commands in the Document menu
- Select, copy, move, resize, and delete Pro Illustrator graphics frames
- Change Pro Illustrator frame properties
- Paginate and print documents containing Pro Illustrator graphics

For more information about the Illustrator Basics application, see the Pro Illustrator documentation.



13.

Using frames in documents

Frame basics 13-3

Inserting anchored frames in documents 13-4

- Positioning anchored frames on a page 13-6
- Copying, moving, and deleting anchored frames 13-7

Embedding frames in anchored draw frames 13-8

- Copying or moving embedded frames 13-9
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Modifying frames 13-10

- Changing frame size 13-10
- Changing frame margins 13-13
- Changing the frame caption area 13-14
- Changing the style and width of frame borders 13-15
- Using color with frames 13-16
- Copying frame properties with the Same key 13-16

Using bitmap frames to enter illustrations 13-17

- Changing the scale of the contents of bitmap frames 13-17
- Placing an illustration in a bitmap frame 13-20

Using text frames to annotate graphics 13-21

- Changing the inner margin of text frames 13-23
- Changing the text orientation of text frames 13-23

Using image frames to merge illustrations stored remotely 13-25

Changing the defaults for frames 13-26

You insert frames in documents to hold tables, graphics, equations, footnotes, or text. The type of frame you enter indicates what type of information the frame holds.

This chapter explains how to enter the different frames and how to use the features common to all frames for:

- Setting frame width and height
- Setting frame margins
- Aligning the frame on the page
- Changing the appearance of frame borders
- Specifying the frame border and background colors
- Specifying the side of the frame for the caption

Frame basics

Within a document, you can enter frames in two ways: anchored within the text or embedded within an anchored draw frame.

When you anchor a frame in text, the frame anchor appears in the selected location, and the frame appears in the first available location after the anchor.

You enter embedded frames inside anchored draw frames. Embedded frames don't have an associated frame anchor character.

Both anchored and embedded frames have property sheets you use to modify the appearance and placement of the frame.

The following table shows where to find more detailed information about using frames for specific functions.

Frame type	Used for	Chapter Name	Application
Bitmap	Holding and editing bitmap (raster) graphics	Chapter 13, "Using frames in documents"	GV Write
Draw	Creating simple line drawings in your documents, and a container for embedded frames	Chapter 14, "Using GV Draw"	GV Draw
Equation	Creating equations in documents	Chapter 16, "Adding equations to documents"	GV Equations
Footnote	Inserting footnotes in documents	Chapter 9, "Adding footnotes to documents"	Footnotes
Image	Reserving a space for bitmap (raster) graphics stored at a central printer	Chapter 13, "Using frames in documents"	GV Write
Table	Creating tables in documents	Chapter 11, "Adding tables to documents"	GV Write
Text	Annotating graphics and creating custom page layouts	Chapter 2, "Setting page layout"	GV Write

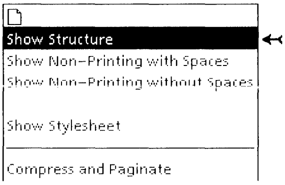
Inserting anchored frames in documents

When you enter an anchored frame, the frame anchor appears in the selected location, and the frame appears in the first available location after the anchor.

Anchored footnote frames are the exception; the frame appears at the bottom of the page on which you insert the anchor. For more information see chapter 9, "Adding footnotes to documents."

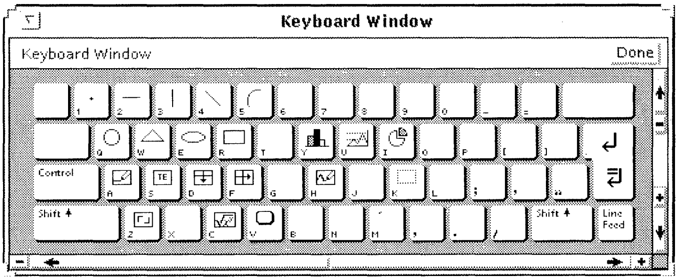
To see the frame anchor:

- Select Show Structure in the Document menu.


Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Show Stylesheet
Compress and Paginate

To insert an anchored frame in a document:

1. Select the location in your document for the frame.
2. Hold down KEYBOARD and press SPECIAL.
3. Press Show to see the Special keyboard for graphics.


Keyboard Window
Keyboard Window
Done
Control
Shift
Shift
Line Feed

4. Do one of the following:
   - Press A to enter a draw frame.
   - Press S to enter a text frame.
   - Press D or F to enter a table frame.
   - Press B to enter a footnote frame.
   - Press C to enter an equation frame.

   The frame anchor appears in the selected location, and the frame appears in the first available location after the anchor.
5. Release KEYBOARD.
6. Paginate your document.

If text appears between the anchor and the frame, add a break character (KEYBOARD+ SPECIAL+2) immediately after the anchor to force the text to the next page.

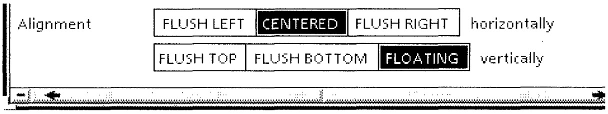
✦ **Note:** Because anchored frames (except table frames) are a continuous scroll, they don't carry over from one page to another. A frame that is longer than a single page is cut off when you print it.✦

Positioning anchored frames on a page

The combined width of a frame and its margins is usually limited to the text column width. On a single column page, the text column width includes the distance between the left and right page margins, so frames can span the page anywhere on a single text column page.

On multiple text column pages, frames can span the entire page only if you position them at the top or bottom of the page.

You position frames at the top or bottom of the page by setting the Alignment property in the Frame property sheet.



Alignment FLUSH LEFT [✓ CENTERED] FLUSH RIGHT horizontally
FLUSH TOP FLUSH BOTTOM [✓ FLOATING] vertically

The property for horizontal Alignment places the frame horizontally within the text column in which you place the anchor, reserving space for the values that you specify in the frame Margins property. The default horizontal Alignment is Centered and the default left and right Margin values are 0.

The property for vertical Alignment specifies where the frame appears in relation to its anchor.

Floating—Places the frame immediately following the anchor. If the text is edited and the anchor moves, the frame moves also. Floating is the default setting for the vertical Alignment property and the default top and bottom Margin values are .25 inches.

Flush Top—Places the frame at the top of the next page after the anchor.

Flush Bottom—Places the frame at the bottom of the same page as the anchor.

Use the following procedure if you want a frame to span multiple text columns, or if you want to change the position of the frame within a single text column.

To position a frame on the page:

1. Select the border of the frame, and press PROPS.
2. Select Frame for the Display setting.
3. Select a property for the horizontal and vertical alignments.
4. Select Done.
5. Paginate your document.

Copying, moving, and deleting anchored frames

If you copy, move, or delete an anchored frame, the frame and all the objects it contains, including embedded frames, are copied, moved, or deleted also.

To copy or move an anchored frame:

1. Do one of the following:
    - Select the frame border.
    - Select the frame anchor.
2. Press COPY or MOVE.
3. Place the pointer where you want the anchor to appear, and click the Select mouse button.

   The anchor appears where you clicked the pointer, and the frame appears in the first available location in the document.
4. Paginate your document.

   The frame position adjusts in relation to the anchor according to the setting of the Alignment property. See the section "Positioning anchored frames on a page" for more information.

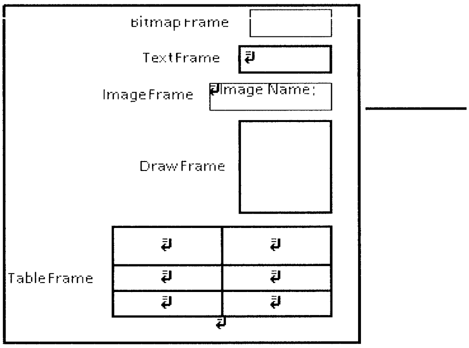
To delete an anchored frame:

1. Do one of the following.
    - Select the frame border.
    - Select the frame anchor.
2. Press DELETE.
3. Select Yes to confirm.

    The frame and its anchor are deleted.
4. Paginate your document.

Embedding frames in anchored draw frames

You can insert draw, text, table, bitmap, equation, or image frames in an anchored draw frame to create complex or annotated graphics.


Bitmap Frame
TextFrame
ImageFrame
Image Name:
DrawFrame
TableFrame

Anchored draw frame

To add an embedded frame to an anchored draw frame:

1. Select inside a draw frame.
2. Press KEYBOARD+SPECIAL.
3. Do one of the following:

  - Press A for a draw frame.
  - Press S for a text frame.
  - Press D or F for a table frame.
  - Press H for a bitmap frame.
  - Press K for an image frame.
  - Press C for an equation frame.

4. Release KEYBOARD.

Copying or moving embedded frames

After you place an embedded frame in a draw frame, you can copy, move, or delete it.

You can copy or move embedded frames:

- To another position in the same draw frame or into another draw frame. The resulting frame is still an embedded frame.

- To a position in the main body of text if your frame is an embedded text, table, or draw frame. The resulting frame is an anchored frame.

To copy or move an embedded frame:

1. Select the frame border.
2. Press COPY or MOVE.
3. Do one of the following:
   - Select a destination within the text for an anchored frame.
   - Select a destination within a draw frame for an embedded frame.
4. If the resulting frame is an anchored frame, paginate the document.

Deleting embedded frames

To delete an embedded frame:

1. Select the frame border.
2. Press DELETE.

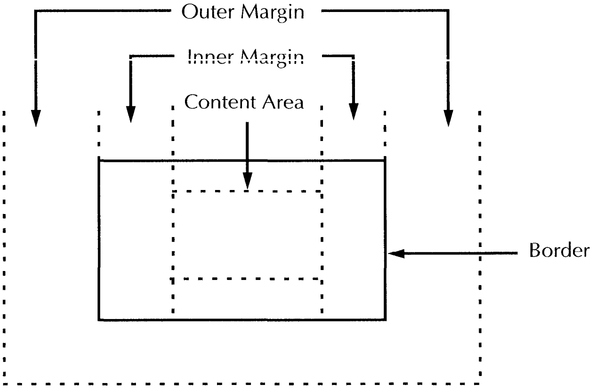
Modifying frames

Using the Frame property sheet, you can change the size and margins of frames, the color, style, and width of the frame border, and the color of the frame background.

Changing frame size

The frame size includes the outside margins, which are invisible. Adjust the size of the frame and its margins so that their combined size fits within the page or column. See the section "Changing frame margins" for more information.

The total space occupied by the frame consists of the content area of the frame, the inner and outer frame margins, and the frame border.



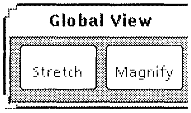
You can change the size of the frame using either:

- The Draw soft keys and the guiding point of the frame
- The Frame property sheet

✦ **Note:** Don't use function keys to adjust the size of table frames. See chapter 11, "Adding tables to documents" for more information.✦

To change the frame size using the Draw soft keys:

1. Select a corner of the frame.
2. Do one of the following:



- Press the STRETCH function key to adjust the frame width, height, or both.
- Press the MAGNIFY function key to adjust either the width or height. The other dimension adjusts proportionally.

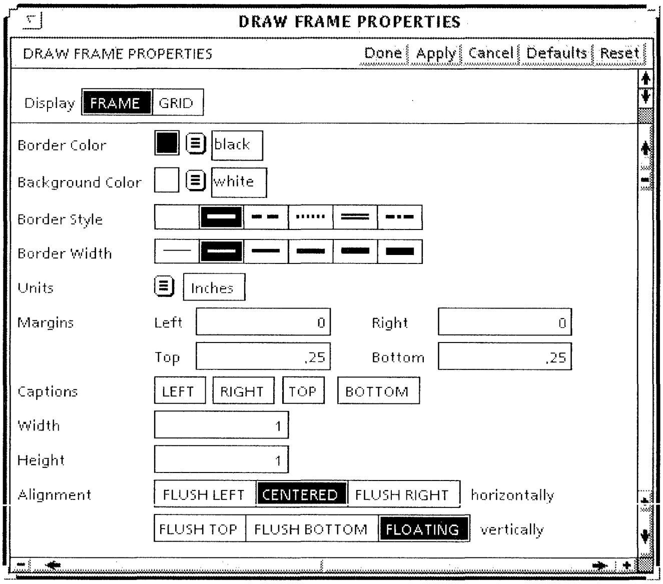
  The guiding point appears at the corner you selected, and the pinned point appears at the opposite corner.

3. Place the pointer where you want the guiding point to move, and click the Select mouse button.

   The frame size changes.

To change the frame size using the Frame property sheet:

1. Select the border of the frame and press PROPS.



DRAW FRAME PROPERTIES

Display [✓ FRAME] GRID

Border Color ■ black

Background Color ☐ white

Units Inches

Margins Left 0 Right 0

Top .25 Bottom .25

Captions LEFT RIGHT TOP BOTTOM

Width 1

Height 1

Alignment FLUSH LEFT [✓ CENTERED] FLUSH RIGHT horizontally

FLUSH TOP FLUSH BOTTOM [✓ FLOATING] vertically

2. Select Frame for the Display setting.

3. Enter new values for Width or Height, or for both.

   The values you enter are in the units specified in the Units property. You can select a different unit in the Units menu to change units.

4. Select Done.

   The frame changes to the size you specified.

✦ **Note:** In text, table, and equation frames, you have the additional option of setting the Width and Height properties to Fixed or Varying. If you select Fixed, the value in the box cannot change, so the frame doesn't expand to hold additional characters. If you select Varying, the value in the box changes as you enter more characters in the frame, letting the frame expand horizontally, vertically, or both.✦

Changing frame margins

Frame margins are invisible areas outside the frame border that provide space for the caption in anchored and embedded frames.

You can also use the Margin properties to center or offset anchored frames within the page or column margins.

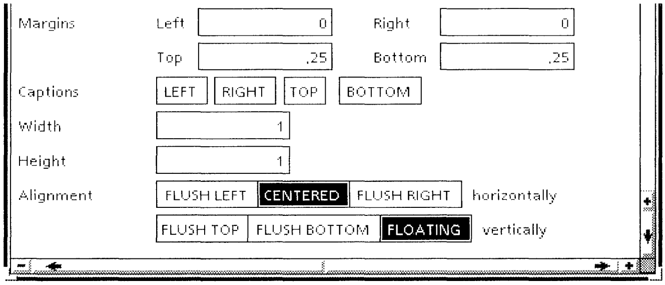
The amount of space you enter for the margins is added to the frame size.

Adjust the size of an anchored frame or its margins so that its combined size fits within the page or column. For example, if the width between the page or column margins is five inches, the combined width of the frame and its side margins must not exceed five inches.

If you change the margin of an embedded frame, making it larger than the frame in which it is embedded, the excess margin area slides under the border of the anchored frame and disappears. The content of the frame is still there, but you can't see it.

To change frame margins:

1. Select the border of the frame and press PROPS.
2. Select Frame for the Display setting.
3. Enter new values for the Left, Right, Top, or Bottom Margin property.



Margins	Left	0	Right	0			
	Top	.25	Bottom	.25			
Captions	LEFT	RIGHT	TOP	BOTTOM			
Width	1						
Height	1						
Alignment	FLUSH LEFT	CENTERED	FLUSH RIGHT	horizontally			
	FLUSH TOP	FLUSH BOTTOM	FLOATING	vertically			

The values you enter are in the units specified in the Units property. You can select a different unit from the Units menu.

4. Select Done.

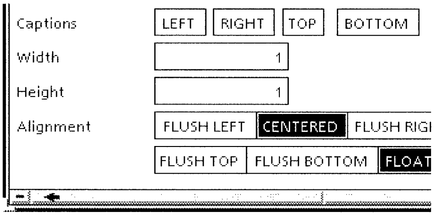
   The margins change.

Changing the frame caption area

You can place a caption on any side of a frame that has sufficient space in the outside margin. The default caption area is Bottom for all frame types.

To change a frame caption area:

1. Select a frame and press PROPS.
2. Select Frame for the Display setting.
3. Select Left, Right, Top, Bottom, or any combination of sides for the Caption property.



Captions LEFT RIGHT TOP BOTTOM
Width 1
Height 1
Alignment FLUSH LEFT [✓ CENTERED] FLUSH RIG
FLUSH TOP FLUSH BOTTOM [✓ FLOAT]

4. If necessary, change the Margin value to accommodate the caption text. See "Changing frame margins" for the procedure.

   If you highlighted a setting for the Caption property, but the corresponding Margin value is 0, the property sheet doesn't close until you provide a positive value for the margin.

5. Select Done.

   A paragraph character appears on the side or sides of the frame you selected for the caption area.

To enter text in the caption area:

- Select the paragraph character and begin typing.

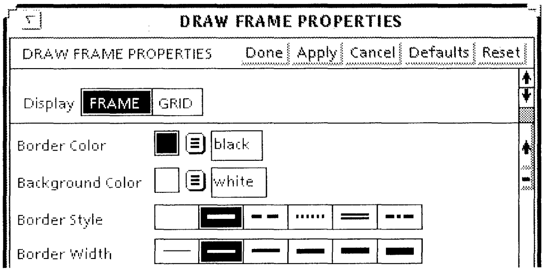
  If some of your caption disappears from view, change the margin for that side of the frame.

You can set character and paragraph properties for the caption text using the Character property sheet or the function keys. See chapter 3, "Formatting text" for more information and procedures.

Changing the style and width of frame borders

GLOBALVIEW provides several frame border styles and widths for both anchored and embedded frames.

The default style and width properties are different depending on whether the frame is anchored or embedded.



Display FRAME GRID

Border Color black

Background Color white

Border Style

Border Width

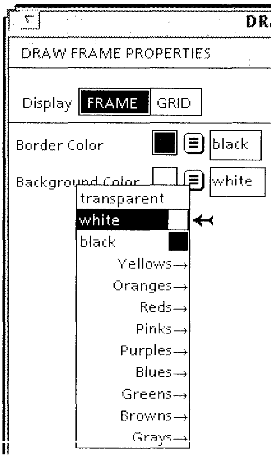
The width of the frame border doesn't change the dimensions of the frame. If you select a thick border, it might obscure some of the contents near the edges of the frame.

To change the style or width of the frame border:

1. Select the border of the frame and press PROPS.
2. Select Frame for the Display setting.
3. Do one of the following:
   - Select a Border Style.
   - Select a Border Width.
4. Select Done.

Using color with frames

If you print your document on a color printer, you can choose from a selection of border and background colors for frames.



DRAW FRAME PROPERTIES

Display FRAME GRID

Border Color black

Background Color white

To change the border or background color of a frame:

1. Select the frame and press PROPS.
2. Select Frame for the Display setting.
3. Do one or both of the following:
    - Select a border color in the Border Color menu.
    - Select a background color in the Background Color menu.
4. Select Done.

Copying frame properties with the Same key

You can use the SAME key to copy the following frame properties from one frame to another:

- Border Color
- Background Color
- Border Style
- Border Width
- Units
- Margins
- Caption area

You cannot use the SAME key to copy frame Width or Height properties.

To copy Frame properties using the SAME key:

1. Set the properties you want in the first frame.
2. Close the property sheet and select the second frame.

3. Press SAME.
4. Select the first frame.

   The properties of the second frame change to those of the first frame.

Using bitmap frames to enter illustrations

A bitmap frame provides a container to hold both color rasters and black and white bitmaps. Bitmap frames must be embedded in draw frames.

You can place the following converted formats into bitmap frames. Illustration Format graphics can also be converted to these formats:

- Tiff
- CALS Raster
- PCX
- Sun Raster (B)
- Sun Raster (B/G/C)
- MacPaint
- IMG

For information about using converters, see the *GLOBALVIEW Text and Graphics Conversion User Guide.*

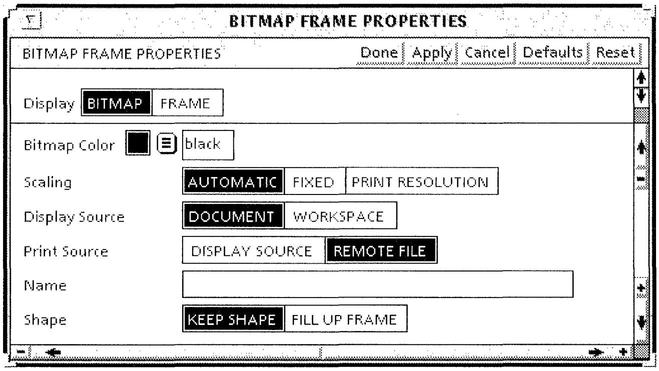
When you create an illustration using GV Paint, you can display it in your document by copying or moving it directly into the bitmap frame or by calling it from your workspace. Calling an illustration from your workspace is convenient if you use the same illustration in several locations or if the illustration consumes a large amount of disk space. For information about using the GV Paint application, see the *GLOBALVIEW Paint and Chart User Guide.*

Changing the scale of the contents of bitmap frames

Use the Bitmap property sheet to change the scale of the illustration before you place it in a bitmap frame.

You have three choices (Automatic, Fixed, and Print Resolution) for determining how a bitmap frame scales the illustration you place in it:

Automatic Shrinks or expands the illustration to fit the bitmap frame. The Shape property that appears when you select Automatic controls whether to maintain the illustration proportions during scaling.



Display [✓ BITMAP] FRAME

Bitmap Color black

Scaling [✓ AUTOMATIC] FIXED PRINT RESOLUTION

Display Source [✓ DOCUMENT] WORKSPACE

Print Source DISPLAY SOURCE [✓ REMOTE FILE]

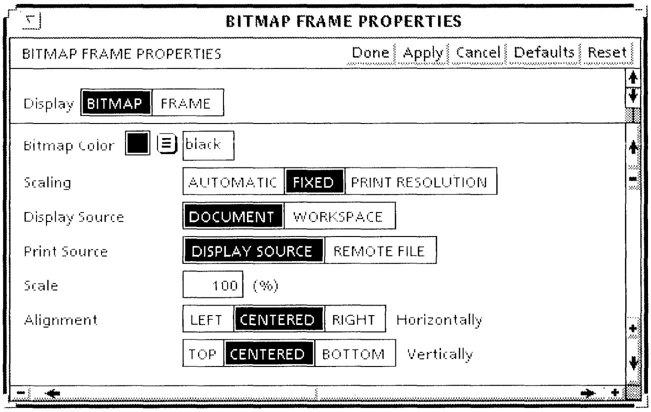
Name

Shape [✓ KEEP SHAPE] FILL UP FRAME

Keep Shape—Maintains the relative proportions of the illustration during scaling.

Fill Up Frame—Shrinks or expands the illustration both horizontally and vertically to meet the edges of the bitmap frame.

Fixed Modifies the contents of the bitmap frame according to the Scale and Alignment properties that appear.


BITMAP FRAME PROPERTIES
BITMAP FRAME PROPERTIES
Done
Apply
Cancel
Defaults
Reset

Display [✓ BITMAP] FRAME

Bitmap Color black

Scaling AUTOMATIC [✓ FIXED] PRINT RESOLUTION

Display Source [✓ DOCUMENT] WORKSPACE

Print Source [✓ DISPLAY SOURCE] REMOTE FILE

Scale 100 (%)

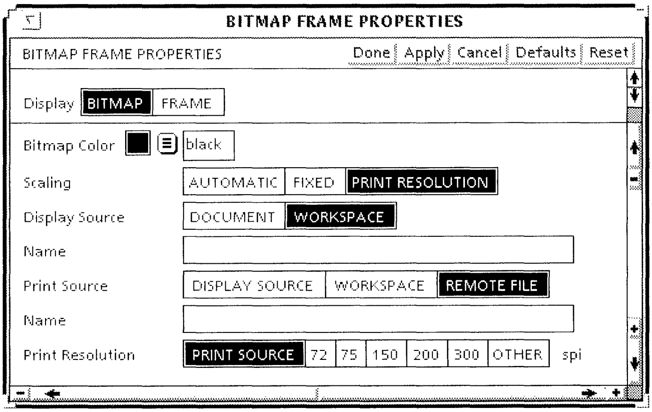
Alignment LEFT [✓ CENTERED] RIGHT Horizontally

TOP [✓ CENTERED] BOTTOM Vertically

Scale—Determines the percentage by which the contents of the bitmap frame shrink or expand. Enter a number between 1 and 100 to indicate the percentage of scaling. If you enter 100, the contents keep their current size. If you enter 50, the contents of the bitmap frame shrink by half, both horizontally and vertically.

Alignment—Controls the horizontal and vertical position of the bitmap image within the bitmap frame.

Print Resolution Scales the contents of the bitmap frame according to the Print Resolution property that appears.


BITMAP FRAME PROPERTIES
BITMAP FRAME PROPERTIES
Done
Apply
Cancel
Defaults
Reset

Display [✓ BITMAP] FRAME

Bitmap Color black

Scaling AUTOMATIC FIXED [✓ PRINT RESOLUTION]

Display Source DOCUMENT [✓ WORKSPACE]

Name

Print Source DISPLAY SOURCE WORKSPACE [✓ REMOTE FILE]

Name

Print Resolution [✓ PRINT SOURCE] 72 75 150 200 300 OTHER spi

Print Resolution—Specifies the number of spots per inch to use when printing the bitmap.

✦ **Tip:** To get the best results, use a factor of your printer resolution. For example, for a printer with 300 spi resolution, choose numbers such as 75, 100, 150, and 300. Don't use a resolution higher than the resolution of your printer.✦

To change the scale of the contents of bitmap frames:

1. Select the bitmap frame and press PROPS.
2. Select Bitmap for the Display setting.
3. Select a Scaling property.
    - If you select Fixed, supply a value for the Scale, and select a Horizontal and a Vertical alignment.
    - If you select Print Resolution, select or provide a value for the Print Resolution.
4. Select Done.

Placing an illustration in a bitmap frame

Before performing the following procedure, reduce the size of the illustration to save space in your document. Make sure you record the size of your illustration before closing it. See the *GLOBALVIEW Paint and Chart User Guide* for information about sizing your illustration.

To place an illustration in a bitmap frame:

1. Select inside a draw frame and press KEYBOARD+SPECIAL+H to enter a bitmap frame.
2. Make the bitmap frame and the draw frame the same size as the illustration.
3. Select the illustration and press COPY or MOVE.
4. Click inside the bitmap frame with the Select mouse button.

   The illustration appears inside the bitmap frame.

✦ **Tip:** If you enter an illustration, then decide to revise it, edit the original. Then use the procedure above to copy the revised illustration into the bitmap frame. Select Yes to confirm that you want to replace the first illustration.✦

To call an illustration from your workspace into a bitmap frame:

1. Make sure the bitmap or raster illustration resides in your workspace; it cannot be stored as a remote file.
2. Select inside a draw frame and press KEYBOARD+SPECIAL+H to enter a bitmap frame.
3. Select the bitmap frame and press PROPS.
4. Change the size of the bitmap frame to accommodate the illustration.
5. Select Bitmap for the Display setting.
6. Select Workspace for the Display Source.
7. Type the name of the illustration in the Name box.

   ✦ **Note:** If the illustration is inside a folder, type the name of the folder, a slash (/), then the illustration name.✦
8. Select Done.

   The illustration appears in the bitmap frame.

Using text frames to annotate graphics

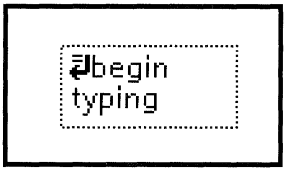
To insert text frames into a draw frame for annotations, you can:

- Insert a text frame automatically
- Insert a text frame using the Special keyboard for graphics
- Copy a text frame from the Draw Transfer Document

This section describes the procedures for the first two methods. For information about using the Draw Transfer Document, see chapter 14, "Using GV Draw."

Before you can perform the following procedures, you must insert an anchored draw frame in your document. See the section "Inserting anchored frames in documents."

To automatically insert a text frame in a draw frame:



1. Select inside an anchored draw frame.
2. Begin typing.

   A text frame is automatically inserted around the characters you type.

To insert a text frame in a draw frame using the Special keyboard for graphics:

1. Select a location inside an anchored draw frame.
2. Press KEYBOARD+SPECIAL+S.

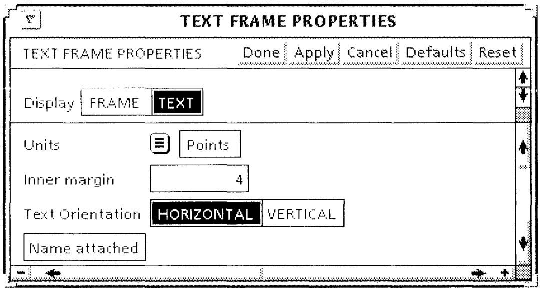
   A text frame is inserted in the draw frame.
3. Select inside the text frame, and begin typing.

✦ **Note:** If the Width and Height properties for the text frame are set to Varying, the frame expands to include all of the text you enter. If Width and Height are set to Fixed, it is possible to type more text into the frame than can fit within the frame borders. If that happens, change the size of the text frame, or set one of the dimensions to Varying.✦

The text in text frames uses the same formatting properties as other document text. For information on formatting text, see chapter 3, "Formatting text."

