LYRIX™ Primer

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Release: 6/15/84/3.10

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INTRODUCTION

Who Should Read The Primer?

This primer is a brief introduction to Lyrix. No computer experience is needed to understand it, or to begin using Lyrix.

You'll become familiar with the basics of Lyrix in a simple, step by step way. We assume you will have access to Lyrix as you read this, to try it out and practice as you learn.

You can read this and begin using Lyrix in less than half a day, and when you've finished, you'll know how to type, edit, and print your work.

What's Inside?

This primer is organized into two parts.

PART ONE, CONCEPTS, covers the basics of the system—what you need to know to get started.

PART TWO, SESSIONS, explains how to type, edit, and print your work.

Part One is divided into four sections:

Section 1 explains the idea of *word processing* and how it's very similar to typing on a typewriter—only a lot easier and more convenient.

Section 2 introduces *menus* and how you select menu items to use different Lyrix features.

Section 3 discusses *files*, and explains how each file holds the information you have typed: an individual letter, report, or anything put into it. Lyrix files are very similar to the manila file folders you're accustomed to using.

Section 4 explains how to use commands to tell Lyrix to perform a task.

Part Two is divided into three sections:

> *Section 1* explains how to place your letter, report, or whatever you wish into a file by simply typing it.
>
> *Section 2* introduces a few simple commands that show how to edit what you've typed.
>
> *Section 3* tells how to print a paper copy of the file. This is a short section since Lyrix does all the work—you just tell it what file to print.

Finally, there is an *appendix* that lists the answers to the exercises at the end of each section.

How to Read This Primer

As new ideas and words are introduced, they are printed in *italics*. When you are asked to type something, the text to type is shown in **boldface**, a darker type.

Where *examples* are shown, they are presented between two horizontal bars that represent the screen.

At the end of each section is a summary called *Remember ...* that briefly touches on the main points of the section. Following the summary, there is a section called *Practice* that includes a few questions and some exercises to practice further what you've learned.

While you read the Primer, keep in mind that all the menus and keystrokes used on your system may be different than those shown here. This is because Lyrix menus and keystrokes can be re-designed, or configured, by any user. If the menus and command keystrokes in your system don't match the ones presented here, ask your System Administrator, the person responsible for maintaining Lyrix on your computer system, how to proceed.

Other References

This primer explains only the basics of Lyrix. Those who are more knowledgeable about computers and word processing can start with the *Lyrix User's Guide*. The User's Guide explains all capabilities of Lyrix.

A *Quick Reference Guide*, useful for refreshing your memory as you use Lyrix, is also available.

A *System Administrator's Guide*, which tells you how to modify and maintain Lyrix, is also included.

I CONCEPTS

1 WORD PROCESSING

Word processing is the typing and editing of correspondence, reports, manuscripts, memos, or whatever you have in mind. In other words, you have already been doing it, just not as easily as you can with the Lyrix word processor.

If you are coming from the world of file cabinets, carbon copies, and typewriters, you're in for a treat: Lyrix makes all this equipment unnecessary.

Perhaps you've heard that computers are the wave of the future; that's not true, computers are here now and are already making people's lives easier.

Or, you think that computers are confusing and complicated, that they always break, and it takes a genius to use them; you'll be pleasantly surprised to find Lyrix unusually flexible and easy to use.

Indeed, the timesaving features that Lyrix offers are surprising if you are used to a typewriter and correcting fluid.

Lyrix and Versatility

You are going to find, for instance, that errors are much easier to correct, in far less time, through use of a keyboard and screen. This is because, on a computer terminal, it is as easy to edit as it is to write. Though you will still have manila folders around, these will hold finished documents, not work in progress—Lyrix takes care of that.

In Lyrix, everything you type is visible on the screen, where it appears exact' as it will look when printed—*what you see is what you get!*

When you have finished this primer, the *Lyrix User's Guide* will explain many other features. For instance, you might find that an important client's name is misspelled throughout a 20 page business proposal. Better not let that go out! But instead of spending half the night retyping the name 100 times, let Lyrix instantly correct the name throughout the entire report, and print a corrected copy as fast as your printer can go.

Another feature covered in the *User's Guide* is *Cut and Paste*. You can easily move words, lines, or whole pages of text from one point to another. This is especially significant, as it frees you from editing considerations and lets your

thoughts flow into print as they occur to you. Later, you can use Lyrix to rearrange your writing.

Lyrix and You

Also, Lyrix doesn't talk to you in computerese, but in English (or you can obtain a copy that talks to you in Hebrew, French, Spanish, etc., as you prefer). For instance, it always advises you on the status of your work, and provides many messages that prompt you for information when necessary.

Comprehensive help is readily available at the touch of a key, so you're never left in the dark, and don't have to interrupt work to hunt through the written documentation.

In fact, what you are reading right now is stored on your computer and is available at any time for consultation as you work.

These are only a few of the many Lyrix features you'll come to enjoy and count on. The more you use Lyrix, the more you'll appreciate this unique and comprehensive tool.

