LYRIX™ User's Guide

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INTRODUCTION

Word processing has been around since someone rearranged stone tablets for better effect. Since then, typewriters have long been the the only word processing tools available.

Unfortunately, while typewriters are fine for typing, they lack both correcting and editing facilities. If you've ever typed a letter over and over to get it just right, you'll know what we mean. Even the most modern typewriter does not function efficiently as an editing tool.

Enter the computer, a versatile tool that is ideally suited to word processing.

Lyrix is a computerized word processing system that not only makes routine tasks far less time consuming, it places most office functions, such as organizing and maintaining files, at your fingertips.

Your computer is transformed into a powerful text editing tool that provides precise control over the creation and alteration of any document.

Lyrix leads you to your particular goal by prompting you with a list of options called a *menu*. In most cases, you need only type one letter to obtain a response. The menu system makes it nearly impossible to make a mistake. In Lyrix, menus can be customized to your particular needs and to provide access to the UNIX OS.

Lyrix provides further assistance by displaying capsule descriptions of its word processing capabilities. Although on-line reminders are very useful, you'll find the information in this guide indispensable as a detailed introduction to the system.

Using This Guide

This guide explains all Lyrix commands, along with the concepts you need to understand and use them effectively. Additional basic information is available in the *Lyrix Primer*. It is recommended that you read this primer as a general introduction to the system. The Primer contains many illuminating examples that are presented in a comfortable style suitable for the beginner.

The *Lyrix System Administrator's Guide*, which accompanies this user's guide, contains information necessary to install and maintain Lyrix on your computer system.

This guide is divided into 7 sections. Each of the first 5 sections contains a group of chapters related to a topic. The last two sections contain related groups of appendices.

Each chapter and appendix of this user's guide is summarized here:

Section 1 contains introductory information about your computer terminal and Lyrix menus and files. It also shows you how to find and use on-line help.

- *Chapter 1* describes the computer *terminal* you use to communicate with Lyrix.
- *Chapter 2* introduces Lyrix's menu system.
- *Chapter 3* introduces you to the *file* system.
- *Chapter 4* explains how to use the on-line help facility.

Section 2 tells you how to move the cursor around the screen and teaches you basic editing commands.

- *Chapter 5* explains how the *cursor* shows your position in the file.
- *Chapter 6* introduces *commands* used to delete, insert and reorganize text in files.
- *Chapter 7* shows how to place *print effects* in files.
- *Chapter 8* tells how to use Lyrix to search for and replace any word or other group of characters, or misspellings, in your files.

Section 3 explains how to use Lyrix to format your text, and how to interpret the information that appears at the top of the screen when you're in a

file. You also learn how to place commands within the file, which will be actived at the time you print the file.

- *Chapter 9* shows how Lyrix controls text format. Tab, margin, and paragraph settings are explained.
- *Chapter 10* shows you how to interpret information on the Lyrix *status line*.
- *Chapter 11* describes Lyrix's *Printing System*, and how you can use commands to affect paging, headings, and line spacing.

Section 4 covers moving and deleting blocks of text, from within a file and between files. It also explains how to create form letters.

- *Chapters 12* and *13* discuss how to move and copy text within a single file, or to other files.
- *Chapter 14* explains how to use the *Mail Merge* facility to create form letters.
- *Chapter 15* gives additional Mail Merge information.

Section 5 explains Lyrix printing options.

- *Chapter 16* examines the Printing and Mail Merge menu options.
- *Chapter 17* explains how to use the *Viewprint* screen, which provides a variety of special printing features.

Section 6 explains how to use each of the Lyrix menus.

- *Appendix A* shows how to select files visually with *Point and Pick*.
- *Appendix B* shows you how to create, edit and view a file.
- *Appendix C* explains how to maintain files; you learn how to rename, erase, copy, and list files.
- *Appendix D* shows you how to obtain information about your files and how to locate files.
- *Appendix E* teaches you how to send and receive electronic mail.
- *Appendix F* shows you how to use additional computer options.

Section 7 contains appendices that describe some advanced Lyrix options, as well a glossary, command summary, and error message section.

- *Appendix G* explains the *Send* commands, which instruct the printer to perform selected commands when you print a file.
- *Appendix H* describes Lyrix *options* that are available from all menus, even when they are not listed on a menu.
- *Appendix I* explains Lyrix error messages.
- *Appendix J* tells you how to enter and exit Lyrix *modes*.
- *Appendix K* is a glossary of terms.
- *Appendix L* is a summary of all Lyrix commands.

Understanding This Guide

To clarify your use of this guide, several conventions have been used:

- The UNIX Operating System is the system on which Lyrix runs. The UNIX Operating System is referred to throughout the guide as the UNIX OS.
- All examples appear in a different typeface from that used for the text of the guide.
- When commands are introduced, they are presented in a standard format for quick reference and easy absorption. This format shows the command name, a brief description and summary, and in most cases, at least one example and guidelines for the command's use.
- Where specific commands are introduced, the key sequence necessary to initiate the command is indicated. For example, the *Delete word* command is invoked by first pressing the *control key*, and typing the letter *w*. This key sequence is represented by this convention:

These boxes represent the keys on your keyboard, and they are shown wherever commands are introduced.

- Several special keys are illustrated in text as follows:

Key	Representation
Return	<Return>
Escape	<ESC>
Control	<CTL>

- In Lyrix, it is sometimes necessary to use numbers as part of a command. In this guide we have used the letter *n* to represent a number.

- *Italics* have been used to highlight command names wherever they appear in text, such as the *Help* command.
- Whenever new terms or ideas are introduced, they are shown in *italics* as well.
- When you need to type something, what you type is shown in **boldface** for emphasis.
- Examples that illustrate new ideas, or that show actual text, are shown between two horizontal bars that represent the screen:

```
This example shows how all examples

in this guide are represented.
```

- When commands are introduced, they are presented in a standard format for quick reference and easy absorption. This format shows the command name, a brief description and summary, and in most cases, at least one example and guidelines for the command's use.
- System messages are shown in the same typeface as examples, but without the horizontal bars, like this:

```
Sorry but that search failed
```

CHAPTER 1
Getting to Know Your Computer Terminal

This chapter covers the basic equipment you will use to interact with Lyrix—your computer terminal and printer. You'll also learn about some special command keys on your keyboard.

Using the Display Screen and Keyboard

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 that appears as a little square of light, 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 will scroll up the screen and out of sight as you type and edit, the cursor always remains on the screen, indicating your current position.

Learning About Special Keys

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 help or information. The System Administrator is the person responsible for the operation of Lyrix on your computer system.

Tone

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

Escape Key <ESC>

The escape key is marked ESC on most terminals. 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, 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 <CTL>

The control key can be compared to the shift key on a typewriter—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, and then holding it down while pressing the other character.

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.

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).

If the command sequence uses a <CTL> key and two other keys, the sequence is press <**CTL**>, hold; press first character, hold; release <CTL> and first character; press second character, release.

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.

Line Feed Key

This key moves the cursor down to the next line, while keeping it in the same horizontal position.

Space Bar

Like a space bar on a typewriter, this key moves the cursor across the screen. In Lyrix, however, the space bar will erase any text it passes over and replace each character with a blank space. To move along the screen over text one space at a time without disturbing text, use the right *arrow key*. You will learn faster methods of moving around on the screen later in this guide.

Arrow Keys

The four arrow keys control cursor movement. When you enter or edit text in Lyrix, the arrow keys will 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.

Using The Printer

You can think of your printer as an automatic typewriter controlled by the computer. If you want to print out on paper something you've typed into the computer, Lyrix provides an easy system for printing text.

A printer supplies you with a typed copy, sometimes called a *hard copy* or *printout*. You may be able to direct your work to different printers, so that you can see a draft of your work before sending it to a printer of higher quality. *Print-time* commands are explained in detail in Chapter 11, *Using Print-time Commands*.

To learn more about your printer, check the instruction manual supplied with it or consult your System Administrator.

Summary

In this chapter we covered the basic equipment that you need to use Lyrix—the computer terminal and the printer. Some valuable points to remember are:

- Your terminal consists of a display screen and keyboard. You use the keyboard to communicate with Lyrix, and Lyrix responds to you through the screen.
- Your keyboard may include several special keys that speed your communications with Lyrix.
- When you give a Lyrix command, remember the difference between an ESCAPE command sequence (press <**ESC**>, release; press character or characters, release) and a CONTROL command sequence (press <**CTL**> and press character simultaneously, release; press next character in sequence, release).
- To move the cursor around the screen, use the arrow keys. If you use the space bar, the cursor will delete any character it passes over. If your keyboard does not contain arrow keys, ask your System Administrator which keys on your terminal perform arrow key functions.

CHAPTER 2
Getting to Know Lyrix

Lyrix is a *menu-driven* word processor. A menu is a group of computer options related to a common topic. Just as a restaurant menu lists certain foods under the heading of *salads* and other foods under *desserts*, so does a Lyrix menu include groups of related computer commands under each menu heading. You can use the keyboard to display each menu on the screen, and to choose any option that is displayed on the screen.

Menus are designed to let you move quickly from one activity to another. In this chapter we will explain the Lyrix menu system, and familiarize you with the *Main Menu*.

In many cases, Lyrix menus will have been *customized* to provide special features. If that is the case, the menus that appear on your screen may differ from those in this user's guide. This guide describes only the standard menu system. If you find that your system has been changed, ask your System Administrator for instructions.

Learning to Use Menus

Each Lyrix menu is a list of options displayed on the screen, along with a *prompt*, a statement that asks you to select an option. To use any Lyrix option, you must first find the menu that contains the option you need, and then call that menu to the screen.

Beginning to Use Lyrix

How you enter Lyrix depends on your own individual computer system. Your System Administrator will tell you how to start.

When you do start using Lyrix, you'll see the Main Menu on your screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

      *** Main Office System Menu ***

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

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

          * – Leave Lyrix

          [?] Select an option
```

The cursor will appear between the brackets on the last line. The character preceding each option activates that option. For example, press the **1** key to move into the Word Processing Menu, press **2** to move to the File Management Menu, and so on. We will now briefly describe the Main Menu options.

1-Word Processing Menu

Use this menu to create, edit, and print files. You can also view a file before printing, and enter the File Checking Menu. The Word Processing Menu is fully explained in Appendix B, *The Word Processing Menu*.

2-File Management Menu

This menu contains a wide assortment of functions for creating and maintaining your computer files and *directories*. This menu is fully explained in Appendix C, *The File Management Menu*.

3-Mail System Menu

Use this menu to send and receive electronic mail. This menu is fully explained in Appendix E, *The Mail System Menu*.

4-Additional System Usage

Use the Additional System Usage Menu to find out who else is using your computer system, to show the current date and time, or to display a calendar for any month and year. This menu is fully explained in Appendix F, *The Additional System Usage Menu*.

Other Menu Options

For your convenience, the following options appear on the Main Menu and on several other Lyrix menus. They are briefly explained below. These options are fully explained in Appendix C, *The File Management Menu*.

D – Change directory. With this option, you can enter any directory that you have access to on the system.

P – Printing System Menu. Access to the printing system.

L – List files. This option displays a list of your files on the screen.

? – HELP. Access to the Lyrix Help system.

* – Leave Lyrix. Use this option to leave Lyrix and return to your standard terminal prompt. This option appears on the Main Menu only.

On all menus other than the Main Menu, the following prompt appears:

Press < Escape > to go back a menu

This option returns you to the previous menu.

Summary

In this chapter you have become acquainted with Lyrix menus. You are familiar with the Main Menu options, and know how to enter and leave a menu. Some important points to remember are:

- Lyrix is a menu-driven word processor system. Each Lyrix menu displays a list of choices. You select an option by pressing the corresponding key.
- Use the Main Menu to access all other Lyrix menus. To return to the Main Menu from another menu, press the Escape key.
- The menu displayed on the screen is the current menu. You can choose any of the options listed on the current menu.
- You can only choose one menu option at a time.

CHAPTER 3
Learning to Use Files

A computer *file* is a collection of information stored within the computer. It can contain any type of information, such as documents, programs, or lists of data.

All the information stored within your computer is held in files. You can think of the computer filing system as similar to a manual filing system. Think of a computer *directory* as the top drawer in a filing cabinet, a *sub-directory* as a section of that drawer, and each file in the computer as a file folder in a drawer.

If you stored your information in file folders, and wanted to add information to one of your files, you would find the appropriate file cabinet, open the drawer containing the file you need, pull out the file, and add the required information. Then you would replace the file, close the drawer, and leave the cabinet.

At first, working with computer files may seem quite different, but actually the steps are almost identical. The biggest difference is that rather than doing the work manually, you use your keyboard to get to the file that you need, and to enter information into the file.

The following commands are covered in this chapter:

Exit and save	‹ESC› e
Quit no save	‹ESC› q
Write no exit	‹ESC› w
Save to file	‹ESC› x

Naming a File

Just as each file in a file cabinet has a name to identify it, each computer file needs a name as well. Here are some valuable guidelines for naming a computer file:

- A file name can contain up to 14 characters. A punctuation mark, such as a comma or a period, counts as a character. A file name cannot contain blank spaces.
- It is a good practice to use only the lower-case letters (for consistency), and numbers, in a file name. You can also use periods and dashes in your file names. Other characters, such as an asterisk *, a question mark ?, or a slash /, may indicate special commands to the computer, and should not be used.
- It is helpful to use a file name that indicates the contents of the file. For example, a letter to a Mr. Smith could be titled *ltr.smith*, or the first draft of a business proposal might be called *prop.dr.1*.
- The computer differentiates between upper- and lower- case letters. For example, if you name a file *ltr.smith* and try to reach the file by typing *LTR.SMITH*, the computer will not be able to find your file.

Typing Information

Whenever you use a menu option that requires you to type information such as a file name, a message appears on the screen. The message tells you what information is required, and provides a line on which to type. The length of this line indicates the maximum length of the information you can enter. In Lyrix these are called *input lines* or *prompt lines*.

When you have finished typing the information, press the <Return> key. If you change your mind and decide to return to a menu without specifying a file name, first erase anything you may have typed on the input line. You can do this by using the backspace to return to the beginning of what you typed, and then use the space bar to delete the characters. Then press the <Return> key.

Creating a File

To create a Lyrix file, press option 1 on the Main Menu. This calls the Word Processing Menu to your screen.

Then, select option 1, *Create a new file*, from the Word Processing Menu. Lyrix responds by asking you to name the new file:

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

Current directory : /v/ud/directoryname

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

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

Type in the file name you have chosen and press <Return>. Lyrix creates a file for you to type into. You can then type in information just as you would on paper. To save what you have typed and exit the file, type **<ESC>e**. You are returned to the Word Processing Menu. The other options for exiting a file are discussed later in this chapter.

To return to your file, press option 2, *Edit a file*, on the Word Processing Menu. Lyrix responds by asking you to enter the name of the file you wish to edit:

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

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

Current directory : /v/ud/directoryname

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

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

Type the name of your file and press <Return>. Lyrix places you at the beginning of the file.

Note that when you create a file, you need to supply a new file name; and, when you edit a file, you need to supply the name of a file that already exists.

Lyrix gives you an error message:

Not a good file name!

if, when creating a file, you type the name of a file that already exists in your directory. Lyrix gives you the same error message if you select the *Edit a file* option, and then type the name of a file that does not exist.

Saving Work and Exiting Files

When you exit a file, Lyrix stores your file in the computer. Whenever you edit a file, you have four choices; you can save changes while remaining in your file, you can save changes when you exit the file, you can ignore the changes you have made and keep the previous version of your file, or you can copy your file into another file.

These commands are explained in the following pages:

Exit and save	‹ESC› e
Quit no save	‹ESC› q
Write no exit	‹ESC› w
Save to file	‹ESC› x

Exit and save

Saves changes to a file while exiting it

When you give the *Exit and save* command, Lyrix saves any changes or additions you have made to the file.

Example

When you give the *Exit and save* command, Lyrix displays this message at the top of your screen:

```
Busy saving the document.....
```

Lyrix clears your display screen as the command is given, leaving only the above message. When your changes have been saved with the file, you are returned to the Word Processing Menu.

Guidelines

Use the *Write no exit* command when you want to save changes and continue editing.

Quit no save

Exits the file without saving any changes made during the editing session

Occasionally, when editing a file, you make accidental and unwanted changes or deletions. In these situations, use the *Quit no save* command and Lyrix ignores all changes made since the last *Write no exit* command (which is explained later in this chapter).

Example

When you use this command, a tone sounds and Lyrix displays this message at the top of your screen:

```
Enter "*" to confirm quit, or <RETURN> to continue
```

Here, Lyrix is making sure you know that this command causes the system to disregard any changes you have made during the current editing session, since the last *Write no exit* command. If you want to go ahead with the command, press the asterisk key (*). If you change your mind, you can press <Return> to continue the edit session.

Guidelines

This command ignores all changes made since the last time you saved the file.

Write no exit

Saves current editing session changes without exiting file

When you type this command, Lyrix saves any changes or additions to the file while you remain in the file to continue editing.

Example

When you give the command, this message appears briefly at the top of the screen:

Busy saving the document.....

When the message disappears you can continue editing.

■ **NOTE:** Use this command often, as it is reliable protection against loss of text, and convenient to use any time while writing or editing a file.

Guidelines

Using this command frequently can save time and effort. Suppose, for example, you are editing a file of twenty pages. You have corrected the first fifteen pages of the file, and, on the sixteenth page, you make an error and ruin an intricate table.

If you had been using *Write no exit* all along, you could now give the *Quit no save* command and the mistakes would not be saved. Otherwise, you would either have to redo the table, or lose all your changes to the first fifteen pages.

This is why we suggest using the *Write no exit* command often. When you give this command, all changes up to the final *Write no exit* command are saved.

Save to file

Writes contents of file to another file

When you give the *Save to file* command, Lyrix takes the contents of your file and copies them into another file. This command is useful when you want to make a copy of a file without exiting the file.

Example

This example uses the following file called *sample*.

```
LYRIX   sample                                    PL66  #1    4:1
L.....T.....T.....T.....T.....T.....T.....T....R.

This sample file shows how to copy text into another file.
```

When we give the *Save to file* command, the following prompt is displayed, temporarily replacing the *Status line*. Here, we've typed the word *extra* as the name of the new file:

```
Enter name of file: extra_____________________________

L..... T..... T..... T..... T..... T..... T..... T... R.

This sample file shows how to copy text into another file.
```

When you have finished typing the new file name, press the <Return> key. Lyrix returns you to your file.

If you decide not to copy the file, leave the prompt line blank and press <Return>, and Lyrix returns you to your file.

If you type the name of a file that exists in your current directory, or a pathname of a file that already exists on your computer system, this prompt appears:

```
File exists - enter "*" to overwrite or <Return> to abandon
L .....T .....T .....T .....T .....T .....T .....T ...R.

This sample file shows how to copy text into another file.
```

At this point, you have two choices; you can overwrite your existing file with the new file, or you can cancel the command by pressing <Return>. If you want to copy the file without overwriting an exisiting file, press <Return>. You are returned to your file and can repeat the *Save to file* command, using a different file name.

Guidelines

Even if you have not yet saved the contents of your file with the *Write to file* command, you can still use the *Save to file* command to copy the current contents.

If you are editing a file and Lyrix tells you that you have no *write permission*, you can use *Save to file* to save your changes in another file. The original file remains unaltered.

Recovering Lost Files

Each time you edit a file, Lyrix automatically creates a *backup* file. The backup file contains a copy of the file as it is before you begin editing. Lyrix names the backup file *<filename>.bak*. For example, the backup of a file name *Friday* is *Friday.bak*.

If a file is unintentionally altered or lost, you have the backup to use. If you need to access a backup file, protect yourself from loss by first copying it to another file.

Each time you begin to edit a file, Lyrix updates the backup file. A message appears at the top of your screen showing the name of the backup file.

> ■ **NOTE:** On some computer systems, backup files are given names other than <filename>.bak. Look at your screen display when you enter a file for editing to find the name of your backup file.

Summary

This chapter explained how to name, save, and exit a file using Lyrix. Here is a brief summary of the main items to remember:

- The information stored in your computer is held in files. You can work with a computer file just as you would a manual file.
- A file name can have up to 14 characters. It cannot contain blank spaces. It is a good practice to use only lower-case letters, numbers, periods, and dashes to name files.
- Don't use special characters in a file name, as they can have special meanings to your computer.
- When Lyrix needs you to supply some information, it provides an *input line* on which you type the information.
- Use the *Write no exit* command frequently while working within a file. It can save you much time if you make errors in a file, or if the computer system goes down.
- When you use the *Exit and save* command, Lyrix saves all the changes you have made to your file during that editing session and returns you to the menu.
- When you use the *Quit no save* command to exit a file, no changes made after the last *Write no exit* command are saved.
- This chapter introduced the following commands:

– Exit and save	– Write no exit
– Quit no save	– Save to file

CHAPTER 4
Using On-line Help

For your convenience, Lyrix offers a variety of on-line *Help* facilities. You can enter *Help* from any Lyrix menu or file. On-line *Help* lets you quickly look up an editing command sequence, or review commands, concepts, and menus.

You can refer to on-line *Help* to deal with different aspects of Lyrix. For example, one *Help* section provides a review of command sequences, while another provides a detailed description of how to get started using Lyrix.

It is important to note that Lyrix on-line *Help* is designed to supplement the Lyrix *User's Guide* and *Primer*; it is not intended as a substitute.

In this chapter the following *Help* commands are covered:

Help (menu option)	?
Escape to menu	‹ESC› !

Help

Gives access to on-line Help

The Lyrix *Help* command provides several different levels of on-line *Help*. You can select the *Help* option from any menu.

To learn how to access *Help* menus from within a file, see the *Escape to menu* command explained later in this chapter.

Example

You can give the *Help* command from any Lyrix menu simply by selecting the *Help* menu option. When you do, Lyrix clears the screen and displays the following menu:

```
*** Help Menu ***
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 following pages contain brief descriptions of each option on the *Help* menu:

Command Summary - Quick Reference

The Command Summary lists all Lyrix word processing commands and keystrokes. Related commands are grouped together. To see the next screenful of commands and keystrokes, press the space bar. To see only the next line, press <Return>.

Additionally, you can press <**ESC**>**h** from within a file to view a Lyrix command summary.

Brief Command Definitions

You can use this option to refresh your memory as to which command to use to perform a word processing task. When you choose this option, Lyrix gives you the following menu of commands. Each option contains a list of related commands, followed by a brief definition and the command sequence.

```
*** 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
```

To display an option, type the corresponding character. To exit from the option and return to the Brief Command Definition Menu, press <Return>.

Using the Word Processor

This option displays Chapter 1 of the *Lyrix Primer*. When you invoke this option, the first page of the chapter appears on the screen. To view the next page, press the space bar. To exit the chapter and return to the menu, press the <DEL> key.

Using Menus

This option displays Chapter 2 from the *Lyrix Primer*. When you invoke this option, the first page of the chapter appears on the screen. To view the next page, press the space bar. To exit the chapter and return to the menu, press the Delete key.

Using Files

This option displays Chapter 3 from the *Lyrix Primer*. When you invoke this option, the first page of the chapter appears on the screen. To view the next page, press the space bar. To exit the chapter and return to the menu, press the Delete key.

Using Commands

This option displays Chapter 4 from the *Lyrix Primer*. When you invoke this option, the first page of the chapter appears on the screen. To view the next page, press the space bar. To exit the chapter and return to the menu, press the Delete key.

Menu escape

While you are either creating or editing a file, you can use the *Menu escape* command to refer to the *Help* files, give a UNIX OS command, or check your mailbox. When you give the *Menu escape* command, Lyrix temporarily removes you from your file and places you in a special menu system, where the following menu is displayed on the screen:

Example

```
*** Document Menu ***
1  - Comprehensive Help Menu
2  - Unix Command Line
3  - Check mailbox

Press <Escape> to get back to the document

[?]  Select an option
```

Once you have finished using the option or options that you require, press <ESC> to return to your current place in the file. Using *Menu escape* command does not alter your file in any way.

Following is a brief description of each of the Document Menu options:

Comprehensive Help Menu

This option displays the same *Help* Menu that you get when you give the *Help* command from other menus. Please refer back to the *Help* command for a complete description of this option.

The UNIX OS Command Line

The UNIX OS is the system on which Lyrix runs. This option gives you direct access to the UNIX OS by displaying the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************
*  External Function  *

Enter UNIX command line:

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

When you complete your UNIX OS command, press <Return> to get back to the Document Menu.

Check mailbox

You can use this option to check to see if you have received any electronic mail. If you have messages, Lyrix will list them on the screen. If your mailbox is empty, Lyrix displays:

```
No new messages
```

For further information concerning mail, please refer to Appendix E, *The Mail System Menu*, or see your UNIX OS documentation.

Summary

In this chapter you explored the Lyrix *Help* options. Some important points to remember are:

- On-line *Help* is intended to supplement Lyrix documentation, not to replace it.
- The *Help* option is available from any menu.
- The *Escape to menu* command lets you temporarily exit a file to use *Help*, mail, or UNIX OS commands; when you are finished with the *Menu escape* command, Lyrix returns you to your current position in the file.
- View a quick reference of Lyrix commands by typing <**ESC**>**h**. This is a quick way to refer to the commonly used commands.

CHAPTER 5
Moving the Cursor Around the Screen

This chapter describes Lyrix *cursor commands*. You can use Lyrix cursor commands to move through files quickly and efficiently. Lyrix moves the cursor to the location you ask for, each time you type a cursor movement command.

The following cursor commands move the cursor anywhere in the text currently displayed on the screen; they do not disturb text that the cursor passes over. You'll use these commands often as you create and edit files.

Note that if the line you are typing is wider than the screen, (see Chapter 9, *Using Rulers to Control Document Formatting*) several of the following cursor commands may cause the text to *scroll horizontally*.