The following properties are unique to text frames:

- Inner Margin
- Text Orientation



Display: FRAME **TEXT**

Units: Points

Inner margin: 4

Text Orientation: **HORIZONTAL** VERTICAL

Changing the inner margin of text frames

The inner margin of the text frame specifies the distance between the frame border and the text in the frame.

✦ **Note:** If you don't have room at the bottom of the text frame for your text, use the function keys to enlarge the text frame, or change the height in the Frame property sheet. See the section "Changing frame size" for the procedures.✦

To change the inner margin:

1. Select the frame border and press PROPS.
2. Select Text for the Display setting.
3. Enter a value for the Inner margin property.

   The values you enter are in the units specified in the Units property. You can select a different unit in the Units menu.
4. Select Done.

Changing the text orientation of text frames

If you use a vertical language such as Japanese, you can set text frames to vertical orientation by changing the Text Orientation property.

When you select Vertical for the Text Orientation property, the following rules apply:

- Text characters display from top to bottom and progress from right to left.
- Underlines, superscripts, and subscripts appear to the right of vertical text.
- The paragraph character rotates one-quarter turn to the right.
- Increasing or decreasing the paragraph properties for the line height, the before-paragraph value, or the after-paragraph value adds space vertically between the lines of characters or the paragraphs.

To set the orientation for the text:

1. Select the frame border and press PROPS.
2. Select Text for the Display setting.
3. Select Horizontal or Vertical for the Text Orientation property.
4. Select Done.

Using image frames to merge illustrations stored remotely

Image frames let you merge your document with an image file stored at a remote printer, then print them together.

Storing an illustration remotely as an image file is convenient if:

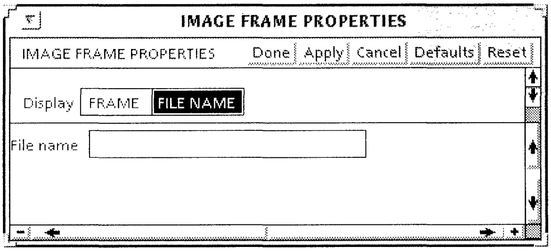
- The illustration consumes a large amount of disk space
- The illustration appears in several locations

Before calling an image into a frame, make sure the image file resides on an available Xerox 9700 or 3700 Printing System and has an assigned name, such as IMG>filename.img.

To print a remote illustration file using image frames:

1. Select inside a draw frame and press KEYBOARD+SPECIAL+K to insert an image frame.
2. Press PROPS.
3. Select Frame for the Display setting.
4. Enter settings for the Width and Height properties of the image frame.

   The dimensions must be the same as the dimensions of the image file stored at the printer. These dimensions are the ones used for cropping when the image was scanned.
5. Select File Name for the Display property.



Display FRAME [✓ FILE NAME]

File name

6. Enter the name of the image file in the File Name box, excluding the extension. For example exclude .img.
7. Select Done.

   The name you enter for the File Name appears on the image frame.
8. Adjust the size of the surrounding draw frame to accommodate the Image frame.
9. Print the document.

   The image file is merged into the document at the location of the image frame.

Changing the defaults for frames

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

To edit default values for frames, add or edit entries in the Draw Frame, Document Table, Document Equation, Bitmap and Text Frame, Draw Rectangles and Buttons sections of your User Profile. The defaults for the respective frame types might be different from those shown in the list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Draw Frame Defaults]

Units: Inches
--Inches|Millimeters|Centimeters|Points|Spaces

Horizontal Alignment: Centered
--Centered|Flush Left|Flush Right

Vertical Alignment: Floating
--Floating|Flush Bottom|Flush Top

Floating—Places your table in the text column immediately following the table anchor.

Flush Bottom—Places your table at the bottom of the same page as its anchor.

Flush Top—Places your table at the top of the page following its anchor.

Border Width: Width2
--Width2|Width1|Width3|Width4|Width5|Width6

Border Style: Solid
--Solid|Invisible|Dashed|Dotted|Double|Broken

Span: Column
--Column|Page

Top Margin: 0.25
--Value range depends on Units; for inches, supply a value from 0 to 13.88

Bottom Margin: 0.25
--Value range depends on Units; for inches, supply a value from 0 to 13.88

Left Margin: 0
--If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

Right Margin: 0
--If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

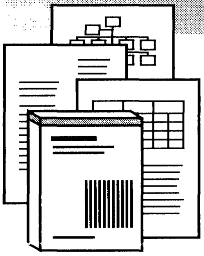
Top Caption: False
--False|True

Bottom Caption:True
--False|True

Left Caption: False
--False|True

Right Caption: False
--False|True

Width: 1
--From 0 to 25.99 inches, but default can depend on column width and frame margins.



14.

Using GV Draw

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Using GV Draw, you can enhance your documents by creating illustrations containing points, lines, curves, and geometric shapes.

In GV Draw, points, lines, curves, and shapes are known as objects. These objects exist inside draw frames. You create the frame and insert objects, such as rectangles and lines, into the frame. You can also embed text frames and other types of graphics in draw frames.

GV Draw provides three tools that you use to insert and manipulate objects. This chapter explains how to use the Special keyboard for graphics, the Draw Transfer Document, and the Draw soft keys to insert objects and make changes to their appearance.

Software required—Run GV Draw to perform the tasks in this chapter.

Adding a draw frame to a document

To add an illustration to your document, you must insert a draw frame. You can anchor the frame to text or you can embed it in another draw frame.

You enter a draw frame using the Special keyboard for documents.

Refer to chapter 13, "Using frames in documents," for information about changing the properties and size of the draw frame.

Adding an anchored draw frame

To add an anchored draw frame:

1. Select Show Structure in the Document menu if you want to display the anchor and the frame as you insert them.
2. Select the character you want the draw frame anchor to follow.
3. Press KEYBOARD+SPECIAL+A.

   The default draw frame appears in your document.

4. Paginate your document to place the frame as close to the line containing the anchor as possible.

Adding an embedded draw frame

To add an embedded draw frame:

1. Select the location inside the anchored draw frame where you want the embedded draw frame to appear.
2. Press KEYBOARD+SPECIAL+A.

   The default embedded draw frame appears.

Creating objects in draw frames

You create objects in a draw frame using the following tools:

- Special keyboard for graphics
- Draw Transfer Document
- Draw soft keys

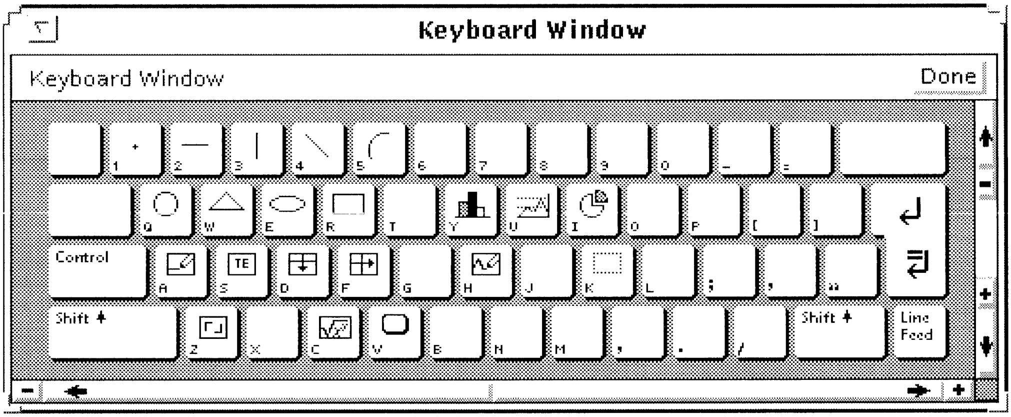
Using the Special keyboard for graphics

Use the Special keyboard for graphics to add small objects to your document that you can then copy, move, stretch, and magnify to create your illustration.

To insert objects using the Special keyboard for graphics:

1. Click once inside the draw frame where you want to insert an object.

   The Draw soft keys appear.
2. Hold KEYBOARD and press SPECIAL.
3. Press SHOW to display the Special keyboard for graphics.

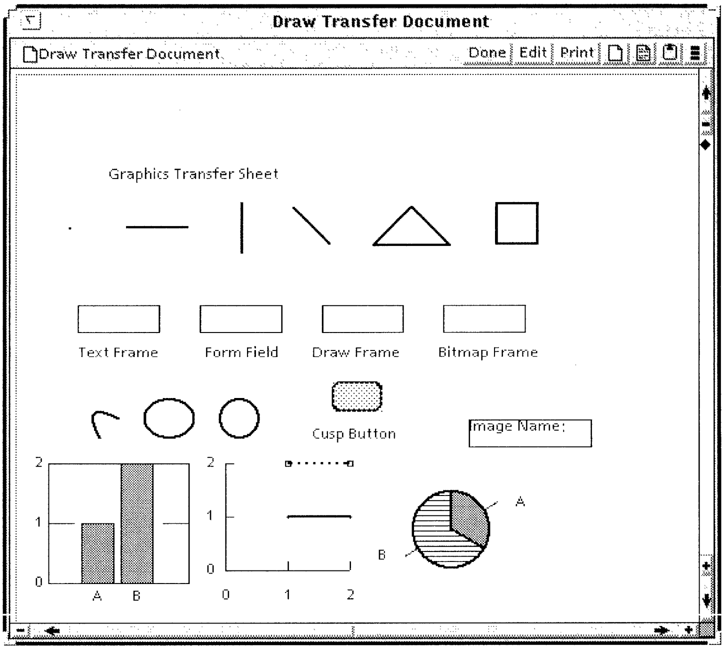

Keyboard Window
Keyboard Window
Done
1
2
3
4
5
6
7
8
9
0
-
=
Q
W
E
R
T
Y
U
I
O
P
[
]
Control
TE
A
S
D
F
G
H
J
K
L
;
'
Shift
Z
X
C
V
B
N
M
,
.
/
Shift
Line Feed

4. Insert an object by doing one of the following:
    - Press the key on the keyboard that corresponds to the object you want.
    - Select the key from the Special keyboard on the screen that corresponds to the object you want.
5. Release KEYBOARD.

Some of the objects that might appear in the Special keyboard for graphics are elements of an optional application, GV Chart. These objects include bar, line, and pie charts. For more information, see the *GLOBALVIEW Paint and Chart User Guide*.

Using the Draw Transfer Document

Use the Draw Transfer Document to copy objects from an existing document rather than entering them from the keyboard. The Draw Transfer Document is in the Basic Icons folder. The following illustration shows the Draw Transfer Document.


Draw Transfer Document
Draw Transfer Document
Done
Edit
Print
Graphics Transfer Sheet
Text Frame
Form Field
Draw Frame
Bitmap Frame
Cusp Button
Image Name:
2
1
0
A
B
2
1
0
0
1
2
A
B

Your Draw Transfer Document might contain other objects if you have optional GLOBALVIEW applications loaded and running.

If you load an optional graphics application, you must log off and log back on to update the Draw Transfer Document in the Basic Icons folder.

✦ **Tip:** After you copy the Draw Transfer Document to your workspace, you can modify the objects to create a custom transfer document that can be used by you or by all members of your work group.✦

To insert objects using the Draw Transfer Document:

1. Copy the Draw Transfer Document from the Basic Icons folder to your workspace.
2. Open the Draw Transfer Document and the document in which you want to place a draw object.
3. In the Draw Transfer Document, point to the outline of the object you want and click the Select mouse button.

4. Press COPY.
5. Click the Select mouse button in the draw frame in your document where you want the object to appear.

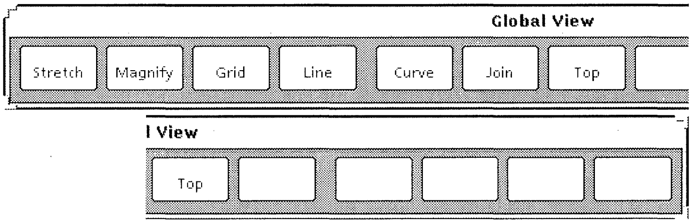
Using the Draw soft keys

You can create two kinds of objects, lines and curves, using the Draw soft keys.

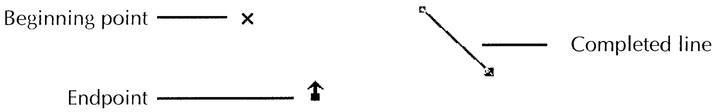
To create lines and curves using the Draw soft keys:

1. Click once inside the draw frame in the location where you want the line or curve to begin.

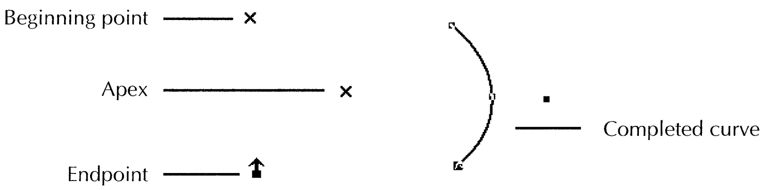
   The Draw soft keys appear.


Global View
Stretch
Magnify
Grid
Line
Curve
Join
Top
l View
Top

2. Press LINE or CURVE.
3. Do one of the following:
   - If you press LINE, an X appears as the beginning point for the line at the location you selected. Click the Select mouse button to indicate the endpoint for the line.


Beginning point
Endpoint
Completed line

   - If you press CURVE, an X appears as the beginning point for the curve at the location you selected. Click the Select mouse button to select a position for the apex of the curve, then click again for the endpoint of the curve.



4. When you finish drawing the line or curve, click somewhere else in the draw frame to deselect the line or curve.

You can add arrow endings to lines and curves. See the section "Changing the width, style, and color of lines and curves" for the procedure.

Selecting objects

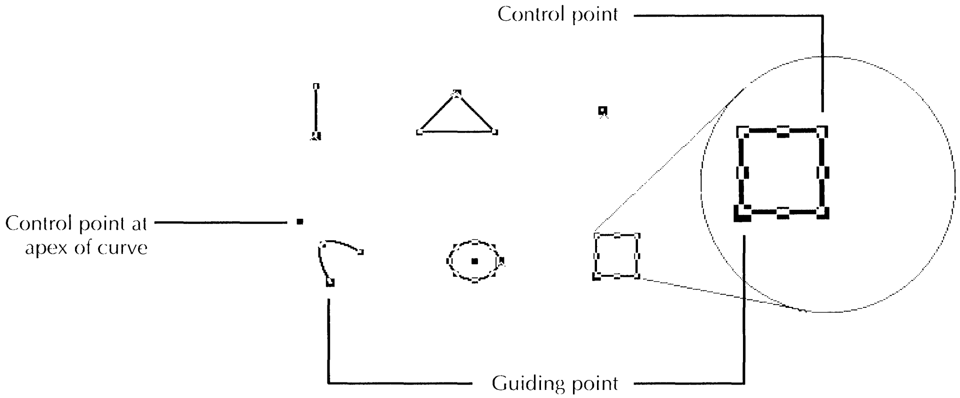
After you insert objects in your draw frame, you can manipulate them or change their appearance, but you must select them first.

Control points on objects

When you select objects, the objects display tiny black boxes called control points. You use control points to manipulate objects.

The control point nearest the pointer location when you release the mouse button becomes the guiding point. The guiding point is bigger than the other control points. You use the guiding point as a handle to manipulate the object.

The following illustration shows the control and guiding points for various objects.



Selecting a single object

To select a single object:

1. Move the pointer to the object.
2. Click the Select mouse button.

You can change the guiding point by selecting different control points on the object.

When two objects are very close or touching, make sure you position the pointer carefully to select the object and guiding point you want.

Selecting multiple objects

You can select several objects at one time and then manipulate them together. For example, you can enlarge all objects by the same amount at the same time or apply the same properties to all objects in one operation.

You can use either of two techniques for multiple selection: the extended selection method or the draw-through method.

Using the extended selection method

To select a few dispersed objects, use the extended selection method.

To select objects using the extended selection method:

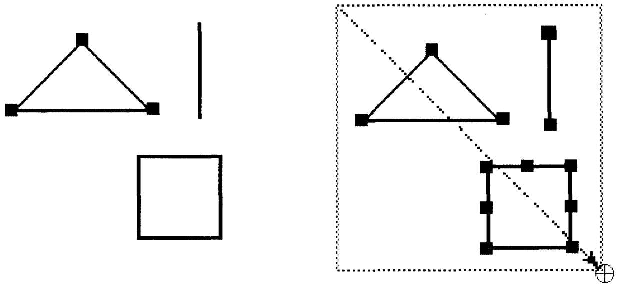
1. Select the first object with the Select mouse button.
2. Select each additional object with the Adjust mouse button.

Using the draw-through method

Use the draw-through method to select several close, small objects. This method creates a boxed selection area around the objects.

To select objects using the draw-through method:

1. Select any one of the objects with the Select mouse button.
2. Position the pointer at a corner of a rectangular area that includes all of your objects.
3. Hold down the Adjust mouse button and move the pointer to the diagonally opposite corner.



   As you move the pointer, a box appears around the objects. Make sure the box includes all control points for each object, including the apex for each curve.

4. When all the objects you want to select are included in the box, release the Adjust mouse button.
5. Add more objects to the selection by making more draw-through selections or by using the Adjust mouse button to select objects.

Canceling selections

To cancel the selection of one or more of the objects:

▸ Do the following:

- Cancel the selection of one of the objects in the multiple-object selection by positioning the pointer on that object and clicking the Adjust mouse button.
- Cancel the selection of all the objects by clicking the Select mouse button in a blank area of the frame or outside the document.

Using a grid to align objects

A grid is a tool that helps you align objects inside the frame. When you display the grid, any object you copy or move into the frame or create in the frame automatically lines up with the grid. The grid does not print; it is an alignment tool only.

You can turn the grid on and off using the GRID soft key or the Grid property sheet. The GRID soft key displays a grid with the default style and spacing. To modify the grid, use the Grid property sheet.

Displaying the default grid

To display the default grid:

1. Select a location inside the draw frame.
2. Press GRID.

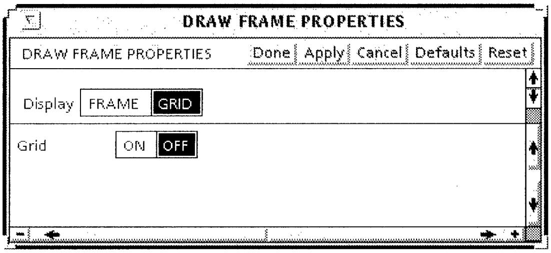
Displaying a customized grid

After you turn on the grid, you might want a different grid style or you might want to change the spacing.

To customize a grid:

1. Select the frame and press PROPS.

2. Select Grid for the Display setting if it is not already selected.



DRAW FRAME PROPERTIES

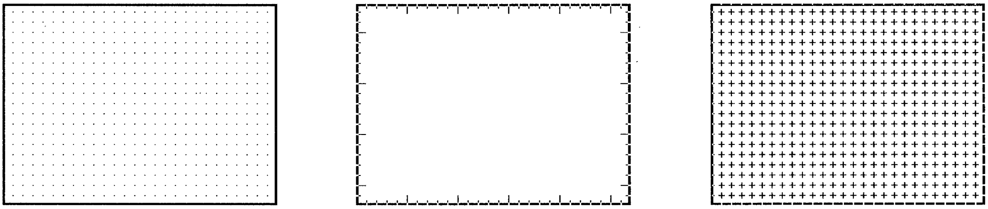
Display FRAME [✓ GRID]

Grid ON [✓ OFF]

3. Select On for the Grid property to display the grid properties.
4. Select a grid style.
5. Select the grid spacing.

   The spacing specifies the density of the grid points. The options are 4, 8, 12, 16, or 32 screen dots; there are 72 screen dots per inch.

The following illustration shows grids with different style choices.



Dot style Tick style Plus style

✦ **Note:** The changes you make to the grid in a draw frame remain in effect until you change them.✦

Removing the grid

To turn off the grid:

- Do one of the following:
  - Press GRID.
  - Select Off for the Grid property in the Grid property sheet.

Copying or moving objects

After you place objects in the draw frame, you can copy or move them within the frame. You can also move or copy objects from one frame to another, and from one GLOBALVIEW document to another.

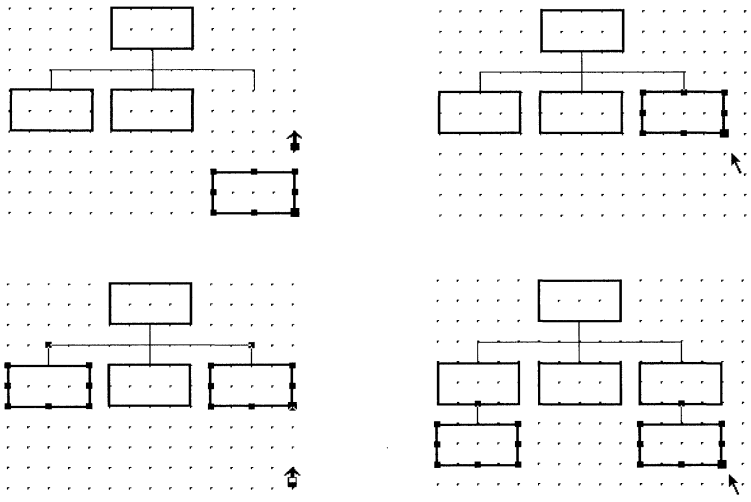
✦ **Note:** If you copy or move objects when the grid is on, the guiding point "snaps to" the grid point nearest the place you select. This lets you easily align objects as you move or copy them in the frame.✦

Copying or moving single objects

To move or copy an object:

1. Select the object you want to move or copy.
2. Press MOVE or COPY.
3. Do one of the following:
   - Click the Select mouse button to select the destination for the object.
   - Press and hold down the Select mouse button, and drag the object to position it. Release the mouse button when the object is in the correct position.

The following illustration shows objects being copied and moved.



Copying or moving layered objects

You can add a handle to a layered object to help you copy or move the object.

To move or copy a layered object:

1. Draw a long line that touches the object you want to copy or move.

   This line becomes the handle to the object.

2. Select the object with the Select mouse button.
3. Select the far end of the line with the Adjust mouse button.
4. Press MOVE or COPY.
5. Hold down the Select mouse button, position the object, and release the mouse button.
6. Delete the line.

Deleting objects

To delete an object:

1. Select the object you want to delete.
2. Press DELETE.

✦ **CAUTION:** When you press DELETE, the object disappears; you cannot press UNDO to recover it.✦

Editing objects

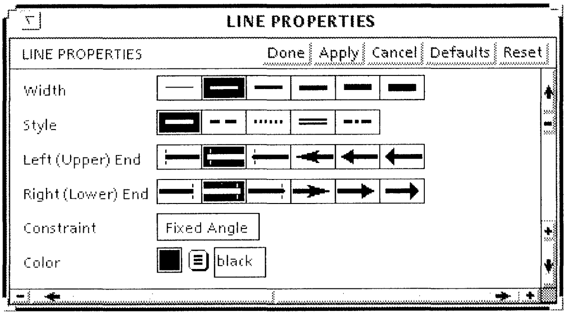
After you add objects to your illustration, you might want to change their appearance. Use the procedures in the following sections to change object properties.

Changing the width, style, and color of lines and curves

You use the Line property sheet to change the width and style of a line or curve. You can also use this property sheet to create an arrow.

To change the width and style of lines and curves:

1. Select the line or curve and press PROPS.

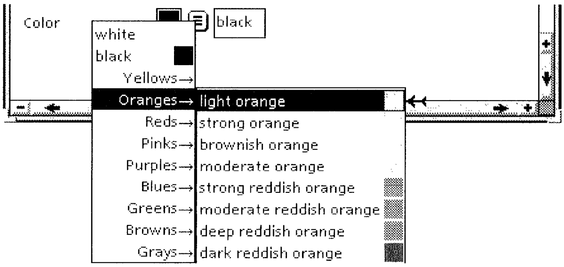

LINE PROPERTIES
LINE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
Width
Style
Left (Upper) End
Right (Lower) End

Constraint: Fixed Angle

Color: black

2. Select a value for the Width property.
3. Select a value for the Style property.

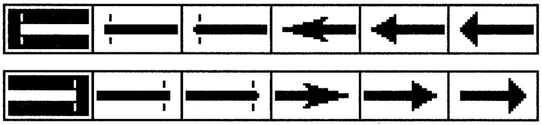
4. Select a color in the Color menu.


Color
black
white
black
Yellows→
Oranges→
Reds→
Pinks→
Purples→
Blues→
Greens→
Browns→
Grays→
light orange
strong orange
brownish orange
moderate orange
strong reddish orange
moderate reddish orange
deep reddish orange
dark reddish orange

5. Select Done.

To create an arrow:

1. Select the line you want to have an arrowhead and press PROPS.
2. Select an arrow value for the Left (Upper) End property, the Right (Lower) End property, or both.



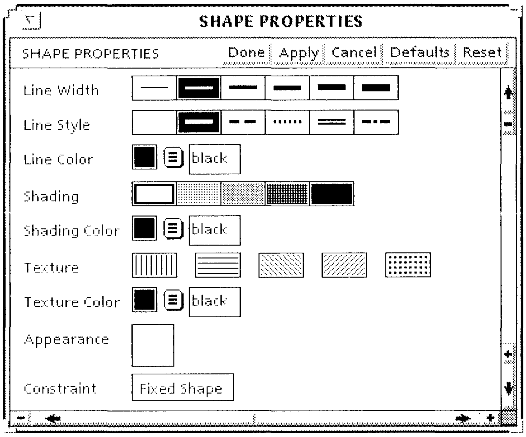
3. Select Done.

Changing the color, shading, and texture of shapes

You use the Shape property sheet to change the appearance of different shapes, such as rectangles or ellipses.

To change the color, shading, and texture of shapes:

1. Select the shape and press PROPS.


SHAPE PROPERTIES
SHAPE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
Line Width
Line Style
Shading
Texture
Appearance

Line Color black

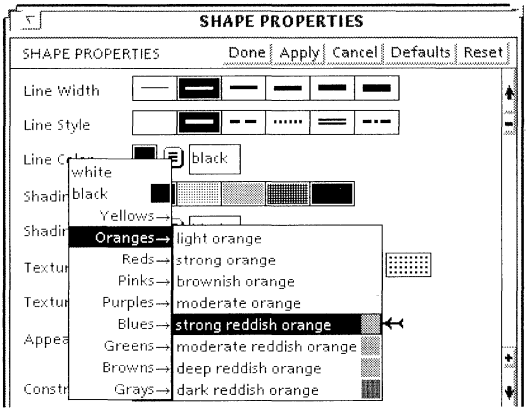
Shading Color black

Texture Color black

Constraint Fixed Shape

2. Select a value for the Line Width property.
3. Select a value for the Line Style property.

   If you want the object to have no border, select the blank value for the Line Style property.
4. Select a color in the Line Color menu.


SHAPE PROPERTIES
SHAPE PROPERTIES
Done
Apply
Cancel
Defaults
Reset
Line Width
Line Style
Line C
black
white
black
Yellows→
Oranges→
Reds→
Pinks→
Purples→
Blues→
Greens→
Browns→
Grays→
light orange
strong orange
brownish orange
moderate orange
strong reddish orange
moderate reddish orange
deep reddish orange
dark reddish orange
Shadi
Shadi
Textu
Textu
Appea
Constr

5. Select a Shading property.

   ✦ **Note:** If you select the first choice (the blank value) for both the Line Style property and the Shading property, you cannot see the object. A message appears if you attempt to choose this combination.✦

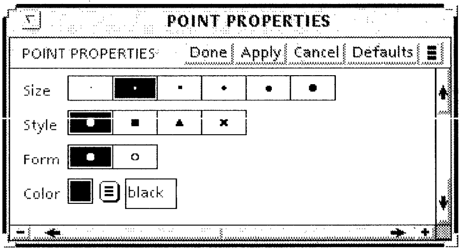
6. Select a color in the Shading Color menu.
7. Select a Texture property.

   Look at the Appearance box to see what the shading and texture combination you choose looks like. Modify the shading or texture or both until the Appearance is what you want.
8. Select a color in the Texture Color menu.
9. Select Done.

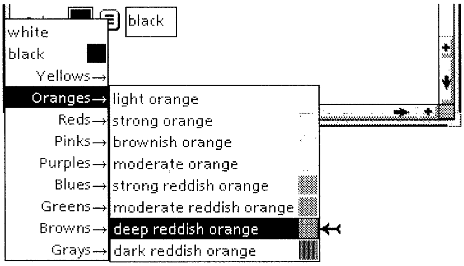
Changing the size, style, and color of points

To change the size, style, and color of points:

1. Select the point and press PROPS.


POINT PROPERTIES
POINT PROPERTIES
Done
Apply
Cancel
Defaults
Size
Style
Form
Color
black

2. Select a value for the Size property.
3. Select a value for the Style property.
4. Select a value for the Form property.
5. Select a color for the point in the Color menu.


black
white
black
Yellows→
Oranges→
Reds→
Pinks→
Purples→
Blues→
Greens→
Browns→
Grays→
light orange
strong orange
brownish orange
moderate orange
strong reddish orange
moderate reddish orange
deep reddish orange
dark reddish orange

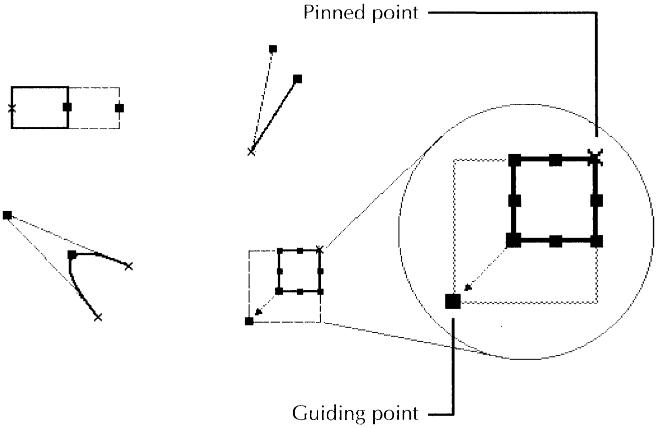
6. Select Done.