Your terminal

Your computer terminal consists of a *keyboard* and a *display screen*. You use the keyboard to communicate with the computer, and the computer uses the display screen to respond to you. Anything you type on the keyboard appears on your screen, except for certain commands. Most terminal screens display up to 24 lines of text, with 80 characters on each line.

If you type more than a screenful of text, the text will scroll upwards and disappear from the screen. When a line scrolls up the screen and moves out of sight, it is still stored in the computer's memory and can be easily restored to the screen. You can think of your screen as a *window*, through which you can see only part of your text at one time.

Your screen always displays a position indicator called a *cursor*. The cursor indicates your position on the screen. The cursor may vary from screen to screen, but it usually appears as a small block or line that is solid or flashing. Even though your text may scroll up the screen and out of sight as you type and edit, the cursor always remains on the screen, indicating your current position.

A terminal keyboard has the same basic key layout as a typewriter, although the location of punctuation keys and any special keys may vary. The main difference between a terminal keyboard and a typewriter is the presence of special keys, as explained below.

Depending on your keyboard, the name of a key may differ from the names given below. If your keyboard does not contain a key as described below, ask your System Administrator for instructions. The System Administrator is the person responsible for the operation of Lyrix on your computer.

Bell

If you hit certain special keys by mistake, or select a Lyrix option that is not available to you, a tone sounds. If you hear the tone, check to make sure you are pressing the correct keys. If the tone persists, consult your System Administrator.

Escape key

The escape key is marked ESC on most terminals. In the Primer, the escape key is referred to as <ESC>. When you use <ESC> as part of a word processing command, the key must be pressed and released, followed by the specified character or characters. For example, *commands* are used to tell Lyrix to perform a task. If the command to exit from a document and store the text is <ESC> *e*, give the command by pressing <ESC>, releasing it, and then pressing *e* and releasing it.

Control key

The control key is marked CTRL on most terminals. In the Primer, we refer to it as <CTL>. The control key can be compared to the shift key on a typewriter, as it is always used in conjunction with another key. Like the escape key, the control key is often used to indicate a special command to the computer. The control key is used in conjunction with other characters to form a command. This is done by pressing the control key, pressing the character key, and releasing both keys. If the command calls for a control key and two characters, you perform the command by pressing the control key,

pressing the first character key, and releasing both keys; then, pressing the second character key.

For example, if the Lyrix command to move forward to the start of the next word in the text is <CTL> *n*, give the command by pressing and holding the control key, pressing the *n* key, and then releasing both keys at the same time.

If you give a control sequence that contains more than one keystroke, such as <CTL>fp, press <CTL>, hold; press f; release <CTL> and f together; and press p.

> ■ **NOTE:** In order for your commands to work, it is important to remember the distinction between an *escape* command sequence (press <ESC>, release; press character or characters, release), and a *control* command sequence (press <CTL>, hold; press character; release <CTL> and character together).

Carriage Return

This key, usually labeled <Return>, moves the cursor to the start of the next line.

It also tells the computer when an instruction has been completed. For example, after entering certain commands, press the <Return> key to tell the computer that you have completed the command.

Arrow Keys

The four arrow keys control cursor movement. When you enter or edit text in Lyrix, the arrow keys move the cursor up, down, left or right. They will not change any text that the cursor passes over. If your keyboard does not contain arrow keys, ask your System Administrator which keys you can use to perform arrow key functions.

Function Keys

Some keyboards have a set of function keys that can be programmed to perform word processing commands. Your System Administrator will advise you if these are available.

Summary

- *Word processing* means the typing and editing of text.
- Lyrix bears no relation to the unsavory things you may have heard about computers; it is reliable, easy to use, and friendly.
- A few Lyrix features are: immediate on-screen formatting, and automatic correction throughout an entire document, regardless of its length or the frequency of the mistake. Using *Cut and Paste*, you can easily move words, lines, and whole pages from one point in a document to another.
- The above features are fully explained in the *Lyrix User's Guide*. This primer covers more basic topics.
- Comprehensive help on all aspects of Lyrix is always available at the touch of a key.
- You use a terminal to communicate with Lyrix. It consists of a keyboard and a display screen.
- Several special keys let you type commands that tell Lyrix to perform specific tasks.

2 MENUS

Lyrix uses *menus* to list the different things you can do while word processing. Different menus offer different selections. For instance, you use the Printing System Menu to tell Lyrix to print your work.

Beginning to Use Lyrix—the Main Menu

To begin using Lyrix, call the *Main Menu* to the screen. This is usually done by simply typing **uniplex**. However, your particular computer may work slightly differently. Check with the System Administrator for details.

Your Lyrix menus and command keystrokes may differ from those presented here. If this happens, ask your System Administrator how to proceed.