In the first section of this chapter, you will learn how to move the cursor horizontally around a line of text using the following commands:

Right	→
Left	←
Go right	‹ESC› →
Go left	‹ESC› ←
Tab stop	TAB
Next word	‹CTL› n
Previous word	‹CTL› p

These commands will be covered later in the chapter:

Up	↑
Down	↓
Go up	‹ESC› ↑
Go down	‹ESC› ↓
Top of screen	‹CTL› t
Bottom of screen . . .	‹CTL› b

Bring line up	‹CTL› ^
Bring line down	‹CTL› v
Top of file	‹ESC› t
Bottom of file	‹ESC› b
Scroll down	‹CTL› d
Scroll up	‹CTL› u
Go to page	‹ESC› p

Right

Moves cursor one space to the right

The *Right* command moves the cursor one space to the right, without changing any existing text. Every time you type the command, the cursor moves another space to the right, until you reach the end of the line.

In this and the following cursor movement examples, we will use a small box surrounding the letter (▯) to signify the cursor.

Example

When you give the *Right* command, the cursor moves as follows:

before:

In res▯ponse to your memo concerning the lack of coffee cups.

after:

In resp▯onse to your memo concerning the lack of coffee cups.

You can see that the cursor has moved one space to the right, from the *p* to the *o* in *response*, without changing any of the text.

Guidelines

Pressing the space bar also moves the cursor to the right, but the space bar replaces each character that it passes over with a blank space.

On some terminals, the key(s) that invoke this command can be pressed and held down, causing the cursor to keep moving until you release the key(s), or until the cursor reaches the right margin.

Left

Moves cursor one space to the left

Every time you give this command the cursor moves one space to the left, without changing any existing text, until you reach the left end of the line.

Example

When you give the *Left* command, the cursor moves as follows:

before:

I think th[a]t your suggestions are excellent.

after:

I think t[h]at your suggestions are excellent.

You can see that the cursor has moved one space to the left, from the *a* back to the *h* in *that*, without changing any text.

Guidelines

On some terminals, the Backspace key may perform the same function as the *Left* command.

On some terminals, the key(s) that invoke this command can be pressed and held down, causing the cursor to keep moving until you release the key(s), or until the cursor reaches the left edge of the screen.

Go right

Moves cursor to the end of the line

When you give the *Go right* command, the cursor moves to a position directly after the last character on the current line.

Example

before:

But do yo[u] really think that they will solve the coffee problem?

after:

But do you really think that they will solve the coffee problem?[ ]

Guidelines

This command sends the cursor to the blank space after the last character on the line.

Note that if a wide *ruler* is in effect (see Chapter 9), and your file is wider than the screen, your text moves to the left to display any text to the right of the current screen.

Go left

Moves cursor to left edge of the text

This command moves your cursor left to the beginning of the text. If your text is indented from the left margin, the cursor moves to the left edge of the screen.

Example

When you give the Go *left* command, your cursor will move as follows:

before:

The trouble is, I really don't think our staff wants to drink milk.

after:

The trouble is, I really don't think our staff wants to drink milk.

Guidelines

If a wide ruler is in effect (see Chapter 9), and your text is wider than the screen, your text moves to the right to display any text to the left of the current screen.

Tab stop

Moves cursor to next tab stop

Like a tab key on a typewriter, this command moves the cursor to the next tab setting (see Chapter 9, *Using Rulers To Control Document Formatting*).

■ **NOTE:** *Rulers* control the format of files. Lyrix provides different types of rulers, and you can easily create your own for special types of formatting. Among other things, rulers show the locations of tab stops and margins. Each time you press the tab key the cursor moves to the next tab stop shown on the current ruler, as in the following example.

Example

When you press the tab key, the cursor moves to the next tab stop:

before:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
e[v]en though it does come in disposable cartons.
```

after:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
even tho[u]gh it does come in disposable cartons.
```

Guidelines

Note that if you are in *Insert Mode* (see Chapter 6, *Deleting, Adding and Altering Text*), Lyrix will add blank spaces up to the next tab stop. If the cursor is at the right margin of the current ruler (see Chapter 9), the tab key has no effect upon the cursor.

If you use the Tab stop while your cursor is on a ruler, the cursor will stop at the first ruler character that is not a period.

Do *not* use the Tab stop while your cursor is on a ruler and you are in Insert mode.

Next word

Moves cursor forward one word

This command moves the cursor to the beginning of the next word on the current line.

Example

before:

[D]rinking espresso wouldn't solve the problem either;

after:

Drinking [e]spresso wouldn't solve the problem either;

Guidelines

Note that if you give this command when the cursor is already positioned on the last word on a line, the cursor will remain in that position. To move the cursor to the beginning of the next line, press <Return>.

Previous word

Moves cursor back one word

When you give this command, your cursor moves to the last character of the previous word on the current line.

Example

before:

we need MORE cup[s], not smaller ones.

after:

we need MOR[E] cups, not smaller ones.

Guidelines

If the cursor is in the middle of a word, or on a punctuation character such as a period or comma, it moves to the last character of the preceding word.

If the cursor is already on the first word on a line, or on the left edge of the current ruler (see Chapter 9), it moves to the left edge of the line.

Moving the Cursor Vertically on the Screen

The next section describes the following commands which move the cursor vertically to any line being displayed on your screen:

Up	↑
Down	↓
Go up	‹ESC› ↑
Go down	‹ESC› ↓
Top of screen	‹CTL› t
Bottom of screen . . .	‹CTL› b

Up

Moves cursor up one line

When you give this command, the cursor moves up one line, while remaining in the same horizontal position.

Example

before:

Cutting back on the amount of cream and sugar
that we order won't help either;

after:

Cutting back on the amount of cream and sugar
that we order won't help either;

Guidelines

If your cursor is at the top of the screen, a new line of text is brought down and the cursor rests on the new top line.

If your cursor is at the top line of the file, a tone will sound to let you know you cannot go up any farther.

Down

Moves cursor down one line

When you give this command, the cursor moves down one line, while remaining in the same horizontal position. On some terminals, a key labeled Line Feed works identically.

Example

before:

we did th[a]t six months ago, and most of
the staff started drinking it black.

after:

we did that six months ago, and most of
the staff [s]tarted drinking it black.

Guidelines

If your cursor is at the bottom of the screen, a new line of text is brought up (or a blank line if past the end of file) and the cursor rests on the new bottom line.

Go up

Moves cursor to top line of screen

When you give this command, the cursor moves to the top line currently displayed on the screen, while remaining in the same horizontal position.

Example

before:

We also bought a brand that nobody liked,
but even that didn't help the cup situation;
they just used more cream and sugar.

after:

We also bought a brand that nobody liked,
but even that didn't help the cup situation;
they just used more cream and sugar.

Guidelines

To view text above the top of the screen, use the *Scroll up* command explained in the following section.

Go down

Moves cursor to bottom line

When you give this command, the cursor moves to the last line on the screen, while remaining in the same horizontal position.

Example

before:

I really think that personalized mugs are the only solution. I have written for a catalogue from a company that supplies these items.

after:

I really think that personalized mugs are the only solution. I have written for a catalogue from a company that supplies these items.

Guidelines

If you give this command when the cursor is on the bottom line of the screen, the cursor remains where it was.

If the bottom line is a *page break indicator*, Lyrix scrolls the text up one line, as the cursor will not land on a page break indicator (see Chapter 10, *Interpreting Lyrix Status Information*, to learn about page break indicators).

Top of screen

Moves cursor to top of screen

This command sends the cursor to the top left of the screen. On some terminals, a key labeled HOME does the same thing.

Example

before:

I appreciate the fact that disposable cups
are much less expensive, but I think that
fine china will [h]elp company morale.

after:

[I] appreciate the fact that disposable cups
are much less expensive, but I think that
fine china will help company morale.

Guidelines

Note that if the top line of the screen is a page break indicator, Lyrix scrolls the text down one line, as the cursor will not land on a page break indicator (see Chapter 10, *Interpreting Lyrix Status Information*, to learn about page breaks indicators).

Bottom of screen

Moves cursor to end of text on screen

This command places the cursor one space past the last character currently displayed on your screen.

Example

before:

I will plan on orderi[n]g the first five hundred cups within the next few weeks. Now, about the new company gym—several staff members have expressed interest in raquetball courts and a swimming pool. What do you think?

after:

I will plan on ordering the first five hundred cups within the next few weeks. Now, about the new company gym—several staff members have expressed interest in raquetball courts and a swimming pool. What do you think?[]

Using Cursor Commands to Recall Text to the Screen

So far in this chapter we've looked at some commands that move the cursor to text that is currently being displayed on the screen. Since any file longer than a screenful cannot all be displayed on the screen at one time, Lyrix provides some commands for recalling text to your screen.

The following commands, called *scrolling commands*, move different parts of your file to the screen. Using them is like watching the credits move up (or down) and off the movie screen at the end of a film.

Whenever you give a scrolling command, the cursor remains on the screen. As with the other cursor movement commands, scrolling will not change your text in any way.

This section shows you how to scroll text, using the following commands:

Bring line up	‹CTL› ^
Bring line down	‹CTL› v
Top of file	‹ESC› t
Bottom of file	‹ESC› b
Scroll down	‹CTL› d
Scroll up	‹CTL› u
Go to page	‹ESC› p

Bring line up

Scrolls text up one line

The *Bring line up* command scrolls text up the screen one line at a time, while leaving the cursor on the line it was on previous to the command.

Example

When you give the *Bring line up* command, the first line of text below the screen will scroll up onto the screen, and the top line of the screen will scroll upwards and therefore out of sight.

Note that if the cursor is already on the top line of the screen, it will remain there and rest on the new line of text.

Bring line down

Scrolls text down one line

The *Bring line down* command scrolls text down the screen one line at a time, while leaving the cursor in its current location.

Example

When you give the *Bring line down* command, the first line of text above the screen will scroll down onto the screen, and the bottom line of the screen will scroll downwards and therefore out of sight.

Guidelines

If the top line of the screen is also the top line of the file, a tone will sound to tell you that the contents cannot move down any further.

As in the *Bring line up* command, the cursor stays with the line it was on previous to the command.

Top of file

Moves cursor to beginning of file

This command sends your cursor to the beginning of your file. The cursor is sent to the top left corner of the screen.

Example

As Lyrix moves to the start of the file, this message is displayed at the top of your screen:

Busy executing command.....

When the command is finished, your screen will display the first page of your file. The cursor will rest at the top left corner of the screen.

Bottom of file

Moves cursor to end of file

Lyrix moves the cursor to the last line in the file.

Example

As Lyrix is moving the cursor, it displays this message at the top of screen:

```
Busy executing command.....
```

When the command is accomplished, the screen will display the last page of your file.

Guidelines

Note that if you have previously added blank lines to the end of the file by scrolling down, the last page of your file may contain blank lines.

Scroll down

Scrolls down text about 3/4 screenful

This command displays a screenful of text that is about 20 lines down from the previous cursor location. This command is useful when you want to "page" down through your file.

Example

When you give the *Scroll down* command, the text currently on the screen moves up, bringing the text formerly below the screen into view.

Guidelines

Note that if you use this command when the cursor is at the end of your text, the last page of your file may consist of blank lines. However, these trailing blank lines are not saved when you exit the file.

Scroll up

Scrolls text up about 3/4 screenful

This command displays a screenful of text that is about 20 lines above the previous cursor location.

Example

When you give the *Scroll up* command, the text currently on the screen moves down, bringing the text formerly above the screen into view.

Guidelines

Note that if you give this command within twenty lines of the beginning of the file, a tone will sound to let you know that the contents cannot scroll up any farther.

Go to page

Moves cursor to any indicated page in file

Use this command to recall any page of your file to the screen. You can give the *Go to page* command from anywhere within your file.

Example

When you give the *Go to page* command, the following message appears at the top of the screen, temporarily replacing the Status line:

Enter Page Number (RETURN): 12

Type the number of the page you wish to recall onto the input line (in this example we have used page 12), and press the <Return> key. You will receive the following message:

Busy executing command...

When Lyrix finds the page, the first line is displayed at the top of the screen.

Guidelines

To view the next page, type +; to view the previous page, type –.

When Lyrix cannot find the page you requested—perhaps you typed the number 25 onto the input line, and your file only contains 20 pages—your cursor is placed at the beginning of the last line of the last page of your file.

Summary

In this chapter, you learned how to move the cursor around the screen, and how to recall different parts of a file to the screen. The major points covered are summarized below:

- When you use the cursor keys to move the cursor they do not change any text that it passes over.
- The cursor always remains on the screen.
- On some terminals, you can repeat cursor commands by holding the key(s) down.
- If the current ruler is wider than the screen, certain cursor commands may cause the text to scroll horizontally.
- The following commands were covered in this chapter:

– Right	– Go up
– Left	– Go down
– Go right	– Top of screen
– Go left	– Bottom of screen
– Tab stop	– Bring line up
– Next word	– Bring line down
– Previous word	– Top of file
– Up	– Bottom of file
– Down	– Scroll down
	– Scroll up
	– Go to page

For more information:

- turn to Chapter 10, *Interpreting Status Information*, to learn more about page breaks.
- turn to Chapter 9, *Using Rulers to Control Document Formatting*, to learn more about rulers.

CHAPTER 6
Deleting, Adding, and Altering Text

In Lyrix, you can edit a computer file more easily than an office file. You can use Lyrix commands to delete and reorganize existing text, and to insert new text into a file. This chapter describes the commands that perform these operations.

Deleting Unwanted Text

Lyrix provides a comprehensive group of deletion commands. These commands can delete characters, words, lines, or blank space. Some of the commands also readjust text after deletions, so lines aren't left with blank spaces. Most deletion commands can be reversed with the Restore Text command, which is explained later in this chapter.

The following commands, which delete unwanted text, are covered in the first section of this chapter:

Space bar	
Erase previous character	DEL
Delete character	‹CTL› c
Delete word	‹CTL› w
Delete line	‹CTL› x
Delete right	‹ESC› dr
Delete left	‹ESC› dl
Delete blank lines	‹ESC› db

The following commands are also covered in this chapter:

Repeat command	‹CTL› a
Restore text	‹CTL› r
Terminate command	‹CTL› \

Insert space	‹CTL› e
Insert line	‹CTL› o
Insert blank lines	‹ESC› al
Enter insert mode	‹ESC› i
Leave insert mode	‹ESC› o

Line split	‹ESC› l
Center line	‹ESC› c
Convert to upper case	‹ESC› ku
Convert to lower case	‹ESC› kl

Space bar

Replaces a character with a blank space

The space bar moves the cursor one space to the right, and replaces any character it passes over with a blank space.

Example

Note how pressing the space bar alters the following sentence by replacing the *N* in *Nile* with a space:

before:

The [N]ile is the longest river in Africa.

after:

The [ ]le is the longest river in Africa.

Guidelines

Remember that the space bar replaces any character the cursor passes over with a blank space.

To move around files without deleting text, use the cursor commands described in the previous chapter.

Erase previous character

Erases character to left of cursor

To use the *Erase previous character* command, position your cursor one space to the right of the character you wish to remove, and type the command. The cursor will move one space to the left, and will delete the character that it lands on, leaving a blank space.

Example

When you type the *Erase previous character* command, Lyrix removes the *A* in *Africa* in the following sentence:

before:

The Nile is the longest river in Africa.

after:

The Nile is the longest river in frica.

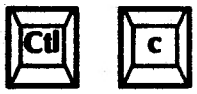
Guidelines

This command is just the opposite of using the space bar; the space bar erases characters to the right of the cursor, while this command erases characters to the left of the cursor.

Note that this command cannot work if the cursor is at the left edge of the screen.

Delete character

Deletes character beneath cursor



This command deletes the character on which the cursor is placed, and pulls the remaining text over one character to the left.

Example

In this example, the *Delete character* command is used to delete the *M* in *MNile*:

before:

The [M]Nile is the longest river in Africa.

after:

The [N]ile is the longest river in Africa.

Guidelines

Unlike the previous two commands, the *Delete character* command pulls remaining text to fill the gap left by the deleted character.

Delete word

Deletes characters from cursor to next space

This command removes all characters between the cursor and the end of the word. If you place the cursor on the first character of a word and give this command, then all characters (including punctuation) up to the next blank space are deleted, and text to the right moves over to fill in the blank space.

Example

In the following example, the *Delete word* command is used to erase the word *Nile*:

before:

The Nile is the longest river in Africa.

after:

The is the longest river in Africa.

■ **NOTE:** When you place the cursor in the middle of a word and give the command, only the remainder of the word is deleted, leaving any punctuation and spaces following the word intact.

The *Delete word* command can be particularly useful when you have overtyped a longer word with a shorter one and want to delete the remainder of the old word.

Consider this example:

Autumn is my favorite time of year.

Now, *Autumn* is overtyped with the word *FALL*, shown here in capitals for emphasis:

FALLmn is my favorite time of year.

When the *Delete word* command is given, the last part of the old word is removed, and remaining text is pulled to fill the gap:

FALL is my favorite time of year.

This is a very quick method for substitution and subsequent justification of text.

Guidelines

You can use the *Delete word* command to delete any continuous group of characters, not necessarily just "words." For example, if you give this command at the beginning of a group of blank spaces, all the blank spaces to the beginning of the next word are deleted.

Delete line

Deletes cursor line

This command deletes the entire line of text on which the cursor is placed. You can position the cursor anywhere on the line you want to delete.

Example

In this example, the cursor is placed after the end of text on the line, though it could be positioned anywhere on the line:

before:

Once you get used to using a word processor,
you will probably never willingly sit down
at a typewriter again.

after:

Once you get used to using a word processor,
at a typewriter again.

You can see that the entire second line of text has been removed, and that Lyrix has brought the remaining text up one line to cover the empty line.

Guidelines

Remember that when you remove a line or lines of text, the location of subsequent page breaks will change.

Delete right

Deletes text from cursor to end of line

This command deletes all text from the cursor to the end of the line.

Example

In this example, the cursor has been positioned in the middle of the line, where this command is used to remove all text after the *p* in *processor*:

before:

Learning to use a word p[]ocessor is well worth the effort.

after:

Learning to use a word p[]

Guidelines

Note that if you are positioned on a line that is wider than the screen, you may erase text that does not show on the screen (see Chapter 9).

Also, remember that you can use the *Delete right* command to erase an entire line of text by placing the cursor at the beginning of the line. However, this command differs from the *Delete line* command in that the remaining lines of text are not pulled up to fill the gap.

Delete left

Deletes text from behind cursor to beginning of line

This command deletes text from the left of the cursor to the beginning of the line.

Example

In the following example, the cursor is placed in the middle of the line, where this command is used to remove all text to the left of the *c* in *processor*:

before:

Learning to use a word pro[c]essor is well worth the effort.

after:

[c]essor is well worth the effort.

Guidelines

Note that if you are typing a document that is wider than the screen you may erase text that does not show on the screen (see Chapter 9).

You can use the *Delete left* command to erase an entire line of text by placing the cursor after the last character on the line. This differs from the *Delete line* command in that the remaining lines of text are not pulled up to fill the gap left by the erased line.

Delete blank lines

Deletes all blank lines from cursor line to next line of text

This command deletes all blank lines between the cursor and the next line of text. For this command to work, the cursor must be on a blank line. This command will not affect any line that contains text.

Example

before:

apples
nuts
cheese
[]

beer

after:

apples
nuts
cheese
[b]eer

Guidelines

Note that this command has no effect when the cursor is at the end of a file.

You can also use the *Delete line* command to delete blank lines one by one if you wish. The *Delete blank lines* command simply provides a quick means of deleting multiple blank lines.

Repeating or Inactivating Previous Commands

Often, you will find yourself needing to repeat frequently used deletion commands. Conversely, sometimes you'll want to undo a command you've just typed. In this section of Chapter 6, we will explain how to repeat and how to terminate a command, and how to restore text or undo a deletion.

Repeat command	‹CTL› a
Restore text	‹CTL› r
Terminate command	‹CTL› \

Repeat command

Repeats previous command (do again)

This command repeats the command that was last given. It is not limited to deletion commands, but works with any editing command. You can use the *Repeat* command to repeat commands indefinitely.

Example

Imagine that you have just inserted a blank line between two lines of text. In this example, the blank line is marked by the cursor:

```
Speak to none, save prophets seeming.
▯
Lest patterns shift, they'll lose their meaning.
```

When you give the *Repeat* command, another blank line is inserted:

```
Speak to none, save prophets seeming.
▯

Lest patterns shift, they'll lose their meaning.
```

Restore text

Restores text erased by previous command

This command reverses the last deletion or centering command you've typed. It is particularly useful for restoring text that you accidentally delete.

Example

Suppose you accidentally gave the *Delete right* command and erased a line of text you wanted to keep. The resulting blank line is indicated here by the cursor:

```
▯
Trying to grasp at fleeting laughter.
```

When you give the *Restore text* command, the line appears:

```
Running now, but falling faster
Trying to grasp at fleeting laughter.
```

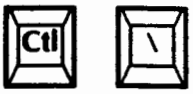
Guidelines

Note that this command reverses the most recent command (you must have not hit any keys since the command was given). It works with these commands:

– Delete character	– Delete right
– Delete word	– Delete left
– Delete line	– Center line

Terminate command

Halts command in progress



You can use this command to halt a Lyrix process. This command is particularly useful if you make a mistake, or change your mind after you have begun a long process.

Example

Imagine that you gave the *Go to page* command, telling Lyrix to find and display your file from page 50. Then you realize that you meant to type 5. If you type the *Terminate* command as soon as you realize your mistake, Lyrix halts the process and displays the page it was on when you gave the *Terminate* command.

Guidelines

Note that this command only halts other commands "in progress"—it does not undo any changes the command has already performed.

You can use the *Terminate* command with the following commands:

- Merge commands
- Cut and paste
- Format paragraph
- Format document
- Find and replace
- Delete right
- Delete left
- Top of file
- Bottom of file
- Go to page

Inserting text

When you create a file using Lyrix, you can immediately begin entering text into a file, just as if you were typing onto a blank sheet of paper.

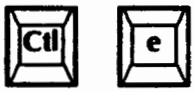
As you type, you won't have to bother with carriage returns, because Lyrix moves you to the next line automatically. You'll notice that Lyrix also moves the word you are typing; this feature is called *word wrap*; words are "wrapped" around to the next line in order to maintain the right margin. The only time you'll need to use a carriage return while typing is to add blank lines, just as you do on your typewriter.

In order to modify text that you have entered into your file, Lyrix provides five commands for adding text. In this section of Chapter 6, we will explain the following Lyrix *Insert* commands:

Insert space	‹CTL› e
Insert line	‹CTL› o
Insert blank lines	‹ESC› al
Enter insert mode	‹ESC› i
Leave insert mode	‹ESC› o

Insert space

Inserts blank space at cursor



This command inserts a blank space at the cursor's position. If the cursor is at a character, the character is pushed one space to the right. You can use the command to insert spaces, and you can subsequently fill the spaces by typing new characters.

Example

In this example, the *Insert character* command is used to put a blank space between *mustbe*:

before:

Hello, I must[b]e going.

after:

Hello, I must[ ]be going.

Guidelines

If, after using this command, the line grows longer than the current ruler, a blank line is automatically inserted and the word or words at the end of the line are placed on this new blank line. This is part of the word wrap process, explained in Chapter 9, *Using Rulers to Control Document Formatting.*

Insert line

Inserts a blank line above cursor line

This command inserts a line above the cursor's location, pushing the lower part of the file down a line.

Example

In this example, a blank line is inserted above the line indicated by the cursor:

before:

Changes that might take hours on a typewriter can
be made in seconds on a word processor. You can
center lines and justify margins using simple
computer commands.

after:

Changes that might take hours on a typewriter can
be made in seconds on a word processor. You can

center lines and justify margins using simple
computer commands.

Guidelines

Note that adding lines to your file will change the location of subsequent page breaks (see Chapter 10, *Interpreting Lyrix Status Information*, to learn about page breaks).

Your cursor can be positioned anywhere on the line when you give this command.

Insert blank lines

Inserts a screenful of blank lines (add lines)

This command inserts a screenful of blank lines above the line containing the cursor. This causes the line containing the cursor to be moved to the bottom of your screen. The cursor remains on the same line, but the text is pushed down.

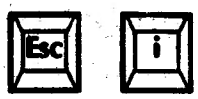
Guidelines

Adding extra lines changes the location of subsequent page breaks.

The number of blank lines added is dependent upon the location of the cursor when you give the command.

Enter insert mode

Activates Insert mode



This command places you in *Insert mode*, where you can add any amount of new text without overwriting existing text. When you use *Insert mode*, Lyrix begins placing the new text to the left of the cursor. Lyrix automatically moves existing text to new lines as necessary.

Example

In this example of *Insert mode*, you can see how the new text begins directly to the left of the cursor location:

before:

Adding new text is different from [a]dding new text in normal Overstrike mode.

If you give the *Enter insert mode* command at the cursor location, and type the words that appear below in capital letters, your sentence reads as follows:

after:

Adding new text is different from AND SOMETIMES PREFERABLE TO adding new text in normal Overstrike mode.

■ **NOTE:** As in the above example, if text you add during *Insert mode* causes the line to exceed the line length, a new line is opened and text is automatically wrapped to the next line.

Guidelines

When you press the tab key while in *Insert mode*, blank spaces are added up to the next tab stop.

While in *Insert mode*, the word "INSERT" appears at the top of the screen on the status line. When you leave *Insert mode*, the word disappears.

Note that when you add new lines using *Insert mode*, you will be changing the locations of subsequent page breaks.

Note that you can use the cursor movement and deletion commands in *Insert mode* exactly as you would in normal *Overstrike mode*.

See Appendix J, *Modes*, for more information on Modes.

See Chapter 10, *Interpreting Lyrix Status Information*, for more information on the Status line.

See Chapter 10, *Interpreting Lyrix Status Information*, for more information on the Page break indicator.

Leave insert mode

De-activates insert mode (Return to Overstrike Mode)

This command places you back in *Overstrike mode*, in which all text that you type overwrites existing text. *Overstrike* is the standard Lyrix editing mode.