Resizing objects

You can reduce or enlarge objects using the STRETCH or MAGNIFY soft keys. Stretching changes the size of objects and can also change their shape and proportion. Magnifying changes the size of objects, but does not change their proportions.

When you select an object and press the STRETCH or MAGNIFY keys, the control point farthest from the guiding point becomes the pinned point; the pinned point cannot be moved. Each pinned point appears as an "X."

The following illustration shows examples of pinned points and guiding points as you stretch or magnify objects.



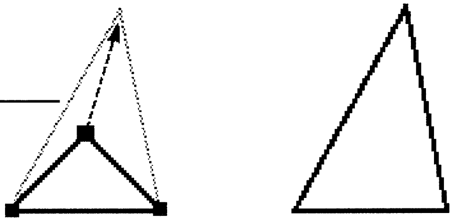
The pinned point for each object differs according to the shape of the object.

When you select a rectangle, the control point on the opposite corner or edge from the guiding point is the pinned point.

When you select a triangle or curve, the control point farthest from the guiding point is the pinned point. (Triangles have two pinned points, and curves have two or three, depending on the guiding point position.)

When you select an ellipse, the control point opposite the guiding point is the pinned point. If the guiding point is the center of the ellipse, the pinned point is the control point in the upper left corner.

The point you choose as the guiding point determines the direction in which you stretch or magnify the object. As you move the guiding point while holding down the Select mouse button during stretch and magnify operations, you see an outline of the object showing its new size and orientation.



Outline image of a triangle being stretched

If you stretch or magnify a large group of objects, the outline of the group might lag behind the guiding point. Hold the mouse in place to let the outline catch up.

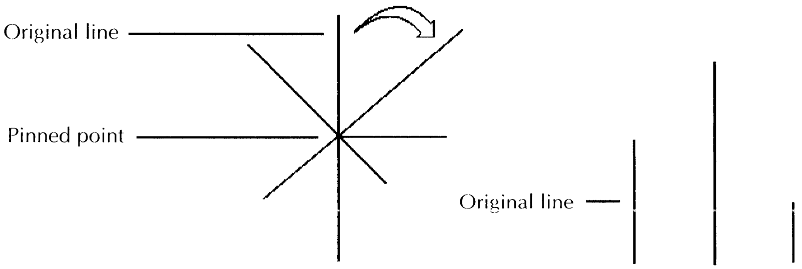
Stretching objects

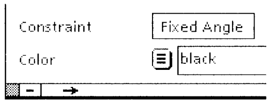
Stretching changes the size of objects and, except for lines, can also change their shape and proportion. You change the size and shape of an object using the STRETCH soft key.

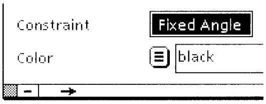
Stretching lines and curves

The Constraint property in the Line property sheet affects the changes you can make when stretching a line or curve.

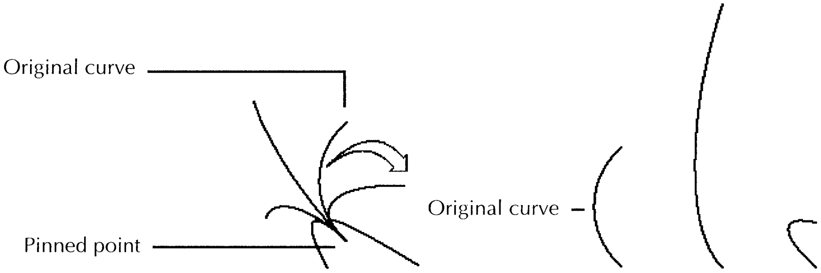
When stretching a line, if you do not select Fixed Angle for the Constraint property, you can lengthen or shorten the line and rotate the line around its pinned point. If you select the Fixed Angle option, you can lengthen or shorten the line, but you cannot rotate it; its angle remains fixed.

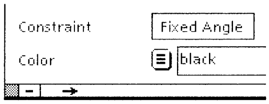


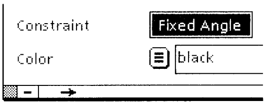

Constraint Fixed Angle
Color black


Constraint Fixed Angle
Color black

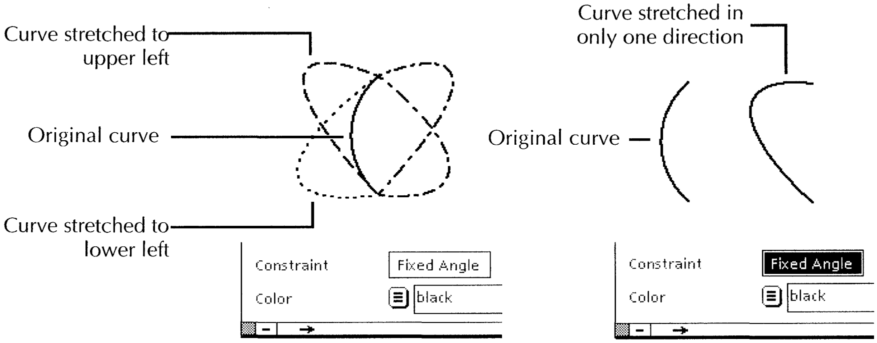
When stretching a curve, if one of the endpoints of the curve is the guiding point, and you do not select Fixed Angle for the Constraint property, you can lengthen or shorten the curve and rotate the curve around its pinned point. If you select the Fixed Angle option, you can lengthen or shorten the curve, but you cannot rotate it about its pinned point.




Constraint Fixed Angle
Color black


Constraint Fixed Angle
Color black

When stretching a curve, if the apex is the guiding point, and you do not select Fixed Angle for the Constraint property, you can stretch the curve in all directions. If you select Fixed Angle for the Constraint property, you can stretch the curve in only one direction.


Curve stretched to upper left
Original curve
Curve stretched to lower left
Curve stretched in only one direction
Original curve

Constraint Fixed Angle
Color black

Constraint Fixed Angle
Color black

To stretch a line or a curve:

1. Do one of the following:
    - If you want to constrain the angle of the stretch, select the line or curve, press PROPS, and select Fixed Angle for the Constraint property.
    - If you want to rotate the line or curve when you stretch it, be sure that Fixed Angle is deselected.
2. Select the line or curve you want to stretch.
3. Press STRETCH.

    The guiding point and the pinned point of the line or curve appear.
4. Hold down the Select mouse button and move the pointer away from the pinned point to lengthen the line or curve, or toward the pinned point to shorten the line or curve.
5. When the line or curve is the length you want, release the mouse button.

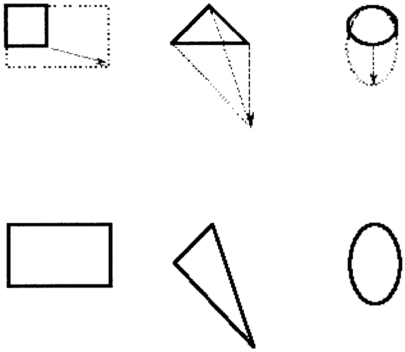
Stretching shapes

When you stretch shapes—rectangles, triangles, and ellipses—their shape and proportion might change. You cannot rotate shapes around their pinned points as you can lines and curves.

To stretch a shape:

1. Select the shape you want to stretch.
2. Press STRETCH.

   The guiding point and the pinned point appear.
3. Hold down the Select mouse button and move the pointer away from the pinned point to expand the shape, or toward the pinned point to shrink it.



4. When the shape is the size you want, release the mouse button.

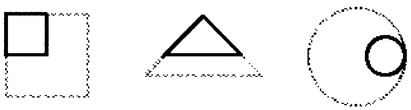
Magnifying objects

Magnifying an object changes its size but retains its proportions.

To magnify an object:

1. Select the object you want to magnify.
2. Press MAGNIFY.

   The guiding point and the pinned point appear.
3. Hold down the Select mouse button and move the pointer away from the pinned point to expand the object, or toward the pinned point to shrink it.



4. When the object is the size you want, release the mouse button.

Joining objects into a cluster

You can join several objects in a frame into a cluster, making your multiple selection permanent. GV Draw treats the cluster as a single object that you can copy, move, stretch, or modify.

To join objects:

1. Select the objects you want to join into a cluster, using the draw-through or the extended selection method.
2. Press JOIN.

   The following message appears:

   "The extended selection is now joined into a cluster."

When you select one object in a cluster, you select them all.

Splitting a cluster

You can split a cluster into its component objects. You might do this to alter some objects but not others, or to move an object around relative to the others.

To split a cluster:

1. Select the cluster.
2. Press JOIN.

   The following message appears:

   "The cluster is now split."

You can now select each object individually.

Clustering objects in an embedded frame

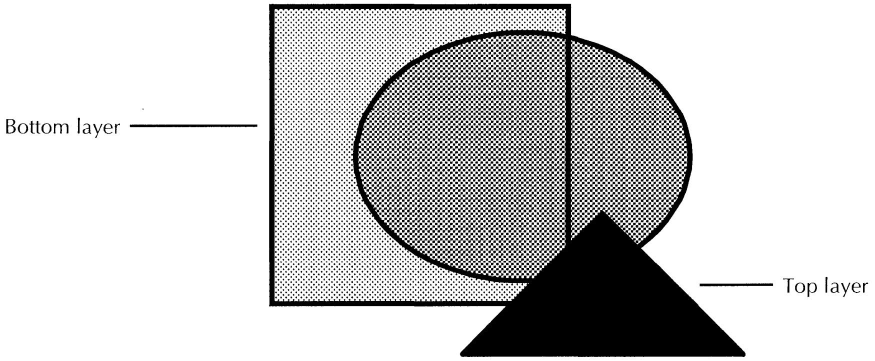
If you have several objects you want to use as one cluster, you can place them all in an embedded draw frame rather than joining them. You can then select and move the draw frame to move the group.

Use this method when you frequently edit a cluster, and you want to avoid splitting and joining the cluster for every edit, or when you have multiple clusters you want to keep as individual clusters but you want to manipulate these clusters as a single unit.

Place multiple clusters in one embedded draw frame. Using this multi-level cluster method, you can split one of the clusters and edit it without disturbing the other clusters or the major grouping.

Layering objects

GV Draw layers the objects in illustrations. The first object you enter into the frame is on the bottom (underneath); the last is on the top (covering the other objects). As shown in the following illustration, when objects overlap, the layering is visible. When objects do not overlap, their order in the stack is not immediately apparent. You can change which object is on the top or bottom of a stack.

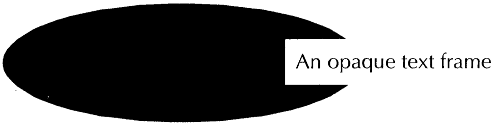


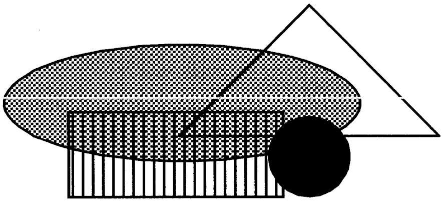
You can copy, move, or stretch any object in the frame to overlap other objects.

The overlapping area combines the shadings and textures of the objects in the stack. Shading refers to a shade of gray; texture refers to a pattern.

Frames and other layered objects can be opaque or transparent, as shown in the following illustration.

- Opaque objects cover other objects.
- Transparent objects allow objects beneath them to show through if the shading and texture of the objects on the bottom is darker than those on top.





Transparent objects, with combined shadings and textures.

To place an object on top:

1. Select the object.
2. Press TOP.

Copying object properties using the Same key

The SAME key copies the properties of one object to another. It does not alter the type or size of an object (for example, it does not turn a square into a circle). It changes only the properties both objects have in common. You can copy the following properties from one object to another:

- Line width and style
- Shading
- Texture
- Constraint

To copy properties using the SAME key:

1. Select the object you want to modify and press SAME.
2. Select the object that has the properties you want to copy.

Changing the defaults for GV Draw

You can change the default values in property sheets and other GLOBALVIEW objects by editing your User Profile. For the step-by-step procedures, see chapter 17, "User Profile options for documents."

You can change defaults for the following GV Draw objects:

- Curves and lines
- Points
- Ellipses, rectangles, and triangles

Changing the defaults for curves and lines

To edit default values in the Line property sheet, add or edit entries in the Draw Curve Defaults and the Draw Line Defaults sections of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Draw Curve Defaults]

[Draw Line Defaults]

Line Width: Width2
--Width2|Width1|Width3|Width4|Width5|Width6

Line Style: Solid
--Solid|Dashed|Dotted|Double|Broken

Double—The Double option is available only for lines.

Left (Upper) Line End: Square
--Square|Flush|Round|Arrow1|Arrow2|Arrow3

Right (Upper) Line End: Square
--Square|Flush|Round|Arrow1|Arrow2|Arrow3

Fixed Angle: False
--False|True

False—Does not maintain the angle of lines or curves when they are stretched.

True—Maintains the angle of lines and curves when they are stretched.

Changing the defaults for points

To edit default values in the Point property sheet, add or edit entries in the Draw Point Defaults section of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Draw Point Defaults]

Point size: Width2
--Width2|Width1|Width3|Width4|Width5|Width6

Point Style: Round
--Round|Square|Triangle|Cross

Point Form: Solid
--Solid|Hollow

Changing the defaults for ellipses, rectangles, and triangles

To edit default values in the Shape property sheet, add or edit entries in the Draw Ellipse Defaults, Draw Rectangle Defaults, and Draw Triangle Defaults sections of your User Profile as shown in the following list.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Draw Ellipse Defaults]

[Draw Rectangle Defaults]

[Draw Triangle Defaults]

Border Width: Width2
--Width2|Width1|Width3|Width4|Width5|Width6

Border Style: Solid
--Solid|Invisible|Dashed|Dotted|Double|Broken

> Double—The Double option is available only for rectangles and triangles.

Shading: White
--White|25% Gray|50% Gray|75% Gray|Black

Vertical Texture: False
--False|True

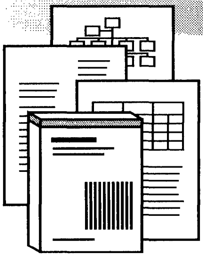
Horizontal Texture: False
--False|True

UpperLeft-LowerRight Texture: False
--False|True

LowerLeft-UpperRight Texture: False
--False|True

Dotted Texture: False
--False|True

Fixed Shape: False
--False|True



15. Creating forms using fields

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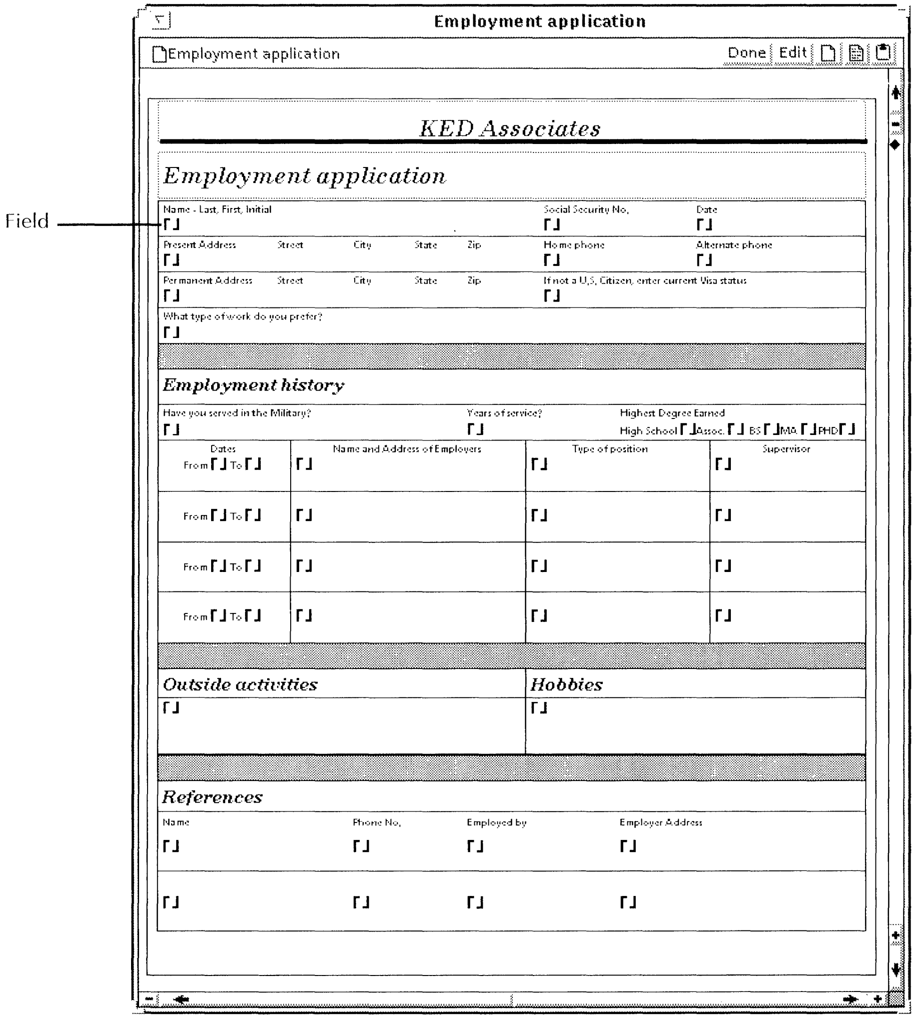
Use fields in documents to create forms for entering data. For example, you can use fields to create an employee application form with fields for name, address, and Social Security number. Fields reserve spaces in documents for entering data.



KED Associates

Employment application

Name - Last, First, Initial ⌜⌟	Social Security No, ⌜⌟	Date ⌜⌟
Present Address Street City State Zip ⌜⌟	Home phone ⌜⌟	Alternate phone ⌜⌟
Permanent Address Street City State Zip ⌜⌟	If not a U,S, Citizen, enter current Visa status ⌜⌟	
What type of work do you prefer? ⌜⌟		

Employment history

Have you served in the Military? ⌜⌟	Years of service? ⌜⌟	Highest Degree Earned High School ⌜⌟ Assoc. ⌜⌟ BS ⌜⌟ MA ⌜⌟ PHD ⌜⌟

Dates	Name and Address of Employers	Type of position	Supervisor
From ⌜⌟ To ⌜⌟	⌜⌟	⌜⌟	⌜⌟
From ⌜⌟ To ⌜⌟	⌜⌟	⌜⌟	⌜⌟
From ⌜⌟ To ⌜⌟	⌜⌟	⌜⌟	⌜⌟
From ⌜⌟ To ⌜⌟	⌜⌟	⌜⌟	⌜⌟

Outside activities	Hobbies
⌜⌟	⌜⌟

References

Name	Phone No,	Employed by	Employer Address
⌜⌟	⌜⌟	⌜⌟	⌜⌟
⌜⌟	⌜⌟	⌜⌟	⌜⌟

You can create fill-in rules to automatically enter specific types of information in fields, and to perform calculations on values in fields. For example, you can define a rule that adds the prices of all items on an order form and puts the total in a Total field. For information about fill-in rules, see chapter 2, "Using fill-in rules to automate forms" in the *GLOBALVIEW Data Management User Guide.*

You can use data in tables and List Manager record files as sources of information for fields. You can:

- Combine information in tables with fill-in rules to extract data from tables into fields. For more information, see chapter 2, "Using fill-in rules to automate forms," in the *GLOBALVIEW Data Management User Guide.*
- Use tables with the Mail Merge feature to place data from tables into document fields. For more information see chapter 1, "Merging data into letters, labels, and lists," in the *GLOBALVIEW Data Management User Guide.*
- Combine information from List Manager record files with fill-in rules to copy the record file data to fields in documents. For more information, see chapter 5, "Creating databases," in the *GLOBALVIEW Data Management User Guide.*

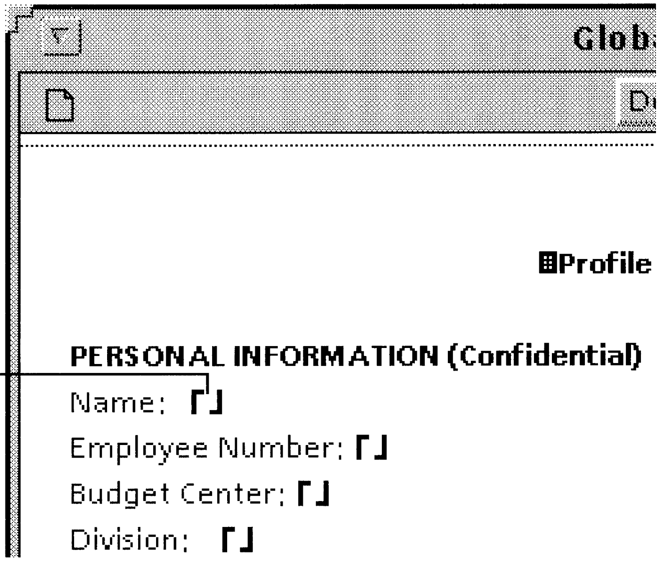
This chapter shows you how to create basic forms using fields.

Adding a field to a document

You can add fields to text and draw frames. You can insert a field into any text area of a document, including text frames and frame caption areas.

When you add a field to a draw frame, GV Write adds a text frame containing field-bounding characters that you fill in like any other field. Create a form in a draw frame when you need shading, or a combination of text and graphics aligned next to each other, as shown in the previous illustration. You can insert a field in an anchored or an embedded draw frame. For information about text frame properties, see chapter 13, "Using frames in documents."

When you add a field, GV Write adds field-bounding characters.



PERSONAL INFORMATION (Confidential)

Name: ┏┛

Employee Number: ┏┛

Budget Center: ┏┛

Division: ┏┛

Field-bounding characters

Field-bounding characters don't take up space in a printed document, but appear in the displayed document when document structure is turned on.

To add a field to a draw frame or text area:

1. In your document, select Show Structure in the Document menu.
2. Select a location for the field and press KEYBOARD+SPECIAL+Z.

   Field-bounding characters appear where you selected.

After you add all the fields you want, you need to specify the order in which you want the fields filled. See the next procedure, "Setting the fill-in order."

To turn off field-bounding characters:

▸ Select Don't Show Structure in the Document menu.

Setting the fill-in order

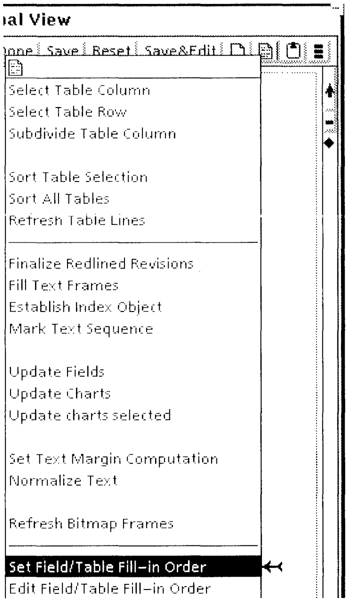
The fill-in order is the sequence in which the caret moves from field to field when you press SKIP/NEXT. Set the fill-in order after you add all the fields you want to your document. If you need to move or delete fields, do so before setting the fill-in order. See the section "Selecting, copying, moving, and deleting fields" for the procedure.

You can include tables in the fill-in order. The Fill In By property for the table determines whether the caret moves to the next row or column when you press SKIP/NEXT.

✦ **Note:** You don't need to include every field or table in the fill-in order.✦

To set the fill-in order:

1. In your document, select Set Field/Table Fill-in Order in the Content menu.


ıal View
ıone Save Reset Save&Edit
Select Table Column
Select Table Row
Subdivide Table Column
Sort Table Selection
Sort All Tables
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Establish Index Object
Mark Text Sequence
Update Fields
Update Charts
Update charts selected
Set Text Margin Computation
Normalize Text
Refresh Bitmap Frames
Set Field/Table Fill-in Order
Edit Field/Table Fill-in Order

2. Select Yes to confirm that you want to recreate the fill-in order.

   (In this case, you have not set the fill-in order yet. You can also use this command to reset the fill-in order.)

3. Do one of the following:

   - Select the left field-bounding character for the first field in the fill-in order.
   - To specify a table as the first element in the fill-in order, select anywhere within the table.

4. Do one of the following:

   - Select the left field-bounding character for the next field you want in the fill-in order.
   - If a table is the next element in the fill-in order, select inside the next table.

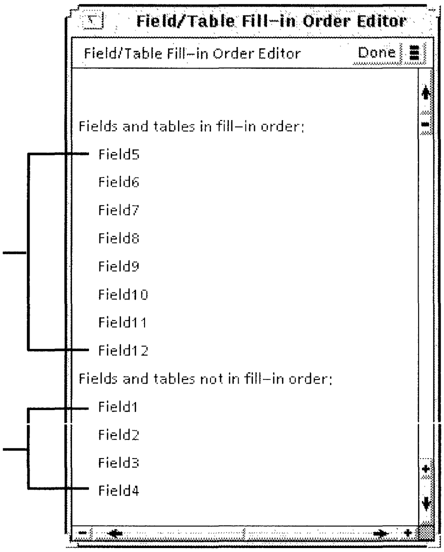
5. Repeat step 4 until you select all the fields and tables you want in the fill-in order.

6. Select End Field/Table Fill-in Mode in the Content menu.

To verify the fill-in order:

- Select Edit Field/Table Fill-in Order in the Content menu.

  The Field/Table Fill-in Order Editor option sheet appears, displaying the order you specified.


Field/Table Fill-in Order Editor
Field/Table Fill-in Order Editor
Done

Fields and tables in fill-in order:

Field5
Field6
Field7
Field8
Field9
Field10
Field11
Field12

Fields and tables not in fill-in order:

Field1
Field2
Field3
Field4

The option sheet displays the fill-in order you specified.

Fields and tables fill-in order list

Fields and tables not in fill-in order list

You can set or change the fill-in order by moving field or table names from one list to the other or from one position to another in the same list. Edit the order using the procedure in the section "Changing the fill-in order."

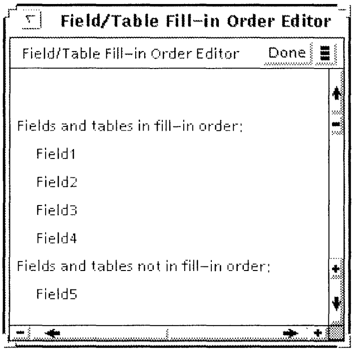
Changing the fill-in order

You might need to change the fill-in order if you move fields to a different location in your document or if you add or delete fields.

To change the fill-in order of a form:

1. In your document, select Edit Field/Table Fill-in Order in the Content menu.

   The Field/Table Fill-in Order Editor option sheet appears.


Field/Table Fill-in Order Editor
Field/Table Fill-in Order Editor
Done

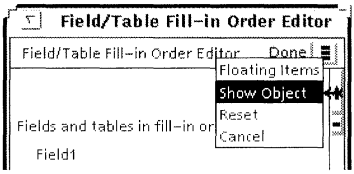
Fields and tables in fill-in order:
Field1
Field2
Field3
Field4
Fields and tables not in fill-in order:
Field5

2. To verify which field or table in your document corresponds to a field or table shown in the option sheet:

   a. Select the name in the option sheet.

   b. Select Show Object in the option sheet Floating Items menu.

   The corresponding field or table is highlighted in the document.

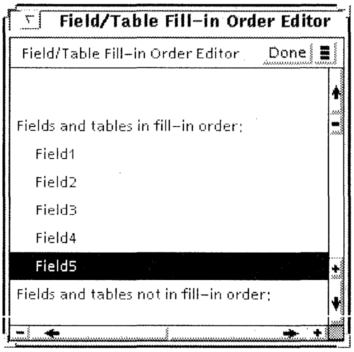

Field/Table Fill-in Order Editor
Field/Table Fill-in Order Editor
Done
Floating Items
Show Object
Reset
Cancel

Fields and tables in fill-in or
Field1

3. Select the field or table name to move in the fill-in order and press MOVE.
4. Position the pointer where you want the field to go and press and hold the Select mouse button. Hold down the mouse button until you see the arrow, then release the mouse button.

   If you see a question mark, reposition the pointer.

   The field appears in the order you specified.


Field/Table Fill-in Order Editor
Field/Table Fill-in Order Editor
Done

Fields and tables in fill-in order:
Field1
Field2
Field3
Field4
Field5
Fields and tables not in fill-in order:

To remove a field or table from the fill-in order:

- In the Field/Table Fill-In Order Editor option sheet, select the name of the field or table in the Fields and Tables in Fill-in Order list, and move it to the Fields and Tables Not in Fill-in Order list.