As soon as you call Lyrix to the screen, you'll see the Main Menu that is the starting point for all Lyrix sessions:

```
COMPANY NAME                    LYRIX VS 3.10
**********************

*** Main Office System Menu ***

    1 – Word Processing Menu
    2 – File Management Menu
    3 – Mail and Communications Menu
    4 – Additional System Usage Menu

    D – Change Directory
    P – Printing System Menu
    L – List files
    ? – HELP

    * – Leave Lyrix

    [?] Select an option
```

This menu lists all the *options* available at this point. For instance, option 1 selects the *Word Processing Menu*. You choose the service you want from the

Main Menu (and every menu) by pressing the character that precedes each option. Then Lyrix either displays another menu, or provides direct access to the service you want.

To see just how this works, type **1** now at the Main Menu. This selects the Word Processing Menu and Lyrix acknowledges this by displaying a message at the bottom of the screen:

– Word Processing System selected.

The message remains momentarily, and Lyrix then displays the Word Processing Menu you requested:

```
COMPANY NAME                    LYRIX VS 3.10
**********************

      *** Word Processing Menu ***

        1 – Create a new file
        2 – Edit an existing file
        3 – Look at file before printing
        4 – File Checking Menu

        D – Change Directory
        P – Printing System Menu
        L – List files
        ? – HELP

        * – Press (Escape) To go back a menu

        [?] Select an option
```

In the next two sections, you'll learn how to use the first two options to work with *files*. Files contain all work you do with Lyrix, much like the manila folders you are familiar with. Later in the Primer, you'll learn how to use option *P*, the Printing System Menu, to print a file. The rest of the options are covered in the *User's Guide* and you don't need to be concerned with them now.

■ **NOTE:** You can always press <ESC> to return to a previous menu; try this now, and you are returned to the Main Menu. Also, you can press an asterisk (*) at the Main Menu to leave Lyrix.

That's how menus work—they provide convenient access to Lyrix's features.

Remember ...

In this section, you learned how menus provide access to all Lyrix services.

- Menus are simply lists of options that are available to you as you use Lyrix.
- The Main Menu is the starting point for using Lyrix. From here, you can branch off to any of many general Lyrix services.
- Choose options at menus by typing the number or letter preceding the option.
- When you have selected an option at the Main Menu, Lyrix displays another menu or provides direct access to the service.
- Return to the Main Menu from another menu by pressing <ESC>.
- Leave Lyrix by returning to the Main menu and pressing an asterisk (*).

Practice

1. Arrange these steps in the order in which you would perform them.

   a. Select an option from the Main Menu.
   b. Type **lyrix**
   c. Select an option from the Word Processing Menu.

   2. To select an option at a menu you, (choose one):

   a. Type the first word of the option.
   b. Give up and ask the System Administrator.
   c. Type the number or letter preceding the option.

   3. To leave Lyrix you, (choose one):

   a. Turn the terminal off.
   b. Type an asterisk (*) at the Main Menu.
   c. Type **exit**

   Answers in Appendix A.

For further practice, before you go on to the next section, go to the Main Menu and select different options, until you feel comfortable with menus. Remember that you can always press <ESC> to go back to a previous menu, and an asterisk at the Main Menu to leave Lyrix.

3 FILES

Until recently, most offices organized information by placing it in individual manila folders, or files. Each folder contained information about a specific subject, such as the "Jones account" or the "company insurance policy."

As you read this, the situation is changing dramatically, as more and more information is being stored electronically on computers. Information held in this way is easier to access and modify, and economical to maintain.

Computer files are very similar to their paper counterparts. Each file has a name by which it is identified, and contains whatever you type into it. Everything you save on the computer is held in files.

Creating a File

Think about how you would start a new file in the office: first, you would name the file; then, you might assemble the papers to put in the file; finally, you would probably file it so you could find it easily.

Creating a file in Lyrix is just as straightforward; you need only name it, type information, and file it in the computer when you are finished.

Let's create a new file now; at the Main Menu, select option 1 to get to the Word Processing Menu as you practiced in last section. This menu should now be visible on the screen:

```
COMPANY NAME                    LYRIX VS 3.10
**********************

        *** Word Processing Menu ***

            1 - Create a new file
            2 - Edit an existing file
            3 - Look at file before printing
            4 - File Checking Menu

            D - Change Directory
            P - Printing System Menu
            L - List files
            ? - HELP

            * - Press (Escape) To go back a menu

            [?] Select an option
```

Notice that option 1 allows you to create a file. Select this option by pressing the *1* key on the keyboard. You'll remember that Lyrix always tells you what choice you've made at a menu, by displaying this message at the bottom of the menu:

```
-- Create a new file selected.
```

Lyrix is fast, though, so you'll only see the message at the bottom of the menu for a brief time.

Naming the File You Create

By now, the screen should display this message:

```
*** Create a file ***

Current directory : /usr/yourname

Please enter the file name or "*" to return to menu

-----------------------------------
```

This screen is fully explained in the *User's Guide*. All you have to know right now is that you type the name of the file you want to create on the dashed line provided.

Note that you can press an asterisk to return to the Word Processing menu if you decide not to create a file after all.

Right now, type this name: *advent*. When you have typed the name, press <Return>. The screen clears and you can type and edit the file, which looks like this:

```
LYRIX    advent                                PL66  #1    1:1
L........T........T........T........T........T........T........T...R.
```

The first line tells you the *status* of the file, giving the file name, the current page, and a counter showing your location on the screen.