Example

If you give the *Leave insert mode* command at the cursor location, and type the words that appear in capital letters, your sentence will look as follows:

before:

Adding new text in Standard Overstrike mode is different from adding new text in Insert mode.

after:

Adding new text in Standard Overstrike mode CAUSES EXISTING TEXT TO BE COMPLETELY OVERWRITTEN, UNLIKE IN INSERT MODE, IN WHICH TEXT IS INSERTED WITHOUT ERASING EXISTING TEXT.

Reorganizing Text

Reorganizing text is just as easy as inserting new text, or overwriting old text. Using four simple commands, you can break one line into two, instantly center lines, or convert any text to upper or lower case. In this section of Chapter 6, we will explain these commands:

Line split	‹ESC› l
Center line	‹ESC› c
Convert to upper case	‹ESC› ku
Convert to lower case	‹ESC› kl

Line split

Splits one text line into two at cursor location

The *Line split* command takes all text to the right of the cursor, and places it on a new blank line directly beneath the current line.

Example

In this example, the following line is split into two at the cursor:

before:

Things are always darkest before they black out completely.

after:

Things are always darkest
before they black out
completely.

Guidelines

Note that using the *Line split* command can change the location of all subsequent page breaks.

To undo a line split, use the *Format paragraph* command (see Chapter 9, *Using Rulers to Control Document Formatting*).

Center line

Centers current line

When you give this command, the line at which your cursor is positioned is centered between the current margins, or according to the C character on the current ruler (see Chapter 9 to learn about ruler characters).

Example

Here, the following line is centered when the *Center line* command is given:

before:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
[] In Defense of Procrastination
```

after:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
[]                 In Defense of Procrastination
```

Guidelines

Lyrix centers the text according to the current ruler. If you are typing a document with a wide ruler in effect, the text will be centered according to the wide ruler you are using (see Chapter 9).

Note that the cursor does not need to be directly on the text to be centered, but only on the line you wish to center.

Convert to upper case

Converts characters from lower to upper case

This command converts characters to upper case. When you position your cursor on a character of a word, Lyrix converts to upper case that character and all characters to the end of the word. When you place your cursor over a blank space, then Lyrix converts all characters from the right of the cursor to the end of the line.

Example

In the following example, the word *procrastination* is converted to upper case characters:

before:
In defense of procrastination
after:
In defense of PROCRASTINATION

Guidelines

You can convert part of a word by placing the cursor on the first character you want affected.

To convert all characters on a line, first move the cursor to a blank space at the beginning of the line.

Convert to lower case

Converts characters from upper to lower case

This command converts characters to lower case; otherwise it works identically to the *Convert to upper case* command (see previous page).

Example

before:

IN DEFENSE OF PROCRASTINATION

after:

In defense of procrastination

Guidelines

Remember that you can convert part of a word by placing the cursor on the first character you want affected.

Summary

This chapter introduced many commands that delete, insert, and reorganize text.

- Using deletion commands, you can erase characters, words, lines, or parts of lines.
- The *Repeat* command saves time by repeating the last command given.
- The *Restore text* command reverses the most recent deletion or centering command given.
- The *Terminate* command halts the command currently being executed.
- Using insertion commands, you can insert characters, words, and whole lines.
- Several other commands allow you to reorganize text by splitting one line into two (*Line split*), centering lines (*Center line*), and changing characters from upper to lower case, or vice versa (*Convert to upper case*, *Convert to lower case*).

CHAPTER 7
Highlighting Text

Lyrix provides a way for you to take advantage of special features your printer may have. Many printers can use different typefaces, or emphasize text by double-striking.

In Lyrix, these features are called *print effects*. When you want to highlight text with a print effect, you first move the cursor to the beginning of text you want highlighted. When you type the *Start print effect* command, Lyrix displays a menu of the kinds of effects available. You then select the effect, move to the end of text you want highlighted, and give the *Stop print effect* command. The text has now been marked; Lyrix and the printer do the rest.

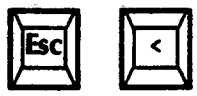
> ■ **NOTE:** The number of print effects available at the menu depends on the capabilities of the printer you are using. In this guide, we assume five print effects are possible; ***boldface***, ***double-strike***, ***underline***, ***underline text only*** and ***bold and underline***. The printer you are using may be capable of more or fewer print effects.

The following commands allow you to highlight text and are covered in this chapter:

Start print effect	‹ESC› <
Stop print effect	‹ESC› >
Show print effect	‹ESC› @

Start print effect

Marks beginning of text to be highlighted



Start print effect marks the beginning of text that you want highlighted by the printer. When you position the cursor at this point and type the command, this menu appears at the top of the screen:

A = Bold B = Double Strike C = Underline D = Underline Text Only Press "*" for More

Now, you can press *A*, *B*, *C*, or *D* to select one of these print effects. Press * (an asterisk) to see the additional available print effects. To leave this option without selecting a print effect, press <Return>.

As soon as you have selected a print effect the menu disappears and Lyrix highlights the entire line to indicate that a print effect has been chosen. The top line of your screen now displays the name of the effect you have chosen.

> ■ **NOTE:** The way highlighted text appears on screen depends on the type of terminal you are using. Normally, highlighted text appears in *reverse video*, meaning that the text is dark on a light background, or vice versa.

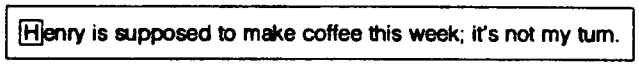
Example

Imagine that you want to highlight the word *Henry* in the following example:

Henry is supposed to make coffee this week; it's not my turn.

First, position the cursor over the *H* in *Henry* as shown above. Now type the *Start print effect* command. Suppose that you want to embolden the word Henry to make it stand out.

Boldface is option *A* of the menu, so press *A* and Lyrix highlights the entire line:

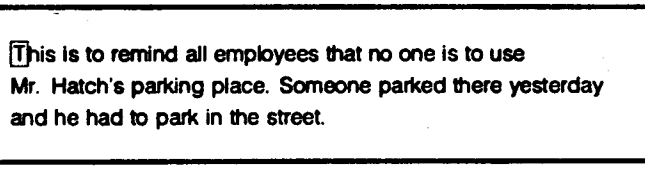


The reason Lyrix highlights the entire line is because it doesn't know yet how much of it you want highlighted.

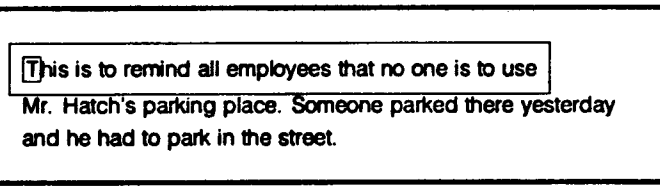
For this example, we want only the word *Henry* highlighted. To do so, position the cursor on the blank space after the word *Henry*. Now give the *Stop print effect* command, explained later in this chapter, and the screen looks like this:

You can quickly highlight one or more entire lines at once.

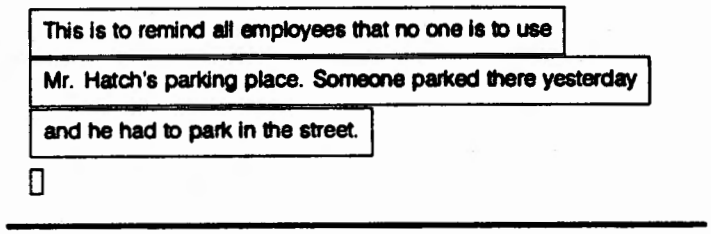
For example, suppose that you want to highlight this entire paragraph:



When you have positioned the cursor as shown, given the *Start print effect* command, and have selected the print effect from the menu, the entire line is highlighted:



Now, to mark all of the lines in the paragraph, simply press <Return> three times so that the cursor rests on the line *after* the last line of text. Notice that as soon as you press <Return> each time, Lyrix highlights a line. The text now looks like this:



Now give the *Stop print effect* command and the entire text has been highlighted.

Guidelines

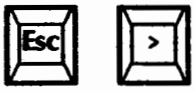
Effected text can be reformatted (see Chapter 9 to learn how to reformat text). Also, if effected text is replaced with new text, the new text retains the print effect of the old.

Once you have selected an effect, you can move the cursor along the line, or down to the next line; the text will be effected until you turn the print effect off.

You can select a print effect on a blank line and then begin typing. The text you type on that line and successive lines will be effected. To turn off the print effect, either move the cursor up a line or give the *Stop print effect* command.

Stop print effect

Marks end of text to be highlighted



Stop print effect marks the end of text that you want to be highlighted. You use this command after using *Start print effect* and selecting the desired print effect.

Example

Imagine that you want to highlight only the word *not* in this example:

```
It is not my turn! I did it last week when Marsha was sick.
```

When you have positioned the cursor as shown, given the *Start print effect* command, and selected the desired effect, the text looks like this:

```
It is not my turn! I did it last week when Marsha was sick.
```

Now, move the cursor to the character *after* the word *not* (a blank space) and give the *Stop print effect* command. Notice how Lyrix removes the highlighting from the remainder of the line:

```
It is not my turn! I did it last week when Marsha was sick.
```

Guidelines

You can remove a print effect from text by moving the cursor to the start of the highlighted text, and giving the *Stop print effect* command.

Just as entire lines can be highlighted from the left margin with *Start print effect*, highlights can be removed from entire lines with *Stop print effect*.

The *Stop print effect* command only affects the current line; it does not affect print effects on subsequent lines.

Show print effect

Identifies print effect of highlighted text

There are times when you might encounter highlighted text and not know what print effect has been chosen.

Use the *Show print effect* command to find out which print effect is represented by a section of highlighted text.

Example

Suppose you forgot which print effect you had chosen for the highlighted word in this example:

> I don't want to hear any more nonsense about coffee making!
> That's what we have the schedule for.

To find out, place the cursor anywhere on the highlighted text and give the *Show print effect* command. Lyrix responds by displaying the name of the effect on the status line at the top of the screen. Press any key to return the status line to normal, then you are able to continue your session.

Summary

- Lyrix lets you take advantage of special features your printer may have; these are known as print effects.
- *Start print effect* marks the beginning of text to be highlighted.
- *Stop print effect* marks the end of text to be highlighted.
- Whole lines can be highlighted by first giving the *Start print effect* command, then pressing <Return> until the line after the text to be highlighted is reached; then *Stop print effect* is given.
- Highlighted text can be reformatted with no loss of highlighting.
- When highlighted text is overwritten, the new text retains the print effect of the old text.
- Once an effect has been selected, use the cursor keys to move to the end of text you want highlighted. Use of other movement keys turns the effect off.
- Remove a highlight from text by moving to it and giving *Stop print effect*. You can remove highlights from entire lines at the left margin.
- Use the *Show print effect* command to identify the type effect used in highlighted text.

CHAPTER 8
Finding and Replacing Text

In this chapter, you'll be introduced to several commands that let you find text quickly. The following commands, called the *Find* commands, send the cursor to any occurrence of text within the file. The text that you specify is called the *pattern*. You can use the Find commands to replace any or all occurrences of the pattern with other text, or remove the pattern entirely. The text that replaces the pattern is called the *substitute*.

Use the following commands to automatically find and replace any word or group of characters within a document:

Find pattern	<ESC> f
Find next occurrence	<ESC> n
Global find and replace	<ESC> g
Spell	<ESC> s

Find pattern

Finds any pattern in document

The *Find pattern* command finds any word or other group of characters within a document. The text that Lyrix searches for is called a *pattern*. Lyrix moves the cursor to the first character of the pattern when it finds it. Lyrix searches for the pattern from the cursor position to the end of the file.

When you give the command, Lyrix responds by asking you to type the pattern followed by a <Return>. The Lyrix input line temporarily replaces the status line:

```
Enter pattern to search for: __________
```

Type the pattern on the input line, press <Return>, and Lyrix begins searching. If it finds the pattern, it places the cursor on the first character. If it is unable to find the pattern, it temporarily substitutes the first line of the file with this message:

```
Sorry but that search failed.
```

Lyrix then places the cursor at the end of the file, where the search ended.

Example

Suppose that you edited the first half of a file, exited the file, and then took a lunch break. Now you are back in the file and would like to continue editing where you left off.

You know that the word *STAFF* is near the point you stopped editing, so you decide to use *Find pattern* to find the word so you can begin editing.

When you give the command and type the pattern, the line above the status line looks like this:

Enter pattern to search for: **STAFF** _____

When you have typed **STAFF** on the input line provided, and pressed <Return>, Lyrix begins the search.

Lyrix redraws the screen when it finds the pattern and places your cursor on the first character of the pattern, like this:

We would like to welcome NEW [S]TAFF MEMBER Millie Trench, who will be replacing Jeff in personnel. Jeff is taking over Julie's work in contracts, while Julie joins the marketing department, subbing for Greg as he tours with our new product. Welcome STAFF MEMBER Millie!

Guidelines

Lyrix searches for exactly what you type as the pattern. For instance, it would not have found STAFF in the above example if you had misspelled it on the prompt line, or had typed it as *staff*.

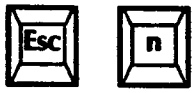
You can include punctuation marks or blank spaces in your pattern and Lyrix will include these in its search.

If you are typing a pattern onto the prompt line, and then decide you don't want to search after all, erase any characters that you have typed and press <Return>.

Note that Lyrix searches for a matching pattern from the cursor position to the end of the file. Therefore, to find all occurrences of a pattern, it is a good idea to move to the beginning of the file before giving the *Find pattern* command.

Find next occurrence

Finds next occurrence of pattern



When Lyrix has successfully located a pattern for you, use the *Find next occurrence* command to find the same pattern again. If the search is successful, the cursor moves to the pattern. If not, the *"Sorry but that search failed"* message appears at the top of the screen, and the cursor is placed at the end of the file.

To locate a second or any subsequent occurrence of a pattern, type the *Find next occurrence* command. Lyrix remembers the last pattern it has found and will search for it again.

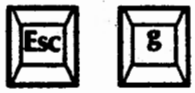
Example

Suppose you have just used the *Find pattern* command to find the word *STAFF*, as shown in the previous example. If you now type the *Find next occurrence* command, the cursor moves to the second occurrence of the word *STAFF*, as shown in this example:

We would like to welcome NEW STAFF MEMBER Millie Trench, who will be replacing Jeff in personnel. Jeff is taking over Julie's work in contracts, while Julie joins the marketing department, subbing for Greg as he tours with our new product. Welcome STAFF MEMBER Millie!

Global find and replace

Finds and replaces all occurrences of a pattern



Using the *Global find and replace* command, you can find and replace any pattern with alternate text. The new text is called the substitute. You can replace all occurrences of the pattern automatically with one command, or you can replace each occurrence separately.

Example

Suppose you have just finished typing a 50 page business report and discovered that you had misspelled the vice-president's name. Suppose that the correct name is *Donald Flick*, and that it was mistyped as Donald *Frick*. To replace this with the correct spelling, you would first move to the beginning of your file.

Then, you would give the *Global find and replace* command. As with the *Find pattern* command, Lyrix responds by displaying this message at the top of your screen:

```
Enter pattern to search for: Frick ________
```

Answer this prompt by typing your pattern, which in this example is *Frick*, the mistyped name.

When you have typed your pattern and pressed <Return>, Lyrix displays this prompt at the top of your screen:

```
Enter new characters or <Return> to delete: Flick ________
```

You respond to this prompt by typing the substitute, in this case the correct spelling of the name, *Flick*. When you type the substitute, followed by <Return>, Lyrix begins searching for your pattern. If it cannot find any occurrences, a tone sounds, and this message is displayed at the top of your screen:

```
Sorry but that search failed.
```

The cursor is then placed at the end of the file.

If Lyrix does find your pattern, it displays this prompt at the top of your screen:

```
Enter "*" for global or <Return> for interactive __________
```

At this point you have two options. If you press an asterisk (*), Lyrix immediately replaces all occurrences of the pattern with the substitute. In the case of the misspelled namé, you would choose this option.

If you want to replace only the first occurrence of the pattern that Lyrix finds, or to page through the file replacing one pattern at a time, press <Return> at this prompt.

When you press <Return>, Lyrix finds the first occurrence of the word *Frick*, it sounds a tone at your terminal and displays the following prompt:

```
Enter "*" to replace or <Return> to skip __________
```

To replace *Frick* with *Flick*, all you need to do is type the asterisk on the input line.

To leave *Frick* as it stands and move to the next occurrence of *Frick* in the file, press <Return>.

Whether you choose to replace the pattern or to skip it, Lyrix gives you this prompt:

```
Enter <Return> for next or "*" to quit:
```

As you can see, the *Global find and replace* command lets you move through your file to each example of the pattern and to approve every change on an individual basis. Each time Lyrix finds the pattern, you can choose whether to change it or skip it; and once you decide, you can choose either to continue the search or to end it.

Guidelines

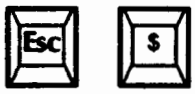
It is possible that you might mistype the substitute, and before realizing your mistake, type an asterisk to indicate global replacement. If this happens, move to the beginning of your file and again issue the *Global find and replace* command, this time typing your mistake as the pattern and typing the desired substitute correctly.

If you make a mistake using *Global find and replace*, you can also choose not to save the file you are working on by giving the *Quit no save* command.

To find other occurrences of a pattern, you can use the *Find next occurrence* or *Global find and replace* commands.

Spell

Finds misspelled words within a file



Most computers contain a dictionary that you can use to check your files for spelling errors. The Lyrix *Spell* command lets you proofread files quickly and efficiently. This command searches through your file and stops at any word that is not contained in the UNIX OS dictionary.

Example

When you give the *Spell* command, Lyrix searches for misspelled words from the cursor location to the end of the file.

Suppose you had typed the following message and wanted to run it through the *Spell* program. To do so, move the cursor to the beginning of the file and type the command.

```
Attentionn empoyees!! Pleae remember to turn back your clocks
tonite – remember, "Spring forward, Fall bakc!"
```

When Lyrix finds a word not listed in the computer dictionary, it moves the cursor to that word and gives the following prompt, temporarily replacing the status line. As you can see, the first misspelled word that Lyrix found in this example was *Attentionn*:

```
Attentionn  Enter "*" to replace or <Return> to skip:
L.....T.....T.....T.....T.....T.....T.....T...J.
```

If you press <Return>, Lyrix continues the search and repeats the prompt when it finds the next misspelled word.

When you press the asterisk "*", Lyrix gives this prompt:

```
Attentionn  Enter new characters or <Return> to delete:

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

To replace the misspelled word, type the replacement on the prompt line and press <Return>. Lyrix makes the substitution and give you the following prompt:

```
Enter <Return> for next or "*" to quit
```

To search for the next misspelled word, press the <Return> key. Lyrix looks for the next misspelled word—in this example, *empoyees*, and repeats the previous prompt:

```
empoyees  Enter new characters or <Return> to delete:

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

You can continue to find and replace each misspelled word until you reach the end of the file. Or, you can quit the *Spell* command at any time by typing the asterisk "*" at the appropriate prompt. When you exit *Spell*, the cursor returns you to the last misspelled word that Lyrix found.

Guidelines

If you want Lyrix to search for all the misspelled words in a file, make sure that you give the command when the cursor is at the beginning of the file.

Spell will find any word not listed in the computer dictionary. If *Spell* stops at a word that you think is spelled correctly, you may want to refer to an additional source.

For more information on the UNIX OS dictionary, consult or your UNIX OS Programmer's Manual under *spell*.

Summary

In this chapter, you learned how to find and change any word or group of characters in a file. The highlights of Chapter 8 are summarized here.

- The word or group of characters you ask Lyrix to find is called a pattern.
- Text that replaces a pattern is called the substitute.
- Use the *Find pattern* command to locate any text in your files.
- Use the *Global find and replace* command when you want to replace every occurrence of a pattern with new text you specify.
- When using Find commands, it is a good idea to begin by moving the cursor to the top of the file (use the *Top of File* command). This causes Lyrix to search throughout the entire file for the pattern.
- The *Spell* command searches for any word in your file not listed in your computer dictionary.
- The following commands were introduced in this chapter:

  - Find pattern
  - Find next occurrence
  - Global find and replace
  - Spell

For more information:

- See the first part of Chapter 5, *Moving the Cursor Around the Screen* on cursor movement.
- See Chapter 12, *Moving and Deleting Blocks of Text* on moving text from point to point within a file or between files.
- Additional help on the commands introduced in this chapter is available on-line from any menu (see Chapter 4) or from directly within the file.

CHAPTER 9
Using Rulers to Control Document Formatting

In Chapter 6, *Deleting, Adding and Altering Text*, you learned some commands that did very specific things, such as delete words and center lines. In this chapter, you'll see how Lyrix can regulate more general characteristics of your documents. These general qualities include automatic justification of your text. Justification means that text is printed flush with the margins, regardless of how you originally typed it.

We've already explained how Lyrix uses word wrap to justify your text as you type it. But when you edit text, paragraphs are often left with blank spaces. After edit sessions, text needs to be *reformatted* and justified according to your margins.

In this chapter, you'll learn how to reformat an entire file all at once, or paragraph by paragraph. We'll also discuss how to use Lyrix to control tab and margin settings.

The following commands are covered in this chapter:

Recall ruler	‹ESC› r
Recall current ruler	‹ESC› r.

Store ruler	‹ESC› s
Use ruler	‹ESC› u

Format paragraph	‹CTL› f p
Format document	‹CTL› f d
Refresh screen	‹ESC› v

Print-time commands:

Stop global format	.JN
Restart global format	.JY

Understanding Rulers

Whenever you enter a file, you'll notice two lines of information across the top of the screen. The first line, called a status line, displays information about the status of the file. The status line is explained in detail in Chapter 10, *Interpreting Lyrix Status Information*. The line below the status line is called a Lyrix *ruler*. It contains a pattern of dots interspersed with capital letters. Lyrix contains ten preset rulers, and whichever ruler is displayed below the status line is the *current ruler*, which is also referred to as *the ruler in effect*. Lyrix always reformats text to the margins defined by the current ruler.

With Lyrix, setting up margins, tabs, and paragraphs is easy because of the ten separate, frequently used ruler patterns already stored in its memory. To activate one of the ten patterns for your document, you need only give the appropriate *Ruler* command, followed by the number of the ruler you want to use. Then, whenever you need to reformat a paragraph, Lyrix uses the ruler you've selected so it knows where you want the margins. You can use a single ruler for an entire document, or as many rulers as you need to. The status line will always be displayed above the current ruler.

Here is what Ruler 1 looks like, with some accompanying text:

```
L.........T.........T.........T.........T.........T.........T.........T....J.
Rulers are a convenient way of controlling the general format of
your document. Each ruler specifies a different set of margin, tab
and paragraph indentation positions. To change the format of your
document, you need only select a different ruler.
```

You'll notice right away that a ruler is simply a line of dots that stretches all the way across your screen. Placed at intervals among the dots in this example are the letters *L*, *T*, and *J*. The dots indicate each possible column at which point a margin, tab, or paragraph indentation can be specified; the letters actually specify them.

In Ruler 1, the *L* at the beginning of the ruler shows where the left margin is.

You'll also notice a *J* at the right end of the ruler. This shows the location of the right margin, and specifies that the text is to be justified at the right margin.

When Lyrix reformats your document according to Ruler 1, it adjusts text to the right margin by adding spaces between words on the line.

However, if you were to select Ruler 0 for your document, text is left "ragged" at the right margin. Ruler 0 looks like this:

```
L .....T .....T .....T .....T .....T .....T .....T .....T ...R.
```

Notice that Ruler 0 is exactly the same as Ruler 1 except that it has an *R* at the right margin instead of a *J*. The *R* also specifies that Lyrix should leave the right margin ragged or "wavy."

Both Ruler 0 and Ruler 1 have the letter *T* spaced evenly along their lengths. These *T*'s specify tab stops; each *T* shows where along the line your cursor is placed when you strike the *Tab* key on your terminal. Each time you press the *Tab* key, your cursor will be moved to the next tab stop as specified by the *T*'s along the current ruler.

The Tab key moves you to the next ruler character that is not a period.

Once you have called a ruler to your screen, it remains there. This is useful because when you later edit files, you can immediately see what ruler is in effect. Although rulers remain in your text, they are never printed as part of it.

You now understand the general idea of the ruler: it simply indicates the location of your tab and margin settings. Later in this chapter, you'll learn how to customize rulers to contain your own tab stops, margin settings, and paragraph indentations. Often, you'll find Lyrix's preset rulers perfectly adequate. Here is what they look like:

Lyrix Rulers

Ruler 0

Ruler 1

Ruler 2

Ruler 3

Ruler 4

Ruler 5

Ruler 6

Ruler 7

Ruler 8

Ruler 9

Ruler 9 is a wide ruler with 250 characters. Since this user's guide is printed on paper that can contain only a limited number of characters, Ruler 9 is not shown here. You can use ruler 9 when you will be printing on wide paper that may contain up to 250 characters per line.

Putting Preset Rulers Into Effect

When you have decided which ruler is right for your particular needs, you can display it on your screen while you are typing text or editing a file. This section of Chapter 9 shows you how to put Lyrix rulers into your file, using the following commands:

Recall ruler	‹ESC› r
Recall current ruler . .	‹ESC› r.

Recall ruler

Recalls specified ruler to screen at cursor location

To place a ruler in your text, give the *Recall ruler* command. Lyrix responds by displaying this message at the top of your screen:

```
Enter ruler number (0-9) or "." for current
```

When you have typed the number of the ruler you want, Lyrix places the selected ruler above your present cursor location and moves the cursor to the ruler character in the same column. To bring this ruler into effect, simply move your cursor down from the line containing the ruler. This is called *activating* the ruler. When you do this, you will see the new current ruler displayed beneath the status line. The ruler will now be used for all subsequent reformatting—either until the end of your file, or until you select and activate another ruler.