To reset the fill-in order:

- In the Field/Table Fill-In Order Editor option sheet, select Reset in the Floating Items menu.

Formatting text in fields

When you insert a field into a document, the left field-bounding character takes on the same character properties as the character that precedes it. When you enter text into an empty field, the properties of the left field-bounding character determine the font and other character properties of the text.

You set character properties for the left field-bounding character as for any other character. You can also change the properties of the text in the field.

✦ **Note:** When GV Write fills a field automatically using fill-in rules, the text appearance depends on the instructions in the fill-in rule. For more information, see chapter 2, "Using fill-in rules to automate forms" in the *GLOBALVIEW Data Management User Guide.*✦

To format text in a field:

1. Select the left field-bounding character and press PROPS.
2. Set the character properties in the Text property sheet.
3. Select Done.

Selecting, copying, moving, and deleting fields

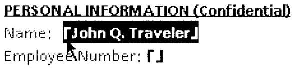
Copy, move, and delete fields in text the same way you copy, move, and delete text. Copying, moving, and deleting fields in draw frames is the same as copying, moving, or deleting text frames. Before you copy or move a field, you must select it correctly.

Selecting a field

To select a field:

- Double-click on one of the field-bounding characters.

  The field-bounding characters and the text within the field are highlighted.



PERSONAL INFORMATION (Confidential)
Name: ⌈John Q. Traveler⌋
Employee Number: ⌈⌋

Copying a field

Each field must have a unique name. The system assigns the names "Field1," "Field2," and so on to each field you enter. When you copy a field, GV Write increments the highest field number by one and appends the number to "Field."

To copy a field in document text:

1. Double-click on one of the field-bounding characters and press COPY.
2. Select another location in the document.
3. To change the name the system assigned to the field, select the field you copied and press PROPS. Enter a new name for the Name property. Select Done.

To copy a field in a draw frame:

1. Select the frame for the field and press COPY.
2. Select another location in the draw frame.
3. To change the name the system assigned to the field, select the field you copied and press PROPS. Enter a new name for the Name property. Select Done.

Moving a field

When you move a field, the fill-in order remains the same, even if you move the field before or after other fields. To change the fill-in order after moving a field, see the section "Changing the fill-in order."

To move a field in document text:

1. Double-click on one of the field-bounding characters and press MOVE.
2. Select another location in the document.
3. Edit the fill-in order, if necessary. See the section "Changing the fill-in order."

To move a field in a draw frame:

1. Select the frame for the field and press MOVE.
2. Select another location in the draw frame.
3. Edit the fill-in order, if necessary. See "Changing the fill-in order" in the previous section.

Deleting a field

When you delete a field, GV Write also deletes the text inside the field. To keep the text, move the text outside the field before you delete the field.

To delete a field in document text:

- Double-click on one of the field-bounding characters and press DELETE.

To delete a field in a draw frame:

- Select the frame for the field and press DELETE.

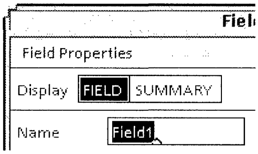
Naming fields

When you create a field, GV Write assigns a default name to it (Field1, Field2, and so on). It is helpful to give a field a specific name to identify the type of information you want users to enter. For example, if you create an employee information form, you might name the fields "Name," "HireDate," "BirthDate," "EmployeeNumber," etc. GlobalView displays the field names if the document is set up to prompt users as they fill out the form.

You can also create prompts describing in more detail the type of information users should enter in a field. For information about creating prompts and displaying them, see the section "Creating prompts that appear while filling in the form."

To name a field:

1. Double-click on the one of the field-bounding characters and press PROPS.



Field Properties

Display [✓ FIELD] SUMMARY

Name Field1

2. Delete the name in the Name box and enter a new name.

   Make sure the field name is unique within the document.

Naming fields used in fill-in rules and CUSP buttons

To use the field name in fill-in rules, the name cannot:

- Contain spaces or punctuation characters
- Begin with a numeral
- Be a CUSP reserved word (refer to chapter 2, "Using fill-in rules to automate forms" in the *GlobalView Data Management User Guide*)
- Be the name of a table in the same document

You can work around the first three restrictions by including apostrophes in the field name when you use it in a fill-in rule. For example:

- Enter January Receipts as January' Receipts
- Enter 3rdQuarter as '3rdQuarter
- Enter Comment (which is a reserved word) as C'omment

  You can put the apostrophe anywhere in the reserved text.

Creating prompts that appear while filling in the form

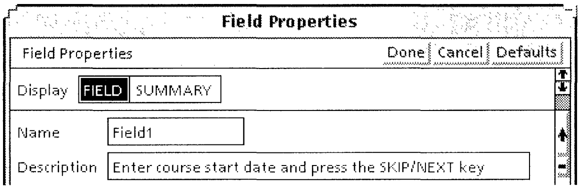
You can create prompts that GLOBALVIEW will display while you fill in the form. A prompt can describe the information the field should contain, or specify restrictions about the kinds of information you can enter, such as text or numerals, a range of values, or a particular format. Following are some examples of prompts:

- Enter your birth date using this format: MM/DD/YY.
- Enter your age (enter numerals only, please).
- Enter a number from 1 to 100.
- Enter your phone number. Please include your area code.

✦ **Note:** You can restrict the types of data and the format of data that you can enter in a field. See the sections "Restricting data types in a field" and "Restricting the data format allowed in a field" for more information.✦

To create a prompt:

1. Double-click on the left field-bounding character and press PROPS.
2. Enter the text for the prompt in the Description box.



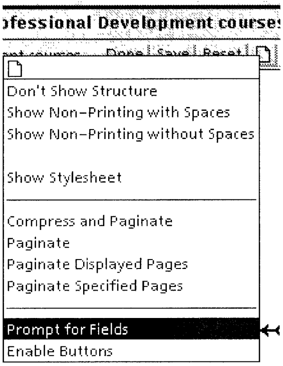
Display FIELD SUMMARY

Name Field1

Description Enter course start date and press the SKIP/NEXT key

3. Select Done.

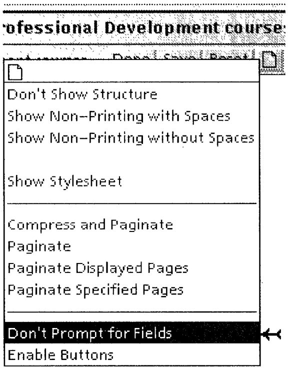
To enable prompts to appear in a document:


ofessional Development course
Done
Save
Reset
Don't Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Show Stylesheet
Compress and Paginate
Paginate
Paginate Displayed Pages
Paginate Specified Pages
Prompt for Fields
Enable Buttons

- Select Prompt for Fields in the Document menu.

  If you have prompts enabled and you skip to a field that does not have a prompt defined, the name of the field appears as the prompt.

To turn off prompts in a document:


ofessional Development course
Done
Save
Reset
Don't Show Structure
Show Non-Printing with Spaces
Show Non-Printing without Spaces
Show Stylesheet
Compress and Paginate
Paginate
Paginate Displayed Pages
Paginate Specified Pages
Don't Prompt for Fields
Enable Buttons

- Select Don't Prompt for Fields in the Document menu.

Filling in the form

After the form is set up, you can fill it in.

To fill in a form:

1. If your form contains prompts, select Prompt for Fields in the Document menu.
2. Select Show Structure in the Document menu if you want to display the field-bounding characters.
3. Select Go to First Fill-in in the Content menu.

   The caret appears between the field-bounding characters of the first field in the fill-in order. Look for the GLOBALVIEW prompt.
4. Enter information into the field.
5. When you complete the first field, press SKIP/NEXT to go to the next field.

   If an error message appears, check the field for errors, edit the field, and press SKIP/NEXT again.

   The caret appears between the bounding characters of the second field in the fill-in order. Look for the GLOBALVIEW prompt.
6. Enter information in the field.
7. Repeat steps 5 and 6 until you have filled in the form.

Skipping fields

When filling in fields, you can skip the next field in the fill-in order. You can set up fields so they can't be skipped. See the section "Making fields optional or required" for more information.

To skip the next field:

▶ Press SHIFT+SKIP/NEXT.

The caret skips to the field after the next field in the sequence unless the current field contains an error. If there is an error, correct the field and press SHIFT+SKIP/NEXT again. See the section "Updating fields and checking for entry errors" for more information about troubleshooting errors.

Bypassing error checking when filling in fields

When you set up restrictions for the types of data that can be entered into fields, GV Write checks for entry and format errors as you press SKIP/NEXT to go from field to field. If you are not concerned about format or entry errors, use the following method to bypass error checking when filling in fields.

To bypass error checking:

1. Display the field-bounding characters in your document by selecting Show Structure in the Document menu.
2. Select Go to Next Field in the Content menu.

Making fields optional or required

You can set up required fields that must be filled in and fields that can't be skipped. You can also create dependencies between fields.

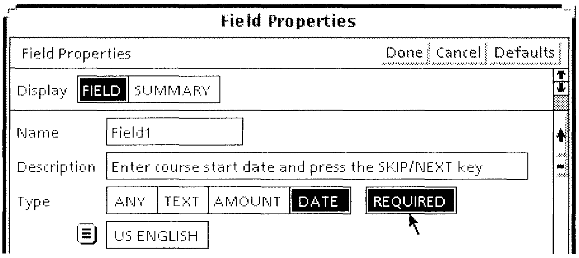
Requiring users to fill in fields

When you specify that a field is required, you must fill in the field before moving to other fields. When you leave a required field blank, the following conditions apply:

- Pressing SKIP/NEXT does not move the caret to the next field.
- Pressing SHIFT+SKIP/NEXT in the previous field does not skip the required field.
- Selecting Update Fields in the Content menu produces an error message. See the section "Updating fields and checking for entry errors," for more information.
- Selecting Go to Next Field allows you to skip the field.

To set a field so it must be filled in:

1. Double-click on one of the field-bounding characters and press PROPS.
2. Select the Required property in the Field property sheet.


Field Properties
Field Properties
Done
Cancel
Defaults
Display
FIELD
SUMMARY
Type
ANY
TEXT
AMOUNT
DATE
REQUIRED
US ENGLISH

Name: Field1

Description: Enter course start date and press the SKIP/NEXT key

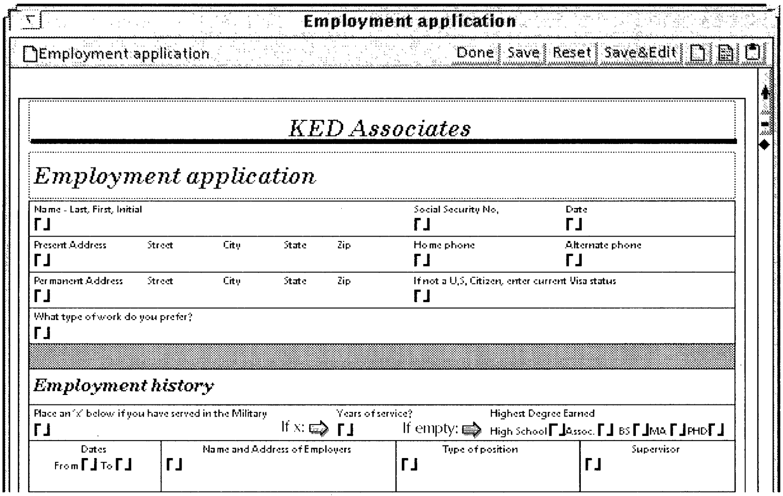
Type: DATE REQUIRED

3. Select Done.

Skipping fields that don't apply

You can set up a field so that it is skipped if information in previous fields makes it inapplicable. For example, on an employment application form with a field for military service, you could set the next field, Years of service, to be skipped if the applicant does not fill in the previous field.

Entering an 'x' in the Military Service field, then pressing SKIP/NEXT moves the caret to the Years of service field. Leaving the field empty, then pressing SKIP/NEXT moves the caret to the High School field.



KED Associates

Employment application

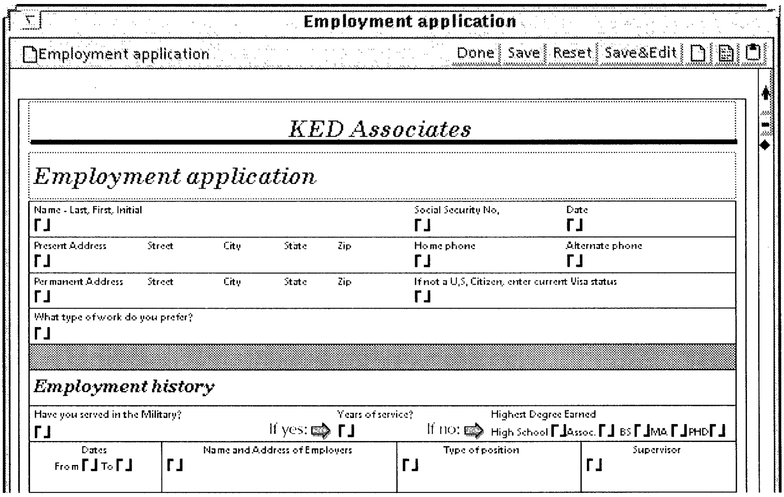
Name - Last, First, Initial ⌜⌟ Social Security No, ⌜⌟ Date ⌜⌟
Present Address Street City State Zip ⌜⌟ Home phone ⌜⌟ Alternate phone ⌜⌟
Permanent Address Street City State Zip ⌜⌟ If not a U,S, Citizen, enter current Visa status ⌜⌟
What type of work do you prefer? ⌜⌟

Employment history

Place an 'x' below if you have served in the Military ⌜⌟ If x: ⇨ Years of service? ⌜⌟ If empty: ⇨ Highest Degree Earned High School ⌜⌟ Assoc. ⌜⌟ BS ⌜⌟ MA ⌜⌟ PHD ⌜⌟
Dates From ⌜⌟ To ⌜⌟ | Name and Address of Employers ⌜⌟ | Type of position ⌜⌟ | Supervisor ⌜⌟

If, for example you want to provide fields for a yes or no response to military service, you can set up the Years of Service field so it is skipped if the no response is filled in.

Entering 'yes' in the Military Service field, then pressing SKIP/NEXT moves the caret to the Years of service field. Entering 'no,' then pressing SKIP/NEXT moves the caret to the High School field.



KED Associates

Employment application

Name - Last, First, Initial ⌜⌟ Social Security No, ⌜⌟ Date ⌜⌟
Present Address Street City State Zip ⌜⌟ Home phone ⌜⌟ Alternate phone ⌜⌟
Permanent Address Street City State Zip ⌜⌟ If not a U,S, Citizen, enter current Visa status ⌜⌟
What type of work do you prefer? ⌜⌟

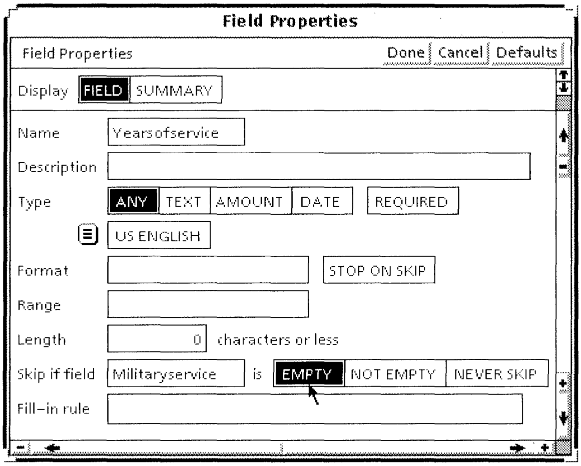
Employment history

Have you served in the Military? ⌜⌟ If yes: ⇨ Years of service? ⌜⌟ If no: ⇨ Highest Degree Earned High School ⌜⌟ Assoc. ⌜⌟ BS ⌜⌟ MA ⌜⌟ PHD ⌜⌟
Dates From ⌜⌟ To ⌜⌟ | Name and Address of Employers ⌜⌟ | Type of position ⌜⌟ | Supervisor ⌜⌟

To set up fields so you can skip them:

1. Double-click on the left field-bounding character and press PROPS.
2. In the Skip If Field box, enter the name of the field upon which the selected field depends.

   In the Military service example, you would enter "Military service."
3. Do one of the following:
   - To skip the field if the previous field is empty, select Empty.
   - To skip the field if the previous field is filled, select Not Empty.



Field Properties

Display: FIELD

Name: Yearsofservice

Description:

Type: ANY

US ENGLISH

Format:

Range:

Length: 0 characters or less

Skip if field: Militaryservice is EMPTY

Fill-in rule:

Field Properties
Done
Cancel
Defaults
SUMMARY
TEXT
AMOUNT
DATE
REQUIRED
STOP ON SKIP
NOT EMPTY
NEVER SKIP

In this example, if the "Militaryservice" field is empty, the "Yearsofservice" field is skipped

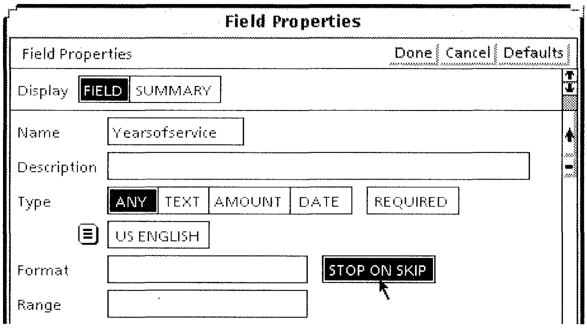
4. Select Done.

   The settings for this field override the Required or Stop on Skip properties, if they are selected.

Setting up a field that can't be skipped

To prevent a field from being skipped:

1. Double-click on the left field-bounding character and press PROPS.
2. Select the Stop On Skip property.



Display FIELD
Name Yearsofservice
Description
Type ANY
US ENGLISH
Format
STOP ON SKIP
Range

3. Select Done.

   If you have set Skip If properties for this field, they override the Stop on Skip property.

Viewing and setting properties for more than one field

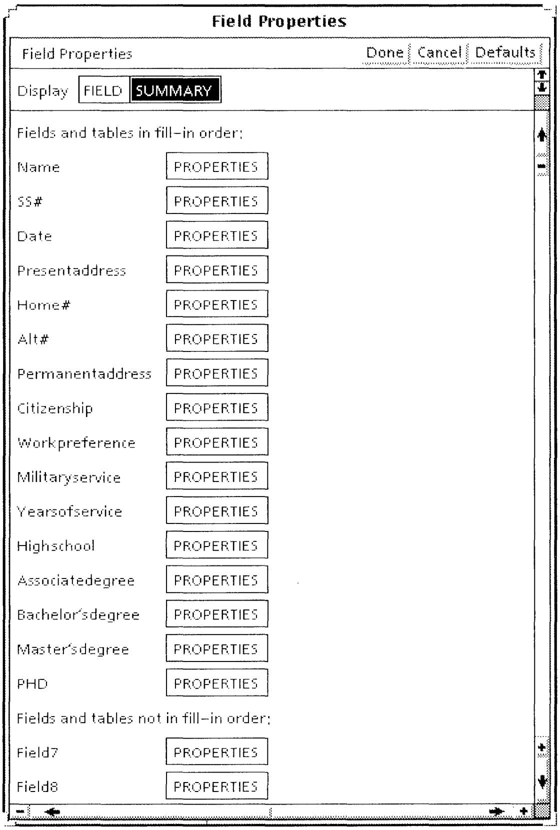
You can set properties for more than one field at a time using the Field Summary property sheet. Setting properties in the Field Summary property sheet is helpful when you have added all the fields to your document, and you want to set properties without going to each field in your document.

If you change Type, Format, Range, or Length properties for fields using the Field Summary property sheet, you need to update fields that already contain data to make sure the data matches your specifications. See the section "Updating fields and checking for entry errors" for the procedure.

To view or set properties for more than one field:

1. Double-click on any field-bounding character and press PROPS.
2. Select Summary for the Display setting.

The Field Summary property sheet displays the names and the order of fields in the fill-in order, and the names and order of fields not in the fill-in order.



Display SUMMARY

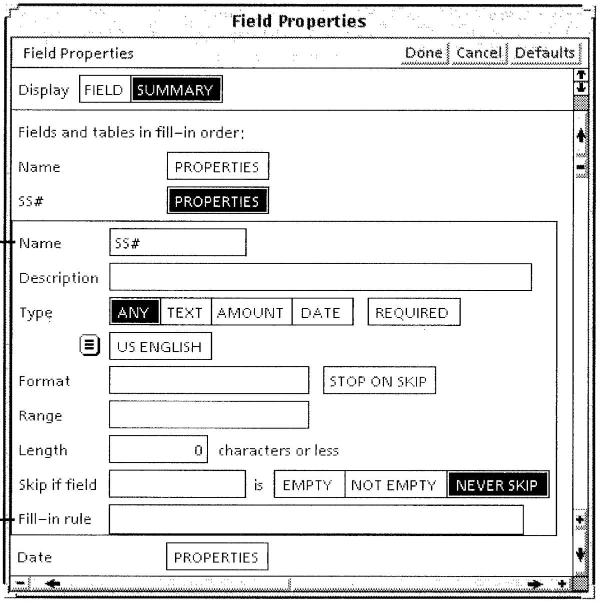
Fields and tables in fill-in order:

Name	PROPERTIES
SS#	PROPERTIES
Date	PROPERTIES
Presentaddress	PROPERTIES
Home#	PROPERTIES
Alt#	PROPERTIES
Permanentaddress	PROPERTIES
Citizenship	PROPERTIES
Workpreference	PROPERTIES
Militaryservice	PROPERTIES
Yearsofservice	PROPERTIES
Highschool	PROPERTIES
Associatedegree	PROPERTIES
Bachelor'sdegree	PROPERTIES
Master'sdegree	PROPERTIES
PHD	PROPERTIES

Fields and tables not in fill-in order:

Field7	PROPERTIES
Field8	PROPERTIES

3. Select Properties next to the name of the first field whose properties you want to display.


Field Properties
Done
Cancel
Defaults
FIELD
PROPERTIES
TEXT
AMOUNT
DATE
REQUIRED
STOP ON SKIP
EMPTY
NOT EMPTY

Field Properties

Display: SUMMARY

Fields and tables in fill-in order:

Name

SS#

Name: SS#

Description:

Type: ANY

US ENGLISH

Format:

Range:

Length: 0 characters or less

Skip if field is NEVER SKIP

Fill-in rule:

Date

Properties for the SS# field

4. Select new settings for the properties you want to change.
5. To close the property sheet for the field you selected, select Properties again.

✦ **Note:** You can stretch or scroll the window up or down to select the Properties box for more than one field at a time.✦

6. Repeat steps 3 through 5 for each field whose properties you want to display or edit.
7. Select Done.

✦ **Note:** Selecting Defaults in the window header returns the properties of all the fields to their default values.✦

Restricting the types of data allowed in a field

You can limit the types of data that can be entered in a field to one of three categories:

- Text
- Numerals, plus signs, and minus signs
- Dates

When you enter data that doesn't satisfy the limitations you set, GV Write displays an error message when you press SKIP/NEXT to go to the next field.

The default setting for field data is Any, which allows you to enter text, numbers, or dates.

Text—Limiting data to text specifies that the information entered can contain letters, numerals, and symbols. Numerals in a field limited to text data are recognized as text, not as numeric values. For example, you can enter "12 is greater than 1" in a Text field.

Numbers—Limiting data to numbers is especially useful to calculate the numbers in the fields, and to make sure that users enter numbers as opposed to letters. Users can enter the following types of numbers:

- 1,234,567,890
- 1.75
- +170
- -170

✦ **Note:** When entering minus signs, enter the hyphen character on your standard keyboard. Don't use the Math or Office keyboards to enter minus signs.

You cannot enter the dollar sign ($) character in a number field. You can, however, place the character outside the field.✦

Dates—When you limit the information to dates, you can enter dates in the following formats:

- November 7, 1992
- November 7, '92
- Nov 7, 1992
- Nov 7, '92
- 11/7/92
- 01/01/93

You cannot enter dates in the following formats:

- Nov. 7, 1992
- Nov 7 92
- 7 November, 1992

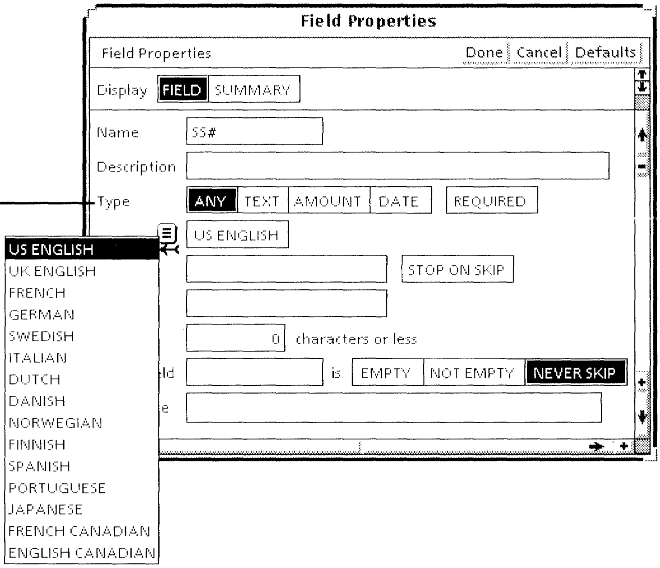
You can set up format rules to format dates in a specified way, regardless of how users enter them. See the next section "Restricting the format of data allowed in a field" for more information.

✦ **Tip:** To make sure that the appropriate type of data is entered, write a prompt explaining your requirements. For more information, see the section "Creating prompts that appear while filling in the form."✦

To specify the type of data that can be entered in a field:

1. Double-click on the left field-bounding character and press PROPS.
2. Select Text, Amount, or Date for the Type property.
3. If you select Amount or Date, make sure the language selected is correct.

   The language determines how numbers and dates are formatted. For example, if you select US English, the abbreviated version of April 30th, 1993, appears as 4/30/93. In French, the date appears as 30/4/93.


Field Properties
Field Properties
Done
Cancel
Defaults
Display
FIELD
SUMMARY
Name
SS#
Description
Type
ANY
TEXT
AMOUNT
DATE
REQUIRED
US ENGLISH
STOP ON SKIP
0
characters or less
ld
is
EMPTY
NOT EMPTY
NEVER SKIP
e
US ENGLISH
UK ENGLISH
FRENCH
GERMAN
SWEDISH
ITALIAN
DUTCH
DANISH
NORWEGIAN
FINNISH
SPANISH
PORTUGUESE
JAPANESE
FRENCH CANADIAN
ENGLISH CANADIAN

Type property

4. Select Done.

Restricting the format of data allowed in a field

You can restrict the format, range of acceptable characters, and length of data entered in fields. For example, if the only acceptable entries for a field are two characters long, such as an abbreviation for a state, you can restrict the field length to two characters. When you set restrictions on data in fields, GV Write checks entries for errors while you fill in the fields, and displays error messages if it finds errors.

Use the Format and Type properties together to control the format of data entered. For example, if you limit the type of data to dates, you can specify that all dates appear in this format: Month/Day/Year. If you limit the type of data to Amounts, you can specify that all entries appear with a decimal point after the second digit.

✦ **Tip:** To make sure that data is entered in the appropriate format, write a prompt explaining your requirements. For more information, see the section "Creating prompts that appear while filling in the form."✦

This section contains the following procedures:

- Setting the date format
- Controlling how numbers are formatted in a field
- Controlling the kinds of characters allowed in a field
- Limiting the length of a field
- Limiting the range of values allowed in a field

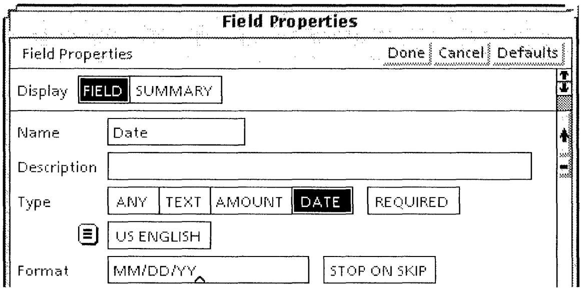
Setting the date format

When you specify a format for dates, GV Write automatically converts dates entered in other formats to the format that you specify. For example, if the date format is MM/DD/YY, and the user enters "January 1, 1993," the format is automatically converted to "1/1/93." If a user enters "01/01/93," the format is automatically converted to "1/1/93."

To set the date format for a field:

1. Double-click on the left field-bounding character and press PROPS.
2. Select Date for the Type property.
3. In the Format box, enter the format in which you want dates to appear.

The format shown is for abbreviated dates. For spelled-out dates, enter **Month Day, Year**.