The second line is a *ruler*. Lyrix uses rulers to show the location of tab stops and margins; rulers also control formatting of files. You'll learn all about them in the *User's Guide*.

Typing Text Into the File

After you've named the file, you can begin typing text as soon as the status line and ruler appear at the top of the screen, and the cursor rests at the top left corner of the screen, beneath the ruler. At this point, before you have typed anything, you can think of the empty file as a blank sheet of paper. Remember that the status line and ruler are not actually part of your text. They merely serve as guidelines for your file, and do not print out on paper when you print your file.

Now type the following line:

I just created my first file

Now you've named and created a file, and typed something in it. You're almost ready to begin editing a file.

Saving the File

Before you learn how to edit, you need to save, or file away, the new file, *advent*, that you just created. This tells Lyrix to save what you've just typed.

You've already seen how to tell Lyrix what you want to do by selecting menu options.

When editing and typing files, you communicate with Lyrix by typing *commands*. To tell Lyrix to save what you have typed and file away the file, type the *Exit and save* command.

Give the command now by typing:

<ESC> e

As you do, the screen clears and this message appears at the top of the screen:

Busy saving document.....

When Lyrix has saved the file, you are returned to the Word Processing menu.

The next section describes more Lyrix commands similar to those you've just learned.

Remember ...

This section explained how to save all information in computer files, which are similar to the files you are probably used to.

- Create new files by selecting the Create option from the Word Processing menu. Lyrix asks you to name the file you are creating.
- You are ready to type or edit a file when you see the *status line* and *ruler* at the top of the screen.
- A *command* tells Lyrix to perform a certain task; to save what you have typed, give the *Exit and save* command.

Practice

1. All information you save is held in:
   a. Files
   b. Commands
   c. Menus

2. To create a new file, you:
   a. Type *create*
   b. Select the Create option from the Word Processing menu
   c. Type *file*

3. Once you have created a file and have typed some text, you save it with:
   a. *Exit and save* command
   b. *Quit* command
   c. *Leave* command

4. As further practice, create another new file, naming it as you wish. Then type until you feel comfortable with the keyboard, and then save the file and return to the Main menu.

4 COMMANDS

In the last section, you created and saved a file. You told Lyrix to save the file contents by typing the *Exit and save* command.

As you type and edit files, use the commands explained in this section to communicate with Lyrix.

Editing Files

To learn several new commands, let's edit the file you created in the last section, *advent*. Select the Word Processing Menu at the Main Menu, then select the *Edit a file* option. The edit option appears like this:

```
*** Edit a file ***

Move cursor to table of names or enter a file/directory name

Current directory : /usr/yourname

Please enter the file name or "*" to return to menu

-----------------------------------
```

■ **NOTE:** this screen contains some information, about a table of names and directories, that you can ignore for now; it is completely explained in the *User's Guide*.

As a convenience, Lyrix always puts the name of the last file edited on the line. This saves you the trouble of having to type the name when you are editing the same file a lot. Since *advent* was the most recent file that you worked in, notice that on your screen, the name is already on the line, as follows:

```
*** Edit a file ***

Move cursor to table of names or enter a file/directory name

Current directory : /usr/yourname

Please enter the file name or "*" to return to menu

advent ------------------------------
```

Now, all you have to do is press <Return>. If you want to edit a different file, just ignore the name on the line, type the new filename, and press <Return>.

You should have the contents of *advent* displayed on the screen now:

```
LYRIX    advent                                PL66  #1     1:1
L.........T.........T.........T.........T.........T.........T.........T....R.
I just created my first file.
```

Before we edit this line, let's see how you can get help while editing.

Using Help

Commands are simple orders for Lyrix; usually all you need to do is press one or two keys to give a command. There are commands that move you around to different places within files; some delete text from files, others add it.

As you learn more, you'll find these commands efficient and easy to use for editing.

Occasionally, you may forget how to give a command you need to use. One way to look up a command is in the *Lyrix Quick Reference Guide*. It lists each command name along with the key or keys to press to give the command.

Sometimes, you might find that you don't have a Quick Reference Guide handy. Lyrix has all this information available, and more, and you can use it without ever exiting a file!

To look at a summary of Lyrix commands while remaining in a file, give the *Menu escape* command by pressing <ESC> !

You'll now see this menu on the screen:

```
COMPANY NAME                    LYRIX VS 3.10
**********************

        *** Document Menu ***
        1 – Comprehensive Help Menu
        2 – UNIX Command Line
        3 – Check mailbox

        Press (Escape) to get back to the document

        [?] Select an option
```

Don't worry about options 2 and 3 on this menu – they are explained in the User's Guide.