Example

The first step in formatting a paragraph is to choose which ruler you want to use to define your margins. In this example, we will first show you a screen with the default status ruler and a memo. The default ruler in this example is Ruler 0.

We will recall Ruler 4 to the screen at the cursor location:

before:

```
LYRIX    memo                                    PL66 #1    2:1
L.....T.....T.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):

[I] don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

after:

```
LYRIX    memo                                    PL66 #1    2:1
L.....T.....T.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):

[.].....L.....T.....T.....T.....T.....T...R.
I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

Note that even though you have recalled Ruler 4 to the screen, the default ruler is still displayed beneath the status line as the current ruler. To activate Ruler 4, press the <Return> key to move the cursor down. Your screen should then appear like this:

```
LYRIX    memo                                    PL66  #1    4:1
.....L.....T.....T.....T.....T.....T....R.
To whom it may concern (this means YOU!!):

.....L.....T.....T.....T.....T.....T....R.
I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

Guidelines

Ruler 4 will remain in effect until you select and activate a different ruler. Note that your text has not yet been formatted according to Ruler 4. You will learn how to reformat text later in this chapter.

Anytime your cursor passes through a ruler, that ruler becomes the current ruler.

Recall current ruler

Recalls current ruler to screen at cursor location

This command displays the ruler currently being used. It is also useful when you want to create your own characteristics by modifying the current ruler. You'll learn how to modify a ruler in the next section of this chapter.

Example

To recall the current ruler to the screen, move the cursor to the first line of the text that you wish to format.

When you give the *Recall current ruler* command, the ruler displays again at the cursor location:

```
LYRIX  memo                                    PL66 #2   11:1
.....L.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):

.....L.....T.....T.....T.....T.....T...R.
I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk

[.].....L.....T.....T.....T.....T.....T...R.
P.S.  Don't forget to bring a flashlight; the field gets
awfully dark at night!
```

Creating Your Own Rulers

There are times when you'll need to modify a preset ruler because none of the existing rulers suit the format you want to use. By altering a preset ruler, you can also set paragraph indentation and line centering.

In this section, you'll learn how to modify a ruler, store it in Lyrix memory and recall it as needed. We will explain the following commands:

Store ruler	‹ESC› s
Use ruler	‹ESC› u

Modifying Rulers

When creating a ruler, it is important to remember that a Lyrix ruler must start with a ruler character, and each space on the ruler must contain a ruler character. If any space is left blank, Lyrix will not recognize the ruler and your text won't be formatted.

To create your own ruler, select the preset ruler that is closest to the format you want. Display this ruler on your screen by giving the *Recall ruler* command.

For example, suppose that you require a ruler that specifies a left margin beginning in column 1, which is the farthest left column. You also might prefer a ragged right margin rather than a justified one. In addition, you want the right margin to be in the 64th column, which is 16 spaces to the left of the rightmost column displayed by a normal 80-character wide terminal.

Ruler 0 most closely fits this description:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
```

The *L* in the leftmost column specifies the left margin; the *R* in the right column means that text at the right margin is ragged. Notice also that the right margin specified by Ruler 0 occurs in the 76th column. As you can see, everything about Ruler 0 matches the ruler you need, except that the right margin of Ruler 0 occurs in the 76th column, and you need it in the 64th.

Editing rulers is just like editing text and you can use the same commands. To modify Ruler 0 to suit your needs, you need to move the R from the 76th to the 64th column. To do so, first recall Ruler 0 to your screen. We have done so using the *Recall ruler* command. Then, give the *Go right* command, as described in Chapter 4. This command places your cursor over the R that designates the right margin, as follows:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
```

To remove the *R* and replace it with a period, type a period while the cursor rests on the *R*. Then, use your left arrow key to move to the desired right margin—the 64th column, and type *R* to replace the *T*. The ruler is now customized to your specifications, and appears like this:

```
L.....T.....T.....T.....T.....T.....R.....T.....
```

The new ruler can then be immediately activated by moving your cursor down from the line containing the ruler. When you give the *Format paragraph* command, which is explained later in this chapter, any text you subsequently type into that paragraph, as well as any text already in the paragraph, is then formatted according to the new ruler.

Reformatting a Paragraph

Reformatting is a two step process: first select the ruler you want to use, then give a Format command. Once you select a ruler, it remains in effect until you recall another ruler and activate it, or until you move the cursor through any ruler that you have already placed within your file. The Formatting commands are explained later in the chapter.

You can save a ruler you just modified and use it later; this is done with the *Store ruler* command described on the next page.

Tabs are specified in exactly the same manner as margin settings. To set new tabs, overtype the existing *T*'s with periods. Then move to the locations where you want tabs to be, and type a *T* at each new location.

Paragraph indentation settings are explained later in this chapter.

Store ruler

Stores customized ruler

Use this command to store temporarily a ruler you've just customized.

Example

When you give the *Store ruler* command, Lyrix displays this message:

```
Enter ruler number (0-9) or "." for current
```

Choose the number of a preset ruler that you're not going to use during the edit session. This is important, because your customized ruler replaces the preset ruler that has the number you give, and you can then use the ruler by giving the *Recall ruler* or *Use ruler* command.

Guidelines

Remember that you can only use customized rulers during the current editing session. Once you leave your file, any customized rulers that you have stored are replaced by the normal preset rulers.

To store a customized ruler, you must give the *Store ruler* command before activating the ruler, while the cursor is still on the ruler.

To move a customized ruler to another file, use one of the Cut and Paste commands explained in Chapter 12, *Moving and Deleting Blocks of Text*.

Use ruler

Puts specified ruler into effect at cursor location without displaying ruler in text

Example

You can use any preset or stored customized ruler by giving the *Use ruler* command. When you do, Lyrix displays this message:

```
Enter ruler number (0-9) or "." for current
```

As soon as you type the number, the indicated ruler is automatically active; unlike the *Recall ruler* command, however, the ruler you select is not displayed in your text.

Guidelines

The Use ruler command recalls the specified ruler for one-time use only, and must be recalled to the screen each time you want to use it.

A ruler recalled with the *Use ruler* command is not saved when you exit a file.

Using Ruler Characters to Format Text

If you look at the preset rulers shown earlier in this chapter, you can see that each ruler contains certain characters as well as rows of dots. The following table explains what each ruler character stands for. You can use these characters to create your own rulers.

Note that the only characters that a ruler can contain are those listed below. A ruler cannot contain any blank spaces, and all ruler characters MUST be typed as capital letters.

Another important ruler specification is that a ruler must be at least 40 columns long. Your margins, however, can be less that 40 characters apart.

If you create a ruler that does not meet these specifications, Lyrix cannot recognize it as a ruler and hence will be unable to format your text. An unrecognized "ruler" will appear with your document at print time.

Here is a table of Lyrix Ruler Characters:

Ruler Character	Specifies...
.	a blank position along the ruler. Any period can be overtyped with any of the seven valid ruler letters below.
L	the left margin for your text.
R	a ragged right margin for your text.
J	a justified right margin for your text.

Table continued on next page.

Ruler Character	Specifies...
T	a tab stop.
C	lines to be centered are centered around the point indicated by the C, rather than between the left and right ruler margins.
I	an indent setting for paragraphs.
H	the point to the left of the left margin at which the first word or number of each paragraph is placed.
#	aligns decimal points in text with "#" in current ruler.

Previously in this chapter we have discussed the ruler characters *L*, *J*, *R*, and *T*, which define ruler margins and tab stops. We will now describe how to use the characters *C*, *I*, *H*, and # to Indent, Center, Hang, and Align text.

I (Indent)

Indents the first line of a paragraph to the I on the current ruler

To indicate how many spaces you want the first line of each paragraph to be indented, type an *I* (for "indent") at the appropriate location along the ruler you are using.

Example

Suppose that you want the first line of each paragraph to be indented ten spaces from the left margin. To indicate this, recall the ruler you are currently using to the screen. In this example we will use Ruler 1:

```
L .....T .....T .....T .....T .....T .....T .....T ...J.
We apologize that your order of June 21, 1980 was
delayed. It's not our fault, honest! We found your order when
we moved the large file cabinet.
```

To indent the first line of this letter, move the cursor to the left margin specification letter (*L*). Use your right arrow key to move over ten spaces. Then type an *I*, which replaces the *T* previously occupying this location, as we have done here:

```
L .....I.....T .....T .....T .....T .....T .....T ...J.
We apologize that your order of June 21, 1980 was
delayed. It's not our fault, honest! We found your order when
we moved the large file cabinet.
```

You can then put the ruler into effect by moving your cursor down off the line containing the ruler. Or, you can save the newly customized ruler with the *Store ruler* command, as described above.

When you give the *Format paragraph* command, which is described later in this chapter, your paragraph will appear as follows:

```
L.....I.....T.....T.....T.....T.....T.....T....J.
```

We apologize that your order of June 21, 1980 was delayed. It's not our fault, honest! We found your order when we moved the large file cabinet.

Guidelines

Remember that you must place the *I* character to the right of your left margin indicator for such a ruler to work properly.

H (Hang)

Hangs characters to the left of the left margin

You can specify that the first word or number of a paragraph be placed (or *hung*) to the left of the left margin setting, for example, in numbered lists or reports.

To do this, place the letter *H* at the point along your current ruler where you want the first word or number of each paragraph to begin.

As with any customization of preset rulers, simply recall the ruler you are using to your screen. Then place the letter *H* at the desired location. Then to begin using the new ruler, move your cursor down from the line containing the ruler.

Example

Here is some sample text:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
1. Use the "H" character to hang the first word of a paragraph. A
word is any group of characters with at least one space on either
side.

2. You must type the "H" to the left of the left margin, or it has
no effect.
```

Using an ordinary ruler, Lyrix formats the above list with the numbers drawn into the text. To set the numbers off from the text, you edit a preset ruler by adding an *H* to the left of the left margin. The results are shown here, with the ruler:

```
H .....L.....T.....T.....T.....T.....T.....T....J.
1.      Use the "H" character to hang the first word of a paragraph.
        A word is any group of characters with at least one space
        on either side.

2.      You must type the "H" to the left of the "L" character that
        indicates the left margin, or it has no effect.
```

C (Center line)

Centers current line according to current ruler

If you would like lines to be centered from some point other than exactly between left and right margins, indicate this point with the letter C (for *center*) along your current ruler. When this has been done, and the ruler is activated, the *Center line* command centers your text according to the C on the current ruler.

You can center any line of text by positioning your cursor anywhere along the line to be centered and then giving the *Center line* command.

Example

before:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
      Algebra for turnips
```

after:

```
L.....T.....T.....C.....T.....T.....T.....T...J.
            Algebra for turnips
```

Guidelines

Refer to Chapter 6 for an example of the *Center line* command.

(Line up decimal points)

Aligns decimal points at # ruler character

The hatchmark (#) ruler character lets you line up decimal points in text. This function is useful for aligning columns of figures.

Example

To use this character, first recall a ruler to the screen. In this example we have used Ruler 1:

```
L.....T.....T.....T.....T.....T.....T.....T....R.
```

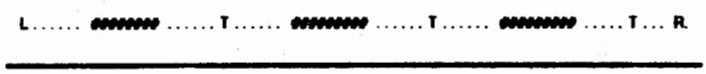
When aligning decimal points, it is a good idea to add a series of hatchmarks for each point that you want to line up. We will refer to a series of hatchmarks as a *hatchmark field*. The *hatchmark field* should start at the column in which you will begin typing the number, and continue to the space where you want the decimal points lined up.

Lyrix lines up numbers with the rightmost hatchmark in the field.

To modify the ruler, use the *Right* command to move the cursor to the point on the ruler where you wish to begin typing the number. Then, start typing the hatchmark character until you reach the space on the ruler on which you want to align the decimal tab.

To mark other hatchmark fields for multiple columns, move the cursor further along the ruler. You can overtype ruler characters with as many hatchmark fields as you like.

In the following example, we have added three hatchmark fields to the ruler.

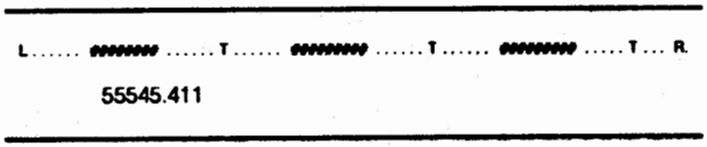


There are three commands that you can use to align the decimal tabs. These are:

- The *Tab* key *(Chapter 5)*
- The *Format paragraph* command *(Chapter 9)*
- The *Format document* command *(Chapter 9)*

Tab key

When using the Tab key to align decimal points, you must press the Tab key while the cursor is still on, or directly to the right of, the number that you want to align. In this example, we have used the Tab key to align the decimal point with the column following the last hatchmark in the first hatchmark field:



Notice that Lyrix lines up the digit to the left of the decimal point directly below the last crosshash in the hatchmark field.

To align multiple columns on one line, use one of the Format commands instead of the Tab key. This will align all fields at once.

You can also use the Tab key to align each number as you type it in.

Format paragraph

When you use the *Format paragraph* command, you can align decimal tabs by giving the command anywhere in the paragraph. In this example, we have aligned three rows of decimal tabs with the hatchmark fields in the ruler:

before:

```
L..... ######## .....T..... ######## .....T..... ######## .....T... R.

    234.45632       34512.009       7398800.4
        55545.411               345.2               456.4356
RX345.222       456.gh678x
```

after:

```
L..... ######## .....T..... ######## .....T..... ######## .....T... R.

      234.45632       34512.009       7398800.4
    55545.411           345.2               456.4356
    RX345.222           456.gh678x
```

If a number stretches over so that it is included beneath two sets of hatchmark characters, it is aligned with the second set.

> ■ **NOTE:** Any text that is not incorporated into decimals, which is placed beneath a ruler with hatchmark fields, will not reformat when you press the Tab key or give a Format command. If you have decimal tabs on a line, followed by text on the same line, the text may be overwritten when you align the decimal tabs.

It is a good idea either to select a ruler, write and format the text, and then add the hatchmark fields and the numbers; or, type and format the text elsewhere and then move it with the *Cut and Paste* commands (see Chapter 12).

Format document

You can give the *Format document* command from anywhere in the file. Like the *Format paragraph* command, this command can align multiple columns of figures according to the hatchmark fields in the current ruler.

Guidelines

To align one line of numbers at a time, use the Tab key.

Any text placed beneath a ruler with hatchmark fields will not reformat when you press the Tab key or give the Format commands.

If a number stretches over so that it is included beneath two sets of hatchmark characters, it will be aligned with the second set.

Review

Before we begin the section on reformatting, take a moment to review some facts about rulers:

- A customized ruler must be at least 40 columns long and must start in the leftmost column position.
- A ruler can contain only the characters listed in the Ruler Characters table.
- All ruler letters must be typed as capitals.
- A ruler cannot contain blank spaces; use periods for place holders.
- If any of these rules are not followed, Lyrix thinks the ruler is a line of text. If this happens, the ruler is not a valid ruler; it shows up when you print your documents, and cannot be used for formatting.

Reformatting Text According to Rulers

By now, you should have a good grasp of how to control the general layout of your documents. In this section, you'll see how to use the *Format text* commands according to the rulers you've been using.

Once you have selected the ruler or rulers for your particular document, you can format your text according to these rulers. Lyrix provides two ways for you to reformat a document. You can format each paragraph individually, by moving your cursor into the paragraph and giving the *Format paragraph* command. Or, you can give the *Format document* command, explained later in this chapter, which will format your entire document according to the rulers you have placed within it.

Remember how to use a <CTL> sequence with two characters: press CTL and first character together, release; press next character, release.

Format paragraph . . .	‹CTL› f p
Format document . . .	‹CTL› f d
Refresh screen	‹ESC› v

Print-time commands:

Stop global format . . .	.JN
Restart global format . .	.JY

Format paragraph

Reformats paragraph according to current ruler

To reformat a paragraph's margins according to the ruler currently being used, first make sure the ruler is in effect. To do this, give the *Recall current ruler* command, as described earlier. If this is not the ruler you want, you can alter it, or select another preset ruler.

Once you have selected and activated the ruler by moving off the ruler line and into the paragraph, you are ready to reformat. Simply give the *Format paragraph* command and you'll see the paragraph formatted on your screen according to the ruler you've selected. You can type the *Format paragraph* command anywhere in the paragraph.

Example

When you want text justified at the right margin, you'll remember that you need to choose a ruler with the letter *J* marking the right margin. This specifies that text be justified at the right margin. Preset rulers 1, 3, 5, and 7 use a *J* in the right margin. Or you can create a new ruler.

For example, consider the following paragraph:

> The purpose of this business plan is to provide
> clear direction and thrust
> for your company's marketing of the Widget product.
> Widgets have come into very wide use in
> the world, and it's vital that we have an
> accurate perception of our competition.

You'll notice right away that this paragraph has not been formatted. Suppose that you want it formatted with a justified right margin, and you select Ruler 1.

When you recall Ruler 1 to your screen, the display looks like this:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
The purpose of this business plan is to provide
clear direction and thrust
for your company's marketing of the Widget product.
Widgets have come into very wide use in
the world, and it's vital that we have an
accurate perception of our competition.
```

To reformat your text according to Ruler 1, move your cursor off the ruler line and into the text. When you type the *Format paragraph* command, the text is reformatted and the display screen now looks like this:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
The purpose of this business plan is to provide clear direction
and thrust for your company's marketing of the Widget product.
Widgets have come into very wide use in the world, and it's vital
that we have an accurate perception of our competition.
```

At this point you might decide that you would rather have a ragged right margin than a justified one. With Lyrix it's easy to change formats by modifying the existing ruler, or by selecting a different preset one.

In this case, the only thing you want formatted differently is the right margin, so all you have to do is replace the *J* of the current ruler (1) with an *R*. When you have done this, move your cursor down into your text and give the *Format paragraph* command. The text now looks like this:

```
L.....T.....T.....T.....T.....T.....T.....T....R.
The purpose of this business plan is to provide clear direction
and thrust for your company's marketing of the Widget product.
Widgets have come into very wide use in the world, and it's
important that we have an accurate perception of our competition.
```

You may choose to select a different ruler instead of modifying the existing one. To do this, go to the line containing the current ruler and give the *Delete Line* command. The current ruler disappears from your screen. Now you can recall to your screen the new ruler you've decided to use. Or, create a blank line beneath the current ruler, and recall the new ruler there.

Guidelines

It is important to note that, even though you have deleted the current ruler from your screen, it is still in effect until you select a new ruler and move the cursor down. The current ruler is always shown after the status line (see Chapter 10, *Interpreting Lyrix Status Information*).

When reformatting a paragraph, Lyrix considers a paragraph as text with either blank lines or ruler lines above and below it.

Format document

Reformats entire file from cursor location according to rulers within text

Using the *Format document* command, you can reformat an entire document at once. When you give this command, Lyrix reformats your document from the cursor location to the end of the file, according to the rulers that you have placed in the text. If your document contains text that you do not want to reformat, such as tables or graphs, you can mark these sections with the Lyrix *Stop* and *Restart global reformat* commands. These commands are explained below:

Stop global format .JN

If you wish to mark a section of text so that it will not be reformatted when you give a global reformat command, place a *Stop global format* within your file. The command sequence is ".JN", which stands for *Justify No*. Type this command at the left margin of a blank line, just above the line on which you will begin the section of text. In order for the command to work, it must be the first and only set of characters on a line. It tells Lyrix not to reformat any text that occurs beneath it. The *Stop global format* command will remain in your file, but will not print out on paper when you print your file.

Restart global format .JY

If you wish Lyrix to globally reformat any subsequent sections of text after you have typed the *Stop global format* command, use the *Restart global format* command. The command sequence is ".JY", which stands for *Justify Yes*. Type this command at the left margin of a blank line, just above the line on which you will begin the section of text. In order for the command to work, it must be the first and only set of characters on a line. Lyrix formats all text according to the rulers you have placed within the file, until it reaches a *Stop global format* command or the end of the file.

Example

Here is an example of how to use the *Stop* and *Restart global format* commands. The "before" memo is what you see before the text is reformatted.

before:

```
L.....T.....T.....T.....T.....T.....T.....T....J.
Memo to Staff,

 As a result of our recent inventory,  I must
report  that
 supplies are at an all-time low.
    I'm glad the store is
 doing so well; but it is important to remember to take a
  weekly inventory,
    so that we can meet the needs of all
  our new customers.    Here is the current status of our
 stock:
.JN
                        Gallons
 ------------------------------------
                May    June    July
 ------------------------------------
vanilla          12       7       3
chocolate        25      14       9
strawberry        8       5       1
.JY
 The next memo will address the
  issue of cups, spoons, and cones
and how not to run       out of these items as we did last week.
    Although some customers may
  not mind eating out of the carton,
     I have reason to believe that the County
board of health does   not share their views.
```

Now, give the *Format Document* command. Your text will appear as follows:

after:

```
L........T........T........T........T........T........T........T...J.
Memo to Staff,

As a result of our recent inventory, I must report that supplies are
at an all-time low.  I'm glad the store is doing so well; but it is
important to remember to take a weekly inventory, so that we can
meet the needs of all our new customers. Here is the current status
of our stock:
.JN
                        Gallons
-------------------------------------
                 May    June   July
-------------------------------------
vanilla          12       7      3
chocolate        25      14      9
strawberry        8       5      1
.JY
The next memo will address the issue of cups, spoons, and
cones and how not to run out of these items as we did last week.
Although some customers may not mind eating out of the carton,
I have reason to believe that the County board of health does
not share their views.
```

Guidelines

Note that the paragraphs within the memo have been reformatted according to the current ruler, while the table has remained intact. Although the reformat commands remain in your text, just as rulers do, these commands will never appear in a printed file.

If you are in Auto-tab mode (see Appendix J) when you give either the *Stop* or *Restart global format* command, and the left margin of the current ruler does not begin at the left edge of the screen, make sure that you move the cursor directly to the left edge of the screen before typing the command.

Refresh screen

(View new screen)
Clears and redraws current screen

When you work in a Lyrix file, the screen will echo whatever text you type on the keyboard. Occasionally, however, the text on the screen will be interrupted by a broadcast message, or become garbled. If this happens, use the *Refresh screen* command. When you give this command, the text will temporarily disappear, and then reappear in the correct form.

For example, suppose you had typed the following memo:

Hello campers:

This is to remind you of the Thursday deadline for time sheets.

If you do NOT get your time sheet in, you will not be paid until you do.

If you received a message from another user on your terminal, this is how your screen might appear:

Hello campers:

This is to remind you of the Thursday deadline for time sheets.
Message from bill tty4...
If you do NOT get your time sheet in, you will not be paid until you do.

Your text has been temporarily changed in appearance by the message. To restore your original memo to the screen, give the *Refresh screen* command.

Guidelines

Note that this command will not change your text in any way. It will only restore your screen as it appeared before the text changed its appearance.

Summary

In this chapter you learned how rulers help you control the general format of your documents. Rulers are simply guidelines that Lyrix uses when organizing your documents. Rulers make it easy for you to quickly change the format of your files. Here is a brief summary of Chapter 9:

- Rulers must contain only the special characters listed earlier in this chapter. If you type any other characters on a ruler, the system regards the ruler as a line of text and prints it with the rest of your document.
- When you try to store a ruler containing any but the acceptable characters, a tone sounds and the ruler is not saved.
- A ruler must be at least 40 characters long and must begin in column one. Your margins, however, can be less than 40 characters apart.
- A ruler displayed on your screen is not actually in effect until you move your cursor down through the ruler line. A ruler can also be activated with the *Use ruler* command, although rulers activated in this manner are displayed only on the status line.
- Text is not actually reformatted according to the current ruler until a Format command is given, except when you use the Tab key to align decimal tabs.
- You can reformat your document in one of two ways. Either you can use the *Format paragraph* command, and reformat each paragraph individually; or you can use the *Format document* command to format your entire document at once.
- When using the *Format document* command, you can use the *Stop* and *Restart global format* commands to mark off text that you do not want to reformat.
- If the text on your screen becomes garbled, you can use the *Refresh screen* command to restore text to its original appearance.

- These commands were introduced in this chapter:

– Recall ruler	– Recall current ruler
– Store ruler	– Use ruler
– Format paragraph	– Stop global format
– Format document	– Restart global format
– Refresh screen	

For more information

- Refer to Chapter 10, *Interpreting Lyrix Status Information*, to learn more about the ruler below the status line.
- Refer to Chapter 11, *Using Print-Time Commands*, to learn more about the global format commands.

CHAPTER 10
Interpreting Lyrix Status Information

Lyrix provides comprehensive information about files as you are typing and editing them. The Status Line displays information about your exact location in the file, and shows you the status of several operating modes, such as *Insert mode* (see Chapter 6).

The Lyrix Status Line

Whenever you enter a file in Lyrix, you will notice two lines across the top of the screen. The top line, which contains information regarding the status of your file, is called a *Status Line*. When you edit a file, the Status Line continuously updates information regarding the file.

The line beneath the Status Line displays the current Lyrix ruler in effect. If you do not activate a different ruler, Lyrix formats your document according to the Status Line ruler displayed on the screen. The ruler in this example is the default ruler, Ruler 0. Refer to Chapter 9, *Using Rulers to Control Document Formatting*, for more information concerning rulers.

Here is an example of a Lyrix Status Line and ruler:

```
LYRIX  junkfile          INSERT          PL66 #2   4:53
L.....T.....T.....T.....T.....T.....T.....T...R.
```

The following table explains the information presented by the status line.

Example	Status	Indicates
LYRIX	word processor	the name of the word processor that you are using.
junkfile	filename	the name of the file you are working in. Note that if a file name is too long, the leftmost characters are not displayed.
INSERT TAB HYPHEN	operating modes	the operating modes currently in effect. In this example, the Insert mode is active. When any of these modes are inactive, the mode is not displayed on the Status Line.
PL66	page length	the number of lines that Lyrix is placing on each page.
#2	page number	the number of the page that you are currently working on.
4:53	cursor position	your position on the screen. In this example, this is the 4th line, 53rd column.

Page Break Indicators

A Page break indicator shows you where Lyrix is going to break each page when it prints a file. Page break indicators are provided for your information only, and are not included when Lyrix prints your file. Because a page break indicator does not count as a line of your file, the cursor never lands on a page break indicator.

Page break indicators are automatically provided by Lyrix; you do not have to request them. Whenever Lyrix starts a new page, it displays a page break indicator. This is what a page break indicator looks like:

```
..... (unidoc  #33  PL66)
```

The following table explains the page break indicator information:

Example	Status	Indicates
.....	page break	the current page ends on the line above the indicator line, and the next page begins on the line below the indicator line.
unidoc	file name	the name of your current file.
#33	page number	the number of the page that you have just finished.
PL66	page length	the number of lines on the current page of your file.

Page break indicators take into account headers, footers, and lines that will not print out on paper, such as rulers and print effect characters (see Chapter 11, *Using Print-time Commands*).

Summary

In this chapter you have learned how to interpret the Lyrix Status Line and page break indicators, and how to format a document with rulers. Some important points to remember are:

- The status line displays the mode Lyrix is in, such as *Insert* mode. It also displays the number of the row and column the cursor is on.
- The ruler beneath the fixed status line is the current ruler in effect. Lyrix formats your document according to this ruler until you activate another ruler (see Chapter 9).
- Lyrix provides page break indicators for your convenience. These appear as a dotted line across the screen. Page break indicators do not print out in a document.
- The cursor will not land on a page break indicator.

For more information:

- see Chapter 9, *Using Rulers to Control Document Formatting*, for more information about activating rulers.
- see Chapter 11, *Using Print-time Commands*, to learn how to use the Page Length command.

CHAPTER 11
Using Print-time Commands

Until now, most Lyrix commands you've learned and worked with have been *screen-oriented*. That is, the effects of commands are immediately noticeable to you because Lyrix responds by displaying changes as you request them. Your screen always shows you what your text is going to look like when you print it. This concept is often referred to as *What You See Is What You Get*.

Some document characteristics, though, are best defined when your files are printed. Such characteristics include page numbering, and headers and footers. By waiting until Print-time to define these items, Lyrix gives you more control over the contents of your file. For example, you can change headers just by changing the one line that contains the header command, instead of having to extensively edit a file.

The commands that control these characteristics are called *Print-time* commands because they are ignored by Lyrix until it actually prints your files.

Although Lyrix carries out Print-time commands when your files are printed, you place the commands within your text while you are working on your files.

A Print-time command must be the first and only set of characters on a line (there are a few exceptions to this rule; they will be explained later in the chapter). Unlike some Lyrix commands that are executed immediately, and therefore do not remain within your file, Print-time commands show up on the screen and stay in your computer file. The actual Print-time command sequence will never be printed; when you tell Lyrix to print a file, Lyrix translates the command and the printer executes it.

Therefore, although the command sequence can always be seen when you recall your file to the screen, it will never print out onto paper.

Each of the thirteen Print-time commands is composed of a period (.) followed by two capital letters. Some commands also include numbers.

■ **NOTE:** For Lyrix to interpret a Print-time command, the command must be typed at the left edge of the screen. If you are in *Tab* mode, make sure that you move the cursor to the left edge of the screen before giving a Print-time command. This is because when you press <Return> in *Tab* mode, the cursor moves down one line to the left margin of the current ruler. If the ruler in effect does not begin at the left edge of the screen, use the *Left* cursor command to place your cursor at the left edge of the screen before typing the Print-time command.

Commands Covered in This Chapter

Print-Time Command	Tells Lyrix To ...
.PA	Start a new page here
.PL*n*	Set the page length to *n* lines
.PM*n*	Start a new page here if fewer than *n* lines remain
.HE*n*	The next *n* lines are printed as a header at the top of each page.
.HM*n*	Start printing text *n* lines after the end of the header
.FO*n*	The next *n* lines are printed as a footer on each page
.FM*n*	Stop printing text *n* lines before the beginning of the footer
.PN*n*	Set the page number to *n*
.SP*n*	Insert (*n*-1) spaces between each printed line
.JN	Do not reformat subsequent text
.JY	Resume formatting subsequent text (following a ".JN" command)
.RE	Insert a remark line that does not print out with the file
.ME	Automatically merges in the specified file at print-time

New page .PA

Tells Lyrix to begin new page

Using the .PA command, you can tell Lyrix when to begin a new page. Normally, Lyrix indicates in text where each new page is to begin. It arrives at this indication by counting lines. When it calculates your page breaks, Lyrix not only counts text lines, but also any headers or footers you've defined. In this way, you always know where your pages begin and end.

Example

To begin a new page, type .PA in upper case letters on a line by itself, just above the line on which the new page should start. As an example, look at this fragment of a file, called *beets*:

```
In conclusion, the economic outlook for sugar beets seems
very good. The next section discusses future harvesting
and processing techniques.

.PA
Chapter 12–Advanced Procedures
This section explores some of the experimental processing
techniques.
```

In the above example, you can see the end of one section and the beginning of another. To have Lyrix place the new section on the next page, type the .PA command on the line before. The above example would then look like this:

In conclusion, the economic outlook for sugar beets seems very good. The next section discusses future harvesting and processing techniques.
.PA

. . . . . beets #19 PL66

Chapter 12–Advanced Procedures

This section explores some of the experimental processing techniques.

When you type the .PA command, followed by a <Return>, Lyrix responds with a page break indicator, confirming that it has begun a new page. Lyrix then begins each new page as it normally does, according to page length, until you give another .PA command.

Guidelines

If you have placed a *New page* command within your file, and Lyrix does not begin a new page when you print the file, make sure that you have typed the command correctly, and that it is the FIRST and ONLY set of characters on the line. Note that whenever you give a .PA command the location of subsequent page breaks may change.

Remember that the *New page* command (as well as all Print-time commands) should be typed at the left edge of the screen, *not* at the beginning of the current ruler.

Page length .PL*n*

Tells Lyrix how many lines to print per page

Lyrix automatically puts 66 lines on a page unless you specify otherwise. You may want to change the page length for some reason, possibly to account for paper of a different length. To do so, type the *Page length* command at the beginning of the page on which the new page length should start.

Example

To use the .PL*n* command, type the command along with the number of lines you want each page to contain. Any .PL*n* command you include in your text remains in effect until you give a new .PL*n* command. For instance, to get only 60 lines per page, instead of the standard 66, you would type the command like this:

```
.PL60
```

If later in your document you want 66 lines again, type the command as:

```
.PL66
```

Use this command throughout a document for changes in page length.

Guidelines

Remember that when you give the page length command, all subsequent pages contain the specified number of lines, until you end the file or redefine the page length.

Do not leave a space between the .PL and the number. If you type *.PL 5* instead of *.PL5*, the command doesn't work.

Note that the status line and the page break indicators will reflect the new page length.

Type the command on a line by itself, and at the left edge of the screen.

Page minimum .PMn

Tells Lyrix to start a new page if fewer than n lines remain on the current page

The *Page minimum* command tells Lyrix not to split important groups of text over two pages. This command will work regardless of any lines you add or take away after you have included the command in text.

Example

When editing files, you will sometimes notice that Lyrix is going to break a page in the middle of an important block of text. Consider the following example:

	1979	1980	1982	
Western Area	1,000	1,250	1,995	
Southern Area	1,450	1,298	2,098	
Eastern Area	2,887	2,345	1,865	(beets #19 PL66)
Northern Area	3,005	3,451	4,092	
	8,342	8,444	10,050	

You can see that Lyrix has inserted a page break right in the middle of the above table.

Using the *Page minimum* command, you can tell Lyrix not to break up sections of text such as this. To do so, you first need to count the number of lines in the part of text you want left intact. The above table contains 12 lines of text. To ensure that Lyrix will never split this table across two pages, you would type *.PM12* on the line just before the table. This tells Lyrix that the page it is printing the table on must have space for at least 12 more lines. If there are 12 or more lines left on the current page, Lyrix prints the table on this page. If

there are fewer than 12 lines, Lyrix forces a new page before starting to print the table.

Using the previous table as an example, we have inserted the *.PMn* command:

```
.PM12
. . . . . (beets  #19  PL66)
```

	1979	1980	1982
Western Area	1,000	1,250	1,995
Southern Area	1,450	1,298	2,098
Eastern Area	2,887	2,345	1,865
Northern Area	3,005	3,451	4,092
	8,342	8,444	10,050

Notice that Lyrix has responded to the *.PMn* command by moving the page break from the middle of the table to the line before the table begins. Here, Lyrix has determined that there are fewer than 12 lines remaining on the current page, and so it moves the table to the next page.

The .PMn command is especially useful because when you use it you are assured that Lyrix will not split important groups of text. This is true regardless of any lines you add or take away after you have included the command in text. For instance, if you were to remove some text before the example table above, this would change where the page ends. However, since you used the .PMn command before the table, Lyrix will never split it on separate pages, regardless of any later changes in page breaks. The table would appear on the previous page if there was enough room, and on the next page if there wasn't. If you change the number of lines *within* the table, however, you should change the number in the *Page minimum* command accordingly.

Guidelines

Note that if you use the *Page minimum* command, the location of all subsequent page breaks may change.

Remember to type the command on a line by itself and at the left edge of the screen.

Page heading .HE*n*

Places header at the top of each page in a file

The *.HEn* command tells Lyrix to print a heading at the top of each page. To tell Lyrix to print the next *n* lines as a heading, type the *.HEn* command followed by a number, like this: *.HE7*.

Example

Suppose that you want these two lines printed at the top of each page:

International Beet Report
April 15, 1983

You specify these as headers by including the following lines at the beginning of your file:

```
.HE2
                    International Beet Report
                    April 15, 1983
```

When you type heading lines, position them just as you want them to appear on the page. For instance, in the above example, the two heading lines are centered, and therefore will appear centered on each page.

Guidelines

To place blank lines between the header text and the top of the page, add extra lines to the *Page heading*.

Remember to type the command on a line by itself and at the left edge of the screen.

Lines from header to text .HM*n*

Places blank lines between header and text on each page of a file

The *.HMn* command tells Lyrix how many blank lines to leave between the header and the text. To tell Lyrix to leave the next *n* lines blank between the header and the text, type the .HMn command followed by a number, like this: *.HM2*.

Example

Your text normally starts on the line below your heading lines. If you would like some blank lines to be printed after each heading, use the *.HMn* command. The number you include with the *.HMn* command tells Lyrix how many blank lines to follow the heading. If you wanted three lines to follow the above heading, you type .HM3 at the top of your file:

```
.HE2
                    International Beet Report
                        April 15, 1983
.HM3
```

The above example tells Lyrix that the two header lines are to be printed at the top of each page and that these two lines are to be separated from the body of text by three blank lines.

Guidelines

Be sure to type the command on a line by itself, and at the left edge of the screen.

Page footing .FO*n*

Specifies footer text for each page of your file

You specify footer lines just as you do header lines, except that you use the *.FOn* command to indicate footers.

Example

The following example shows how to use the *Page footing* command to produce a one line footer on the bottom of each page.

```
.FO1
                    Section 1
```

In this example, .FO1 specifies a footer on one line, and "Section 1" is the footer itself, which will be printed on the bottom of each page of the file until you specify otherwise.

Guidelines

To place blank lines between the footer text and the bottom of the page, add extra lines to the *Page footing*.

Be sure to type the command on a line by itself, and at the left edge of the screen.

Lines from text to footer .FM*n*

Specifies blank lines from text to footer for each page of your file

Use the *.FMn* command to specify the number of blank lines you want between the text and the footer.

Example

The following example shows how to use the *Lines from text to footer* command to produce three blank lines between the text and the footer on the bottom of each page.

```
.FO1
                    Section 1
.FM3
```

In this example, .FO1 specifies a footer on one line, "Section 1" is the footer itself, and .FM3 requests that three blank lines separate the body of text from the footer.

Guidelines

Be sure to type the command on a line by itself, and at the left edge of the screen.

Page numbers .PN*n*

Tells Lyrix to set page number to *n*

Lyrix automatically numbers pages beginning with the number 1. To have Lyrix start numbering pages with a number other than 1, use the *.PNn* command.

Example

You might want a file that is part of a larger document to start with page number 20. To tell Lyrix to start numbering with 20, you would include the *.PNn* command at the beginning of the page, like this:

```
.PN20
```

The page on which you place this command would be numbered 20, the next 21, and so on.

The *.PNn* command tells Lyrix where to start numbering your file. However, in order for Lyrix to print the page number on each page, you need to place a hatchmark character (#) in either the header or the footer. At print-time, Lyrix replaces each hatchmark with the correct page number. Refer to the following command, *Page numbering with Headings and Footers*, to learn how to place a hatchmark in the header or footer.

Guidelines

The current page number will always be reflected in the status line and the page break indicator.

You can give the *Page numbers* command on any line of your file.

Page Numbering With Headings and Footers

Lyrix automatically numbers pages when it encounters the crosshatch symbol (#) in a header or footer. Consider this example:

```
.HE1
Page #
```

These two lines tell Lyrix that a page heading is to be printed at the top of each page and that the page number is included in the heading. Lyrix normally begins numbering pages with 1, but you can specify a different number with the *.PNn* command, as described on the previous page.

Note that the crosshatch is the only indicator you need in your header or footer line for the page number to be printed. In the above example, Lyrix will print the word *Page* before the number itself. If your heading consists of just the crosshatch, Lyrix only prints the number of each page.

Line spacing .SP*n*

Controls spacing between lines

Normally Lyrix single spaces files when it prints them. Using the *.SPn* command, however, you can instruct Lyrix to print as much space as you want between lines.

Example

If you place the following command in your file:

```
.SP3
```

Lyrix will cause triple spacing on all subsequent lines, until you specify a different line spacing command.

Guidelines

You can place this command on any line within your file.

The *Line spacing* command takes effect immediately, and continues until you specify otherwise.

The blank lines are not displayed on the screen; they print out only when you print the file.

Stop global format .JN

Text marked with this command is left unformatted when you give the Format document command

When you give the *Format document* command from anywhere in your document, Lyrix will format the text according to the rulers that you have placed within the text.

If you wish certain portions of your document to remain exactly as they are, you can set off each section with the .JN and .JY commands. The .JN command tells Lyrix not to format any text until it reaches the next .JY command. The .JY command tells Lyrix to begin formatting text again, until Lyrix reaches the next .JN command or the end of the document.

Guidelines

Refer to Chapter 9, *Using Rulers to Control Document Formatting*, to learn more about the *Format document* command.

Restart global format .JY

Reformats the entire file according to the rulers placed within the file

When you give the *Format document* command from anywhere in your document, Lyrix will format the text according to the rulers that you have placed within the text.

If you wish certain portions of your document to remain exactly as they are, you can set off each section with the .JN and .JY commands. The .JN command tells Lyrix not to format any text until it reaches the next .JY command. The .JY command tells Lyrix to begin formatting text again, until Lyrix reaches the next .JN command or the end of the document.

Guidelines

Refer to Chapter 9, *Using Rulers to Control Document Formatting*, to learn more about the *Format document* command.

Remark line .RE

Inserts line of text that will not print out with file

Sometimes while writing or editing a document, you may find it useful to leave notes or reminders throughout the document.

The Lyrix *Remark line* command lets you insert a line of text that will not print out as part of your file.

Example

In this example we have used the *Remark line* command to leave a reminder to the typist.

Dear Mrs. Smith,
We at All-Star Cleaners are grateful for your patronage and do all we can to satisfy our customers. However, your request of the 28th of August does leave us in a peculiar position.

.RE Paul - please check the date on this

I'm afraid that no matter how hard we try, the six packages of bubble gum cannot be removed from your fur coat without seriously altering the style.

PS - The baseball cards are in the pocket.

Guidelines

Note that the *Remark line* command and the *Automatic merge* command (which is explained in the next section) are the only Print-time commands that allow additional text on the command line.

All text on the remark line must fit on one line. If the note is longer than one line, type the *Remark line* command at the beginning of each line containing a remark.

In order to work properly, the *Remark line* command must begin at the left edge of the screen.

If you are in Auto-Tab mode when you give this command, use the *Go left* command to return your cursor to the left edge of the screen.

Automatic merge .ME

Automatically merges specified file at print-time

Later in this guide, you will learn how to use the *Merge* commands to merge other files or standard paragraphs into the current file at your cursor location. These commands are explained in Chapter 13, *Copying Text into Another File.* We suggest that you refer back to this command once you have read Chapter 13.

With the *Automatic merge* command, you do not need to give the *Merge* command while editing the file. This command is useful if you need to merge in large blocks of text, such as tables or lists, or if you need to give the merge command frequently within a file (if you are writing a legal document, for example).

Like the *Merge insert* command, which is explained in Chapter 13, *Automatic merge* will not overwrite your text.

Example

To use *Automatic merge*, move your cursor to the beginning of the line on which you want the merged text to appear. Then, type the *Automatic merge* command, followed by the name of the file or standard paragraph to be merged. In the following example we have used the standard paragraph called *#button*, in a file called *keys*:

```
.ME keys,#button
```

Unlike the standard/interactive *Merge* commands, you will not receive a computer prompt. Instead, the text that you specify will be added to your file at print-time.

Guidelines

The *Automatic merge* command, and the *Remark line* command are the only two Print-time commands that require additional text on the command line.

Summary

In this chapter you learned about Print-time commands. These differ from the interactive editing commands in that Lyrix does not carry them out until it prints your document. This chapter is summarized below:

- All Print-time commands begin with a period (.) followed by two upper case letters.
- When you type a Print-time command, it must be the only text on the line.
- Type Print-time commands at the left margin so that they are correctly interpreted by Lyrix. Otherwise, Lyrix thinks they are text and prints them.
- Print-time commands are instructions to the printer. Lyrix never prints them as part of your document unless you type them incorrectly.
- The Lyrix Print-time commands affect pagination, headers and footers, paragraph formatting, line spacing, page length, text merge at print-time and remark lines.
- In this chapter you have learned the following commands:

– New page	– Page numbering with headings and footers
– Page length	– Line spacing
– Page minimum	– Stop global format
– Page heading	– Restart global format
– Heading margin	– Remark line
– Page footing	– Automatic merge
– Footing margin	
– Page numbers	

For more information:

- See Chapter 9, *Using Rulers to Control Document Formatting*, to learn more about the Format commands.

- See Chapter 10, *Interpreting Lyrix Status Information*, for more information concerning pagination.
- See Chapter 13, *Copying Text Into Another File*, for more information on merging text from other files.
- The *Send* commands are also commands interpreted at print-time. See Appendix G, *The Send Commands*, for information on these advanced Print-time commands.

CHAPTER 12
Moving and Deleting Blocks of Text

As you continue to create and edit documents, you will sometimes find it useful to move or delete blocks of text. Perhaps a certain paragraph fits better elsewhere in a document. Or, you might want to delete certain passages of text.

Lyrix provides commands to delete text, or simply to make a copy of it. You can place deleted or copied text in another part of your document or even in another file.

These operations are often collectively known as *Cut and paste*, a reference to the method of rearranging text using scissors and glue. *Cut and paste* has been abbreviated to CP throughout this guide.

This chapter describes Lyrix's CP commands and their use. Once you are familiar with these simple commands, you'll appreciate how easily and fluently you can edit text.

The first section explains how to *mark* the text you want to cut and paste. The next section tells you how to *paste* the marked text into your document.

In the first section of this chapter, you'll learn how to mark text by using these commands:

Mark top left serial	ESC (s
Mark top left block	ESC (b
Mark bottom and blank	ESC)b
Mark bottom and leave	ESC)l
Mark bottom and remove . . .	ESC)r
Mark bottom and save	ESC)s

Marking Text

To tell Lyrix what part of the file you want copied or moved, first mark the top left of the text, and then the bottom right.

You can mark text in two different ways: serial, with the *Mark top left serial* command, or block with the *Mark top left block* command. You'll most likely use serial marking the most, as it is convenient for treating entire lines or parts of lines. Block marking is useful when you want to mark a column without disturbing surrounding text; this is explained more fully later in this section.

To mark text, position the cursor at the first character of the text to be moved; then give the *Mark top left* command. Lyrix prompts you with a line across the top of the screen that says:

```
Enter (B)lock or (S)erial
```

Type a *b* for block marking, or an *s* for serial marking. Even though Lyrix doesn't signal a response, it has actually marked the character at the cursor's location.

To complete the cut operation, position the cursor at the last character of the text to be moved, and then give the appropriate CP command. Your CP choices are then displayed on the screen. The CP command you give to complete the cut depends on how you plan to use the marked text. Each CP *Mark bottom* command performs a different function. These commands are summarized in the following table:

Command	Tells Lyrix To...	Default Keystrokes
Mark bottom and remove	copy and remove sections of marked text and, adjust remaining text to fill gap.	
Mark bottom and blank	copy and remove the marked text, and fill the gap with blank space.	
Mark bottom and leave	copy the marked text into CP memory, leaving the original intact.	
Mark bottom and save	copy the marked text, and write it to indicated file.	

When you use any of the above four commands to complete a cut operation, Lyrix places the entire marked text in a special memory, called *CP memory*. This temporary storage area is used so that you can move to the place in the file where you want to paste the marked text. When you complete any cut operation, Lyrix always returns the cursor to the location in text where you gave the command.

Serial Marking

Before we discuss how to move or *paste* marked text, it is helpful to understand exactly what Lyrix places in CP memory when you mark text. What ends up in CP memory is the text you mark. Let's use *Mark top left serial* to begin marking this sample text:

Jeff tells me that our softball
team has been losing lately. He
suggests that a few cases of beer
at the next game might help.

Imagine that you want to mark only the first sentence of the above example. To do so, position the cursor on the first character of the text you want affected, and give the *Mark top left serial* command. Even though Lyrix does not respond, it has marked the text at this point, here represented with the cursor:

Jeff tells me that our softball
team has been losing lately. He
suggests that a few cases of beer
at the next game might help.

Now we can complete the cut operation by moving the cursor to the last character of the text we want affected. At this location, the appropriate *Mark bottom* command is given.

In this example, we'll use the *Mark bottom and blank* command to remove the first sentence, leaving blank space in its place. As soon as the right parenthesis ")", is typed when giving any *Mark bottom* command, Lyrix presents this menu at the top of the screen:

Enter (B)lank, (L)eave, (R)emove or (S)ave

■ **NOTE:** Also at this point, if all text you have marked is visible on the screen, the cursor "bounces" back and forth between the two marks. This lets you know exactly what you have marked. If all the marked text is not displayed on the screen, the cursor disappears.

To remove the marked sentence, type *b* for blank and the sentence disappears:

```
                                    He
suggests that a few cases of beer
at the next game might help.
```

Block Marking

When you *block mark* text, you mark it in the shape of a rectangle. The top left corner and bottom right corner of the rectangle are defined by the two mark commands. This is especially useful when you want to mark only a column of text. By contrast, serial marking affects all consecutive characters between the two marks.

For instance, if we had used *Mark top left block* instead of serial in the above example, the marked text would be in the form of a block:

```
┌──────────────────────────┐
│Jeff tells me that our softball│
│team has been losing lately.│ He
└──────────────────────────┘
suggests that a few cases of beer
at the next game might help.
```

Obviously, for most passages of text, you would be much more likely to use Serial marking.

Examples of block marking of columns can be found in the following pages.

Marking Single Lines

Marking complete lines can be done entirely at the left screen edge using either *Mark top left serial* or *Mark top left block*. This saves the trouble of first marking a line at the left margin, and then going to the end of the line to complete the cut operation. For instance, suppose that we want to mark and remove only the first line of this text:

```
Using CP commands, marking
individual lines is quick and
efficient.
```

To do this, we would first position the cursor at the left screen edge and give the *Mark top left serial* or *Mark top left block* command.