Display: FIELD

Name: Date

Description:

Type: DATE

Format: MM/DD/YY

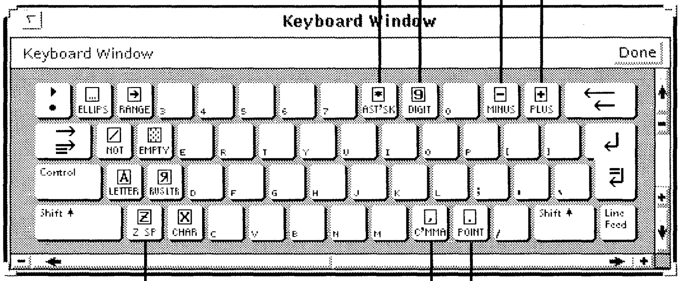
4. Select Done.

Setting the number format

By entering characters from the Special keyboard for fields into the Format box in the Field property sheet, you can specify:

- The maximum number of decimal places allowed
- Exact locations for decimal points and commas
- Whether or not the number is preceded with a plus or minus sign
- That each number is preceded with an asterisk

Following are the characters from the Special keyboard for fields that you can enter into the Format box:


Keyboard Window
Keyboard Window
Done
ELLIPS
RANGE
AST'SK
DIGIT
MINUS
PLUS
NOT
EMPTY
Control
LETTER
BUS LTR
Shift
Z SP
CHAR
C'MMA
POINT
Shift
Line Feed

Asterisk (must be the first character in the field)

Allows digits only. The number of digit characters entered determines the maximum number of decimal places.

Allows a minus sign or no character

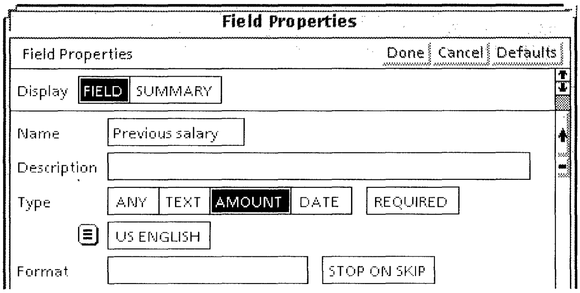
Allows a plus sign or minus sign

Allows a digit or space

Enters a decimal point where you specify

Enters a comma where you specify

You enter the special characters in the Format box in the Field property sheet.



Display: FIELD

Name: Previous salary

Description:

Type: AMOUNT

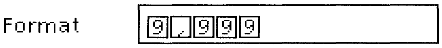
US ENGLISH

Format:

STOP ON SKIP

Format box

For example, to limit numbers to four digits, you might enter the digit characters as shown:



Format 9,999

If you enter "1287" into this field, it is automatically formatted as: 1,287. If you enter "287," it is formatted as: 0,287. Enter a digit character for each digit you want to allow.

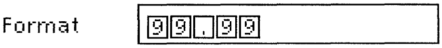
✦ **Note:** If the number of digits you enter in a field exceeds the number of digits reserved for the number, GV Write enters a pound sign (#) into the field.✦

To indicate exact locations of commas or decimal points, enter the comma and decimal point characters in the Format box. GV Write places the characters exactly where you specify.

For example, to enter the following types of numbers:

- 2.87
- 87
- 12.87

You might enter the digit characters as shown:



Format 99.99

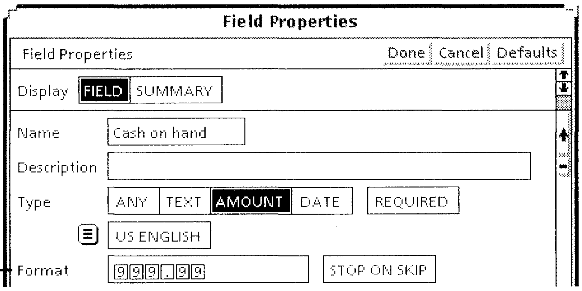
If you enter "87" into a field with the above format, GV Write formats it as 87.00. If you enter "2.87," GV Write formats it as: 02.87. If you enter "287," GV Write places a pound sign in the field, since the number entered does not match the specified format. If this occurs, you must enter a new number.

If you use the plus sign, minus sign and asterisk characters, they must be the first characters in the Format box. If the Format box for a field contains a plus sign character and you enter a negative number in the field, GV Write allows the negative number. If the Format box for a field contains the minus sign character and you enter a plus sign character in the field, GV Write deletes the plus sign character. If you want to allow both negative and positive numbers, enter the plus sign character in the Format box.

You can also add symbols and characters from other keyboards to the Format box.

To set a format for numbers in a field:

1. Double-click on the left field-bounding character and press PROPS.
2. Select Amount for the Type property.
3. Select inside the Format box.
4. Press KEYBOARD+SPECIAL+SHOW. Hold down the KEYBOARD key.
5. Enter the characters you want from the Special keyboard for fields.



Field Properties

Field Properties

Display: FIELD

Name: Cash on hand

Description:

Type: AMOUNT

US ENGLISH

Format: 999.99

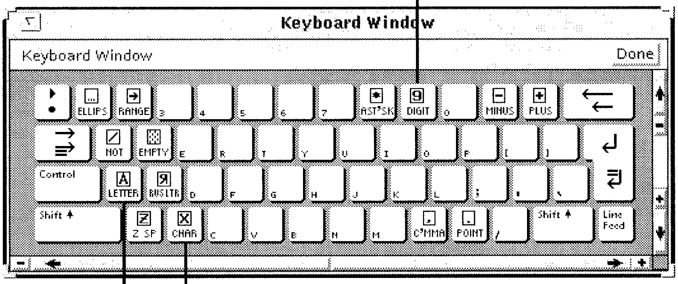
Digit characters in the Format box

6. Release the KEYBOARD key.
7. Select Done.

Specifying the kinds of characters allowed in a field

Use format restrictions for Text fields when you have very specific requirements for the number and type of characters entered. For example, text format restrictions are useful for order numbers that always appear in the same format, such as GA234-A.

Add format characters from the Special keyboard for fields to the Format box in the Field property sheet to control whether digits, alphabetical characters, or other characters can be entered in a field.

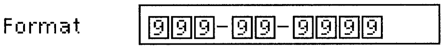

Keyboard Window
Keyboard Window
Done
ELLIPS
RANGE
3
4
5
6
7
AST'SK
DIGIT
0
MINUS
PLUS
NOT
EMPTY
E
R
T
Y
U
I
O
P
[
]
Control
LETTER
BUSLTR
D
F
G
H
J
K
L
;
'
Shift
Z SP
CHAR
C
V
B
N
M
C'MMA
POINT
/
Shift
Line Feed

Allows digits only

Allows any characters

Allows only alphabetical characters or spaces

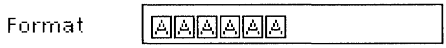
When used with Text fields, digit characters are interpreted as text instead of numbers. For example, if you want a field to contain a Social Security number, you enter the following characters into the Format box:



Format 999-99-9999

You enter hyphen characters from the standard keyboard. You can enter any other characters in the Format box, but when you do, those characters must be entered in the field in the exact order shown in the Format box.

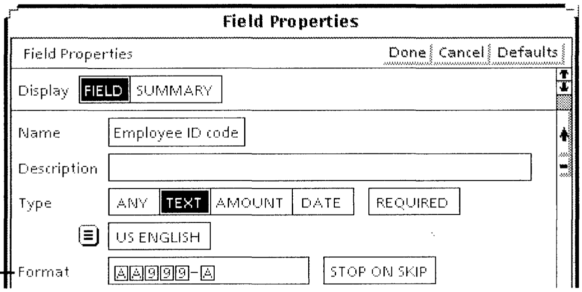
GV Write allows only the number of characters in the field that you enter in the Format box. For example, in a field with the following entry in the Format box, you must enter six alphabetical characters. If you enter more or less, GV Write posts an error message.



Format AAAAAA

To specify the character format and number of characters in a Text field:

1. Double-click on the left field-bounding character and press PROPS.
2. Select Text for the Type property.
3. Select inside the Format box.
4. Press KEYBOARD+SPECIAL+SHOW. Continue to hold down the KEYBOARD key.
5. Enter the characters you want from the Special keyboard for fields.


Field Properties
Field Properties
Done
Cancel
Defaults
SUMMARY
ANY
AMOUNT
DATE
REQUIRED
STOP ON SKIP

Display FIELD

Name Employee ID code

Description

Type TEXT

US ENGLISH

Format AA999-A

Enter format characters in the Format box.

6. Release the KEYBOARD key.
7. Select Done.

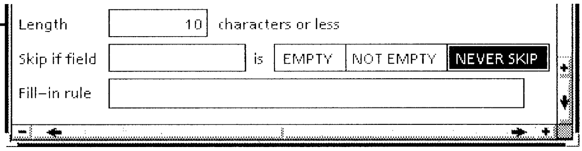
Limiting the length of a field

You can limit the number of characters in a field to simplify data processing or to control errors.

✦ **Note:** Character and format restrictions entered in the Format box override the length limit you specify. Use this procedure to limit field length when you have not specified character format properties.✦

To limit the number of characters in a field:

1. Double-click on the left field-bounding character and press PROPS.
2. Enter a number in the Length box.



Length box

Length [10] characters or less

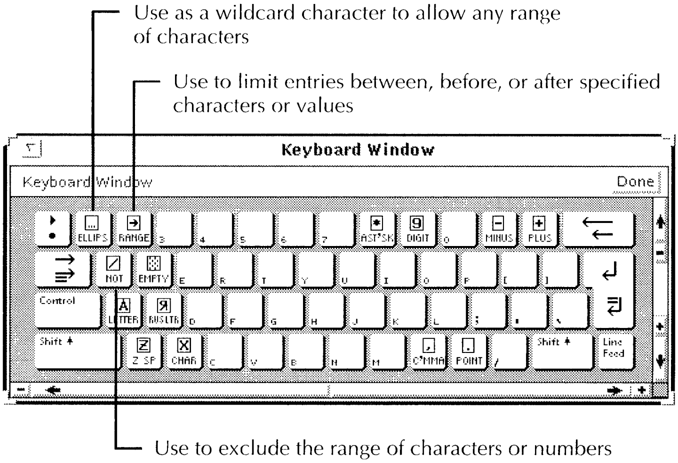
Skip if field [ ] is EMPTY | NOT EMPTY | [✓ NEVER SKIP]

Fill-in rule [ ]

3. Select Done.

Limiting the range of values allowed in a field

You can limit the range of characters and values that can be entered into fields using text and numbers from the standard keyboard, and format characters from the Special keyboard for fields. Enter the text, numbers, and format characters in the Range box of the Field property sheet.


Keyboard Window
Keyboard Window
Done
ELLIPS
RANGE
AST'SK
DIGIT
MINUS
PLUS
NOT
EMPTY
Control
LETTER
NUS LTR
Shift
Z SP
CHAR
C'MMA
POINT
Shift
Line Feed

Use as a wildcard character to allow any range of characters

Use to limit entries between, before, or after specified characters or values

Use to exclude the range of characters or numbers following this character

If data outside the range you specify is entered in the field, an error message appears when you press SKIP/NEXT to go to the next field. To make sure that characters or values are in the correct range, create a prompt. See the section "Creating prompts that appear while filling in the form" for more information.

Text ranges

Following are examples of using format characters to indicate text ranges.

Range	A…	Allows only words beginning with the letter "A"
Range	…ing	Allows only words ending with "ing"
Range	…XXX …	Allows any text containing "XXX"
Range	A→L	Allows any text beginning with the letters A through L
Range	S→	Allows any text beginning with the letter S or any of the following letters in the alphabet
Range	→L	Allows any text that ends with the letter L
Range	⧄…XXX…	Does not allow text containing "XXX"

Amount and date ranges

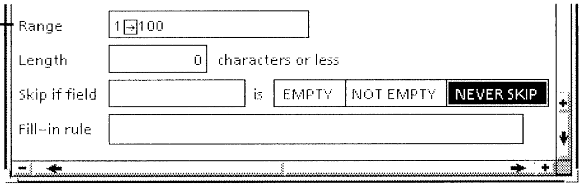
Following are examples of using format characters to indicate amount and date ranges.

Range	100→	Allows any number greater than or equal to 100
Range	→100	Allows any number less than or equal to 100
Range	1→100	Allows any number between and including 1 to 100
Range	1/1/93→	Allows any date equal to or after 1/1/93
Range	1/1/93→12/31/93	Allows any date in the year 1993
Range	⧄0→9.99	Does not allow any number between 0 and 9.99

To specify an amount, date, or text range:

1. Double-click on the left field-bounding character and press PROPS.
2. Select in the Range box.
3. Press KEYBOARD+SPECIAL+SHOW. Hold down the KEYBOARD key.
4. Enter the characters you want from the Special keyboard for fields and the standard keyboard.

Range box



Range 1⍈100

Length 0 characters or less

Skip if field is EMPTY NOT EMPTY [✓ NEVER SKIP]

Fill-in rule

5. Release the KEYBOARD key.
6. Select Done.

Updating fields and checking for entry errors

When you change fill-in rules or format, length, or range specifications for a field, GV Write does not automatically check the field contents to ensure that they meet the new specifications. If, for example, you use the Field Summary property sheet to change specifications for many fields at once, the fields in your document might not meet the new specifications. You need to update the fields.

When you update fields, GV Write compares the entries in each field with its specifications, and displays an error message if the entry is incorrect. GV Write checks all fields in the fill-in order, then all fields not in the fill-in order.

Updating fields also recalculates numbers in fields or tables used to calculate totals from other fields or table cells. If you have a Date field that automatically displays the current date, you need to update the field when the date changes.

To update fields and check for entry errors:

1. Select Update Fields in the Content menu.

   GV Write starts with the first field in your document, and checks each field in the fill-in order. If it finds an error, GV Write displays a message and highlights the entry.

2. Do the following if you get an error:

   a. Double-click on the left field-bounding character and press PROPS.

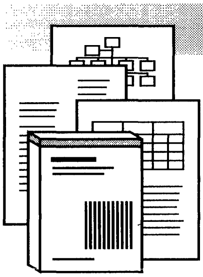
   b. Review the format, range, length, and fill-in rule to determine the error.

   c. Edit the field contents.

   d. Close the property sheet.

   e. Select Update Fields in the Content menu again.

   Repeat this procedure until you find and correct all errors.



16.

Adding equations to documents

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In GLOBALVIEW, you can create simple and complex equations in your documents. You can also convert equations to T$_{E}$X, the markup language developed for mathematical publishing.

Software required—Run GV Equations to perform the tasks in this chapter.

To display your equations, you need the following fonts loaded on your system:

- VP Xerox Equation Fonts
- VP Xerox Enhanced Classic Fonts
- VP Xerox Enhanced Modern Fonts

To print documents that contain equations, refer to the section "Printing documents that contain equations."

Adding an equation to your document

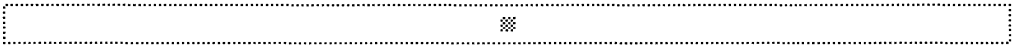
To add an equation to your document, you must insert an equation frame. You can anchor an equation frame to text or you can embed it in a draw frame.

Adding an anchored equation frame

To add an anchored equation frame:

1. Select Show Structure in the Document menu if you want to display the anchor and the frame as you insert them.
2. Select the character you want the equation anchor to follow.
3. Press KEYBOARD+SPECIAL+C.

   The default equation frame appears.

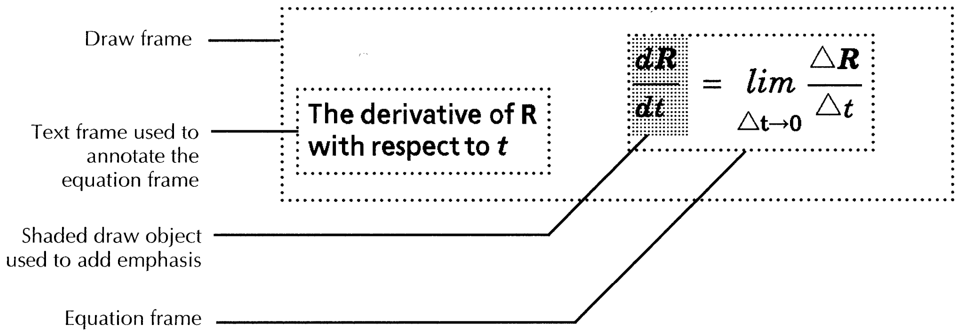


When you paginate the document, the frame appears in the line following the anchor.

The size of the frame is determined by entries in the User Profile, which you can change to suit your needs. Refer to the section "Changing the defaults for equation frames."

Adding an embedded equation frame

Embedding an equation frame in a draw frame lets you annotate the equation or add shading to call attention to different parts of the equation.

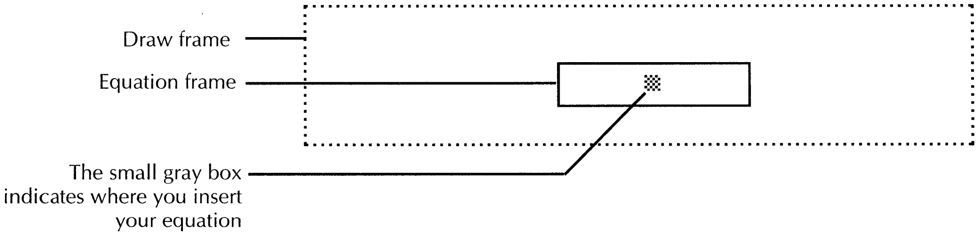

Draw frame
Text frame used to annotate the equation frame
Shaded draw object used to add emphasis
Equation frame
The derivative of R with respect to t

$$\frac{dR}{dt} = \lim_{\Delta t \to 0} \frac{\Delta R}{\Delta t}$$

To add an embedded equation frame:

1. Select inside the draw frame where you want the equation frame to appear.
2. Press KEYBOARD+SPECIAL+C.

   The equation frame appears inside the draw frame at the point you selected in step 1.


Draw frame
Equation frame
The small gray box indicates where you insert your equation

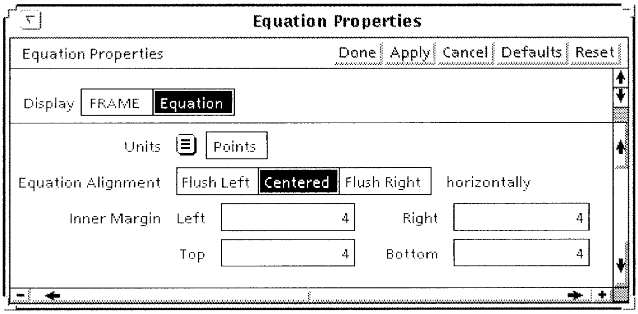
Refer to chapter 13, "Using frames in documents," for information about moving the equation frame and changing its properties.

Changing the alignment of the equation in the frame

When you insert an equation frame, the small gray box that appears in the frame indicates where the equation will appear. The default setting specifies that the equation is centered horizontally with an inner margin of four points between the equation and the frame border. If you want the equation to be left-justified in the frame, or you want to adjust the amount of space around the equation, use the following procedure.

To change the alignment of the equation in the frame:

1. Select the equation frame and press PROPS.



Equation Properties

Display: FRAME | **Equation**

Units: Points

Equation Alignment: Flush Left | **Centered** | Flush Right horizontally

Inner Margin Left: 4 Right: 4

Top: 4 Bottom: 4

2. Select Equation for the Display setting if it isn't already selected.
3. Select a value for the Equation Alignment property.
4. Enter values for the Left, Right, Top, and Bottom Inner Margin boxes.
5. Select Done.

Numbering equations

If your document contains many equations, you might want to number them. Equations are often numbered on the right side.

$$\cos\theta = \frac{x}{r} \qquad (1)$$

$$\sin\theta = \frac{y}{r} \qquad (2)$$

To number equations on the right side, change the equation frame to create a right caption, then format the caption text. You can simplify the numbering process by creating a template frame or by changing your User Profile.

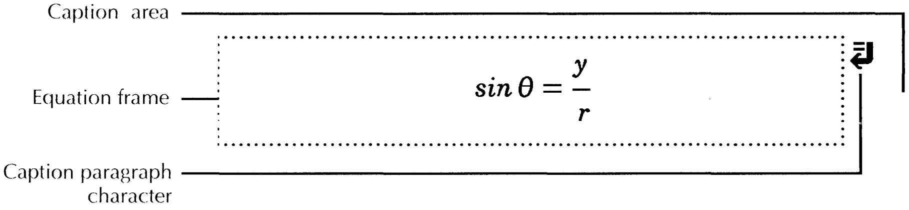
✦ **Note:** You can create captions for anchored equation frames only. Creating a caption for an embedded frame has no effect.✦

Creating a right-side caption

To create a right-side caption:

1. Select Show Non-Printing without Spaces in the Document menu.
2. Select the equation frame you want to number and press PROPS.
3. Select Frame for the Display setting if it isn't already selected.
4. Select Inches for the Units property.
5. Type **.5** in the Right Margins box.
6. Select Right for the Captions property.
7. Select Fixed for the Width property, and type a value that is .5 inch less than the width of the equation frame.
8. Select Flush Right for the Alignment property.
9. Select Done.

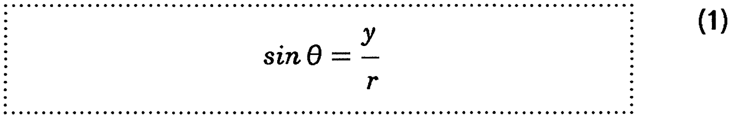
A half-inch caption area appears to the right of the equation frame.


Caption area
Equation frame
Caption paragraph character
$\sin\theta = \frac{y}{r}$

Formatting the caption

To format the caption text:

1. Select the paragraph character in the right margin of the equation frame and press PROPS.
2. Select Flush Right for the Alignment property.
3. Select Done.
4. Place your caret in the caption area to the right of the equation frame and number the equation.


$\sin\theta = \frac{y}{r}$
(1)

✦ **Tip:** The caption appears flush to the top of the equation frame. If you want the number of the caption to be centered vertically, select the caption text, press PROPS, and enter a value in the Space Before Paragraph property.✦

Using shortcuts to create numbered equation frames

If your document contains many numbered equations, you might want to use one of the following shortcuts to save time:

- Create a template frame and add it to your expansion dictionary.
- Change the default equation frame properties in your User Profile.

Creating a template frame

If your document contains many equation frames, some with captions, and some without, you can create different template frames and add them to your expansion dictionary.

To add a template frame with a caption to your expansion dictionary:

1. Create an equation frame with a caption as described in the section "Numbering equations."
2. Select the anchor for the frame and add it to your expansion dictionary, as described in the section "Entering pre-defined text, graphics, and tables" in chapter 1, "Creating and editing documents."

Changing your User Profile

If every equation in your document needs a caption, you can change your User Profile so that the equation frame you enter from the Special keyboard for documents has a caption.

To change the default equation frame:

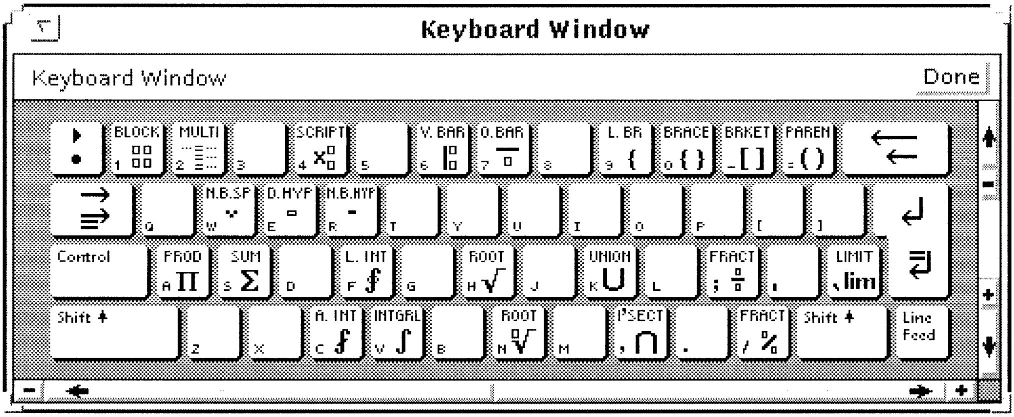
▶ In the Document Equation Frame Defaults section of your User Profile, make the following changes:

   a. Change the Right Margin entry to allow space for a caption.

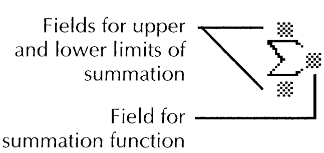
   b. Change the Right Caption entry to TRUE.

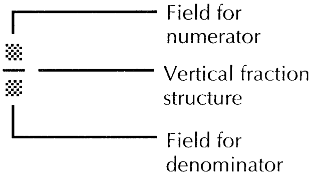
Entering equations

After you add an equation frame to your document, you can begin building your equation using the characters in the Special keyboard for equations.


Keyboard Window
Keyboard Window
Done
BLOCK 1
MULTI 2
3
SCRIPT 4
5
V. BAR 6
O. BAR 7
8
L. BR 9
BRACE 0
BRKET -
PAREN =
Q
N.B.SP W
D.HYP E
N.B.HYP R
T
Y
U
I
O
P
[
]
Control
PROD A
SUM S
D
L. INT F
G
ROOT H
J
UNION K
L
FRACT ;
'
LIMIT lim
Shift
Z
X
A. INT C
INTGRL V
B
ROOT N
M
I'SECT ,
.
FRACT /
Shift
Line Feed

These special characters, known as structures, contain fields, indicated by gray boxes, where you can insert text or other structures.


Fields for upper and lower limits of summation
Field for summation function


Field for numerator
Vertical fraction structure
Field for denominator

To enter a structure:

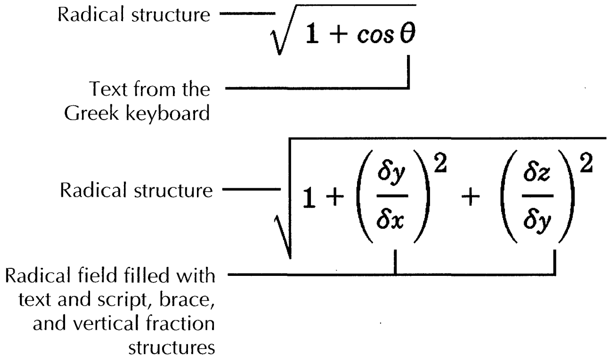
1. Select a location inside the equation frame.
2. Hold down KEYBOARD, press SPECIAL, and press SHOW to display the Special keyboard for equations.
3. Press the key for the structure that you want.
4. Release KEYBOARD.

Entering text and structures into fields

After you enter equation structures, you enter text and structures in the fields of that structure.

You can create simple equations using text and characters from alternate keyboards such as Greek, Math, Logic, Equations Symbols, and Equations Miscellaneous.

You can also create more complex equations using structures from the Special keyboard for equations.


Radical structure
$\sqrt{1 + cos\,\theta}$
Text from the Greek keyboard
Radical structure
$\sqrt{1+\left(\frac{\delta y}{\delta x}\right)^2+\left(\frac{\delta z}{\delta y}\right)^2}$
Radical field filled with text and script, brace, and vertical fraction structures

As you enter text or structures into fields, the structures grow as text or structures are placed inside them.

To enter text or structures into fields:

1. Point to a field and click the Select mouse button.

   If you have just entered a structure, the first field is selected and the equation caret flashes.

2. Do one of the following:

   - Enter text using the standard keyboard or alternate keyboards.
   - Enter a structure in the first field using the Special keyboard for equations.

Refer to the *GLOBALVIEW Reference Manual* for more information on alternate keyboards.

Strategies for entering text and structures

As you build equations, you can begin by inserting one structure inside another, as in the following example.

Begin by entering a root structure from the Special keyboard for equations —

$$\sqrt{\text{▨}}$$

Inside the root structure, insert a script structure —

$$\sqrt{\text{▨}^{\text{▨}}_{\text{▨}}}$$

In the main field of the script scripture, insert a brace structure —

$$\sqrt{(\text{▨})^{\text{▨}}_{\text{▨}}}$$

Type **y + p** in the brace field, and type **2** in the right superscript field —

$$\sqrt{(y+p)^{2}}$$

To create a different type of equation, you insert structures next to each other rather than inside each other.

To create the following equation... —

$$\frac{d(\sec u)}{dx} = \frac{\sin u}{\cos^{2} u}\frac{du}{dx}$$

...you insert vertical fractions and text next to each other —

$$\frac{\text{▨}}{\text{▨}} = \frac{\text{▨}}{\text{▨}}\frac{\text{▨}}{\text{▨}}$$

To change the spacing between the structures that you entered beside each other, refer to the section "Changing the spacing between structures."

To insert structures next to each other:

1. Insert a structure.
2. Select the structure.

Refer to the section "Selecting equations" for information about selecting equations.

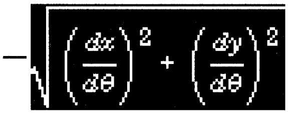
3. With the equation caret flashing to the right of the selected structure, do one of the following:
   - Insert text
   - Insert another structure

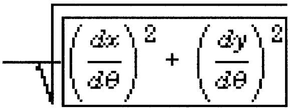
As you create your equations, you will often use a combination of both methods.