Now press *1* to get the Comprehensive Help menu:

```
COMPANY NAME                    LYRIX VS 3.10
**********************
        1  – Command Summary - Quick Reference
        2  – Brief Command Definitions
        ---- On-line Primer options ----
        3  – Using the Word Processor
        4  – Using Menus
        5  – Using Files
        6  – Using Commands

        *  – Press [Escape] To go back a menu

        [?]  Select an option
```

The first two options display all or parts of the *Command Summary*, which is simply a list of all Lyrix commands along with what you type to give each command.

The last four options are the first four sections of this primer.

Right now, select option 3, and this menu appears:

```
COMPANY NAME                    LYRIX VS 3.10
**********************

*** Brief Command Definitions Menu ***
        A – Often Used Commands
        B – Cursor Movement
        C – Scrolling text
        D – Storing Documents
        E – Deleting Text
        F – Inserting Text
        G – Altering Text
        H – Emphasizing Text
        I – Using Rulers
        J – Marking Text
        K – Moving Text
        L – Locating and Replacing Text
        M – Using the Printing System
        N – Using Modes
        Press (Escape) to go back a menu

        [?] Select an option
```

This menu lists all categories of Lyrix commands. When you select an option, Lyrix displays all commands of that type.

For instance, press option *B* now to look at a help screen on *cursor movement*. The screen displays all cursor commands:

MOVING IN FILES

Left	Cursor one space left	← or <CTL> h
Right	Cursor one space right	→ or <CTL> l
Tab	Cursor to next tab stop	<TAB>
Next word	Cursor to next word on line	<CTL> n
Previous word	Cursor to previous word on line	<CTL> p
Go Right	Cursor to last text on line	<ESC> →
Go Left	Cursor to left screen edge	<ESC> ←
Up	Cursor up one line	↑ or <CTL> j
Down	Cursor down one line	↓ or <CTL> k
Line down (cr)	Cursor to start of next line	<RETURN>
Go up	Cursor to first line on screen	<ESC> ↑
Go down	Cursor to last line on screen	<ESC> ↓
Top of screen	Cursor to first text on screen	<CTL> t
Bottom of Screen	Cursor to last text on screen	<CTL> b
Bottom of file	Cursor to last line of file	<ESC> b
Top of file	Cursor to start of first line of file	<ESC> t
Go to page	Cursor to start of page 'n'	<ESC> p 'n'

Press <RETURN> to continue

Remember from Section 1 that the *cursor* marks your position when you are typing and editing files. It usually appears as a small rectangle of light, either solid or blinking. You always know where you are in a file by the location of the cursor.

> ■ **NOTE:** You move around files by moving the cursor. Normally, you press one of four *arrow* keys to move the cursor up, down, right and left. Your own keyboard may not have arrow keys, so you'll notice that the help screen gives alternate keystrokes.

The help screen you are looking at now is entitled *Moving in Files* and is organized in three columns; the first gives the command name, the middle column lists what the command does, and the last column shows what keys to

press to give the command. All help screens are organized this way and you'll find them useful for reference, particularly as you learn more about Lyrix.

Right now, notice that there is a message at the bottom of the screen:

Press <RETURN> to continue

This tells you that when you are through looking at the help screen, you can press <Return> to get back to the Help menu. Once you are back at the Help menu, you can look at other screens or press <ESC> return to your file. Remember that you press <ESC> to exit a menu.

Leaving Files

Now that you know how to use help while you are editing, you have completed this section and can exit the file. Remember in the last section you used the *Exit and save* command to leave the file and save what you typed. But this time, all you did was try out the help screens, so you have nothing to save.

There is a command for situations such as these when you have not done anything to a file and want it to remain exactly as it was when you entered it. This is the *Quit no save* command; it tells Lyrix to ignore any changes you made while you were in a file, and to keep it as it was before you entered it.

The *Quit no save* command is particularly useful when you have done something to a file that you do not want saved.

For instance, let's say you used a *delete* command to erase 10 lines from a file. Then, before exiting, you decide to keep those lines after all. If you were to use the *Exit and save* command, Lyrix would save the file as you edited it, without the 10 lines.

In this situation, use the *Quit no save* command. This command causes Lyrix to leave the file as it was when you began editing, leaving the 10 lines intact, as well as anything else you may have changed.

Try it now by pressing <ESC> q, and Lyrix responds with this message:

Enter '*' to confirm quit or <RETURN> to continue

Lyrix is making sure you realize that anything you've done during this editing session won't be saved. Type an asterisk to acknowledge this, and the file is filed, returning you to the Main menu.

> ■ **NOTE:** You could have used the *Exit and save* command here instead, since you didn't do anything to the file anyway; it is, however, faster to exit a file using *Quit no save* when you have nothing new to save.

PART TWO of this primer contains actual editing sessions in which you'll learn how to use Lyrix to edit and print files. The first section begins with more information about the cursor commands you've just been introduced to.

Remember ...

This section introduced the idea that *commands* cause Lyrix to perform tasks while you edit files.

- When you give the *Menu escape* command, Lyrix displays a menu from which you can select a Comprehensive Help menu. From here, you can view different kinds of help: a command summary, brief definitions of commands, and several sections of this primer.
- When you are through looking at a help screen, press <Return> to get back to the Help menu. Then you can continue viewing screens, or press <ESC> until you are returned to the file.
- When you do not want to save changes to a file, use the *Quit no save* command.