```
Using CP commands, marking
individual lines is quick and
efficient.
```

To complete the marking process, give the *CP Blank* command at the same location. Lyrix responds by removing the entire line, leaving only these two lines:

```
individual lines is quick and
efficient.
```

The line that has been removed and replaced with a blank line is now in CP memory:

```
Using CP commands, marking
```

Marking Multiple Lines

You can place entire blocks in CP memory by marking the first and last lines of text at the left screen edge, using either mark block or serial.

Using CP commands, marking
individual lines is quick and
efficient.

To copy this entire block, instead of just the first line, give the appropriate *CP Mark Top* command at the first character of the first line to be marked. Then, move your cursor down the left margin to the first character of the last line to be marked.

Using CP commands, marking
individual lines is quick and
efficient.

When you give the *CP Mark Bottom* command, Lyrix places in CP memory all lines between this point and the point where you gave the *CP Mark Top* command. In this example the entire block is placed in CP memory, as shown below:

Using CP commands, marking
individual lines is quick and
efficient.

Remember that you use this method of marking lines entirely from the left screen edge and you can use any of the CP commands in this way.

■ **NOTE:** CP memory always contains the marked text from the last CP operation you have made. When you perform a new CP operation, this marked text replaces that of the last operation in CP memory. CP memory is cleared when you leave Lyrix but not when you leave files. This makes it possible to move text not only within files but also between them.

All of the CP commands are described individually in the following pages.

Mark bottom and blank

Marks and removes text

CP Blank removes marked text and fills the resulting gap with blank spaces.

Example

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

Suppose that we don't want the 1982 column of this table. This is a good example of a case when block marking is useful, since the text we want removed can be most easily marked in the form of a block. To remove the column, we first position the cursor somewhere along the first line of dashes, as shown in the example above, and then give the *Mark Top* command.

To complete the deletion, we would then move the cursor to the end of the last line.

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

Once the cursor has been positioned to the location indicated in the example, you can give the *Mark bottom and blank* command. Lyrix does the rest and the resulting table looks like this:

	1979	1980	1981
Western Area	1,000	1,250	1,800
Southern Area	1,450	1,298	1,889
Eastern Area	2,887	2,345	2,667
Northern Area	3,005	3,451	3,489
	8,342	8,444	9,845

Guidelines

Remember that each of the four *Cut* commands saves the marked text in CP memory. This is so that you can move the marked text elsewhere if you want to. CP memory always contains the last marked text that you have deleted or copied. For instance, after the CP operation above, CP memory contains this text:

```
----------------
 1982
----------------

1,995
2,098
1,865
4,092

----------------
10,050
----------------
```

You could then go on to insert this text anywhere in any file you want. You can also insert it as many times as you need to. Lyrix only clears CP memory when you do another CP operation. Thus, CP memory always contains the marked text from the last CP operation, and this is retained until you leave Lyrix.

Mark bottom and leave

Copies marked text to CP memory without disturbing original

Mark bottom and leave works exactly the same as *Mark bottom and blank* except that it makes a copy of the marked text without removing it. Lyrix places this copy in CP memory and you can then insert it elsewhere in your document or in another file. Using *CP Leave* is just like taking a snapshot: it does not alter the original text.

Mark bottom and remove

Removes marked text

Remove is especially useful in conjunction with block marking when you are working with columns of text, such as tables. Rather than removing text and leaving a resulting gap, as *Mark bottom and blank* does, *Remove* pulls remaining text from the right to fill in the gap.

Example

Using the example table from above, suppose we want to remove the 1981 column. This area of the column is indicated by cursors:

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

If we use the *Mark bottom and blank* command to mark and remove this text, there would be a gap left where the 1981 column used to be. The result looks like this:

	1979	1980	1982
Western Area	1,000	1,250	1,995
Southern Area	1,450	1,298	2,098
Eastern Area	2,887	2,345	1,865
Northern Area	3,005	3,451	4,092
	8,342	8,444	10,050

Using the *Mark bottom and remove* command instead, the columns of the table are pulled to fill in the gaps:

	1979	1980	1982
Western Area	1,000	1,250	1,995
Southern Area	1,450	1,298	2,098
Eastern Area	2,887	2,345	1,865
Northern Area	3,005	3,451	4,092
	8,342	8,444	10,050

Guidelines

When using the *Mark bottom and remove* command with serial marking, text is also pulled up to fill resulting blank lines.

Mark bottom and save

Copies text to another file without disturbing the original

When you give the *Mark bottom and save* command, Lyrix copies the marked text into another file. This command is useful if you want to merge the copied text into another file (see Chapter 13), or if you want to copy a section of a file without exiting the file.

Example

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

To mark the above table and copy it to another file, first position your cursor at the top left edge of the table, and give the the *Mark top left block* command. You can also use Serial marking with this command, but for this example we will use Block marking.

Then, move your cursor to the bottom left edge of the screen (since we are copying the entire line of text, we can mark both margins at the left side) and give the *Mark bottom and save* command.

The following prompt will display on your screen:

```
Enter name of file: table ______________________________

                    ------------------------------------
                    1979    1980    1981    1982
                    ------------------------------------

Western Area        1,000   1,250   1,800   1,995
Southern Area       1,450   1,298   1,889   2,098
Eastern Area        2,887   2,345   2,667   1,865
Northern Area       3,005   3,451   3,489   4,092

                    ------------------------------------
                    8,342   8,444   9,845   10,050
                    ------------------------------------
▯
```

We have entered the name *table* onto the prompt line. When we press <Return>, Lyrix creates a file called *table* that contains a copy of the table, and returns you to your original file.

If a file named "table" already exists in your directory, Lyrix prompts you for a different file name.

Moving Text

Once you have marked text and Lyrix has placed it in CP memory, it is easy to move it to a new location. You need only move your cursor to the position in your file where you would like the marked text placed. You can even move text in CP memory to another file. To do this, simply exit the file in which you marked the text, and then enter the file in which you would like the saved text placed. CP memory retains marked text while you are still using Lyrix.

The three *Paste* commands covered in this section are summarized here:

Command	Tells Lyrix To...	Default Keystrokes
Overlay marked text	replace existing text with marked text.	Esc * o
Insert marked text	insert marked text vertically without overwriting existing text.	Esc * i
Elbow marked text	push existing text to the right and insert marked text; this is useful when pasting columns.	Esc * e

Overlay marked text

Replaces existing text with that in CP memory

This command overlays existing text with text that has been marked and placed in CP memory. Existing text is lost when this command is used; use it only when you want old text or blank space replaced.

Example

Imagine that you wanted to replace the last two lines of this example with two others that you marked and placed in CP memory:

```
If that's what it takes
to improve things, then
by all means let's get some
beer over there next week.
```

To do this, simply move the cursor to the first character of the text you want replaced, here the *b* in the word *by*:

```
If that's what it takes
to improve things, then
by all means let's get some
beer over there next week.
```

When you give the *Paste marked text* command, Lyrix displays this menu:

```
Enter (O)verlay, (E)lbow or (I)nsert
```

Press *o* for overlay, and the text is replaced:

```
If that's what it takes
to improve things, then
they can forget it! We can't
condone drinking at company activities.
```

Guidelines

Remember that original text is overwritten and therefore lost when you use the *Overlay marked text* command.

If the replacement line of text is shorter than the original line of text, only part of the original text will be overwritten if you marked the text specifically at the beginning and end of the text. If you marked it by giving both the *CP Mark* commands from the left screen edge, then all of the original text will be overwritten.

Insert marked text

Inserts text contained in CP memory in new location

This command inserts text contained in CP memory above the cursor location. Existing text is pushed down to make room for the inserted text.

Example

Suppose your text contains a paragraph that you'd rather move to another location. Once you have marked the paragraph to put it in CP memory, you can easily reposition it with ***Insert marked text.***

Assume you want to insert a paragraph between these two:

Lucinda HOPPERMAN is now Mrs. Templeton
Feeny of Backwater, Texas.
Lucinda stays busy at home, and
yes, still keeps bees.

Sheila JONES is still single and
crazy as ever. She lives with
her mother in New York City.

You would position the cursor as shown above and give the ***Insert marked text*** command:

Lucinda HOPPERMAN is now Mrs. Templeton Feeny of Backwater, Texas. Lucinda stays busy at home, and yes, still keeps bees.

Mary Jo IODINE is now Mrs. Hank Plum of Plotnik, California. She is an accounts receivable clerk for a local firm.

Sheila JONES is still single and crazy as ever. She lives with her mother in New York City.

Guidelines

Remember as you move large sections of text from place to place, that your pages will end and begin in different places. See Chapter 10 for more information on page breaks.

Elbow marked text

Inserts columns of marked text at cursor

Use this command for block moves of columns of text. You can insert a column between two others, leaving the format intact.

Example

Let's say you want to move a column from one place to another. Once you've marked the column using *Block mark*, you can easily insert it elsewhere. Suppose that you want to place the column now in CP memory between these two, as shown by the cursor:

Team 1		Team 3
Vicki		Doug
Michele		Julie
Greg		Tom
Dave		Karen
Guy		Jay

Simply type the *Elbow marked text* command and the column on the right is pushed over to make room for the new one:

Team 1	Team 2	Team 3
Vicki	Peter	Doug
Michele	Caroline	Julie
Greg	Dwight	Tom
Dave	Jim	Karen
Guy	Bruce	Jay

Guidelines

Use *Elbow marked text* when you are block marking columns of text or inserting parts of sentences in the midst of others.

Summary

In this chapter, you learned how to mark, move, delete, and copy portions of text both within and between files. Using Cut and Paste (CP) commands, you can quickly alter the shape and content of your documents. This chapter is summarized below:

- To move any text, first mark the beginning with *Mark top left*.
- Block marking is used when you are marking columns of text.
- Serial marking is used to mark standard lines or sections of text.
- Once you have marked the beginning of text you want moved or copied, then position the cursor at the end of the text to be marked. The *CP Mark bottom* command given at this point determines how the text will be moved or copied, and completes the Cut operation.
- When you complete a Cut operation, the marked text is placed in an area called CP memory. From here it can be copied anywhere within the file, or into another file.
- CP memory always contains marked text from the last CP operation. It is only cleared when you leave Lyrix.
- The CP memory contains the text from only the most recent CP operation.
- To mark entire lines of text, give CP commands from the left screen edge. To mark more than one complete line, first give the *CP Mark* command at the left screen edge of the first line; then, move to the left screen edge of the last line, and give the the *CP Mark bottom* command to complete the operation.
- When moving text, you can either go to the new location and replace existing text, or you can insert the marked text without disturbing existing text.

- These commands were introduced in this chapter:

– Mark top left serial	– Overlay marked text
– Mark top left block	– Insert marked text
– Mark bottom and blank	– Elbow marked text
– Mark bottom and leave	
– Mark bottom and remove	
– Mark bottom and save	

For more information

- See Chapter 13, *Copying Text into Another File*, to learn how to merge text into files.

CHAPTER 13
Copying Text Into Another File

Lyrix features an automatic text copying function that copies text from one file into another. This function, called *Text Merge*, is especially useful for merging often-used passages of text into another file. For example, a legal clerk could save time by using *Text Merge* to place *boiler-plate* passages into different contracts.

This chapter shows how to prepare files for use with *Text Merge*, and how to copy text from one file into another. The following commands are explained in this chapter:

Merge insert	‹ESC› mi
Merge overlay	‹ESC› mo
Save to file	‹ESC› x

Using Text Merge

In the previous chapter, we explained how to use the Lyrix *Cut and Paste* option. *Cut and Paste* is useful for moving text during a single editing session. However, the *Cut and Paste* memory can only hold one passage at a time. Each time you want to merge a new section of text, you need to move to that section and mark it with the *Cut and Paste* commands.

With *Text Merge*, you need only mark the section of text once, and then the passage is permanently labeled. Each labeled section of text is referred to as a *standard paragraph*.

A file can contain one or more standard paragraphs. This lets you group standard paragraphs related to one subject within one file. For example, a sales person might have a file containing standard paragraphs for orders, and another file containing standard paragraphs for billing. It is convenient to keep related standard paragraphs within a single file, to help keep your number of files at a manageable level.

Setting Up a Standard Paragraph

The first step in creating a standard paragraph is to create a file. A file used for text merge is just an ordinary file. The only difference is the special commands it contains to mark each standard paragraph within it. You can create and name the file exactly as you would any other Lyrix file. If the file contains standard paragraphs pertaining to orders, you might name it *orders.tm* (orders text merge).

You begin a standard paragraph by typing a name on the first line. The name can be up to twenty-six characters and can contain either upper or lower case letters, numbers, blank spaces and punctuation. It is a good idea to choose a name that reflects the standard paragraph's contents. For example, a standard paragraph that contains a legal clause concerning patents could be called, *#1 patent clause*.

If the file contains more than one standard paragraph, it is a good practice to begin each paragraph with a number. This way, if you should forget the label and need to locate the paragraph, you can use the *Find pattern* command to locate each paragraph quickly by its number.

After naming the standard paragraph, press the <Return> key and begin typing in the text.

When the text is finished, press the <Return> key and type two end parentheses,)). The two parentheses tell Lyrix that the standard paragraph is finished. Although a labeled section of text is referred to as a standard paragraph, it can be of any length and arranged in any form. Its only boundaries are the label on the first line and the two end parentheses on the last line.

You can have one or many standard paragraphs in a file.

A word of caution: if you type a standard paragraph in *Tab* mode, and the left margin is not at the left edge of the screen, make sure that you move the cursor past the margin to the left edge of the screen when you type the label that begins the paragraph, and the two parentheses that end it.

We will now show you a sample file that contains three standard paragraphs. Let's say that this text merge file was created by the secretary of a wallpaper

store, and each standard paragraph contains a separate color group of their new spring stock of wallpaper.

We will first create a file called *spring.papr.tm*. In the file, we have placed three standard paragraphs; *#1 pink stock*, *#2 blue stock*, and *#3 green stock*.

It is a good practice to leave several blank lines between each standard paragraph. You can also leave room for memos and reminders, as we have done here between the second and third standard paragraph:

FILE: "spring.paper.tm"

```
#1 pink stock

Springy pinks
(#2341)peachy keen      (#2378)bubble gum
(#2344)coral blush      (#2396)nearly red
(#2375)sticky pink      (#2399)peppermint
))

#2 blue stock

Rich blues
(#4123)midnight         (#4456)blueberry
(#4322)royal pattern    (#4532)teal
(#4323)royal plain      (#4678)French blue
))

memo:  remember to order more (#6923) envy; we ran out yesterday

#3 green stock

Garish greens
(#6777)spinach salad    (#6923)envy
(#6779)romaine          (#6944)lemon-lime
(#6899)four-leaf clover (#6988)evergreen
))
```

Merge insert

Inserts file or standard paragraph into current file

Once you have typed and labeled a standard paragraph, you can then merge it into another document.

To do this, exit the standard paragraph file, and enter the file in which you wish to copy the standard paragraph. Move the cursor directly below the line where you wish to insert the standard paragraph.

It is a good practice to merge from a blank line, with the cursor positioned at the left margin.

Then, give the *Merge insert* command and the following message appears on the screen:

Enter name of file: _____

Type in the name of the file to be merged. If you are merging a complete file, enter the file name and press the <Return> key. To merge a standard paragraph located within a file, type the file name and the paragraph name as follows: *file name,paragraph name* and press the <Return> key. Remember not to leave any blank spaces between the comma and the standard paragraph name!

Example

To merge the entire wallpaper file, you would type only the name of the file, *spring.papr.tm* <Return>, on the input line. However, to merge only one of the standard paragraphs, such as shades of spring green in stock, type *spring.papr.tm,#3 green stock* <Return>, on the input line.

It is important to remember *not* to leave a space after the comma when you are typing a merge command. If you forget and leave a space, the merge does not work.

Suppose someone wrote the company and asked for a list of the different shades of green wallpaper. You can create a file in which to write a return letter, and then merge the list of wallpaper colors into that file.

Let's create a file *answer.ltr* to show how *Merge insert* works. We will leave some blank lines at the place where we wish to merge in the standard paragraph.

Ms. Nera Artisan
500 Chalk Circle
Aptos, CA 95003

Dear Ms. Artisan,

Thank you for your interest in Easycare Wallpaper. Here is a list of our current spring shades of green, as you requested.

We don't have anything that exactly matches the sample you sent us, but may I suggest either the "spinach salad" or "evergreen?" I believe these colors are as close as you'll come.

Sincerely yours,

T.H. Herald
Sales Manager
Easycare Wallpaper

At this point, position your cursor where you want the lists to appear in the letter. In this letter, we have placed the cursor on the second blank line between the first and second paragraph. Then, give the *Merge insert* command. When the Merge message appears, type in the following information on the input line:

Enter name of file: **spring.papr.tm,#3 green stock** _____

When Lyrix has successfully found the text that you require, it displays the following message:

Busy executing command

If the file name that you have entered does not exist, Lyrix displays the message:

Not a good file name!

and then returns you to the merge prompt.

If the file name entered is correct but Lyrix cannot locate the standard paragraph name, then the message is:

Merge file section not found.

Let us assume that the merge was successful. When Lyrix has completed the merge, your letter should look like this:

Ms. Nera Artisan
500 Chalk Circle
Aptos, CA 95003

Dear Ms. Artisan,

Thank you for your interest in Easycare Wallpaper. Here is a list of our current spring shades of green, as you requested.

Garish greens

(#6777)spinach salad	(#6923)envy
(#6779)romaine	(#6944)lemon-lime
(#6899)four-leaf clover	(#6988)evergreen

We don't have anything that exactly matches the sample you sent us, but may I suggest either the "spinach salad" or "evergreen?" I believe these colors are as close as you'll come.

Sincerely yours,

T.H. Herald
Sales Manager
Easycare Wallpaper

Merge overlay

Overlays file or standard paragraph into current file

The *Merge overlay* command merges specified text into the current file at the cursor location. Unlike the *Merge insert* command, which opens up blank lines for merged text so that it does not replace existing text, the *Merge overlay* command overwrites text in the current file. If you overlay a 10-line file at the cursor location, the new file replaces the 10 lines of existing text in the current file.

Example

When you give the *Merge overlay* command, Lyrix delivers the following prompt:

```
Enter name of file:
```

If Lyrix cannot find the file, this message appears:

```
Not a good file name!
```

and Lyrix returns you to the merge prompt.

If Lyrix finds the file, it will be merged into the current file at the cursor location.

Guidelines

You can use *Merge overlay* to merge marked sections of text as you would with *Merge insert*. However, with *Merge overlay* the text is overwritten in the current file.

Save to file

Writes contents of file to another file

When you give the *Save to file* command, Lyrix takes the contents of your file and copies them into another file. This command is useful when you want to make a copy of a file without exiting the file.

Example

This example uses the following file, which is called *sample*.

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

This sample file will show how to copy text into another file.
```

When we give the *Save to file* command, the following prompt is displayed, temporarily replacing the Status line. Here, we've typed in the word *extra* as the name of the new file:

```
Enter name of file: extra_______________________________

L..... T..... T..... T..... T..... T..... T..... T... R.

This sample file will show how to copy text into another file.
```

When you have finished typing the new file name, press the <Return> key. Lyrix returns you to your file.

If you decide not to copy the file, leave the prompt line blank and press <Return>, and Lyrix returns you to your file.

If you type the name of a file that already exists in your current directory, this prompt appears:

```
File exists - enter "*" to overwrite or <Return> to abandon
L .....T .....T .....T .....T .....T .....T .....T ...R.

This sample file will show how to copy text into another file.
```

At this point, you have two choices; you can overwrite your existing file with the new file, or you can cancel the command by pressing <Return>. If you want to copy the file, but do not want to ovewrite an exisiting file, press <Return> to return to your file and repeat the *Save to file* command, this time entering a new file name on the prompt line.

Guidelines

Note that even if you have not yet saved the contents of your file with the *Write to file* command, you can still use the *Save to file* command to copy the contents.

Summary

This chapter explained how to copy text from one file into another file. This function, called *Text Merge*, is particularly useful for repetitive passages. Some important points to remember are:

- The unit of text to be merged is called a *standard paragraph*. It can be of any length.
- A standard paragraph must begin with a name on the first line, and end with two right parentheses on the last line.
- It is a good idea to start each standard paragraph with a symbol, such as a number sign (#).
- The standard paragraph boundaries must be typed at the left edge of the screen.
- A file can contain one or more standard paragraphs.
- It is a good practice to store standard paragraphs on the same subject within one file.
- To use the Merge commands, first enter the file into which you wish to merge the standard paragraph. Place the cursor on the line on which you wish to enter the standard paragraph. Then give the Merge command.
- It is best to begin a merge on a blank line, with the cursor at the left margin. When you give the *Merge insert* command, Lyrix places the merged section above the cursor.
- The *Merge insert* command opens up new lines in the current file to avoid overwriting text.
- The *Merge overlay* command overwrites text in the current file.
- The *Save to file* command copies the contents of the current file into another file.

For more information:

- See Chapter 12, *Moving and Deleting Blocks of Text*, to learn more about merging text within a file.
- See Chapter 11, *Using Print-time Commands*, to learn about the *Automatic Merge command.*

CHAPTER 14
Processing Files with Mail Merge

The ability to create and generate forms is a useful function of any word processor. Lyrix features a comprehensive program, called *Mail Merge*, that is easy to learn and use. We have called this program Mail Merge because it is most often used to create form letters, by merging information from one file into a passage of text in another file. However, you also can use Mail Merge to process tables, charts, diagrams, and other kinds of text quickly and conveniently.

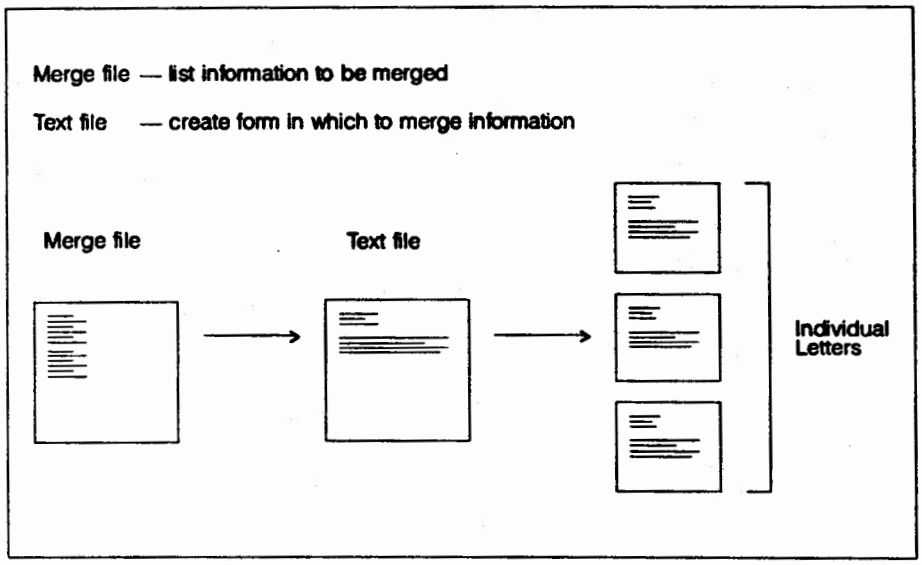
Because Mail Merge is a flexible facility that contains many different options, we will present it in two chapters. This chapter covers the basic Mail Merge steps. Once you understand these steps, you can start using Mail Merge. Chapter 15 presents some additional Mail Merge options.

If you do not have experience with a function similar to Mail Merge, we suggest you read this and practice using the sample files presented. When you have successfully completed the Mail Merge operation presented in this chapter, you can then proceed to the next chapter.

How to Use Mail Merge

Mail Merge is a process that takes information from one file, called a *merge file*, and places it in specified target locations in another file, called the *text file*. You can then take the completed text file and either send it directly to a printer, or place it in another file.

The following diagram shows you how Lyrix performs a Mail Merge operation:



As you can see, using Mail Merge is a simple process. These are the steps you'll take to use Mail Merge:

1) Create a merge file—this file contains the specific information to be merged into your text file.

2) Create a text file—this file contains the form into which information is merged.

3) Invoke the Mail Merge screen, and fill in the appropriate options.

4) Give the Mail Merge command.

In this chapter, we will explain these four basic steps.

Creating a Merge File

Suppose 50 people owed your company money, and you felt it was time to issue a gentle reminder. You would need to generate 50 letters, one to each person. Instead of typing 50 individual letters, or copying the letter fifty times and altering it for each recipient, let's see how using Mail Merge can save time.

A merge file is an ordinary Lyrix file. In it, you type the information to be transferred into the text file.

The way in which you arrange this information in the merge file tells Lyrix where to place it in the text file. You'll understand this more clearly in the next section, when we talk about the text file.

For now, let's concentrate on learning how to arrange information correctly within a merge file. To do this, we need to place it in groups that we refer to as *fields* and *records*.

Fields and Records

In the merge file, you list the information that changes from letter to letter. In each letter, for example, you might want to include the recipient's name, address, amount owed your company, and date of last payment.

Let's group these categories together, the way you would in a merge file:

Merge file entry	Categories
John Brain	(name)
100 Byte Road	(address)
Silicon Valley, CA 90403	(address)
$400.00	(amount owed your company)
January 4, 1982	(date of last payment)

In a merge file, each group of information like the one above will be merged into the text file. For our letter, which is going to fifty customers, we need to list fifty separate groups of information, one for each customer's letter.

> ■ **NOTE:** The "categories" listed above are for your reference only; you wouldn't type them into the merge file, but later you will refer to them to set up your text file.

The information in merge files is divided into two sections; *records* and *fields*.

A *field* is one piece of a *record*. Each field is typed on a new line, at the left edge of the screen. Always type the field exactly as you wish it to appear in the text.

> ■ **NOTE:** You can redefine field and record positioning and boundaries; we'll explain how to do this in the next chapter, which discusses options for advanced Mail Merge users.

A *record* is a group of fields. Each record contains a group of fields that will be transferred into one copy of the text file. Records are ended by a new line that contains only an asterisk (*).

Let's take another look at our sample entry, and see how it divides into fields and records:

Merge file

John Brain	(field)1	
100 Byte Road	(field)2	
Silicon Valley, CA	(field)3	(record)1
$400.00	(field)4	
January 4, 1982	(field)5	
*		

You can see that each *field* meets the merge file requirements; it is typed on a new line, and begins at the left edge of the screen.

You can also see that this group of fields qualifies as a *record*; it contains all the information to be transferred into one text file, and ends with only an asterisk typed at the beginning of a new line.