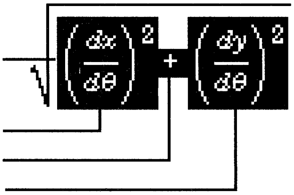
Selecting equations

To make changes to an equation, you need to know how to select parts of it. An equation is made of structures and lists, which reside inside each other, as shown in the following illustration. A list is a container that holds structures. Similarly, a structure can contain a list.

When you select a structure, it appears highlighted in black; when you select a list, it appears outlined by a rectangle. Selecting equations in either way lets you manipulate them in different ways, as explained in the following sections.

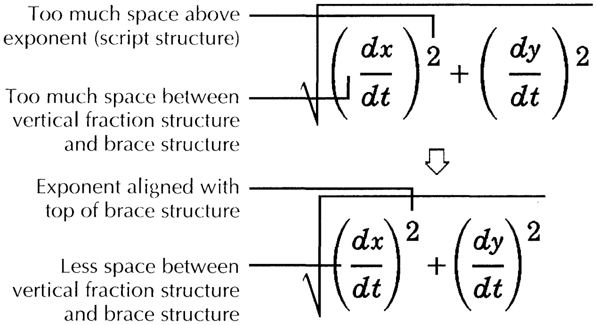

The radical structure selected


The list inside the radical structure selected, which contains other structures


The structures inside the list selected
Script structure
Text structure
Script structure

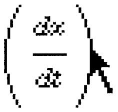
Selecting structures

Selecting a structure lets you change elements of that structure, such as the position of text in different fields. The following illustration shows an equation before and after its structures have been selected and changed.

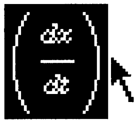

Too much space above exponent (script structure)
Too much space between vertical fraction structure and brace structure
Exponent aligned with top of brace structure
Less space between vertical fraction structure and brace structure

To select a structure using the mouse:

1. Position the pointer on the structure itself, not on any of the text in the structure.

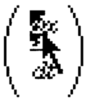


2. Click the Select mouse button.

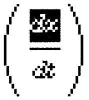


To select a structure using the SKIP/NEXT key and the mouse:

1. Select a character inside a structure.



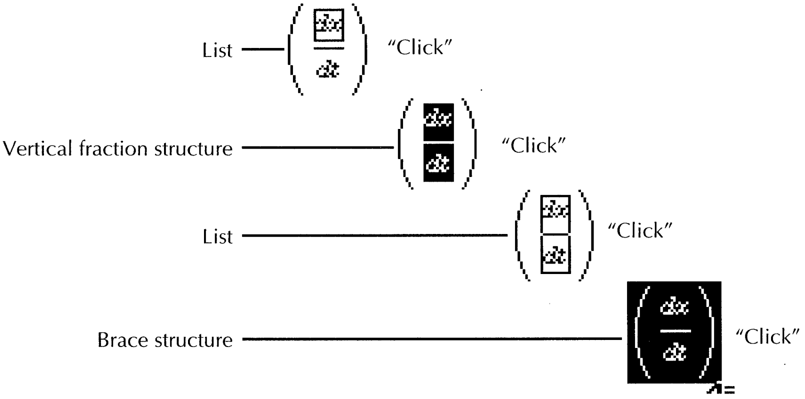
2. Press SKIP/NEXT to select the first structure.



3. Leaving the pointer in place, click the Select mouse button repeatedly until the desired structure is selected.

   When you select structures this way, you see parts of the equations alternately highlighted then outlined by a rectangle. The rectangle indicates that you have selected a list, which is explained further in the section "Selecting lists."

Each click of the mouse selects a structure or a list.


List
"Click"
Vertical fraction structure
"Click"
List
"Click"
Brace structure
"Click"

Selecting text structures

When you insert text into the field of a structure, you create a text structure.

To select a text structure:

▶ Select a character in the structure and press SKIP/NEXT.

The text structure highlights, and the equation caret flashes in the lower right corner.

Selecting lists

Selecting lists lets you change the space or gap between structures in the list and change the vertical position of text and structures in relation to each other. See the sections "Changing the spacing between structures" and "Changing the vertical position of structures in a list."

To select a list:

1. Select a text character in a field of a structure.
2. Press SKIP/NEXT.
3. Click the Select mouse button on the selected structure.

   The list that contains the text structure is selected and appears as a rectangular outline.
4. Continue to click the Select mouse button repeatedly to select all the lists in the equation.

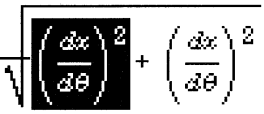
Extending structure selections

If you have more than one structure in a list, you can extend your structure selection. You would want to select many structures when you make changes to an entire equation.

✦ **Note:** You can extend the selection of structures only if the structures are part of the same list.✦

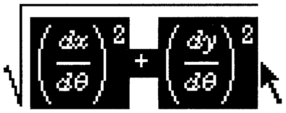
To extend a structure selection:

1. Select a structure in the list that contains more than one structure.



Script structure selected

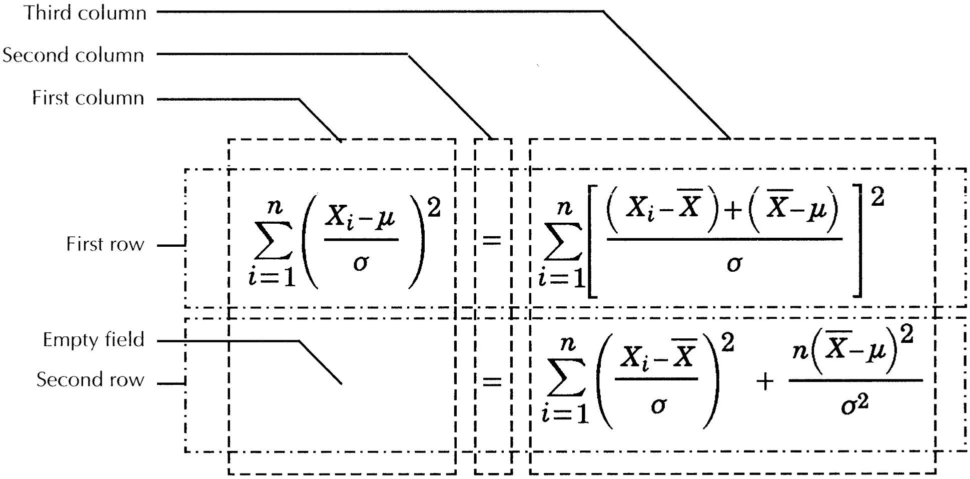
2. Click the Adjust mouse button on the last structure you want to add to the selection to the right or the left of the selected structure.



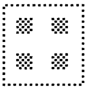
Place pointer here to extend the selection to include the text and the other script structure in the list.

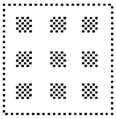
Creating multi-line equations

To create multi-line equations such as the one in the following illustration, you should use block structures. Block structures can be used for aligning equations or for creating matrices. The advantage of using a block for a multi-line equation is that even if the structures of the equation change, the alignment remains consistent.


Third column
Second column
First column
First row
Empty field
Second row
$\sum_{i=1}^{n}\left(\frac{X_i-\mu}{\sigma}\right)^2 = \sum_{i=1}^{n}\left[\frac{\left(X_i-\overline{X}\right)+\left(\overline{X}-\mu\right)}{\sigma}\right]^2$
$= \sum_{i=1}^{n}\left(\frac{X_i-\overline{X}}{\sigma}\right)^2 + \frac{n\left(\overline{X}-\mu\right)^2}{\sigma^2}$

When you insert a block, you can specify the number of fields you want in each row and each column. The Special keyboard for equations has two block structures as shown in the following illustration.


Press KEYBOARD+SPECIAL+1 to insert the two-column by two-row block.


Press KEYBOARD+SPECIAL+2 to insert the three-column by three-row block.

Blocks can also be put inside braces, brackets, parentheses, and vertical or horizontal bars to create equations like the ones shown in the following illustration.

Two-column by three-row block with curly bracket on the left side

$$\begin{cases} 0, & x < a \\ \dfrac{x-a}{b-a} & a \leq x < b \\ 1, & b \leq x \end{cases}$$

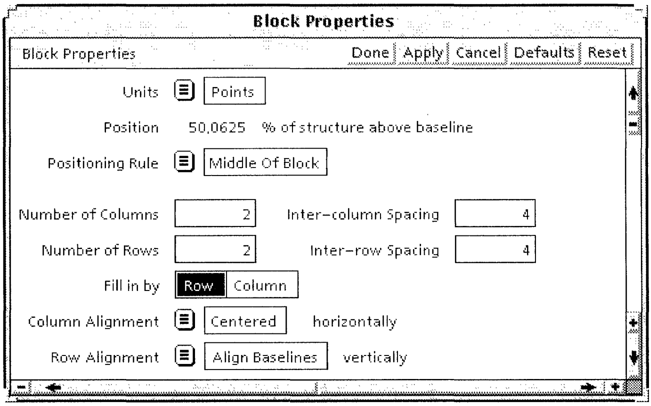
Three-column by three-row block with vertical bars on both sides

$$\boldsymbol{A} \times \boldsymbol{B} = \begin{vmatrix} \boldsymbol{i} & \boldsymbol{j} & \boldsymbol{k} \\ a_1 & a_2 & a_3 \\ b_1 & b_2 & b_3 \end{vmatrix}$$

To create a multi-line equation:

1. Select a field.
2. Do one of the following:
   - To insert a two-column by two-row block, press KEYBOARD+SPECIAL+1.
   - To insert a three-column by three-row block, press KEYBOARD+SPECIAL+2.

   A block appears in the selected location.
3. Determine how many columns and rows you want in your equation.
4. Select the block and press PROPS.



Units: Points

Position: 50.0625 % of structure above baseline

Positioning Rule: Middle Of Block

Number of Columns: 2 Inter-column Spacing: 4

Number of Rows: 2 Inter-row Spacing: 4

Fill in by: **Row** Column

Column Alignment: Centered horizontally

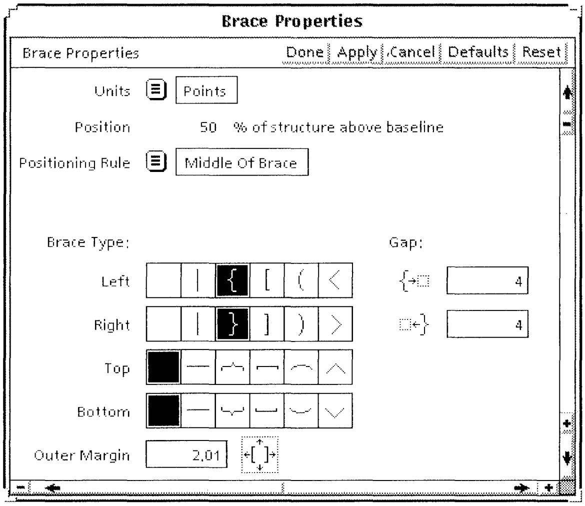
Row Alignment: Align Baselines vertically

5. Enter a value for the Number of Columns property and a value for the Number of Rows property.
6. Select Done.

   The block now contains places for each of the equations that you need to create for your multi-line equation.

To create a bracketed multi-line equation:

1. Enter a brace structure as follows:
   a. Select a field and press the appropriate key in the Special keyboard for equations to insert a brace structure.
   b. Select the brace structure and press PROPS.


Brace Properties
Brace Properties
Done
Apply
Cancel
Defaults
Reset
Brace Type:
Left
Right
Top
Bottom
Gap:

Units: Points

Position: 50 % of structure above baseline

Positioning Rule: Middle Of Brace

Gap: {→□ 4

Gap: □←} 4

Outer Margin: 2.01

   c. Determine the type of brace you want to enclose the block and make the appropriate changes.
   d. Select Done.
2. Enter a block inside the braces as follows:
   a. Select the field in the brace structure and press 1 or 2 in the Special keyboard for equations.
   b. Determine how many columns and rows you want in your block.

c. Select the block and press PROPS.

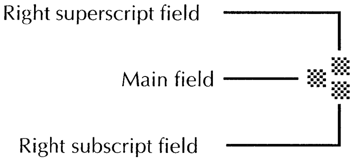
d. Enter a value for the Number of Columns property and the Number of Rows property.

e. Select Done.

Using script structures

Most of the structures in the Special keyboard for equations are familiar mathematical symbols; you know when and where to use them. The script structure, however, is not a familiar symbol and might not be as easy to understand and use.

Use the script structure for equations with superscripts and subscripts. When you first enter the structure from the keyboard you see three fields into which you can enter text or other structures.



Left superscript and subscript fields are also available, although they are not visible when you first enter the structure from the keyboard. See the section "Changing the number of fields in a script structure."

You can use this structure to create equations such as the following.

A script with brace structure in main field and text in right superscript field—all other superscript and subscript fields are turned off —

$$\left(\frac{x-1}{x}\right)^{n}$$

A script with simple text in main field and in right superscript and subscript fields —

$$x_{n}^{2}$$

A script with two brace structures in main field and text in right superscript and right subscript field —

$$F\left(x\right)\Big]_{a}^{b}$$

Selecting script structures

You enter text and structures in scripts just as you enter them into the fields of any other structure. Selecting a script structure is different, however.

Because a script has no contributed text or characters, such as the summation or integral structure, it is not as easy to select as other structures. You must select a field or a character in a field, then press SKIP/NEXT until the entire structure is selected.

To select a script structure:

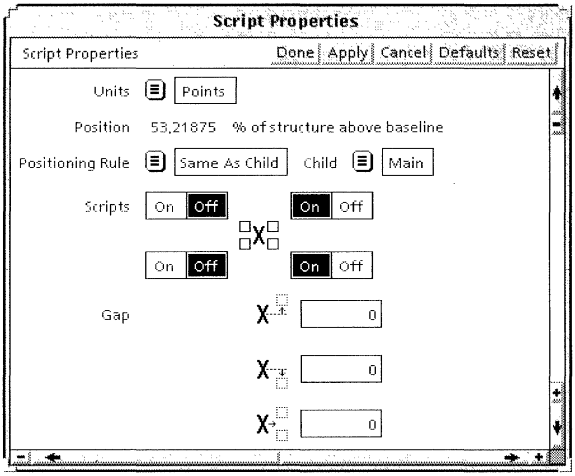
1. Select a field or character in a field.
2. Press SKIP/NEXT repeatedly until the script structure is selected.

Changing the number of fields in a script structure

As you create a script using structures or text, you might want to change the fields that are available to you. Use the following procedure before or after you enter structures into the fields.

To change the number of fields in a script:

1. Select a script and press PROPS.



Script Properties

Units: Points

Position 53.21875 % of structure above baseline

Positioning Rule: Same As Child   Child: Main

Scripts: On [✓ Off]   [✓ On] Off
On [✓ Off]   [✓ On] Off

Gap: 0
0
0

2. Turn the Scripts properties on or off, depending on how many fields you want to use in your script.
3. Select Done.

Editing equations

As you create your equations, you will undoubtedly want to make changes to those equations.

Editing text

The text in an equation frame has the same character properties as the equation frame anchor. If the equation frame is inside a draw frame, the text has the character properties of the draw frame anchor.

You can edit text in your structures to change type face, font size, type placement, and emphasis just as you make changes to text in paragraphs or section headings.

To change character properties of text in structures:

1. Select the text in the structure you want to change and press PROPS.
2. Make appropriate changes to the character properties.
3. Select Done.

To change the line height of text in structures:

1. Select the text characters whose font size you have changed.
2. Select Refit Line Heights in the Equation menu.

   GV Equations adjusts the line height of the first paragraph to match the height of the tallest character in the structure.

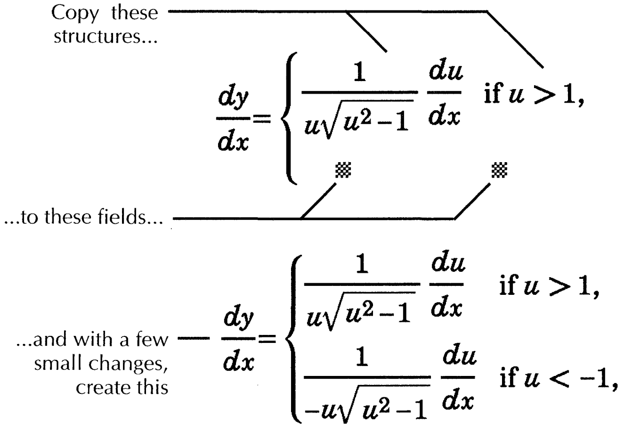
Moving and copying structures

If you create an equation that is made up of repetitive structures, you can copy structures from other equations rather than start from the beginning every time. You can copy and move structures to fields that are part of other structures.

You can copy or move an equation structure within the same equation frame, into another equation frame in the same document, or into an equation frame in a different document.

To move or copy a structure:

1. Select the structure you want to move or copy.
2. Press MOVE or COPY.
3. Do one of the following:
   - If you are copying or moving a structure into an empty field, select the destination field with the Select mouse button.
   - If you are copying or moving a structure to an existing structure, click the Select mouse button on the destination structure you want the source structure to follow.



$$\frac{dy}{dx} = \begin{cases} \frac{1}{u\sqrt{u^2-1}}\,\frac{du}{dx} & \text{if } u > 1, \\ ▩ & ▩ \end{cases}$$

$$\frac{dy}{dx} = \begin{cases} \frac{1}{u\sqrt{u^2-1}}\,\frac{du}{dx} & \text{if } u > 1, \\ \frac{1}{-u\sqrt{u^2-1}}\,\frac{du}{dx} & \text{if } u < -1, \end{cases}$$

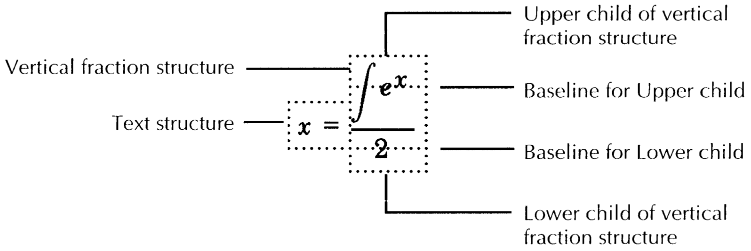
Changing the vertical position of structures in a list

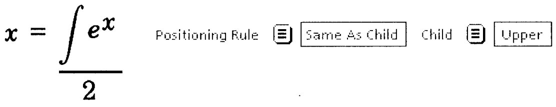
As you create your equations, GV Equations automatically aligns and positions them. If you do not like the default vertical position of your equations, you can change it.

When you select a structure and press PROPS, you see a Positioning Rule property in the property sheet. Use this property to adjust the vertical position of your structure in relation to the structure that it's next to or inside of.

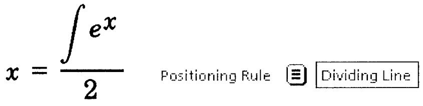
The positioning rule is the line about which the structure is aligned. Each structure, because of its different fields, has different choices for the Positioning Rule property.

The following equation consists of a text structure followed by a vertical fraction structure. The examples following the equation show the different choices that are available for the Positioning Rule property for the vertical fraction structure.

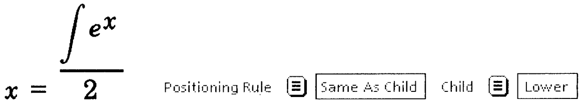

Upper child of vertical fraction structure
Vertical fraction structure
Baseline for Upper child
Text structure
Baseline for Lower child
Lower child of vertical fraction structure



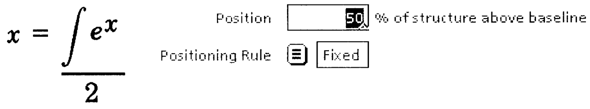
Positioning Rule Same As Child Child Upper



Positioning Rule Dividing Line



Positioning Rule Same As Child Child Lower



Position 50 % of structure above baseline

Positioning Rule Fixed

To change the vertical position of structures in a list:

1. Select a structure that you want to move vertically and press PROPS.

   The property sheet for the structure appears.

2. Select a value for the Positioning Rule property to change the vertical position of the structure.
3. Select Done.

For more information on the Positioning Rule property for each structure, see individual property sheet entries in the *GLOBALVIEW Reference Manual.*

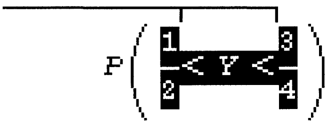
Changing the spacing between structures

You use the List property sheet to change the space or gap between structures in a list.

To change the spacing between structures:

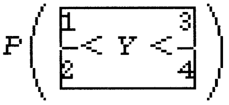
1. If you are not sure what structures are in a list, select the first structure then extend the selection by clicking the Adjust mouse button on all the other structures in the list.

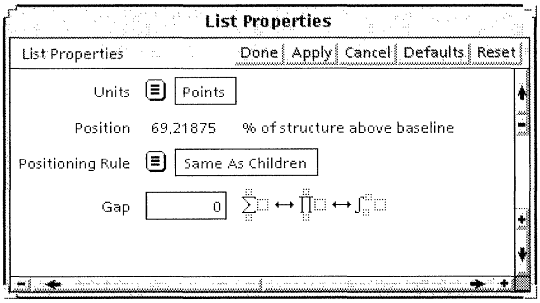
   The highlighting shows the structures in the list and therefore indicates the point at which the change in gap will have an effect.



The gap setting has an effect between the fraction structures and the text structure.

2. Select the list and press PROPS.





Units: Points

Position: 69.21875 % of structure above baseline

Positioning Rule: Same As Children

Gap: 0

3. Change the value for the Units property, if necessary.
4. Enter a value in the Gap box.
5. Select Apply to determine if the structures are correctly placed.

Changing the gap makes this equation more evenly spaced.

$$P\left(\frac{1}{2} < Y < \frac{3}{4}\right)$$

6. Change the value in the Gap box as needed.
7. Select Done.

✦ **Note:** If a list contains only one structure, changing the gap has no effect.✦

Changing the spacing inside structures

Use each structure property sheet to set the amount of space that exists between the fields and the structure itself.

To change the spacing inside structures:

1. Select the structure and press PROPS.
2. Enter a value in the Gap box.
3. Select Apply to determine the spacing inside the structure.
4. Change the value in the Gap box as needed.
5. Select Done when the spacing is correct.

Aligning rows and columns in block structures

Use the Block property sheet to align the columns and rows of a block. Whether you have a matrix or multi-line equation, you can change the block properties to specify the amount of space between columns and rows and also the alignment of the text in the columns and rows.

In this equation, the equations in the columns are centered, and the columns are close together, making the equation hard to understand.

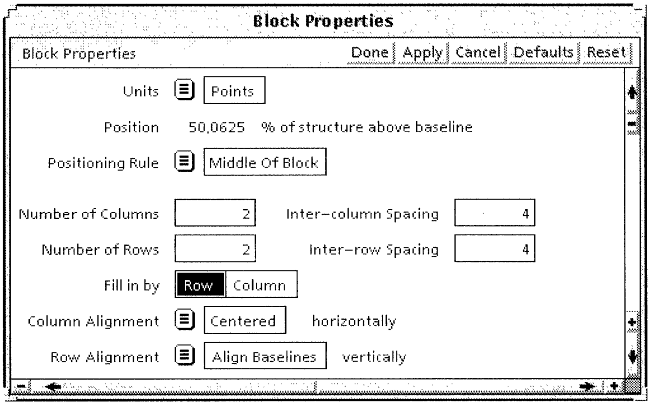
$$\begin{cases} 0, & x < a \\ \dfrac{x-a}{b-a} & a \leq x < b \\ 1, & b \leq x \end{cases}$$

In this equation, the equations in the columns are left justified, and the columns are farther apart, making the equation easier to understand.

$$\begin{cases} 0, & \quad x < a \\ \dfrac{x-a}{b-a} & \quad a \leq x < b \\ 1, & \quad b \leq x \end{cases}$$

To align columns and rows in a block structure:

1. Select the equation block and press PROPS.



Units: Points

Position: 50.0625 % of structure above baseline

Positioning Rule: Middle Of Block

Number of Columns: 2

Inter–column Spacing: 4

Number of Rows: 2

Inter–row Spacing: 4

Fill in by: Row | Column

Column Alignment: Centered horizontally

Row Alignment: Align Baselines vertically

2. Enter a value for the Inter-Row Spacing property
3. Enter a value for the Inter-Column Spacing property.
4. Select Apply to determine the spacing between the columns and rows.
5. Select a value for the Column Alignment property.

6. Select a value for the Row Alignment property.
7. Select Done when the spacing is correct.

Changing the size of equations

GV Equations adjusts the height of equation structures and frames as you add or delete structures and text if the equation frame Height property is Varying. If you want to manually readjust your equations, use the following procedure.

To change the size of an equation:

1. Select the equation frame you want to adjust and press PROPS.
2. Select Varying for the Height property.
3. Select Normalize Eqn Frames in the Equation menu.

   GV Equations readjusts the structures and frames and repaints the equation frame.

Deleting structures

To delete a structure:

1. Select the structure you want to delete.
2. Press DELETE.

Restoring structures

If you delete a structure that you did not mean to delete, you can press UNDO to restore the structure.

To restore a structure:

- Press UNDO immediately after deleting a structure to restore that structure.

  ✦ **Note:** This procedure does not work if you have selected another location in your document or workspace after deleting the structure.✦

Converting GLOBALVIEW equations to TEX

GV Equations gives you the ability to convert your equations to TEX, the markup language developed for mathematical publishing. What could be a laborious manual procedure becomes as easy as selecting an option in a menu.

The following equation shows a GLOBALVIEW equation and its TEX equivalent, generated automatically by GV Equations.

GLOBALVIEW equation

$$\left(\frac{dy}{dt}\right)^2$$

TEX equation

`${{({{{{dy}\over{dt}}}})}\sp{2}}$`

To convert a GLOBALVIEW equation to TEX:

1. Select the structure or structures you want to convert.
2. Select Convert GV Equation to TeX in the Equation menu.

   The pointer changes to a copy pointer.
3. Select the location in the document where you want the TEX equation to appear.

   You can select a location in an equation frame or in the text.

Printing documents that contain equations

You can print your document to either a PostScript or an Interpress printer.

Printing equations on an Interpress printer

Your Interpress printer must be running the following or later versions of Print Service and fonts:

- Print Service 11.3
- Xerox.XC1-3-3.EquationBracket-12pt
- Xerox.XC1-3-3.EquationBracket-20pt
- Xerox.XC1-3-3.EquationBracket-28pt
- Xerox.XC1-3-3.EquationBracket-36pt
- Xerox.XC1-3-3.EquationLarge
- Xerox.XC1-3-3.EquationLarger
- Xerox.XC1-3-3.Modern-12pt
- Xerox.XC1-3-3.Modern-24pt

Printing equations on a PostScript printer

Your PostScript printer must be running the following fonts:

- EquationBracket-12
- EquationBracket-20
- EquationBracket-28
- EquationBracket-36
- EquationLarge
- EquationLarger

In addition, you must load the following Type 1 Enhanced Modern and Classic character sets in medium weight and roman and italic postures:

- 000 (Latin alphabet and punctuation)
- 041 (Math symbols and Japanese punctuation)
- 042 (Math and Japanese symbols)
- 046 (Greek alphabet)
- 356 (General and technical symbols I)
- 357 (General and technical symbols II)

Changing the defaults for equation frames

You can change the default values for equation frames by editing entries in the Document Equation Frame Defaults section of your User Profile. To add or change entries in your User Profile, refer to chapter 17, "User Profile options for documents."

Changing the following entries in the User Profile changes the options displayed in the Equation Frame property sheet.

In the list, each entry is followed by a colon, one space, and the preset default. Options for the default value appear on the next line preceded by two dashes. Explanations follow options that might not be self-explanatory.

To change the preset default, replace it with one of the other options shown for the entry.

[Document Equation Frame Defaults]

Units: Inches
--Inches|Millimeters|Centimeters|Points|Spaces

Horizontal Alignment: Centered
--Centered|Flush Left|Flush Right

Vertical Alignment: Floating
--Floating|Flush Bottom|Flush Top

> Floating—The frame moves with the paragraph that contains its anchor.
>
> Flush Bottom—The frame appears at the bottom of the page that contains its anchor. If the frame doesn't fit on the same page as its anchor, the frame appears at the bottom of the next page.
>
> Flush Top—The frame appears at the top of the page that contains its anchor. You must place the frame anchor in the first character position on the page immediately following any page format character. On the first page of a document, you must place the anchor immediately following the first paragraph character in the document. Otherwise, the frame appears at the top of the next page or column.

Border Width: Width1
--Width1|Width2|Width3|Width4|Width5|Width6

Border Style: Invisible
--Invisible|Solid|Dashed|Dotted|Double|Broken

Top Margin: 0
--If Units set to inches, value range is 0 to 13.88; if points, range is 0 to 999

Bottom Margin: 0
--If Units set to inches, value range is 0 to 13.88; if points, range is to 999

Left Margin: 0
--If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

Right Margin: 0
--If Units set to inches, value range is 0 to 25.99; if points, range is 0 to 1871

Top Caption: False
--False|True

Bottom Caption: False
--False|True

Left Caption: False
--False|True

Right Caption: False
--False|True

Span: Column
--Column|Page

Width: 0
--From 0 to 25.99 inches, but default can depend on column width and frame margins

> When you enter an equation frame, its width is the column width. If you change the frame width in the User Profile and select Defaults in the Equation Frame property sheet, the value in the User Profile appears in the Width box.