Practice

1. Enter your file called *advent* and practice using the help menus and screens until you are comfortable with their operation.

2. How can you *save* any changes to a file when you are through editing?

3. How do you ask Lyrix to *ignore* any changes or additions you've made to a file?

Answers in Appendix A.

II SESSIONS

So far, you've been introduced to some basic concepts such as menus, files, and commands.

In this half of the primer, you'll apply these concepts through Lyrix editing sessions.

5 TYPING

In PART ONE, you learned how to use menus to create and edit files. You saw that computer files hold information in much the same way as manilla folders.

The Files section of Part One explained that when you are in a file you communicate with Lyrix using commands. You used the *Exit and Save* command to save what you typed into a file. In the Commands section, you were briefly introduced to the cursor and the commands that control it.

Moving the Cursor

The cursor shows your location in a file. To get to a certain place in your file, type a cursor command.

To see how this works, select the 2 option at the Word Processing Menu. When Lyrix asks which file to edit, type *advent* to enter the file created in PART ONE.

You should now see this displayed on your screen:

```
LYRIX    advent                                   PL66  #1    1:1
L........T........T........T........T........T........T........T...R.

[I] just created my first file.
```

To see how cursor commands work, press the right arrow key on your keyboard. The cursor moves one space to the right. Keep pressing the key to see how the cursor continues to move along the line. Notice that the last number on the status line, in the upper right hand corner of the screen, counts up as you move right.

Now press the left arrow key and watch as the cursor moves to the left; notice that the counter counts down as you move left. The counter shows you the location of the cursor. You'll often find this useful as you place text on the screen. If you reach the left edge of the screen, you'll probably hear a tone. This is Lyrix telling you that you can't move left any further.

Try pressing the down arrow key now and see how the cursor moves down the screen. The number to the left of the colon on the status line counts up. If you press the up arrow key, the number counts back down. Continue pressing the up arrow key until you reach the first (and only!) line of the file.

> ■ **NOTE:** Some keyboards do not include arrow keys. If this is true for the keyboard you are using, your System Administrator can tell you which keys move the cursor.

When you try to press the up arrow from the first line of a file, Lyrix *beeps* to tell you that you can't go up any further. When you accidentally type a command incorrectly, Lyrix also *beeps* to let you know you made a mistake. Simultaneously, the message *Invalid command entered* appears at the top of the screen).

> ■ **NOTE:** Some terminals will signal an invalid command by flashing the screen instead of sounding a tone. Consult your System Administrator for details if your terminal behaves differently.

These four cursor commands, Right, Left, Up, Down allow you to quickly get to and edit any text on the screen. There are other cursor commands that enable you to move to portions of text that are not being displayed on your screen. These are necessary when you are working on longer files that are too long to be fully displayed on the screen.

Other commands move the cursor very quickly, such as to the end of a line. These commmands are fully described in the *User's Guide*, but for now the four arrow keys (or the equivalent on your terminal) are sufficient.

As you become more familiar with Lyrix through this primer, you can move on to the *User's Guide*, which offers complete explanations of all the commands covered here as well as many others.

Editing a File Using Simple Keys

As an introduction to Lyrix editing commands, we'll briefly edit your single line file, *advent*.

We explained in the last section that as you are typing and editing, everything you type goes into the file. (The exceptions are, of course, Lyrix commands that do not appear on the screen).

You can edit while typing by simply moving the cursor to a point in text, and then typing a character over the existing text. Everything you type replaces existing text, character for character.

To see what we mean, use the right arrow key to position the cursor over the *c* of the word *created* in your file:

```
LYRIX    advent                                PL66  #1    1:8
L........T........T........T........T........T........T........T...R.

I just [c]reated my first file.
```

When the cursor is positioned, type the word **edited**. As you type, notice how the new characters overtype the old. Now the screen should look like this:

```
LYRIX    advent                                PL66  #1    1:14
L........T........T........T........T........T........T........T...R.

I just edited[d] my first file.
```

Now press the space bar on your keyboard: the extra *d* disappears and you've just edited your first file! (Actually, there is an extra space between *edited* and *my*, and in the next section you'll learn how to use the *Delete character* command to erase extra characters or spaces).

Overtyping is the most basic way to edit files. Using the cursor commands, you can quickly move to and overtype old unwanted text with new. Use the space bar to overtype unwanted text with blank spaces.

■ **NOTE:** Overtyping is useful and a good introduction to more flexible Lyrix commands that you'll learn in the next section. However, it is limited, as shown by the above example.

Now that you've been introduced to text editing by overtyping, you're ready to learn a few more editing commands in the next section.

Remember ...

In this section you learned a few simple cursor commands.

- The cursor shows your location in the file.
- You can do simple editing by moving the cursor to unwanted text and typing over it. This is called *overtyping*.
- The space bar is used in the same way; when you move the cursor to any character and press the space bar, any text under the cursor is replaced with blank spaces.