Setting up a merge file

Let's create a merge file, called *pleasepay*, and type the following three records into it:

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

John Brain
100 Byte Road
Silicon Valley, CA 90403
$400.00
January 4, 1982
*
Mary Wives
333 Windsor Court
Avon, Connecticut 34907
$7,500.02
March 7, 1980
*
Joe Schmoe
4 Castle Hill
Redwood City, Calif. 95017
$48,000.00
January 3, 1976
*
```

Notice that each record contains five fields, and that the records are separated by only an asterisk typed on a new line.

Arranging Records

It's also important to notice that, even though each record contains different information, the fields in each record are listed in the same order, as follows:

John Brain	(name)	
100 Byte Road	(address)	
Silicon Valley, CA 90403	(address)	(record)1
$400.00	(amount)	
January 4, 1982	(date)	
•		
Mary Wives	(name)	
333 Windsor Court	(address)	
Avon, Connecticut 34907	(address)	(record)2
$7,500.02	(amount)	
March 7, 1980	(date)	
•		
Joe Schmoe	(name)	
4 Castle Hill	(address)	
Redwood City, Calif. 95017	(address)	(record)3
$48,000.00	(amount)	
January 3, 1976	(date)	
•		

In order for Mail Merge to be able to merge the fields correctly, the fields in each record *must* be listed in the same order!

This is because Mail Merge works by taking the first record in the merge file, and looks through the text file. It then takes each field in the first record, and places it in the appropriate place in the text file. Each time Lyrix reads through the text file, it proceeds to the next record in the merge file, and begins reading the text file all over again (you'll learn the details of this process when we discuss the text file).

Rules for merge files

A merge file can contain an unlimited number of records, and each record can contain an unlimited number of fields. However, in order for Lyrix to correctly process a merge file during Mail Merge, you must set up the merge file correctly. Here are the rules to remember when setting up a merge file:

- Always begin the first record on the *first line* of the file.
- Always type each field on a new line, starting at the left edge of the screen, exactly as you wish it to appear in the text.

- Always list each record in the same way (if your first record reads name, street address, city state zip, amout owed, and date, make sure that each subsequent record lists this information in the same order).
- Always make sure that each record has the same number of fields. If there is no information in a field (for example, supposed you had a field for telephone numbers and several of your customers didn't have a phone), leave a blank line.
- Always end each record by typing only an asterisk on a blank line.

■ **NOTE:** Remember that a merge file can contain *only* fields and records. If you type other information into this file, or if you enter fields and records incorrectly (for example, if you forget to separate records with a new line and an asterisk, or if you leave the first line of the file blank) Lyrix won't be able to merge the information.

Let's take another look at our merge file *pleasepay*, and see if it follows all the rules listed above:

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

John Brain
100 Byte Road
Silicon Valley, CA 90403
$400.00
January 4, 1982
*
Mary Wives
333 Windsor Court
Avon, Connecticut 34907
$7,500.02
March 7, 1980
*
Joe Schmoe
4 Castle Hill
Redwood City, Calif. 95017
$48,000.00
January 3, 1976
*
```

As we can see, our merge file fulfills all the requirements:

- the first field begins on the first line of the file
- all fields begin at the left edge of the screen
- each field is listed on a separate line
- the fields in each record are listed in the same order (name, address, etc.)
- each record ends with only an asterisk typed on a new line
- the file contains only fields and records
- there are no blank lines between records

In the following chapter, which explains advanced Mail Merge options, you'll learn more merge file options. For now, though, let's move on and learn how to create a text file.

Creating a Text File

Now that you know how to create fields and records in your merge file, you can proceed to set up a text file. A text file contains the text (in this example we'll use a form letter) into which you merge the records from the merge file.

Like a merge file, a text file is created just like any ordinary Lyrix file. What makes a text file special are key words, called *variables*, that you insert into your text. These variables act as signals, telling Lyrix where to merge in information from your merge file. In this section we'll show you how to place variables within your text file.

Setting Up A Text File

A text file can be divided into the following three sections:

1) A *Comment* section. This occurs at the beginning of the file, and contains any notes or reminders that you do not want to print out with the file. This section is *optional*; if you don't need it, you can skip it and begin the file with the next section.

2) A *Variable Declaration* section. This is the section where you list, or *declare*, the *variables* which you will be using in the text file.

3) A *Text* section. This is where you type the text of the form letter into which you'll be merging information from the merge file. You'll also include the variables that you defined in the Variable Declaration section. When you give the Mail Merge command, Lyrix replaces the variables with corresponding fields from the merge file.

In this section of the chapter, you'll learn how to create a text file using each of these three sections.

The Comment Section

Let's create a text file called *pleasepay.text* in order to learn how to set up the three sections.

You can begin a text file with a *Comment* section. Unlike the merge file, a Comment section in a text file has no strict rules. It does not need to begin on the first line or at the left margin, and can be as long as desired.

A Comment section is for on-line reference only. It never prints out with the rest of the file during Mail Merge. It can be any length.

The Comment section is ended automatically when you begin the *Variable Declaration* section. If you decide not to include a Comment section, you can begin the file with the Variable Declaration section.

The only rule for a Comment section is that it must be the *first* section in the text file. Here is a sample Comment section in our text file *pleasepay.text*.

```
LYRIX    pleasepay.text                    PL66  #1    1:1
L .....T .....T .....T .....T .....T .....T .....T ...R.

Jerry – make sure that each letter gets sent with a return
envelope, so that if they do make a payment, we'll get it.
thanks,
Hal
```

The Variable Declaration Section

The Variable Declaration section follows the Comment section. If there is no Comment section, the Variable Declaration section becomes the first section. Note that even if the Variable Declaration section is the first section, it doesn't have to begin on the first line of the file. However, each Variable Declaration name must begin at the left edge of the screen.

The Variable Declaration section is where you list, or *declare*, the names of variables that correspond to the fields in your merge file. Later, in the Text section, you will insert variable names which will be replaced by corresponding fields from your merge file entries.

You may remember the variables x and y from high school algebra. In any given equation, each variable could stand for a different number. Hence the name *variable*, because the value can change, or vary, in each new situation.

In a text file, each variable refers to a different field within a record. In the Variable Declaration section, you'll want to make a list of variable names, one for each field in a record. Let's take another look at a record from our merge file:

```
Mary Wives
333 Windsor Court
Avon, Connecticut 34907
$7,500.02
March 7, 1980
•
```

Now, we'll need to figure out a label, or variable name, for each of these fields. Here are the rules for setting up Variable Declarations:

- Each Variable Declaration must occur on a separate line, with no blank lines in between.
- Each Variable Declaration must be listed in the order of the corresponding fields in the merge file.
- A Variable name must begin with a lower case letter.
- A Variable name cannot contain an underline character (_).
- Each Variable Declaration must begin with some special characters, so that Lyrix can recognize it as a Declaration. In this case, the special characters are *.V*.

Let's look at a sample Variable Declaration:

Declaration	Explanation
.Vname	the .V tells Lyrix that the following group of characters declares a variable. When you give the Mail Merge command, the variable "name", wherever it appears in the text, is replaced by the corresponding field in the merge file.

■ **NOTE:** There are other ways to define variables besides using a *.V.* We'll explain these in Chapter 15, where we explain the more advanced Mail Merge options.

To begin setting up our Variable Declaration section, we need to choose a variable name for each of the fields in our merge file. Here are some suggestions – notice how we've mostly taken them from the "categories" we used when we explained how to set up the merge file.

Variable Name	Fields in Merge file
name	Mary Wives
address1	333 Windsor Court
address2	Avon, Connecticut 34907
amount	$7,500.02
date	March 7, 1980

Notice how each variable name corresponds to each field in the record. You'll also notice that for the two fields that contain addresses, we've called the variables *address1* and *address2*. This is because each field must have a different variable name.

Let's see how we can take the variable names from the above list, and arrange them so that they form a Variable Declaration section:

Variable Declaration section	(record in Merge file)
.Vname	Mary Wives
.Vaddress1	333 Windsor Court
.Vaddress2	Avon, Connecticut 34907
.Vamount	$7,500.02
.Vdate	March 7, 1980

As you can see, our Variable Declaration section fulfills the requirements stated above:

- each Variable Declaration begins on a new line, at the left edge of the screen
- each variable name begins with a lower-case letter
- each Variable Declaration matches a corresponding field within a record

- each Variable Declaration begins with the characters *.V*
- there is no underline character (_) in any of the variable names

If we add the declaration section to our text file, here is what it looks like:

```
LYRIX    pleasepay.text                          PL66  #1    1:1
L.....T.....T.....T.....T.....T.....T.....T....R.

Jerry – make sure that each letter gets sent with a return
envelope, so that if they do make a payment, we'll get it.
thanks,
Hal

.Vname
.Vaddress1
.Vaddress2
.Vamount
.Vdate
```

Note that neither the Comment section nor the Variable Declaration section prints out when you print the file using Mail Merge. The Comment section is for on-line reference only, and the Variable Declaration section issues instructions to Mail Merge. It is only the Text section, which we'll learn about next, that prints out when you give the Mail Merge command.

Now that you know how to set up an optional Comment section, and a Variable Declaration section, let's proceed with the Text section.

The Text Section

In our text file *pleasepay.text*, we'll use a form letter to show how to set up a Text section. However, keep in mind that you can use Mail Merge to merge any kind of text (rows of columns, for example). Although we expect that you will mainly use it for letters, it is certainly not limited to this function.

■ **NOTE:** In the next chapter, for more advanced users, we will present some other text file examples for Mail Merge.

The Text section of your file looks like any letter; the only difference is that instead of typing in the specific information contained in the fields from the merge file, you type in the variable name listed in the Variable Declaration section.

Placing Variable Names within the Text section

When you use a variable name in the text, you need to preceed it with an underline character (_) instead of the Variable Declaration character *.V*. This lets Lyrix know that the woto type is a variable name, and that it needs to check the merge file and replace the variable name with the corresponding field.

Here is what your variable names should look like when you type then into your Text section:

Variable Declaration section	Variable name in Text section
.Vname	_name
.Vaddress1	_address1
.Vaddress2	_address2
.Vamount	_amount
.Vdate	_date

Notice that in the text, we used the variable name *_name* and not the Variable Declaration *.Vname*. This is because Lyrix associates the *.V* characters with the Variable Declaration section *only*. When it searches the text it expects to find only the variable name, preceded by an underline character (_).

Here are the rules to follow when typing variable names into the Text section:

- when you type a variable name in the Text section, replace the .V from the Variable Declaration section with with an underline character, like this:

Variable Declaration	Text section
.Vname	_name

- Except for the underline character, type the variable names *exactly* as they are declared in the Variable Declaration section.
- Always declare a variable name in the Variable Declaration section before using it in the Text section.
- You can use a variable name in the Text section as many times as you want.

Remember that it doesn't matter in what order, or how many times, a variable name appears in the text; you only need to make sure that the order of the variables in the Variable Declaration section matches the order of the corresponding fields in the merge file.

Let's add the following Text section to our *pleasepay.text* file. Note that we have put in rulers and print commands, just as if the Text section were any Lyrix file that we wanted to format.

```
LYRIX    pleasepay.text                          PL66  #1     1:1
L .....T .....T .....T .....T .....T .....T .....T ...R.
Jerry – make sure that each letter gets sent with a return
envelope, so that if they do make a payment, we'll get it.
thanks,
Hal

.Vname
.Vaddress1
.Vaddress2
.Vamount
.Vdate
.JN
.HE2
12 March 1983

_name
_address1
_address2

Dear _name,
L .....T .....T .....T .....T .....T .....T .....T ...R.
.JY
We of CONSOLIDATED ENTERPRISES are greatly concerned
about your lack of attention to our past bills.  Why, _name, you
haven't made a payment since _date!

Please send _amount immediately, or we will be forced to turn
off your telephone, gas, heat, and cable TV.

Regretfully yours,

.JN
J. Smead
Chief Collector

P.S. We've enclosed a return envelope for your convenience.
Remember, that's _amount!
```

Placing Print Commands in the Text Section

As you read through the Text section, you can see how we've placed variable names within the text. When we give the Mail Merge command, these variable names are replaced with corresponding information from the merge file.

> ■ **NOTE:** There are additional ways to define variables within your text; these will be explained in the following chapter, which deals with more advanced options.

You can also see that the Text section contains several print commands and a ruler.

When you give the Mail Merge command, Lyrix processes all commands placed within the file, just as it would for any Lyrix file.

Reformatting the Merged Copy

If you want to reformat your Text section *after* merging in records and *before* printing copies, you need to place print commands and rulers within the Text section, as we have done in the above example.

When you fill in the options on the Mail Merge screen, (which we will explain shortly), place your merged text into a new file instead of sending it directly to the printer. When Mail Merge has completed the merge process, enter your new file and give the *Global reformat* command. Then, use the Printing System menu to print the file containing all your completed form letters.

The Mail Merge Process

When you give the Mail Merge command, Lyrix reads your Variable Declaration section, and then matches each Variable Declaration to the corresponding field in your merge file. For example, our first Variable Declaration is *.Vname*, and the first field in the first record is *Mary Wives*. This means that when Lyrix reads your Text section, each time it finds the variable *_name*, it replaces it with the field "Mary Wives".

When Lyrix finishes reading your Text section, it automatically moves to the next record in the merge file, and begins to read the Text section again.

The Mail Merge function is finished when there are no more records left to incorporate into the text file.

We have now completed setting up our merge file and text file. In order to incorporate information from the merge file into the text file, we'll use the Mail Merge screen.

Using the Mail Merge screen

Unlike the previous commands you've learned, in which you give a command by pressing certain keys, you invoke Mail Merge by displaying a screen full of options; you first choose the options that apply to your Mail Merge operation, and then tell Lyrix to start executing the command.

To call Mail Merge to your screen, select the "Use Mail Merge" option from the Printing System menu. This is what the Mail Merge screen looks like:

```
Enter the name of your text file – the "blank form" to file in

-------- LYRIX MAIL MERGE SET-UP SCREEN --------

Enter name of text file              [ ___________________________________ ]

Enter name of merge file             [ ___________________________________ ]

Print or save in file?          [P]  Output filename:              [ _________ ]

Stop page breaks? (y/n)         [N]  Maximum copies to print       [6000__]

Justify Field:                  [I]  Ignore commands in text? (y/n)   [N]

Extend Field:                   [E]  Missing Variable: delete/ignore  [I]

End of field symbol:       [\n___]   End of Record symbol:          [^\n__]

------------------------------------------------------------

ACCEPT – <ESC> a      QUIT – <ESC> q      HELP – <ESC> h
```

Let's first examine some special screen features, and then we'll explain how to complete each screen option.

Moving the Cursor Around the Mail Merge Screen

Notice the cursor at the beginning of the first entry. To fill out an entry, type the information and press <Return> or <TAB>. The cursor moves to the start of the next entry.

When you use <TAB>, the cursor moves to the next entry.

When you press <Return>, the cursor moves to the first entry on the next line.

When you type DELETE or RUB, the current entry is cleared.

When you type <ESC> #, all entries are cleared.

If you make a mistake, keep pressing <TAB> or <Return> until the cursor is at the beginning of the entry you wish to change. You can move the cursor around the screen as many times as you like. NO entry is final until you give the *Accept* command, which we will explain later.

The Comment line

Notice the line of text across the top of the screen, that says *Enter the name of your text file – the "blank form" to fill in.* This line of text is called a *Comment line*. Each time you move the cursor to a new entry, the Comment line changes to give you some information about the current entry.

Default entries

You can see that some of the entries on the screen already contain a letter or number. These entries are called *default* entries. If you don't make any changes when the cursor reaches a default entry, Lyrix simply uses the default information.

Completing Mail Merge Options

Let's now discuss each entry and its Comment line. When we've finished, you should know exactly how to complete a Mail Merge operation.

Enter name of text file [pleasepay.text_____]

On this line, type the name of the text file into which you want to merge the contents of the merge file. In this case, we have typed **pleasepay.text**, the name of our sample text file.

The Comment line for this entry reads,

```
Enter the name of your text file – the "blank form" to fill in
```

Enter name of merge file [pleasepay_____]

On this line, type the name of the merge file that contains the information you wish to merge into your text file. In this case, we have typed **pleasepay**, our sample merge file.

The Comment line for this entry reads,

```
Enter name of merge file–[Information to be merged into textfile].
```

Print or save in file? [F]

This entry gives you the choice of sending the Mail Merge output either directly to a printer, or into another file. If you want to print the output immediately,

just skip this option. The default is P, so Lyrix automatically sends the completed Mail Merge operation to a printer.

> ■ **NOTE:** If you need to choose between either a draft or a letter quality printer, ask your *System Administrator* to find out how to specify which printer to use.

If you want to save your output in another file, and review or reformat the merged text before sending it to the printer, replace the default P with the letter F (for file). You can do this by simply overtyping the P with an F. Because we want to format the letter after Mail Merge, we have replaced the default P with an F in this example.

The Comment line for this entry reads,

Enter P to print, F to save copy in a file.

Output filename: [pleasepay.format]

Use this entry only if you choose to send your output to a file, instead of to a printer (see the previous entry).

If you do want to save your output into a file, type a new file name on the line provided. When you give the Mail Merge command, Lyrix places the final product in the file named here.

Because we want to send our merged copy to another file for formatting, we have entered the file name *pleasepay.format* in this example.

The Comment line for this entry reads,

Enter name of file in which to save copy.

Note that if you use this option, you must enter a new file name.

Stop page breaks? (y/n) [N]

Normally, Lyrix inserts a page break in between each copy of the text file. For example, if you typed 50 records into the merge file, and asked Lyrix to give you 50 copies of output, each copy begins on a new sheet of paper.

This function is useful for letters, but if you don't need each copy to start on a new page, you may want to change the default to Y (Yes).

Because our text file is a form letter, we have left the default N (No).

The Comment line for this entry reads,

Enter Y to stop page breaks between merge copies.

Maximum copies to print [6000_]

Mail Merge *does* have a limit, although few users will have occasion to surpass it! The maximum number of Mail Merge copies that you can print out at one time is 32,767. For this option, *copies* refers to the number of records you have specified to be merged. To prevent possible mistakes, we have set the default to 6000, but you can change the entry in order to print up to 32,767 copies. Before you do this, you may want to check on your printer capabilities.

We recommend that you set this number to 1 for the first Mail Merge printing. That way you can check to see if there are any mistakes, and if there are, you can correct them *before* you print the remaining copies.

If you have less than 6000 copies to print, just skip this option; Lyrix prints only until it runs out of merge file records, and then it stops. It won't keep re-printing until it reaches 6000 copies!

The Comment line for this entry reads,

Enter maximum number of copies to create.

Justify field: [S]

This option is useful if you want to justify each field either to the left or right edge of the variable space, or to leave a single space on each side of the field. The choices here are as follows:

[L] - Justify left. This aligns all fields with the left edge of the variable name.

[R] - Justify right. This aligns all variables with the right edge of the variable name.

[S] - Space on both sides. This inserts a single space on each side of the field.

[I] - Ignore. This tells Mail Merge to process any variable modifiers that you have placed in your Text section (you'll learn how to do this in the following chapter). If you don't have any variable modifiers, Mail Merge aligns the field with the left edge of the variable name.

We have used the entry *S* for this entry, as we want the fields to have a space on each side when they appear in the printed version.

The Comment line for this entry reads,

L – justify left, R – justify right, S – space on both sides, I – ignore.

Ignore commands in text? (y/n) [N]

Again, this option asks if you want to ignore any additional variable modifiers you have placed in the text file. We'll talk about this option in more detail in the next chapter, when we explain how to add variable modifiers in the Text section. For now, just leave the default, which is N (No).

The Comment line for this entry reads,

Enter Y to ignore justification & spacing commands in file.

Extend field: [E]

You are probably familiar with forms that list the first five or so letters of your last name, and then cut it off abruptly. This function, called *truncating*, limits the number of characters that can replace a variable to the number of characters in the variable name. This means that if you call a variable *_name*, which has four characters, Lyrix replaces each variable occurrence with the first four characters in the corresponding field, and then truncates the field. For example, if you had the name *Goldwater* in the corresponding field, and chose to truncate the field, Lyrix would take the first four characters from the name *Goldwater*, and so would print the characters *Gold* whenever it came to the variable *_name*.

If you choose to extend the field, Lyrix replaces the variable with the entire entry from the corresponding field.

The two choices for this entry are:

[E] - extend field. Does not truncate.

[T] - truncate field. Limits the field to the number of characters that appear in the variable name.

To truncate the field, you would overtype the *E* with a *T*. We are going to merge the entire field, no matter how many characters it contains, so skip this option and leave the *E* in the box.

The Comment line for this entry reads,

E – extend field, T – truncate value when value is longer than field

■ **NOTE:** This function can be individually controlled within the file. We'll explain how in the next chapter.

Missing Variable: delete/ignore [I]

There are times when you might want to leave a field within a record blank. If this happens, there is no information in the field to replace the matching variable name in the text file. If so, Lyrix can either delete the variable occurrence from the line, or it can delete the entire line. The two choices for this entry are:

[D] - delete line. Deletes line when the field corresponding to the variable occurrence on that line is blank.

[I] - ignore variable. Deletes variable name from line, if there is no corresponding field, and replaces the variable name with a single space.

In this case, we have left the default I, so that if there is no matching field, Lyrix simply replaces the variable name with a blank space.

The Comment line for this entry reads,

If no merge file entry matches the variable: D to delete line, I to ignore.

End of field symbol: [\n_]

The default symbol for End of field is a new line, which is represented here as a backslash followed by the letter *n*. If you have begun each field on a new line, as we did when we set up the merge file section for *pleasepay*, simply skip this entry.

If you have used a different symbol to represent the end of each field in your merge file, consult the System Administrator to find out how to represent the End of field symbol in this entry.

The Comment line for this entry reads,

Enter symbol for end of field. Default is a new line.

End of record symbol: [*\n_]

The default symbol for End of record is a new line that contains only an asterisk, which is represented here as an asterisk followed by a backslash followed by the letter *n*. If you have left a line containing an asterisk between each record, as we did when we set up the merge file section for *pleasepay*, simply skip this entry.

If you have used a different symbol to represent the end of each record in your merge file, consult the System Administrator to find out how to represent the End of record symbol in this entry.

The Comment line for this entry reads,

Enter symbol for end of record. Default is an asterisk [*] alone on a line.

Giving the Mail Merge Command

Once you've completed all the screen entries, it's time to give the *Mail Merge* command. Note the three commands listed horizontally across the bottom of the screen, as follows:

ACCEPT – <ESC> a QUIT – <ESC> q HELP – <ESC> h

To begin the Mail Merge process, give the *Accept* command. The cursor can be anywhere on the screen when you give this command. If all of the entries are correct, Lyrix processes your files, returning you to the current menu when the process is completed.

If an entry is missing or incorrect, Lyrix returns your cursor to that entry, and flashes a Comment line describing the error across the top of the screen. Type the correct entry, and repeat the *Accept* command.

If you decide to exit the screen without merging the files, type the *Quit* command, and Lyrix returns you to your current menu.

If you wish to review the Help files at any time while filling out the Mail Merge screen, type the *Help* command. When you exit the *Help* command, Lyrix returns you to the Mail Merge screen.

Formatting Your Mail Merge File

In our Mail Merge example, we sent the output of our merged file into a file called *pleasepay.format*.

As with all Lyrix files, we format the Mail Merge file by placing print commands in the file and then giving the *Format document* command. This is how one record in the file *pleasepay.format* appears after printing:

```
LYRIX  pleasepay.form                          PL66 #1   1:1
L.....T.....T.....T.....T.....T.....T.....T...R.

12 March 1983

John Brain
100 Byte Road
Silicon Valley, CA 90403

Dear John Brain,

We of CONSOLIDATED ENTERPRISES are greatly concerned about
your lack of attention to our past bills.  Why, John Brain, you haven't
made a payment since January 4, 1982 !

Please send $400.00 immediately, or we will be forced to turn off
your telephone, gas, heat, and cable TV.

Regretfully yours,


J. Smead
Chief Collector


P.S. We've enclosed a return envelope for your convenience.
Remember, that's $400.00 !
```

If we had printed all three letters, each would appear on a separate page.

You may notice that Mail Merge leaves a space between the merged field and the punctuation. This is because, when we filled out the Mail Merge screen, we specified that a space should be left on both sides of the field.

In the next chapter, you'll learn how to place variable modifiers within the text, so that you can control exactly how each field should print out.

Summary

In this chapter, you have learned how to create a merge file and a text file, and how to give the Mail Merge command. Some important points to remember are:

- The file that contains the information to be merged is called the *merge file*.
- The file into which you will merge the contents of the merge file is called the *text file*.
- The information listed in the merge file is divided into fields and records. Each field is separated by a new line; each record is separated by a line that contains only an asterisk.
- When Lyrix reaches the end of a text file, it automatically creates a new copy and moves to the next record.
- A text file contains three sections; a *Comment* section, which is optional; a *Declaration* section, which lists the variables you will use in the text; and a *Text* section, which contains your text and any print commands you are using.
- You can access the Mail Merge screen from the Printing System Menu.
- To move from entry to entry on the Mail Merge screen, use the <TAB> key.
- Some of the entries on the Mail Merge screen have already been filled in. This information is called *default* information. To keep this information, skip to the next entry. To replace it, overtype the entry with your information.

For more information

- See the next chapter to learn about advanced Mail Merge options.
- See the *System Administrator's Guide* for more information concerning Mail Merge options.

CHAPTER 15
Advanced Mail Merge Options

In the previous chapter, you learned how to set up a Mail Merge merge file and text file, and how to give the Mail Merge command. With this knowledge, you can easily perform many Mail Merge functions.

In this chapter, we'll explain how to use the advanced Mail Merge options that we referred to in the previous chapter. The advanced options can be used to modify variables in the Variable Declaration section and in the Text section.

The advanced options are a series of characters, called *flags*, that modify a variable. You can use a single flag or a series of flags at each variable to determine exactly how the field that corresponds to that variable should appear in the text.

Using Advanced Options in the Variable Declaration Section

In the previous chapter, you learned how to set up the Variable Declaration section, using the prefix .V for each Variable Declaration.

A flag is a way of presenting additional information to Lyrix concerning the variable. Here is a list of the flags that you can use to further define any entry in the Variable Declaration section:

Flag	Message to Mail Merge
L	Left justifies all occurrences of the variable
R	Right justifies all occurrences of the variable
S	Adds one space to each side of all occurrences of the variable
E	Extends field if variable is too long
D	Deletes line on which variable occurs, if there is no merge file entry to match that Variable Declaration

How to Use Flags

This is how to place flags in the Variable Declaration section:

Before adding flags

.Vname
.Vaddress

After adding flags

.VEname
.VLaddress

If you add the above flags to your Variable Declarations, Mail Merge will make the following changes when processing your file:

Each time Mail Merge finds the variable _name in your Text section, it will extend the field so that the entire corresponding field is printed.

Each time Mail Merge finds the variable _address in your Text section, it will left-justify the field.

You can use as many flags as you need to for each Variable Declaration.

Using Advanced Options in the Text Section

In the previous chapter, you learned how to set up the Text section, using the prefix _ to define each variable name.