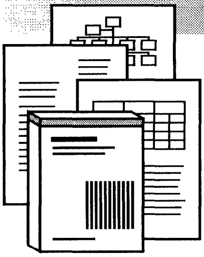
Height: 0.22
--If Units set to inches, value range is 0 to 55.54; if points, range is 0 to 3999

Fixed Width: True
--True|False

> True—The width of the frame does not vary as you add your equation to it.
>
> False—The width of the frame varies as you add your equation to it.

Fixed Height: False
--True|False

> True—The height of the frame does not vary as you add your equation to it.
>
> False—The height of the frame varies as you add your equation to it.



17.

User Profile options for documents

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All applications have default settings that specify how they operate. If you are familiar with MS-DOS, you're aware that you can change certain defaults on a PC using the CONFIG.SYS command.

In GLOBALVIEW, the User Profile provides a list of settings for your workspace in which you can change a default setting.

When you change a User Profile setting, the default also changes in the property sheet when a property sheet is associated with that setting. The section "User Profile sections" indicates which property sheet is associated with each setting.

The User Profile icon resides in the Workspace divider of your Directory. The system checks the User Profile settings when you open the GLOBALVIEW workspace.

You can edit the contents of the User Profile by changing options or adding options to it, but the icon must remain in the Directory for the system to recognize your changes.

Selecting Show User Profile in the Workspace menu lets you see and change User Profile settings without opening the Directory.

Edits made to the User Profile in the Workspace menu are also made to the contents of the icon in the Directory and to the default settings in property sheets. For simplicity, whenever this chapter mentions editing the User Profile, it assumes that you will access it in the Workspace menu.

User Profile format

The User Profile shows current entries and available options for the entries, grouped under section headings. You must enter the User Profile settings in the following format for the system to recognize them.

```
[Section]
Entry: Option—Option1|Option2|Option3
```

The following rules apply when you enter new sections or options in your User Profile:

- Enclose the section name in square brackets [ ].

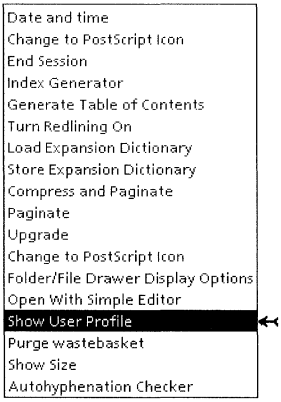
- Enter a section only once in your User Profile.
- Don't leave blank lines. A blank line within a section voids all the entries following it until the next section.
- Place each entry under the appropriate section.
- Place a colon after the entry name. Don't leave a space between the entry name and the colon.
- Place the active option after the entry. Leave one space between the colon and the current option.
- Precede additional options by dashes (--) and separate them with vertical bars (|) from the ASCII keyboard.
- Enclose comments in braces { }.

Changing the User Profile

When you edit the User Profile, you change that default setting for all documents in your workspace, so make sure the new setting is appropriate for most circumstances.

If the setting isn't appropriate for most circumstances, change it in the property sheet for a single document or object.

To edit an existing entry in the User Profile:


Date and time
Change to PostScript Icon
End Session
Index Generator
Generate Table of Contents
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Folder/File Drawer Display Options
Open With Simple Editor
Show User Profile
Purge wastebasket
Show Size
Autohyphenation Checker

1. Select Show User Profile in the Workspace menu.
2. Select Edit.
3. Select the current option next to the entry you want to change and press DELETE.
4. Enter another option from the choices on the right.

   Make sure to leave a space between the new option and the colon. Enter the option exactly as it appears.
5. Select Done.
6. Close the User Profile.
7. To activate new options, log off GLOBALVIEW, then log back on.

The User Profile Copy Source lists all options you can include in a User Profile.

You can retrieve the User Profile Copy Source from the Online Samples and Tutorial Exercises directory.

The number of items in your User Profile and the length of time the system takes to log on are directly proportional, so it's important to add only the options you want to change from the default settings.

To copy settings from the User Profile Copy Source:

1. Select Show User Profile in the Workspace menu.
2. Select Edit.
3. In the User Profile Copy Source, locate the section name and entry you want to add.

   The List of Sections shows the page number for each section. Section names are enclosed in brackets, e.g. [Workspace].
4. Do one of the following:
   - If your User Profile already contains the Section name, skip to the next step.
   - If your User Profile does not contain the Section name, copy the section name to the User Profile. Do not include leading or trailing spaces. Make sure to include the beginning and ending brackets.
5. In the User Profile Copy Source, select the entries to copy.

   Only copy the entries you need. If you are satisfied with the default option for an entry, don't copy the entry to the User Profile. The system assumes the default for entries not listed in the User Profile.
6. Press COPY.
7. Select under the Section name in the User Profile.
8. Copy the options and comments for each section from the Entry Options column in the User Profile Copy Source to the User Profile.

Include the double dashes (--) preceding the options or comments.

9. Close the User Profile and User Profile Copy Source.
10. To activate the new options, log off GLOBALVIEW, then log back on.

User Profile sections

The default User Profile and the User Profile Copy Source sections are listed here alphabetically. These sections affect the portions of your workspace that use GV Write.

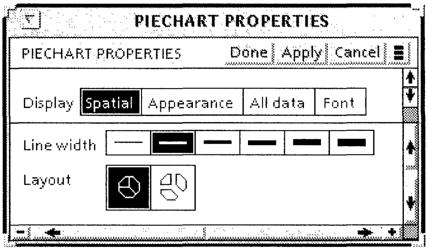
✦ **Note:** The section called "Frame Defaults" is not listed under that name in the User Profile or in the Copy Source, but is a generic name that includes the identical options for draw, document table, document equation, bitmap and text frames, and buttons.✦

For information about changing workspace level options in GLOBALVIEW, see the chapter "Customizing your workspace with the User Profile," in the *GLOBALVIEW Workspace User Guide.*

Chart PieSlice Defaults

Chart PieSlice Defaults contains entries for pie charts entered from the Special keyboard for graphics.

These entries also appear as properties in the Piechart property sheet. The option you enter in the User Profile is the default, but unlike other entries, you must select Defaults in the property sheet before they take effect.



Border Width—Sets the line width for a pie slice in charts. The entries correspond to the properties for Line Width in the Piechart property sheet. The default for Border Width is the second width shown in the property sheet.

Shading—Sets the shading for a shape. The entry corresponds to the property for Shading in the Piechart property sheet. The default is white.

Vertical, **Horizontal**, **LowerLeft-UpperRight**, **UpperLeft-LowerRight**, and **Dotted Textures**—Set the pattern for shading shapes using different textures. True is on; False is off. You can create shapes with multiple textures by setting more than one texture to True in your User Profile. The textures correspond to the properties for the five textures in the Piechart property sheet. The default for all Textures is False.

Conversion

Conversion contains entries for automatically paginating non-GLOBALVIEW documents that you convert to GLOBALVIEW documents.

Document Pagination: Simple—Automatically paginates documents that you convert to GLOBALVIEW format.

Simple—Paginates, but stores the document in fragmented pieces on the disk. The file may occupy more disk space than necessary, and file access may be slowed. Simple is the default setting.

Compress—Paginates and stores the file in compressed form on the disk, which speeds file access but takes the longest to perform.

None—Does not paginate. This is the fastest conversion process, but makes accessing the converted document slow.

Document Table Column Defaults

Document Table Column Defaults contains entries for table columns.

These entries also appear as properties in the Table Column property sheet. The option you enter in the User Profile is selected in the property sheet.

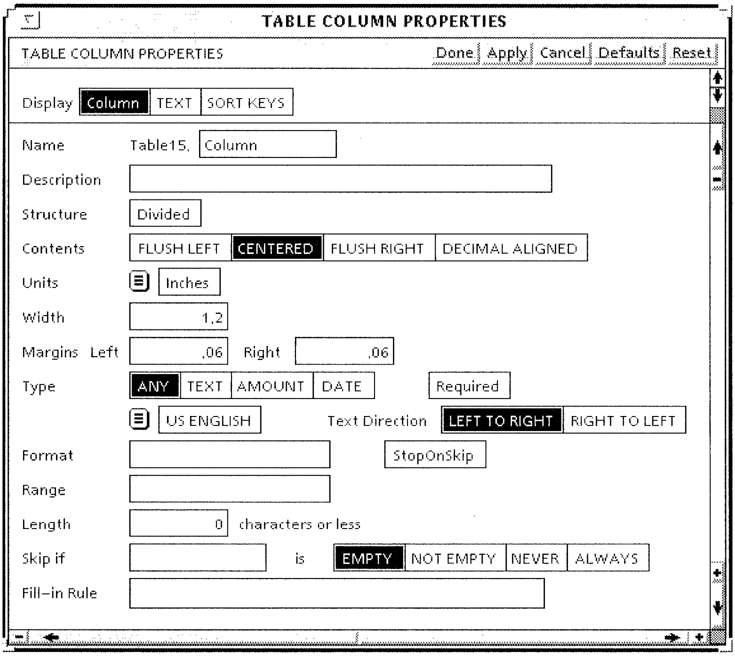


TABLE COLUMN PROPERTIES

TABLE COLUMN PROPERTIES Done Apply Cancel Defaults Reset

Display [✓ Column] TEXT SORT KEYS

Name Table15. Column

Description

Structure Divided

Contents FLUSH LEFT [✓ CENTERED] FLUSH RIGHT DECIMAL ALIGNED

Units Inches

Width 1.2

Margins Left .06 Right .06

Type [✓ ANY] TEXT AMOUNT DATE Required

US ENGLISH Text Direction [✓ LEFT TO RIGHT] RIGHT TO LEFT

Format StopOnSkip

Range

Length 0 characters or less

Skip if is [✓ EMPTY] NOT EMPTY NEVER ALWAYS

Fill-in Rule

Units—Sets the default unit of measurement for the entries in this section. If you change the unit of measurement, make sure the measurements in the rest of this section correspond to the unit you specify.

Description—Summarizes the contents of the column or columns. The default for Description is empty.

Number of Subcolumns—Sets the default value that appears when you select Divided in the Table Column property sheet. This entry also sets the number of subcolumns created when you select a table column and then select Subdivide Table Column in the Content menu. You can specify any number from 1 to 5. The default number of subcolumns is 2.

Subrows—Determines whether a new subrow is added to columns when you select the last subrow cell and press SKIP/NEXT. Setting the entry to False prevents subrows from being created. The default is False.

Contents—Specifies where text aligns within the column margins. This entry corresponds to the property for Contents in the Table Columns property sheet. The default is Centered.

Tab Setting—Specifies the setting for tabs inserted into column cells when you specify Decimal Aligned for the Contents entry. The default setting is .67 inches.

Width—Sets the width of the columns in a newly created table. The value you enter uses the unit of measurement specified for the Units entry. This entry corresponds to the property for Width in the Table Column property sheet. The smallest width you can enter is 0.2 inches. The default is 1.19 inches.

Left Margin and **Right Margin**—Set the left and right margins within the table column. The number you enter uses the unit of measurement specified in the Units entry. These entries correspond to the property for Margins in the Table Column property sheet. The default for both options is 0.6 inches.

Type—Specifies the type of data you can enter in the column. Identifying the data type is important for sorting the table and using fill-in rules. This entry corresponds to the property for Type in the Table Column Property sheet. The default is Any.

Required—Indicates whether all cells in the column must contain data. This entry corresponds to the property for Required in the Table Column property sheet. The default is False.

Language—Displays the language of the table, which controls the format for the amount and date fields. This entry corresponds to the language displayed next to the Language menu in the Table Column property sheet. The default is U.S. English.

Text Direction—Specifies the horizontal direction of text flow in column cells. This entry corresponds to the property for Text Direction in the Table Column property sheet. The default is Left to Right.

Format—Places restrictions on data in the cells of a column. These restrictions are in addition to the Type entry in this section. When Type is set to Text, the characters you place in the Format entry specify the order and the type of characters you can enter into the column. When Type is set to Amount or Date, the characters you provide for the Format determine how amounts or dates are displayed. This entry corresponds to the property for Format in the Table Column property sheet. The default is blank.

Range—Defines a range of acceptable entries for the table column. Leave Range blank if all entries are acceptable. This entry corresponds to the property for Range in the Table Column property sheet. The default is blank.

Length—Defines the maximum number of characters accepted in column entries. If you enter a number and your text exceeds that number of characters, pressing SKIP/NEXT does not move the caret to the next cell. This entry corresponds to the property for Length in the Table Column property sheet. The default length is 0, indicating no restrictions on the length.

Skip If—Defines the conditions under which a column is skipped when you press SKIP/NEXT. This entry corresponds to the property for Skip If in the Table Column property sheet. The default is blank.

Skip Condition—Defines the conditions under which a table column is skipped when you press SKIP/NEXT. The default is Empty.

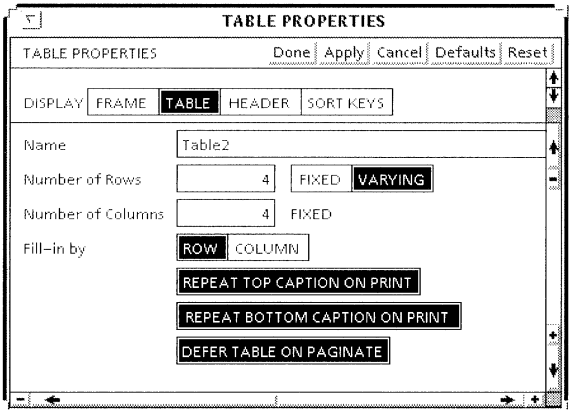
Fill-in Rule—Defines the fill-in rule that GV Write uses to enter information into the column. This entry corresponds to the property for Fill-in Rule in the Table Column property sheet. The default is blank.

Stop On Skip—Defines the conditions under which pressing SKIP/NEXT in a column causes the caret to stop. The default is False.

Document Table Defaults

Document Table Defaults contains entries for tables.

These entries also appear as properties in the Table Property sheet. The option you enter in the User Profile is the default in the property sheet.



Name Table2
Number of Rows 4 FIXED [✓ VARYING]
Number of Columns 4 FIXED
Fill-in by [✓ ROW] COLUMN
[✓ REPEAT TOP CAPTION ON PRINT]
[✓ REPEAT BOTTOM CAPTION ON PRINT]
[✓ DEFER TABLE ON PAGINATE]

For information about table frame defaults, see the section "Frame Defaults."

Height—Specifies the height of the default table. The value you enter uses the unit of measurement specified for the Units entry. The default is 0.97 inches.

Fixed Width—Specifies whether the width of the table remains fixed when you increase the number of columns. The default is False, the table width increases when you add more columns.

Fixed Height—Specifies whether the height of the table remains fixed when you increase the number of rows. The default is False, the table height increases when you add more rows.

Number of Columns and **Number of Rows**—Specify the number of columns and rows for any newly created table. These entries correspond to the properties for Number of Rows and Number of Columns in the Table property sheet. The default value for both columns and rows is 2.

Rows and **Columns**—Specify whether the number of columns or rows increase if you press SKIP/NEXT when the caret is in the last cell of the column or row. The default for both columns and rows is Varying. The setting for the Fill-in By option determines whether a column or row is created.

Fill-in By—Specifies the fill-in direction when using SKIP/NEXT in a table. Specifying Column moves the caret to the next cell in a column when you press SKIP/NEXT. Specifying Row moves the caret to the next cell in the row when you press SKIP/NEXT. This entry corresponds to the property for Fill-in By in the Table property sheet. The default is Row.

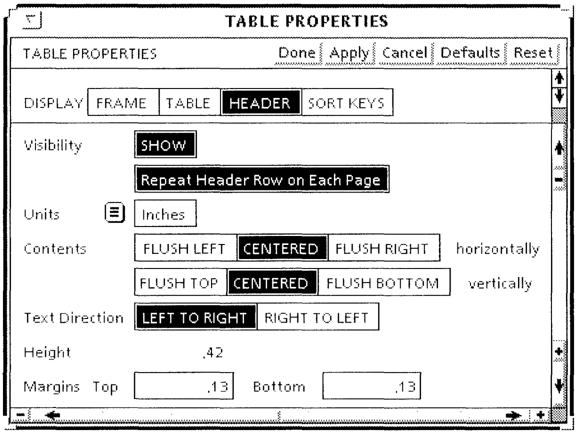
Repeat Top Caption On Print and **Repeat Bottom Caption On Print**—Determine whether the table caption prints on every page, if the table spans more than one page. These entries correspond to the properties for Repeat Top Caption on Print and Repeat Bottom Caption on Print in the Table property sheet. The default is True for both top and bottom captions.

Defer Table On Paginate—Moves the table to the next page when you paginate, if it doesn't fit on the same page as its anchor. This entry corresponds to the property for Defer Table on Paginate in the Table property sheet. The default is True, defer the table to the next page. False starts the table on the same page as the anchor, and splits the table when you print it after paginating.

Document Table Header Row Defaults

Document Table Header Row Defaults contains entries for the table header row.

These entries also appear as properties in the Table Header property sheet. The option you enter in the User Profile is the default in the property sheet.



DISPLAY FRAME TABLE HEADER SORT KEYS

Visibility SHOW

Repeat Header Row on Each Page

Units Inches

Contents FLUSH LEFT CENTERED FLUSH RIGHT horizontally

FLUSH TOP CENTERED FLUSH BOTTOM vertically

Text Direction LEFT TO RIGHT RIGHT TO LEFT

Height .42

Margins Top .13 Bottom .13

Units—Sets the default unit of measurement for the Top and Bottom header row margins. If you change the unit of measurement, make sure that the Top Margin and Bottom Margin settings correspond to the unit you specify. The default setting is inches.

Visibility—Determines whether the table header row appears. This entry corresponds to the property for Visibility in the Table Header property sheet. The default setting is True, tables are created with a header row displayed.

Repeat Header Row on Each Page—Determines whether your table header row repeats on each page if the table spans more than one page. It applies only if the Visibility entry is set to True. This entry corresponds to the property for Repeat Header Row on Each Page in the Table Header property sheet. The default is True, the header row repeats on each page the table spans.

Horizontal Alignment and **Vertical Alignment**—Determine the horizontal and vertical alignment of the contents inside the header cell. These options correspond to the property for Contents in the Table Header property sheet. The default for both is Centered.

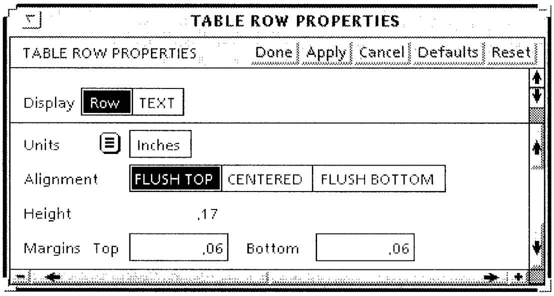
Text Direction—Determines the direction in which text is entered in table header cells. This option corresponds to the Text Direction property in the Table Header property sheet. The default is Left To Right.

Top Margin and **Bottom Margin**—Determine the margins above and below the text in the header row. The Values you enter use the unit of measurement specified in the Units entry. If you enter the value in points, it must be between 0 and 256 points. If you enter the value in inches, it must be between 0 and 3.56 inches. These entries correspond to the property for Margins in the Table Header property sheet. The default for both top and bottom header margins is .06 inches.

Document Table Row Defaults

Document Table Row Defaults contains entries for table rows.

These entries also appear as properties in the Table Row property sheet. The option you enter in the User Profile is the default in the property sheet.



Display [✓ Row] TEXT

Units Inches

Alignment [✓ FLUSH TOP] CENTERED FLUSH BOTTOM

Height .17

Margins Top .06 Bottom .06

Units—Sets the default unit of measurement for table rows. If you change the unit of measurement, make sure that the Top Margin and Bottom Margin settings correspond to the unit you specify. This entry corresponds to the property for Units in the Table Row property sheet. The default setting is inches.

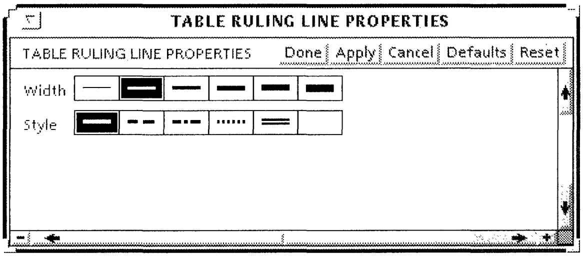
Vertical Alignment—Determines the position of text within the margins of a table row. This entry corresponds to the property for Alignment in the Table Row property sheet. The default is Flush Top.

Top Margin and **Bottom Margin**—Determine the margins above and below the text you enter in a table row. The values you enter use the unit of measurement you specify in the Units entry. If you enter the value in points, it must be between 0 and 256 points. If you enter the value in inches, it must be between 0 and 3.56 inches. These entries correspond to the properties for Margins in the Table Row property sheet. The default is .06 inches.

Document Table Ruling Line Defaults

Document Table Ruling Line Defaults contains entries for the lines that separate table cells. These entries don't affect the table border.

These entries also appear as properties in the Table Ruling Line property sheet. The option you enter in the User Profile is the default in the property sheet.



Line Width and **Line Style**—Set the default line width and style shown when you create a table. These entries correspond to the properties for Width and Style shown graphically in the Table Ruling Line property sheet. The default Line Width is the second width shown in the property sheet. The default Style is Solid, the first style shown in the property sheet.

Documents

Documents contains entries for GLOBALVIEW documents. These entries are examples of options not found in associated property sheets.

These entries determine the commands and options available when you edit a document.

Edit/Save—Determines whether or not you can edit documents immediately upon opening, without first selecting Edit. The default is True, which makes the Save, Reset, and Save&Edit commands available after you select Edit in an open document.

If the entry is set to False, you can edit the document immediately when it opens without selecting Edit, and the following rules apply:

- Your document is automatically saved as you work. GLOBALVIEW displays the message, "Document backup in progress," and the pointer changes to an hourglass while the document is being saved. You cannot select a command to save the document.
- The document cannot be set to read-only mode.
- You cannot cancel changes you make to the document using the Reset command.
- When you select Close in the document window header, the system closes the document and saves all changes made since the last automatic save, or the last time you compressed and paginated the document.

Initial Pages Formatting—Formats only the number of pages specified upon opening a document. There is no default setting for this entry; the user provides a number. The smaller the number you enter, the more quickly you can open and edit documents.

Enable Fast Page Display—Caches the lines of the pages following those specified by the Initial Pages Formatting setting, so that you can display subsequent pages quickly. The default is True.

Enable Fast Table Display—Caches the image of a table to make scrolling through tables faster. Although the default setting is True, this entry is overridden by Initial Pages Formatting and Enable Fast Page Display, and is functional only when they aren't.

Enable Fast Display Beyond Initial Pages—Caches the lines of subsequent pages after the initially formatted page, for faster display. Although the default is True, this entry is overridden by Initial Pages Formatting and Enable Fast Page Display, and is functional only when they aren't.

Background Backup Delete—Maintains a backup of every document you open, and deletes it in the background when you close the document. The default is True.

Scroll Amount—Specifies in points, the increments by which your page scrolls when you click on the arrows in the scrollbar. There is no default setting for this entry; the user supplies a number.

Repaint At Every Scroll—Specifies whether the document page repaints as each pixel is scrolled into view, or waits until the scrolling stops to repaint the entire page at once. The default is False; the screen doesn't repaint until the scrolling stops.

Font Sub—Specifies which font to substitute for another font. There is no default for this entry; the user supplies the names of the original font and the substitution font separated by a bar from the ASCII keyboard (|).

Display Font Substitution—Specifies whether a font substitution is permitted, permitted only for display, or always substituted for display and printing. The default is No Substitution, which overrides the Font Sub entry.

Screen Font Substitution—Specifies whether to substitute a screen font that is a point size smaller or black boxes for a non-loaded font that you select. The default is Best Fit, which substitutes the screen font instead of inserting black boxes.

Expand Bar Chart If Highest Bar—Determines how the y axis expands when the tallest bar reaches the top of the y scale. The default is Is Within Half Unit of Top of Scale. The y axis expands only if the highest bar extends past half of the highest unit of ten. So if the highest value is 100, in a chart with units of 10, the y axis expands when the highest bar reaches 96.

If the entry is set to Meets Or Exceeds Top Of Scale, the bar chart expands only when the highest bar meets or exceeds the top of the y scale. In the example, a setting of 100 for the highest bar causes the scale to expand.

If the entry is set to Exceeds Top Of Scale, the chart expands only when the highest bar exceeds the top of the y scale. For example, if the highest bar is 100, the y axis doesn't expand.

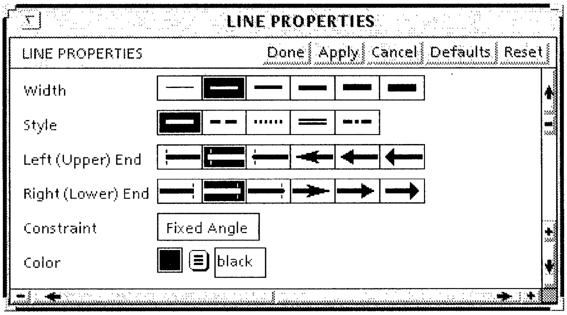
ShowSoftKeys—Determines whether the soft keys that correspond to the settings of your function keys, appear when you edit a document. The default is False.

Load Expansion Dictionary—Specifies the expansion dictionary that loads each time you log on. There is no default expansion dictionary. You enter the exact name of the dictionary you want loaded.

Draw Curve and Line Defaults

Draw Curve and Line Defaults contain entries for lines and curves created using the Special keyboard for graphics. The User Profile entries for curves and lines are the same.

These entries also appear as properties in the Line property sheet. The option you enter in the User Profile is the default in the property sheet.



Constraint Fixed Angle

Color black

Line Width and **Line Style**—Set the width and style of a newly created line or curve. The entries correspond to the properties for Width and Style in the Line property sheet. The default for Line Width is the second width shown. The default for Line Style is Solid, the first style shown.

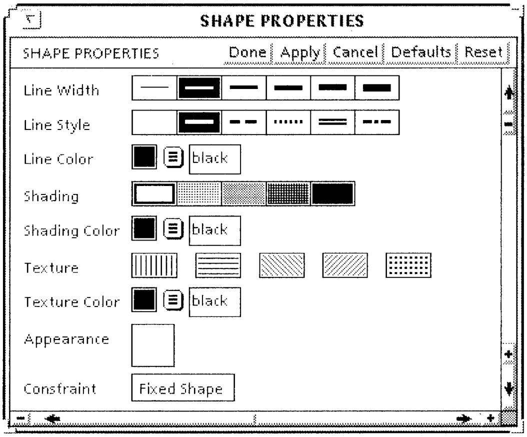
Left (Upper) Line End and **Right (Lower) Line End**—Set the default styles for left upper line or right lower line and curve endings. The entries correspond to the styles for the Left (Upper) End and the Right (Lower) Line in the Line property sheet. The default for both is Square.

Fixed Angle—Determines whether or not a line or a curve maintains its angle when you stretch it. The angle is maintained when the entry is set to True. The entry corresponds to the property for Constraint in the Line property sheet. The default is False.

Draw Ellipse, Rectangle, and Triangle Defaults

Draw Ellipse, Rectangle, and Triangle Defaults contain entries for ellipses, rectangles, and triangles, entered from the Special keyboard for graphics. The entries described are the same for all the shapes.

These entries also appear as properties in the Shape property sheet. The option you enter in the User Profile is the default in the property sheet.



SHAPE PROPERTIES

Line Color: black

Shading Color: black

Texture Color: black

Constraint: Fixed Shape

Border Width and **Border Style**—Set the line width and style for a shape. The entries correspond to the properties for Line Width and Line Style in the Shape property sheet. The default for Border Width is the second width shown in the property sheet. The default for Style is Solid, the second style shown in the property sheet.

Shading—Sets the shading for a shape. The entry corresponds to the property for Shading in the Shape property sheet. The default is white.

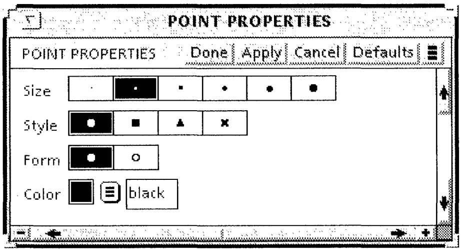
Vertical, **Horizontal**, **LowerLeft-UpperRight**, **UpperLeft-LowerRight**, and **Dotted Texture**—Set the pattern for filling shapes with different textures. True is on; False is off. You can create shapes with multiple textures by setting more than one texture to True in your User Profile. The textures correspond to the properties for the five textures in the Shape property sheet. The default for all textures is False.

Fixed Shape—Determines whether a shape maintains its original proportions when you stretch it. Stretching a circle with Fixed Shape set to True makes a larger or smaller circle. Stretching a circle with Fixed Shape set to False makes an ellipse. Fixed Shape corresponds to the property for Constraint in the Shape property sheet. The default is False.