Practice

1. Enter your *advent* file and practice moving around within it until you feel confident with cursor commands.

2. Read the help screens on deleting and inserting text to get a glimpse of some of the commands covered in the next section.

6 EDITING

So far you have observed how Lyrix displays menus to guide you through your word processing tasks. To start a certain task, type the corresponding character on the menu.

You learned how to create a file, type in text, and edit the text using some basic commands.

Typing Into a File

In this section, we explain several simple editing commands, which you can use to alter a sample file. The commands you will learn in this section are probably the ones you will use most often in typing and editing files.

We have provided a sample file called */usr/lib/wp/primer.typos* The file contains some mistakes that you are going to correct. Let's look at the file now. Select Edit a file from the Word Processing Menu and type */usr/lib/wp/primer.typos*

> ■ **NOTE:** The file may be named differently on your system; if Lyrix displays the *Not a good file name!* message, consult your System Administrator.

When you've recalled the sample file to the screen, it should look like this:

```
LYRIX    /usr/lib/wp/primer.typos                    PL66  #1     1:1
L.........T.........T.........T.........T.........T.........T.........T....R.

                    M E MO                  November23, 1983

Divisional Employees:

It has come to my attttention that employees have been
emptying their coffee cups cups into the potted plants again.
Not only is but it has resulted in a
bunch of wide awake and obnoxious plants
(next thing you know they'll be wanting
cream and sugar too).

From now on, kindly use the lunchroom sink
to dispose of unwanted coffee.

                                        Have a nice day!

                                        J. Smoot

                                        Operations Chief
```

Since this file may be used by others learning Lyrix, we want you to make a *copy* of it so that you can edit the copy, leaving the original intact.

It is easy to make a copy of a file; simply type the *Save to file* command. Try it now by pressing <**ESC**>**x**, and Lyrix displays this message:

```
Enter name of file : ____________________________________
```

Type *fixit*; that's a good filename for a file in which we'll be correcting mistakes:

```
Enter name of file : fixit_________________________________
```

When you press <Return>, Lyrix briefly displays this message:

Busy saving document.....

Now, to begin editing your own copy, first exit this file with the *Quit no save* command, and then select the Edit a file option at the Word Processing Menu. When Lyrix asks for the filename, type **fixit**.

More About Saving Files

Before we edit those mistakes, there is one other command you should learn now and will use often as you type and edit files. In PART ONE, you learned how to save what you type in files. You'll remember that you use the *Exit and save* command when you want to save all the changes you've made in a session; and *Quit no save* when you want to ignore the changes.

Both of these commands cause the file to be filed away. But there are times when you'll want to save what you've done periodically, without exiting a file, as you type or edit longer files.

You can do this by using the *Write no exit* command frequently during longer typing and editing sessions. This ensures that, in case of a system crash or accident, all the text in your file up until you gave the last *Write no exit* command is safely stored in the computer. It is a good practice to type this command every few pages.

Try it now, press **<ESC>w**. Notice that Lyrix displays this message at the top of the screen when you give the command:

Busy saving document.....

When the message disappears, anything you've done to a file during a session is saved. Right now, Lyrix has saved the sample memo you just copied.

Inserting Spaces

Now, let's edit the letter in *fixit*. Take a look at the first line:

```
LYRIX    fixit                                    PL66  #1     1:1
L.........T.........T.........T.........T.........T.........T.........T....R.

                    M E MO                 November23, 1983
```

Notice that the *O* in *MEMO* is spaced too closely. We can use the *Insert character* command to insert an extra space between the *M* and *O*.

To give the *Insert character command*, position the cursor over the *O*; now press <**CTL**>**e**. See how Lyrix inserts a space, leaving the line looking like this:

```
                    M E M O                November23, 1983
```

Now, move the cursor over the *2* on the same line and again give the *Insert character* command. The edited line looks like this:

```
                    M E M O                November 23, 1983
```

That's how the *Insert character* command works. You can also use it to insert a space so that you can type a character that was left out.

Deleting Characters

Next, position the cursor on the first character of the third line:

```
It has come to my attttention that employees have been
```

It looks like someone was a little too heavy on the *t* key. We need to delete two *t*'s from *attttention*.

To do this, move the cursor to the first *t*; now give the *Delete character* command by pressing <**CTL**>**c**.

The *t* disappears! Now give the command again and a second *t* is erased. The word *attention* is now spelled correctly.

The *Delete character* command is easy to use: just place the cursor over the unwanted character and type the command.

Deleting Words

Now look at the next line:

emptying their coffee cups cups into the potted plants again.

We need to use the *Delete word* command to erase the repetition of *cups*. First, position the cursor over the *c* in the first occurrence of *cups*; now, give the *Delete word* command by pressing **<CTL>w**. Watch as the word disappears instantly.

> ■ **NOTE:** This might be a good time to give the *Write no exit* command to save the changes just made.

Inserting a Blank Line

Now, move the cursor to the next line:

Not only is but it has resulted in a

There's something wrong with this line, but before we fix it, let's insert a blank line here to make a separate paragraph.