Draw Point Defaults

Draw Point Defaults contains entries for points entered from the Special keyboard for graphics.

These entries also appear as properties in the Point property sheet. The option you enter in the User Profile is the default in the property sheet.



Point Size, **Point Style**, and **Point Form**—Determine the size, style, and form of points created with the Special keyboard for graphics. The entries correspond to the properties for the Size, Style, and Form in the Point property sheet. The defaults are the second size shown in the Point property sheet, Round, and Solid.

Folder

Folder contains entries for tracking files in container icons. The following entries pertain to documents stored in books. For information about the other entries in the Folder section, see the *GLOBALVIEW Workspace User Guide.*

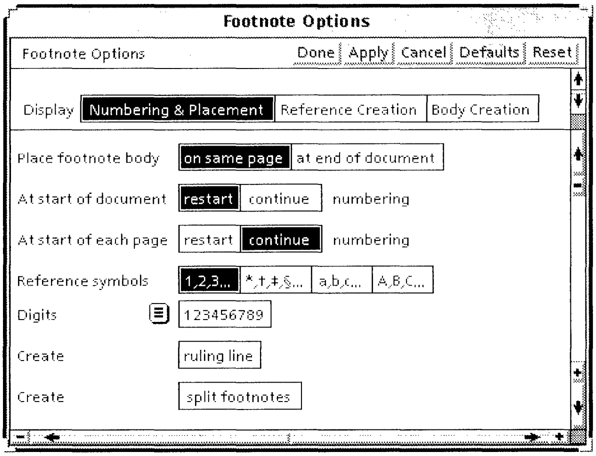
ShowCreateDate—Displays the creation date of filed documents. The default is True, the creation date is shown. False prevents the document creation date from showing.

Version—Displays the version number of filed documents. The default is Separate Column, which puts the version number in a separate column to the right of the document name. With Name displays the version number in the name column, and None prevents the version number of the document from appearing.

Footnotes

Footnotes contains entries for the format and appearance of footnotes in your documents.

These entries also appear as options in the Footnote option sheet. The option you enter in the User Profile is the default in the option sheet.



Display [✓ Numbering & Placement] Reference Creation Body Creation

Place footnote body [✓ on same page] at end of document

At start of document [✓ restart] continue numbering

At start of each page restart [✓ continue] numbering

Reference symbols [✓ 1,2,3...] *,†,‡,§... a,b,c... A,B,C...

Digits 123456789

Create ruling line

Create split footnotes

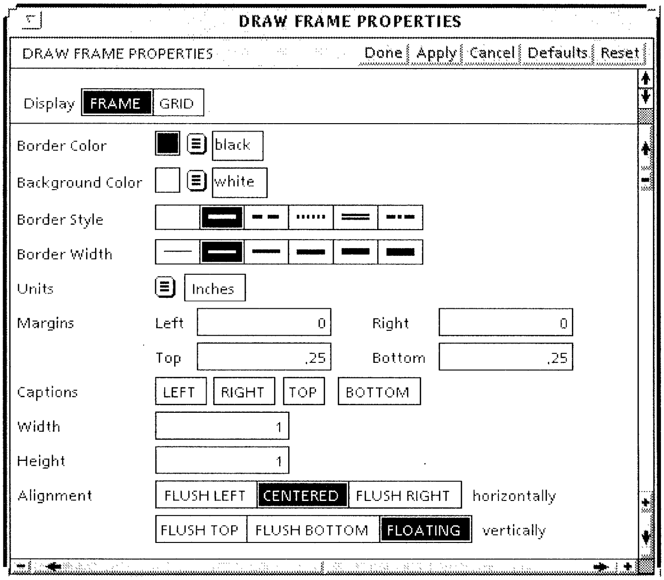
Footnote Rule—Determines whether a ruling line appears on pages that contain one or more footnotes. This entry corresponds to the Create option in the Footnote option sheet. The default is False.

Split Footnotes—Determines whether long footnotes remain on one page or continue to the next page. This entry corresponds to the Create option in the Footnote option sheet. The default is False, long footnotes appear on one page.

Frame Defaults

Frame Defaults contains entries for draw, document table, document equation, bitmap and text frames, and buttons. To change the defaults for a specific frame type, look for it in the User Profile or in the Copy Source under one of the names listed in the previous sentence.

These entries also appear as options in the Frame property sheet for all frame types. The options you enter in the different sections of the User Profile are the defaults in the specified property sheet.



Display FRAME GRID

Border Color black

Background Color white

Border Style

Border Width

Units Inches

Margins Left 0 Right 0

Top .25 Bottom .25

Captions LEFT RIGHT TOP BOTTOM

Width 1

Height 1

Alignment FLUSH LEFT CENTERED FLUSH RIGHT horizontally

FLUSH TOP FLUSH BOTTOM FLOATING vertically

Units—Sets the default unit of measurement for all other entries in this section. If you change the unit of measurement, make sure that the measurements in the rest of this section correspond to the units you specify. The default unit is inches.

Horizontal Alignment and **Vertical Alignment**—Determine the horizontal and vertical alignment of frames within the margins of a document. These entries correspond to the Alignment property in the Frame property sheet. The default for Horizontal Alignment is Centered and the default for Vertical Alignment is Floating.

Border Width and **Border Style**—Set the default border width and style shown when you first create a frame. The default border width and border style depend on the frame type. These entries correspond to those shown graphically for Border style or Border width in the Frame property sheet.

Span—Determines whether or not default frames stay within the text column or span the entire page. This option corresponds to the property for Span in the Frame property sheet when you select Flush Top or Flush Bottom for the vertical Alignment. The default is Column.

Top Margin, **Bottom Margin**, **Left Margin**, and **Right Margin**—Set the defaults for frame margins. The values are in the unit of measurement specified in the Units entry. The values correspond to the property for Margins in the Frame property sheet. The default for margins depends on the frame type.

Top Caption, **Bottom Caption**, **Left Caption**, and **Right Caption**—Position the caption area of the default frame. These entries correspond to the property for Captions in the Frame property sheet. The default caption area is Bottom for all frame types.

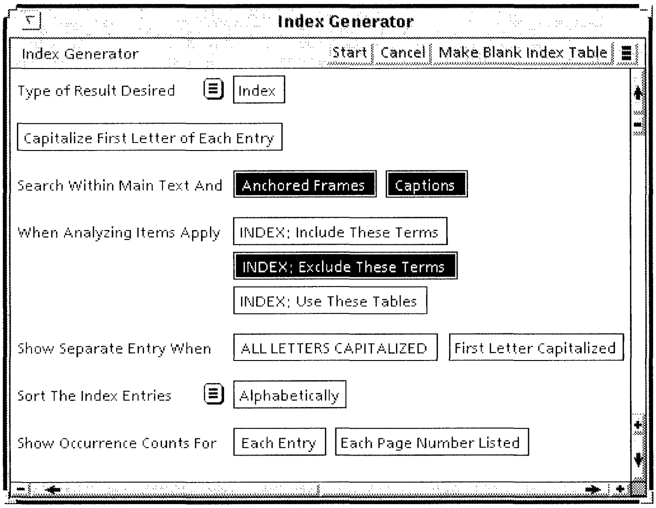
Width and **Height**—Specify the width and height of a frame, excluding the margins. The values correspond to the properties for Width and Height in the Frame property sheet. The default width and height depend on the frame type. The default for equation frames is always the same as the text column. You can change the width only in the Equation Frame property sheet.

Fixed Width and **Fixed Height**—Set a specific height and width for the frame. The values you enter use the unit of measurement specified in the Units entry. The entries correspond to the properties for Width and Height in the Frame property sheet. The defaults for Fixed Width and Fixed Height depend on the frame type.

Index Generator

Index Generator contains entries for the format, appearance, and sort order of your index entries.

These entries also appear as options in the Index Generator option sheet. The option you enter in the User Profile is the default in the option sheet.



Type of Result Desired: Index

Capitalize First Letter of Each Entry

Search Within Main Text And: Anchored Frames, Captions

When Analyzing Items Apply: INDEX: Include These Terms; INDEX: Exclude These Terms; INDEX: Use These Tables

Show Separate Entry When: ALL LETTERS CAPITALIZED; First Letter Capitalized

Sort The Index Entries: Alphabetically

Show Occurrence Counts For: Each Entry; Each Page Number Listed

Type of Result Desired—Determines whether you create an index, a dictionary, or a document with the index generator. This entry corresponds to the option for Type of Result Desired in the Index Generator option sheet. The default is Index.

Capitalize First Letter of Each Entry—Determines whether the first letter of every entry in your index is capitalized, regardless of how the words are capitalized in the document. This entry corresponds to the option for Capitalize First Letter of Each Entry in the Index Generator option sheet. The default is False.

Search Within Anchored Frames and **Search Within Captions**—Determine whether the index generator searches within frames and captions for index entries. These entries correspond to the option for Search Within Main Text in the Index Generator sheet. The default is True for both entries.

Apply Inclusion Folder, **Apply Exclusion Folder**, and **Apply Index Table Folder**—Determine whether your index includes or excludes the words and terms contained in the folders, if you compare each word in your document to a dictionary. These entries correspond to the options for When Analyzing Items Apply in the Index Generator option sheet. The Exclusion folder is the default and contains the most common U.S. English words. The defaults are False for the other two folders.

Show Separate Entry When ALL LETTERS CAPITALIZED and **Show Separate Entry When First Letter Capitalized**—Determine whether separate index entries are produced for a word with different capitalization. These entries correspond to the option for Show Separate Entry When in the Index Generator option sheet. The default is False for both entries.

Sort The Index Entries—Determines how the index generator sorts your index. This entry corresponds to the option for Sort The Index Entries in the Index Generator option sheet. The default is Alphabetically.

Show Occurrence Counts For Each Entry and **Show Occurrence Counts For Each Page Number Listed**—Determine whether or not a list is created for the number of times an index item is referenced, either in the document or on a page. The entries correspond to the option for Show Occurrence Counts For in the Index Generator option sheet. The default for both count types is False.

Redlining

Redlining contains entries for inserting revision marks in your documents.

On—Determines whether redlining is always on for every document in your workspace. This entry corresponds to the property for Redlining in the Text property sheet. The default is False, redlining turned off.

Revised text appearance—Determines the appearance of redlining marks in your documents. The default is Double Underline.

Styles

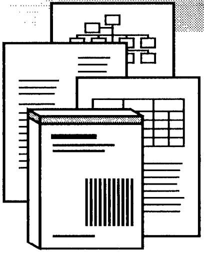
Styles contains an entry for the appearance of printed style sheets.

Show Tab Stop Type—Determines whether printed stylesheets list the tab positions but not the types, such as flush left, centered, flush right, or decimal. To list the tab types, set the entry to True. The default is False.

System

System contains an entry that controls the placement of the caret in your documents. For information on other entries in this section see the *GLOBALVIEW Workspace User Guide*.

Caret Position—Determines where the caret appears when you click the pointer in text. The default is Always After, so the caret always appears to the right of the character or word you select. Nearest Side positions the caret nearest where you place the pointer when you make the selection. For example, if you place the pointer on the "o" in the word "something" and double-click the Select mouse button, the caret appears at the beginning of the word. If you place the pointer on the "h," the caret appears at the end of the word.



A. Glossary

acronym	A word formed from the initial syllables or letters of other words.
active dictionary	The currently loaded expansion dictionary that defined items are stored to and recalled from.
alphanumeric sort	An arrangement of data that places the numerals 0 through 9 before the alphabetic characters A through Z.
anchor	A structure character that marks the insertion point of a frame.
anchored frame	A frame that you enter directly into text and that is associated with an anchor. You can anchor draw, text, table, equation, and footnote frames.
ascending order	Information in a table alphabetically ordered from A to Z or numerically ordered from 0 to 9.
baseline	In text, the imaginary horizontal line on which text characters are aligned. Subscripted characters appear below the baseline. Superscripted characters appear above the characters that are on the baseline. In GV Equations, the baseline is an imaginary line on which equation structures are placed.
batch check and add	A Spelling Checker process that copies misspelled words from a document to a custom dictionary.

binding margin	The side of a page on which the document binding is attached. When specifying margins for the page layout, extra space is required for the binding margin side.
bitmap	An image composed of dots (pixels). Each pixel is assigned one of two values: black or white. You can manipulate individual pixels in a bitmap, as opposed to the GV Draw application that lets you manipulate objects, such as rectangles and circles.
bitmap frame	An embedded frame that you use to place a GV Paint canvas in a document. You can copy the canvas into the bitmap frame or keep the canvas in your workspace and call it from the bitmap frame.
block structure	In GV Equations, an equation structure consisting of a rectangular array of fields. Use a block structure for creating matrices and multi-line equations. The intersection, limit, and union structures are types of block structures.
books	A GV Write application that you use to organize multiple documents and create book characteristics for the documents such as page numbers and page footings that continue across documents, a table of contents, and an index.
brace structure	In GV Equations, an equation structure consisting of one or more braces and a single, centrally located field. Styles of braces include bars, curly brackets, square brackets, parentheses, and angle brackets.
break character	A structure character that you place in a document to force a break in text. The break character can be used for pages or columns and is useful for adjusting frame placement on the page.
canvas	The GlobalView icon you use for GV Paint illustrations. You can draw and capture screen images in the canvas window.

cell	The intersection of a row and column in a table, record file, or spreadsheet. You enter and store information in a cell.
chording	Pressing and holding down the Select and Adjust mouse buttons simultaneously.
cluster	In GV Draw, two or more graphics objects joined together so that they function as a single object. When you select any one object in a cluster, all the objects are selected.
column	In a table, a group of cells stacked vertically.
compound page number	A page number that you create by combining text or other characters with a page numbering character. The system replaces the page numbering character with the appropriate page number.
compress a document	To reduce extra disk pages used in a document during the editing process by selecting the Compress and Paginate command in the Document menu.
connected text frames	A GV Write feature used to create custom page layouts such as newsletters or brochures in which the text can flow around graphics, tables, or other objects in the document.
context	The parts of a written or spoken communication which precede or follow a word, sentence, or passage, and which affect its meaning.
control points	In GV Draw, the small boxes on each graphics object that become visible when you select the object. The control points allow you to manipulate the object. See *guiding point* and *pinned point.*
custom dictionaries	Dictionaries you create for the Spelling Checker, autohyphenation, and Index Generator, that list words or terms unique to your documents.

default settings	Options that are set by the system, but that you can change, either in option and property sheets or in the User Profile.
Define/Expand	A GV Write feature that provides a fast way to enter information into your documents. You create expansion dictionary entries in which you define abbreviations for items such as text blocks, special characters, signature blocks, logos, addresses, and template tables or frames. Then, with a few key strokes, you "expand" the abbreviations to recall the items into your documents. If you use Define/Expand to bring styled information into your documents, the associated style rules appear automatically in the stylesheet for the document.
descending order	Information in a table alphabetically ordered from Z to A or numerically ordered from 9 to 0.
dictionary	See *custom dictionaries, exclusion dictionary, expansion dictionary, hyphenation dictionary, inclusion dictionary, Spelling Checker dictionary.*
discretionary hyphen	An optional hyphen that appears only if the word falls at the end of a line.
document stylesheet	See *stylesheet.*
dot leader	A series of alternating dots and spaces that fill the space between columns of information, for example, chapter titles and page numbers in a table of contents.
draw frame	In GV Draw, a frame used to place graphics objects and other types of frames into a document. You can anchor a draw frame in text or embed it in another draw frame.
Draw soft keys	In GV Draw, soft keys that appear when you select a draw frame or a location in a draw frame.

draw-through selection method	In GV Draw, a method of selecting several graphics objects at once. Select the first object with the Select mouse button and hold down the Adjust mouse button. Move the pointer diagonally until all objects are enclosed in a rectangle, and release the mouse button.
embedded frame	Any frame inside an anchored draw frame. You can embed the following types of frames: bitmap, draw, equation, image, table, and text.
endnotes	Footnotes printed at the end of a chapter or document instead of at the bottom of a page.
equation frame	In GV Equations, a frame in which you enter equation structures.
equation structure	In GV Equations, a special character that contains fields for entering text or other structures. Some structures also contain symbols, such as the integral, root, and summation structures.
exclusion dictionary	Used to generate an index. Exclusion dictionaries contain a list of words that you do not want the Index Generator to search for. The Index Generator application comes with default exclusion dictionaries that contain about 5000 common words and common proper nouns that are excluded from the generated list of terms.
expansion dictionary	A document that contains user-defined entries created using Define/Expand.
field	In GV Write, fields are used to create forms. Fields reserve spaces in documents for entering data. In GV Equations, an area in an equation structure in which you insert text or other equation structures.

field-bounding characters	A structure character that encloses text in a field. They don't take up space in a printed document, but appear in the displayed document when document structure is turned on. When you double-click on a field-bounding character and press PROPS, the Field property sheet appears.
fill-in order	The sequence in which fields, text frames and tables in a document automatically update, or in which the caret moves from field to field when you press SKIP/NEXT.
fill-in rules	A phrase written in the CUSP programming language that produces a text, amount, or date value when evaluated by GV Write.
floating table	A table that maintains its position in the text in which it is anchored. If the text moves, the table moves.
footing	Text that appears in the bottom margin of a page, typically including the page number and often repeated on all pages, for example, a book name. You create footings in the Page Headings property sheet.
footnote cross-reference character	A structure character in the footnote text. You can copy the character to a later position in the document text to create a cross-reference to the footnote.
footnote frame	The frame in which you type footnote text. The frame is anchored in the document text by the footnote reference character.
footnote reference character	A structure character you insert in the document text to add a footnote frame. When you paginate, a footnote reference symbol appears following the footnote reference character.
footnote reference symbol	The entry in the document text that refers the reader to a specific footnote. The entry can be a number, letter, or other mark, such as * or †.

fraction structure	In GV Equations, an equation structure consisting of a horizontal line for vertical fractions or a slash for horizontal fractions and fields for the numerator and denominator.
frame	An area in a document reserved for an equation, a table, footnote, bitmap, graphic, or text. There are two types of frames: anchored and embedded. Embedded frames are contained inside anchored frames.
gap	In GV Equations, the amount of space between structures in a list.
grid	In a draw frame or a paint canvas, a background of evenly spaced horizontal and vertical points that assist in placing objects. The grid is visible in a draw frame and invisible in a paint canvas.
guiding point	In GV Draw, the control point closest to the pointer when you select a graphics object. The guiding point is slightly larger than other control points. It follows the movement of the pointer and becomes the handle for manipulating the graphics object. See *control points.*
hard properties	Properties applied to characters or paragraphs by using function keys or by selecting properties on the property sheet when Hard is selected for Properties Shown. Hard properties are not controlled by styles.
header row	In tables, the top row, which you use for column titles.
heading	Text that appears in the top margin of a page, typically repeated on all pages, for example, a chapter name. The heading sometimes includes the page number. You create headings in the Page Headings property sheet.
hidden character	Structure and non-printing characters that can be displayed or hidden by selecting commands in the Document menu. See also *non-printing character* and *structure character.*

hyphenation dictionary	A dictionary created by the user and used by the autohyphenation feature.
image frame	A frame that contains a description of an image stored on a remote printer, and which merges the image and the document when the document is printed.
inactive dictionary	An expansion dictionary document that has not been activated by selecting the document and then selecting the Load Expansion Dictionary command in the Workspace menu.
inclusion dictionary	Used to generate an index, inclusion dictionaries contain a list of terms that you want the Index Generator to find. When you generate an index using an inclusion dictionary, the Index Generator lists every occurrence of every word in the inclusion dictionary.
index codes	Used with an index table to indicate to the Index Generator how to treat and list text in the index table. The codes are entered in the Codes column of the index table.
index layout guide	An Index Generator application tool that formats a generated index. Use it to determine the index format before you generate the index so the generated index is formatted automatically.
index markers	Index Generator application tools that you use to mark specific index entries directly in your document.
index table	An Index Generator application tool used to create secondary and tertiary entries, change how an entry is sorted, and create see and see also entries.
integral structure	In GV Equations, an equation structure consisting of the integral symbol and its fields. There are three types of integral structures: normal, line, and average.
intersection structure	In GV Equations, an equation structure consisting of the intersection symbol and fields for its two operands.

justified	Paragraph text that aligns on both the left and right margins except for the last line in the paragraph. The last line is aligned at the left, center, or right, depending on the alignment setting. See *paragraph alignment.*
landscape	A document page size that is wider than it is long. For example, 11 by 8 1/2 inches is a standard landscape page size.
layout	The arrangement of text, graphics, tables, and other objects on a page.
leading	In typography, the spacing between lines and paragraphs, expressed in point and half-point values.
legal page size	The traditional page size for legal documents, 8 1/2 by 14 inches.
lexicon	A compilation of all the words in a given language.
limit structure	In GV Equations, an equation structure consisting of the letters "lim" and fields for the function and the range of the limit.
line height	The vertical space allowed for lines of text.
line wrap	A feature of GV Write in which a new line of text is automatically created when the text being entered reaches the right margin of the document.
list	In GV Equations, a rectangular outline that encloses one or more structures. You can select a list and change the spacing between the structures in the list.
margin control points	Small squares that appear at the left and right sides of the Carriage window above the ruler representing the left and right margins of the selected paragraph.

new-line character	A non-printing structure character that forces a new line to begin within a paragraph. You enter a new-line character by pressing SHIFT+RETURN.
non-breaking hyphen	A hyphen character placed between two words that ensures that the words always appear together on the same line.
non-printing character	A character in the document that facilitates text editing, but does not appear on the printed page. Non-printing characters include paragraph characters, new-line characters, tabs, and spaces.
overbar structure	In GV Equations, an equation structure consisting of a horizontal bar over a single field.
page break	The horizontal gray line in the document window that marks where one page ends and another begins. After paginating, the page break indicates the page on which the text appears when you print the document. See *break character.*
page format character	A structure character that contains the formatting properties of a document such as page size, headings, footings, and page numbering. All documents contain default page format properties. These properties can be changed, but the page format character cannot be removed. To see the changes made to page format properties, paginate the document.
page number labels	Used to format specific page numbers in generated indexes to distinguish them from other page numbers. For example, use page number labels to bold page numbers referring to definitions or overview information. Specify page number labels using the index layout guide.
page numbering character	A structure character that you enter with text to create a compound page number. The system automatically replaces the page numbering character with the appropriate page number for each page. You enter a page numbering character in the Page Numbering property sheet in the Pattern box, or in the Page Headings property sheet in the Heading or Footing boxes.

pagination	The process of applying page breaks to a document.
paragraph alignment	The position of text lines in a paragraph. Paragraph alignment can be flush left, flush right, or centered. You can also specify that flush left or flush right paragraph text be justified. See *justified*.
paragraph character	A non-printing structure character that starts a new paragraph and contains paragraph properties. You enter a paragraph character by pressing RETURN.
paragraph tab	A non-printing character that indents all the text following it until the next paragraph character. You set the tab spacing in the Tab-Stop property sheet.
paragraph text direction	The direction in which text flows in a paragraph. Text can flow from left to right, such as English text, or it can flow from right to left, such as Hebrew text.
pica	A unit of measurement that equals approximately 1/6 of an inch.
pinned point	In GV Draw, the control point on a graphics object that remains fixed when the object is stretched or magnified. It appears as an x and is the point farthest from the guiding point. Some graphics objects, such as a triangle, can have more than one pinned point. See *control points*.
point	A unit of measurement equal to .0138 inches, approximately 1/72 of an inch.
point size	The height of the characters in a typeface. Usually each typeface has a range of point sizes.
portrait	A document page size that is longer than it is wide. For example, 8 1/2 by 11 inches is a standard portrait page size.

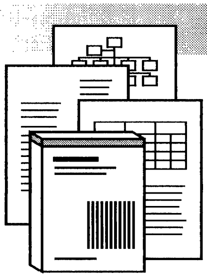
positioning rule	In GV Equations, an imaginary line about which an equation structure is vertically aligned with regard to the structure that it's next to or inside of.
posture	The design constraint on the slant of characters in a typeface. Usually an upright posture is called "roman" and a slanted typeface is called "italic." Posture is also referred to as "stress."
product structure	In GV Equations, an equation structure consisting of the capital Pi character and three fields.
proportional character spacing	In text, spacing that assigns a weighted amount of space to each alphanumeric character. For example, an "m" or a "w" might be four times as wide as an "i."
read-only mode	A document that you can read but not edit. You must select Edit in the document window header before you can edit a document unless you change the default in your User Profile.
redlining	The electronic marking of edited text that tracks revisions.
root structure	In GV Equations, an equation structure consisting of the radical symbol and one or two fields.
row	In a table, a group of cells arranged horizontally.
ruling lines	The horizontal and vertical lines that separate rows and columns in a table, record file, or spreadsheet. Also a footnote feature that automatically places a horizontal line above the first footnote in a page or column.
sans serif	A class of typefaces in which the ends of a roman letter character are blunt with no extending lines or strokes. See also *serif.*

script structure	In GV Equations, an equation structure consisting of a field for entering a value preceded and followed by fields for superscripts and subscripts.
select-adjust	A method of selecting text by placing the caret on the first character and pressing the Select mouse button, then placing the caret on the last character and pressing the Adjust mouse button.
serif	A class of typefaces in which short horizontal lines or strokes appear at the ends of the main vertical stroke of a roman letter character. See also *sans serif.*
sort order	The sequence in which information is arranged in a table. The sequence can be in ascending or descending alphanumeric, numeric, or chronological order, based on the Type property of the information (Text, Amount, or Date).
Special keyboard for documents	An alternate keyboard that contains structure characters, such as a break character and a page numbering character, that you can use when creating and editing a document.
Special keyboard for equations	In GV Equations, a special keyboard you can access when you select inside an equation frame. The keyboard contains keys for entering equation structures.
Special keyboard for fields	Contains characters you can enter into the Format box in the Field property sheet that you can use to specify format and data restrictions for fields.
Spelling Checker dictionary	A lexicon or user-created dictionary that the Spelling Checker application uses during the spell-check process.
split footnote	A footnote that is automatically split between two pages when there is not enough room for the entire footnote to fit on one page.

split footnote notices	Entries that tie the two parts of a split footnote together—(footnote continued on next page) and (footnote continued from previous page).
structure	See *equation structure.*
structure character	A character that specifies the document format, a page break, or a reserved area in the document such as a field, graphic, table, or other frame. Structure characters do not appear on the printed page. They are visible on the screen only if Show Structure is selected in the Document menu. You insert structure characters in your document using the Special keyboard for documents.
style properties	The character and paragraph properties that are defined in style rules. See *hard properties.*
style rule	A combination of character or paragraph properties that determines the format of document text. When you change the properties of a style rule, all text that is formatted by the style rule changes.
style soft keys	A set of alternate function keys that you press or select to apply style rules to document text.
styles	Sets of instructions (style rules) that determine the format of document text.
stylesheet	The sheet that contains the style rules for a document. Selecting Show Stylesheet in the Document menu displays the stylesheet.
subcolumn	A divided column in a table.
subrow	A divided row in a table column. There can be several subrows for each main row of the table.

summation structure	In GV Equations, an equation structure consisting of the capital Sigma character and three fields.
synonym	A word that has the same meaning, or the same general meaning, as another word in the same language.
tab stop	The position on a line to which text indents. You can set flush left, flush right, centered, and decimal-aligned tab stops in the Tab-Stop property sheet or in the Carriage window. You can set dot leaders and equal letter spacing for tabs only in the Tab-Stop property sheet.
table of contents markers	Structure characters that you insert in documents to mark text for inclusion in a table of contents.
text frame	An anchored or embedded frame that you enter in your document or an anchored draw frame. Text frames can be connected so that text flows around graphics, tables, or other frames in a document allowing you to create custom page layouts for documents such as newsletters or brochures.
text structure	In GV Equations, an equation structure that is automatically created when you enter text at the flashing equation caret.
typeface	The typographic design of a font such as Modern or Classic. In GV Write, the typeface characteristics are set as character properties that consist of Family, Face, Size, Weight, and Posture.
US English System Dictionary and Legal Terms	A dictionary included with the Spelling Checker application and autohyphenation feature. It contains over 280,000 words, including legal terms from Black's Law Dictionary and some proper names.
union structure	In GV Equations, an equation structure consisting of the union symbol and fields for its two operands.

User Profile	The utility for specifying default values for your workspace and its contents. You can change the default settings by editing the User Profile.
User Profile Copy Source	A list of all the options that you can include in your User Profile.
vertical bar structure	In GV Equations, an equation structure consisting of a vertical bar with an invisible text structure and a two-row, single-column block structure at its right.
weight	The design constraint on the thickness of characters in a typeface. Usually a heavier weight is called "bold" and a regular weight is called "medium."
wildcard character	A character used in the Find option sheet in place of unknown characters during search or replace operations. You enter a wildcard character from the Special keyboard for documents.
word separators	Text or format characters such as spaces, tabs, new-line characters, paragraphs, periods, commas, double quotes, all symbols, field-bounding characters, breaking and non-breaking hyphens, and apostrophes (left single quote). A right single quote and an ordinary hyphen are considered word separators only when they are surrounded by non-separators. The discretionary hyphen is not a word separator.



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