Give the *Insert line* command by pressing **<CTL>o**. Now there is a blank line between the first two paragraphs.

Insert line is also useful when you want to insert more lines of text. You can use the command to open up the line above the current line, and then type new text to fill up the blank lines.

Using Insert Mode

Until now, every addition you've made to the letter has replaced existing text. When you want to insert extra text without overtyping any existing text, you need to enter *Insert mode*. When you give the *Insert mode* command, everything you type is inserted at your cursor's location.

As you insert text, existing text is pushed over to make room; new lines are added as necessary.

Position the cursor at the beginning of this line to see what we mean:

Not only is but it has resulted in a

There seems to be a word missing between *is* and *but*, and entering *Insert mode* is the perfect way to fix it. First, move the cursor between is and but:

Not only is but it has resulted in a

Now, enter *Insert mode* by typing **<ESC>i**. Notice that the word *INSERT* appears on the status line to remind you that everything you type now is going to be inserted at the cursor. Remember that ordinarily, when you are not in *Insert mode*, everything you type replaces existing text.

Press the space bar, then type the words *this unbusinesslike* and see how Lyrix pushes existing text to make room for what you are typing:

Not only is this unbusinesslike but it has resulted in a

When you are through, return to normal operation by typing the *Quit insert mode* command: press **<ESC>o**. Notice that the word *INSERT* disappears from the status line.

You've now successfully learned how to use several very important editing commands. In fact, you've made real progress because the few commands you've learned will be enough for you to do most of your day-to-day work.

The next section completes this primer and your introduction to Lyrix by explaining how to print files. For now, finish this editing session by saving the file with the *Exit and save* command.

Remember ...

In this section you were introduced to file editing commands.

- The *Save to file* command lets you copy a file.
- The *Write no exit* command saves changes to a file while you are editing. You should use this command every few minutes during your editing sessions.
- Use the *Insert character* command to open up a blank space at the cursor.
- Use the *Delete character* command to delete a character under the cursor.
- The *Delete word* command deletes entire words.
- Use the *Insert line* command when you want to open up a blank line above the line containing the cursor.
- When you are in *Insert mode*, everything you type is inserted at the cursor.
- When you leave *Insert mode*, everything you type replaces existing text as usual.

Practice

1. What command do you use to save what you've typed or changed in a file as you are editing?

2. Assume that you are typing and accidently didn't leave space between two words. What command would correct this?

3. How do you delete an unwanted character? A word?

4. How do you insert a blank line between lines of text?

5. How would you insert a word that you left out of a sentence?

Answers in Appendix A.

7 PRINTING

Printing files with Lyrix is easy; you simply select the appropriate menu option and Lyrix does the rest.

To print a copy of the file you just edited, *fixit*, for example, type **P** at either the Word Processing or the Main Menu. You'll now see the Printing and Mail Merge Menu on the screen:

```
COMPANY NAME                    LYRIX vs 3.12
**********************

*** Printing System Menu ***

  1 – Look at file before printing
  -------- Interactive Printing ---------

  2 – Dot Matrix Printer (DMP110/200/2100)
  3 – Daisy Wheel Printer (DWIIB/DWP210/410)
  -------- Spooled Printing --------

  4 – Dot Matrix Printer (DMP110/200/2100)
  5 – Daisy Wheel Printer (DWIIB/DWP210/410)
  6 – Draft Quality Non-Radio Shack Printer

  V – Use Viewprint Screen
  M – Use Mail Merge Screen

  D – Change Directory
  L – List files
  ? – HELP

  * – Press <Escape> to go back a menu

  [?] Select an option
```

As with all Lyrix menus, the one on your screen may vary slightly from those shown here. The options available at this menu depend on the kind of printer(s) attached to your system.

For instance, a *draft* printer prints very quickly, but not as neatly as a letter quality printer. Draft quality printers are useful for looking at work in progress,

while letter quality printers are used for correspondence and other finished work.

The Viewprint and Mail Merge options are explained in detail in the Lyrix User's Guide.

To print a copy of your file *fixit*, select option 2,3,4,or 5 depending on your system configuration. If your printer has a tractor feed with continuous feed paper, use a *Spooled Printing* option. If you need to insert a single sheet of paper at a time, use and *Interactive Printing* Option. Lyrix sends your file to the printer, and then returns you to the menu.

Remember ...

- Printing files with Lyrix is easy; just select the printer type at the menu.
- Depending on how your system is set up, you may be able to choose between several printers.

Practice

1. Choose a file to print, and tell Lyrix to produce it on your printer.

2. If you have several printers connected to your system, print the file on each and note the differences in quality.

Appendix A

Answers to **Practice** by section:

MENUS, page 11

1. c, b, a
2. c
3. b

FILES, page 17

1. a
2. b
3. a

COMMANDS, page 23

2. *Exit and save* command
3. *Quit no save* command

EDITING, page 39

1. *Write no exit* command
2. *Insert space* command
3. *Delete character; Delete word* commands
4. *Insert line* command
5. *Insert mode*