Mail Merge provides another series of flags to further define variables in the Text section. Here is a list of the flags that you can use with any variable name in the Text section:

Flag	Message to Mail Merge
L	field to be left justified
R	field to be right justified
S	field to have a single space on each side
N	L, R, and S in Variable Declaration options to be ignored
T	truncate field if longer than variable name
E	extend field if longer than variable name
D	delete line if corresponding field is blank
I	insert single space if corresponding field is blank

How to Use Flags

This is how to add flags to variable names in the Text section:

Before adding flags

_name
_amount

After adding flags

_Tname
_Damount

If you add the above flags to your variable names, Mail Merge will make the following changes when it processes your file:

Each time Mail Merge finds the variable name *_Tname* in your Text section, it will truncate the field so that the corresponding field is shortened to as many characters as are in the variable name.

Each time Mail Merge comes across the variable name *_Damount* in your Text section, it will delete the entire text line if the corresponding field is empty.

You can use as many flags as you need to for each variable name. You can also use different flags for each variable name occurrence within the Text section.

The Mail Merge Hierarchy

In Mail Merge, flags added to variables in certain sections will override flags in other sections. This is how the Mail Merge flag hierarchy is set up:

The Mail Merge Screen

The "ignore commands in text?" option on the Mail Merge screen overrides ALL flags placed within the text file.

If you type a Y (yes) for this option, Mail Merge ignores ALL the flags in the text file.

If you type an N (no) for this option, Mail Merge uses all the flags in the text file.

The Text Section

The flags placed in the Text section override any flags placed in the Variable Declaration section.

The Variable Declaration Section

The flags placed in the Variable Declaration Section override default Mail Merge options.

Summary

In this chapter you have learned how to use advanced Mail Merge options, called flags, to modify variables in the text file.

For more information

- Consult your *System Administrator's Guide* guide to learn how to access Mail Merge from the UNIX OS command line.
- See the previous chapter to learn how to begin using Mail Merge.

CHAPTER 16
The Printing & Mail Merge Menu

From this menu, you can print a file, or review it on the terminal screen before printing.

You can use Point and Pick for the first three options (see Appendix A, *Locating Files and Directories Visually with Point and Pick*, to learn how to use Point and Pick).

You can use *pathnames* on the prompt line. If you are not familiar with pathnames, consult your UNIX OS documentation or your System Administrator.

The Printing & Mail Merge menu is available from almost all Lyrix menus.

This is how the Printing & Mail Merge menu appears on the screen:

```
*** Printing & Mail Merge 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
```

In this chapter we will explain the Printing & Mail Merge menu options.

Look at file before printing

Use this option to look at a file on the screen to see how it will look when printed on paper.

When you choose this option, Lyrix displays the following screen:

```
COMPANY NAME                    LYRIX vs 3.12
**********************
Move cursor to table of names or enter a file/directory name

Current directory: /v/robin/tulips

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

bulbs _______________________________
```

This screen allows you several choices; you can use the Point and Pick option by pressing the down arrow, which displays all the files in your current directory. Then, you can move the cursor to the file you want to review, or change into a different directory.

If you decide not to use Point and Pick, type in the name of the file you wish to review on the prompt line, and press <Return>. You can use a pathname. In this example we have used the file *bulbs*.

Once you have selected a file and pressed <Return>, Lyrix clears the screen briefly, and then displays the first screenful of the file. To view the next screenful, press the space bar. To move down one line, press <Return>. When you have finished reviewing the file, Lyrix displays this message:

```
Press <Return> to continue:
```

which returns you to the menu.

To return to the menu at any time, press <DEL>, which gives the command to quit the file. You can then press <Return> to return to the menu.

Guidelines

If you decide not to view a file after all, use the space bar to clear the prompt line of any characters you may have typed, then press <Return> or press the asterisk key.

If you type a filename that is incorrect, Lyrix briefly displays the following message:

Not a good file name!

and returns you to the prompt line.

Interactive Printing

Some printers, called interactive printers, print one page at a time instead of continuously on snap out forms. To print a multiple page document one page at a time, select one of these two options:

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

When you do this, Lyrix prompts you to enter the name of the file you want printed.

After you type a file name, and have placed a sheet of paper in your printer, Lyrix prompts you to press <Return>:

Enter <Return> for next page. *<Return> to quit

After you do so, Lyrix prints the first page of the document. When it reaches the end of the first page, it stops printing. Then Lyrix again prompts you to press <Return> after you've put another sheet of paper in the printer. This continues until the last page is printed, at which time Lyrix displays the printing menu.

You can quit at any prompt by pressing * <Return>.

NOTE: Lyrix may display the "next page" prompt before it has finished printing the current page. Be sure to wait until the page is printed before pressing <Return>.

Spooled Printing

To print a multiple page document (or even a single page) that uses continuous forms, choose one of these options:

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

When you choose any of these options, Lyrix displays this screen:

```
COMPANY NAME                    LYRIX vs 3.12
**********************
Move cursor to table of names or enter a file/directory name

Current directory: /v/robin/tulips

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

bulbs _______________________________
```

To print a file, use the Point and Pick option or type the name of the file onto the prompt line. Here we have again typed *bulbs*. You can use a pathname for this option.

Once you have selected the file to print, press <Return>. Lyrix sends your file to the printer and returns you to the Printing & Mail Merge menu.

Guidelines

If you type a filename that is incorrect, Lyrix briefly displays the following message:

```
Not a good file name!
```

and returns you to the prompt line.

To return to the menu without printing a file, use the space bar to clear the prompt line of any text, and press <Return> or press the asterisk key.

Use Viewprint screen

The Viewprint screen offers a variety of printing options. If you simply wish to print a copy of a file on either a draft or a letter quality printer, use the Printing & Mail Merge menu. However, if you wish to print only several pages from a file, or more than one copy of a file, the Viewprint screen lets you perform these special options and many others.

Because it takes several pages to describe all the Viewprint options, we have explained this screen in Chapter 17, *Using the Viewprint Screen*.

Use Mail Merge screen

The Mail Merge screen lets you merge text from one file into another. The Mail Merge option and screen are explained in Chapters 14 and 15, *Mail Merge* and *Advanced Mail Merge*.

The remaining options appear on every menu. They are explained in Chapter 2, *Getting to Know Lyrix*.

Summary

In this chapter you have learned how to view a file before printing, and how to print a file. Some important points covered are:

- You can use Point and Pick to look at a file, or to send a file to either printer.
- You can use pathnames for the first six menu options.
- To return to the menu without executing an option, erase all characters from the input line and press <Return>. Or, press the asterisk key.

For more information

- See Chapter 17 to learn more about the Viewprint option.
- See Chapters 14 and 15 to learn more about the Mail Merge option.

CHAPTER 17
Using the Viewprint Option

Usually when you print a file, you'll want to print a single copy from either the draft or letter quality printer. If this is the case, simply select the appropriate option from the Printing System menu. However, there are times when you'll want to use additional printing options, such as printing several copies of a file at once, or printing only several pages of a file. The Viewprint option, which is available from the Printing System menu, provides these and many additional printing options.

In this chapter, you'll learn how to call Viewprint to your screen, how to complete the Viewprint options, and how to give the command to invoke Viewprint.

The Viewprint Screen

To use Viewprint, select the Viewprint option from the Printing System menu. You will see the following screen:

```
Enter the name of the file to print

        -------- LYRIX PRINT SET-UP SCREEN --------

Enter file to print:  [ ____________________________________________ ]

Select printer type: [DMP__]          Interactive (y/n)? [N]

Print from page: [1]          to page:     [6000]

Number of copies to print: [1 ___ ]       Page length: [66_]

Set left margin to: [11_]                 Print alternate pages? (y/n) [N]

------------------------------------------------------------

ACCEPT – <ESC> a        QUIT – <ESC> q        HELP – <ESC> h
```

The Viewprint Features

Before we explain how to use each Viewprint option, we'll explain how to move around the screen and how to use several of the special screen features.

Moving Around The Screen

When Viewprint appears on your screen, the cursor rests at the beginning of the first option. Press <TAB> to move to the next option. Press <Return> to move to the first option on the next line. You can also use arrow keys to move the cursor.

Practice moving around the screen. You can move around the screen as many times as required, and you can change any entries as required.

No entry is final until you give the *Accept* command, which will be explained below.

Changing An Entry

To change an entry, you can use the Delete key (sometimes called the Rub key), usually marked DEL or RUB on your terminal. Either key erases the last character you entered, and moves the cursor back one space.

You can also use the left arrow key to move the cursor back to the beginning of an option, and you can then overtype the existing entry.

The Default Entries

As you can see, most options on the Viewprint screen already contain an entry. These entries, called *default entries*, are used by Viewprint unless you overtype them with new information.

The Comment Line

Each time you place the cursor in an option, a corresponding line of text appears across the top of the screen. This line, called the *comment line*, provides instructions about the current option. Each time you move the cursor to a

new option, the information in the comment line changes to reflect information about that option.

Completing the Viewprint Options

Let's look at each option and its comment line. When we've finished, you will know exactly how to use Viewprint.

Enter file to print: [_____]

In this option, enter the name of the file to be printed. The file must exist in your current directory, or you can use a pathname to print a file in another directory. Viewprint can prepare only one file at a time for printing.

The comment line for this entry reads,

Enter the name of the file to print.

Select printer type: [DMP_]

Type *DWP* to print your file on a Radio Shack Daisy Wheel Printer. The default entry is *DMP* for a Radio Shack Dot Matrix Printer. The print effects recognized depend on the printer you specify.

The comment line for this entry reads,

DMP–Dot Matrix Printer, DWP–Daisy Wheel Printer, Draft–Non-Radio Shack Printer

---

Interactive (Y/N)? [N]

This option determines whether your printout is queued in the system spooler or printed directly, a single page at a time.

Enter Y for Interactive, N for spooled.

Print from page: [1] to page: [6000]

Use this option to print a section of a file. For example, if you need to print only pages 7 through 12 of a file, enter 7 and 12 into the appropriate boxes, and only pages 7 through 12 are printed. To print an entire file that contains less than 6000 pages, just leave the default options.

The comment lines for these entries read,

Enter page to start printing.

and

Enter page to stop printing.

Number of copies to print: [1 _ _]

Enter the number of copies to be made. You can print up to several thousand copies, depending on your printer capabilities. We advise you to print just *one* copy first, to make sure the copy comes out exactly as it should, and then print any additional copies.

The comment line for this entry reads,

Enter number of copies to print.

Page length: [66_]

This option sets the number of lines per page. The default is 66 lines per page. If you want to print more or less lines per page, overtype the 66 with with the new number.

The comment line for this entry is,

Enter page length. Default is 66 lines.

Set Left Margin to: [11_]

This entry lets you reset your left margin, by changing the number of spaces to indent. The maximum allowable is 256 spaces, which is only possible when using wide paper on a special printer. A margin of 11 spaces is standard for most documents.

The comment line for this entry reads,

Enter left margin offset; must be less than 256.

Print alternate pages? (y/n) [N]

Use this option when you want to print only alternate pages of a file. This is useful when a file is to be copied double-sided later. In such a case you must use this option twice, in conjunction with the "Print from page" option. The first time start printing from page 1. The second time start printing from page 2.

Type *Y* (yes) to use this option, or leave the default *N* (no) intact and go to the next entry.

The comment line for this entry reads,

Enter Y to print alternate pages only.

Printing the File

At the bottom of the Viewprint screen are the following three options.

ACCEPT – <ESC> a QUIT – <ESC> q HELP – <ESC> h

When you have completed the Viewprint screen, you can tell Viewprint to print your file. You can also choose not to print the file, and exit the screen at any time. You can also display special Viewprint help files at any time.

We will now explain how to use each of these options:

ACCEPT – <ESC> a

When you have filled in all the necessary options and are ready print your file, use the Accept sequence.

If you have filled out the options correctly, Viewprint prints your file according to your specifications, and returns you to the current menu once it has sent the file to the printer.

If an entry is missing or the information you provided is incorrect, Viewprint returns you to the entry, and the comment line displays a corresponding error message. Correct the entry and give the Accept sequence again. Viewprint will print the file when all entries are complete and correct.

QUIT – <ESC> q

Use the Quit sequence to leave the Viewprint screen without printing a file. You can quit the screen at any time, which returns you to the current menu.

HELP – <ESC> h

The Help sequence calls a *Help* file to the screen. NOTE that the information in the Help files may not be the same for all terminal types. Check with your System Administrator for details. You can use the Help sequence at any time. When you exit Help, you will be returned to the Viewprint screen.

Summary

In this chapter you have learned how to print a file using Viewprint. Some important points to remember are:

- The Viewprint screen is accessed from the Printing & Mail Merge menu.
- The line of text along the top of the Viewprint screen is called the Comment line.
- To move the cursor from option to option on the Viewprint screen, use the <Return> key or the <TAB> key.
- The <DEL> key erases the current entry and allows you to change it.
- With the exception of the first option, all options on the Viewprint screen contain entries. These are called *default entries*. You can leave default entries intact, or overtype them with new information.

For more information

- See the System Administrator's Guide for more information concerning the Viewprint options.

> ■ **NOTE:** Advanced UNIX OS users can access Viewprint directly from the UNIX OS shell. Directions for this, as well as a list of flags which control different formatting options, are available in the *System Administrator's Guide*. If you are a beginning Lyrix user and are not familiar with the UNIX OS, we suggest you become familiar with the Viewprint screen before using the UNIX OS options.

APPENDIX A
Locating Files and Directories Visually with Point and Pick

Lyrix contains a convenient visual tool that enables you to access files and directories without typing a filename on the input line. The feature is called *Point and Pick*, and can be used to move through screen listings, called *file tables*. By searching through file tables with the cursor keys, you can easily recall a file to edit, or you can change your directory.

Point and Pick is available with the standard menu options *Look at a file before printing*, *Send to a letter quality printer* and *Send to a draft quality printer*, as well as *Edit a file*.

Point and Pick

Point and Pick is a rapid and convenient way to locate a file to edit. If you wish to edit a file but cannot remember the file name, or if you want to search a directory for a particular file, the Point and Pick option is particularly useful.

You can also use Point and Pick to obtain a listing of your directories on the screen, and to move into a different directory.

To use Point and Pick, first choose the Edit a File option on the Lyrix Word Processing Menu. Lyrix will give you the following screen:

```
*** Edit a document ***

Use cursor keys for file table or enter a file/directory name

Current directory : /usr/terry/tools

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

[]----------------------------------
```

In this example, we are in the directory *tools* owned by terry.

If you already know which file you wish to edit, enter the filename on the input line and press <Return>. The screen clears, and Lyrix displays your file. If you want to display the files listed in your current directory, referred to here as a file table, press any cursor key down. The following message appears above the input line:

```
Getting your directory listing:
```

Then, Lyrix lists the contents of the current directory on the screen. The input line disappears, and is replaced by the filename that the cursor rests on, as follows:

```
*** Edit a document ***

Use cursor keys for file table or enter a file/directory name

Current directory : /usr/terry/tools

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

[../] ------------------------------

[../]          nails        saws
hammers        pliers       screwdrivers
```

On some terminals, Lyrix highlights the filename that the cursor rests on. The highlighted filename is also displayed in place of the input line. In this example, a highlighted file name is represented in a box.

As you can see, the first entry that Lyrix highlights is not a text file name, but two dots followed by a slash (. ./). This signifies your parent directory, which is the directory that contains your current directory. If you press <Return> while the cursor rests on this directory, Lyrix will provide the option for you to change to your parent directory. When you are in your parent directory, you can ask Lyrix for a file table, or you can move to a different directory.

Use the cursor keys to move around the file table. These will move you up, down, left and right through the file table. For example, suppose you look at

the above directory and decide to edit the file named *screwdrivers*. You have two choices. You can type in *screwdrivers* on the input line, or you can move the cursor until it highlights the screwdrivers entry, and then press <Return>.

When you have placed the cursor at the file that you wish to edit, check to see that the file name is displayed in place of the input line, and press <Return>. The screen clears, and the file you have picked displays on the screen.

If all the file names in your directory cannot fit onto one screen, Lyrix shows one screenful of filenames at a time. To view more files, move the Down cursor key until you reach any of the file names at the bottom of the screen, and press the Down cursor key once more. The current filenames will scroll up the screen, and the next list will appear.

To scroll back up the directory, use the Up cursor key to place the cursor at any of the file names at the top of the screen, and press the Up cursor key. The current list of filenames scrolls down the screen, and the previous replaces them.

To leave the directory without choosing a file, use the arrow keys to move the cursor back to the top left entry in the file table and press <Return> or just type an asterisk (*). Lyrix returns you to the current menu.

Guidelines

If you edit a file and discover that you do not have write permission (see Chapter 3), use the *Save to file* command (see Chapter 3) to save your changes to another file, without altering the original file.

Summary

In this Appendix you learned how to use Point and Pick to change to another directory or to recall a file to edit. With Point and Pick, you can use the cursor keys to move through a file table and locate a file. To move to your parent directory, move the cursor key to the (. ./) option and press the <Return> key.

APPENDIX B
The Word Processing Menu

The Word Processing Menu is the first option on the Main Menu. You can use it to create, edit, and view files. Because this is the most often-used menu, it is explained in detail in the *Lyrix Primer.*

For most of these menu options, you can use a *pathname.* If you don't know how to use a pathname, consult your System Administrator or your UNIX OS documentation.

In this appendix, we will describe each Word Processing menu option. Here is the menu that Lyrix displays when you choose option 1 on the Main Menu:

```
*** 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
```

We will now list each option and explain it. For further information concerning this menu, please refer to the *Lyrix Primer,* or to Chapter 2 of this guide, *Getting to Know Lyrix.*

Create a file

This option automatically creates a new file. When you give this option, Lyrix displays the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

          ** Create a file ***

Current directory : /v/ud/directoryname

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

catfood ____________________________
```

We have called the current directory */v/ud/directoryname*, and we have named this file *catfood*. When we press <Return>, Lyrix places us in a file called *catfood*. We are now free to write and edit text within the file.

When we exit and save the file, Lyrix keeps a copy of it in the current directory.

Note that every file in a directory must have a different name. For example, if a file named *catfood* already existed in the current directory, and we tried to create another file named *catfood*, Lyrix would display the following error message:

```
Not a good file name! Please re-enter!
```

and then display a new prompt line.

Guidelines

In order to create a file, you must have write permission in the current directory. For further information on Write permissions to a directory or a file, see Appendix I, *Error Messages*, or for complete information, consult your UNIX OS documentation.

Edit a file

Use this option to edit any existing file in your directory. When you give this command, Lyrix displays this screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

          ** Edit a file **

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

Current directory : /v/ud/directoryname

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

catfood _____________________________
```

As you can see, the message displayed beneath the heading says, *Move cursor to table of names or enter a file/directory name.* The "table of names" refers to your *file table*, which is explained in Appendix A, *Locating Files and Directories Visually with Point and Pick.* Once you are familiar with Point and Pick, you can use it to edit a file.

On the prompt line, notice that we've again typed the name *catfood*; since we have just created a file named *catfood* in the previous option, we know that the file already exists in this directory.

After you've typed the name, press <Return> and Lyrix places you in the file.

If you type the name of a file that does not exist in your directory, Lyrix displays the following error message:

```
Not a good file name! Please re-enter!
```

Guidelines

You can use a pathname for this option.

To edit a file, you need read permission for that file. For more information about Read permissions see Appendix I, *Error Messages* or consult your UNIX OS documentation.

Look at file before printing

Use this option to see how a file will look when it is printed. This option is also available in the Printing and Mail Merge Menu. See Chapter 16, *The Printing and Mail Merge Menu* for detailed information.

File Checking Menu

The File Checking Menu appears in both the Word Processing and the Document Handling Menus. It is described in detail in Appendix D, *The File Checking Menu*.

Summary

To learn more about the remaining options on the Word Processing menu, refer to Chapter 2, *Getting to Know Lyrix.*

In this appendix you have learned how to create and edit files, and view a file before printing. You can also escape to the File Checking menu, which is explained in Appendix D, *The File Checking Menu.* Some important points to remember are:

- When you create a file, you must choose a file name that is not already in your current directory.
- When you edit a file, you must choose a file name that already exists in your current directory.

For more information

- To learn more about file permissions see Appendix I, *Error Messages.* For complete information on file permissions and pathnames, refer to your UNIX OS documentation or ask your System Administrator.

APPENDIX C
The File Management Menu

All the information that you wish to keep in the computer is stored in files. The File Management menu is designed to help you organize your files, and to keep your sub-directories current and easy to access. In this section, you will learn how to use this menu to manipulate all the files in your file system.

When you press option 2 on the Main menu, the File Management menu appears on the screen, as follows:

```
*** File Management Menu ***
-------- Files --------

1 - Copy a file
2 - Erase a file
3 - Rename a file
4 - File Checking Menu

-------- Directories --------
5 - Open a new directory
6 - Remove an empty directory
7 - Change directory
8 - List directory

P - Printing System Menu
? - HELP

Press <Escape> to go back a menu

[?]  Select an option
```

Each option is explained below.

Copy a file

This option lets you copy any file in your file system. It is a good practice to copy any important file before making any major changes to it, so that you can later refer to the original text if necessary.

When you choose this option, this screen is displayed:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

          ** File Copy  **

                Original file

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

fishfood _____________________________
```

Enter the name of the file to be copied (in this case we have used a file called *fishfood*) and press the <Return> key.

If at this point you decide not to copy the file, erase the characters on the prompt line (you can back up with the left arrow, and then overtype each character with the space bar until you have erased ALL characters on the line), then press <Return> (or simply type an asterisk, *, and Lyrix returns you to the menu without making a copy of the file). When the line is blank, press * or <Return>, and Lyrix returns you to the menu without making a copy of the file.

If the name of the original file is mistyped or if the file does not exist, Lyrix will display *Not a good filename!*.

This message is also displayed if you type the name of a file that already exists in the current directory.

If the file name is acceptable, the screen will show:

```
COMPANY NAME                LYRIX vs 3.10
**********************

** File Copy **

New file

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

fishfood.flake _________________________

Original file : fishfood
```

When you have typed an acceptable name for the new file (here we have used *fishfood.flake*) and have pressed the <Return> key, Lyrix returns you to the menu. A new copy of your file now exists.

Guidelines

You can copy any file in the file system that you have permission to copy.

To learn more about this option, read your UNIX OS documentation about the *cp* command.

Your entry can be a pathname.

Erase a file

Use this function to remove unwanted files. It is a good idea to check regularly through your directory to remove any unwanted files.

When you select option 2 on the File System menu the following message will appear:

```
COMPANY NAME                LYRIX vs 3.10
**********************

        ** File erase **

            Original file

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

dogfood ____________________________
```

Enter the name of the file to be erased. As before, if the file name is not valid the screen will display *Not a good filename!*.

If at this point you decide not to remove the file, erase all characters from the prompt line and press <Return> or simply press the asterisk key (*). Lyrix returns you to the menu without erasing the file.

If the file name is accepted (here we have used *dogfood*) the following screen appears:

```
COMPANY NAME                LYRIX vs 3.10
**********************

        ** File erase **

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

dogfood ____________________________
```

As you can see, the name *dogfood* is shown again, so that you can make sure that this is really the file you want to delete.

If you have entered the wrong file name, or decide not to delete the file, press <Return> to be returned to the menu, leaving the file intact.

If the file name is correct, and you are certain that you want to delete the file, press "*". You will be returned to the menu when the file has been erased.

> ■ **NOTE:** If you erase a file and later discover that you still need it, it may be possible to restore the file. However, this can be a complicated procedure, and you are better off leaving a file in your directory until you are absolutely certain that you won't need it again!

Guidelines

You can erase any file in your file system for which you have write permission.

Your entry can be a pathname.

To learn more about the Erase a file option, look up the *rm* command in your UNIX OS documentation.

Rename a file

Use this option to rename any existing file. When you press 3 you will get the following message:

```
COMPANY NAME                LYRIX vs 3.10
**********************

        ** File re-name ***

              Original file

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

junkfood _____________________________
```

If at this point you decide not to re-name the file, erase all characters from the prompt line and press <Return> or simply press the asterisk key (*). Lyrix returns you to the menu without re-naming the file.

Type in the name of the file that you wish to rename (in this example we have used *junkfood*) and press <Return>, and you will receive the following message:

```
COMPANY NAME                LYRIX vs 3.10
**********************

        ** File re-name ***

              New file

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

healthfood _____________________________

Original file : junkfood
```

Enter the new name and press <Return>. When the move is complete, Lyrix returns you to the current menu.

You can use this option to move a file to another directory by giving the correct pathname. To do this, consult your System Administrator or read your UNIX OS documentation about pathnames.

Guidelines

You can rename any file in your file system.

Your entry can be a pathname.

To learn more about the Rename a file option, refer to your UNIX OS documentation and look up the *mv* command.

File Checking Menu

This option displays the File Checking Menu on your screen. This menu is described in detail in Appendix D, *The File Checking Menu*.

Working with Directories

If you refer back to the File Management menu, you can see that the remaining menu options fall under the heading *Directories*. Lyrix can be instructed to make compartments, called sub-directories, which you can use to organize your files. For example, you could create a sub-directory called *letters* to hold all of your files that contain letters, and another called *memos* to hold copies of memos. You can find files more easily when you group similar files together in a sub-directory.

You can use the File Management menu to open, remove, and change directories. The directory options are explained below.

Open a new directory

When you choose this option, Lyrix will give you the following screen:

```
COMPANY NAME                LYRIX vs 3.10
**********************

      *** External Function ***

Enter name of sub-directory:
birthdays _____________________________
```

You must enter a new sub-directory name on the input line. In this case we have entered the name *birthdays*. Lyrix will test the new name and tell you if you have already used it for any files or sub-directories. If that is the case, you must enter another name and Lyrix will repeat the test.

Remember that Lyrix can distinguish between upper and lower case letters. If you want to have a file or directory called *birthdays* that begins with a lower case *b*, and a file or directory called *Birthdays* that begins with an upper case *B*, Lyrix recognizes each as a different name.

If at this point you decide not to create a new sub-directory, erase all characters from the prompt line and press <Return>. Lyrix returns you to the menu without creating a new directory.

Guidelines

You can create a sub-directory from your home directory, or from within any sub-directory.

For more information concerning directories, please refer to the *mkdir* command in your UNIX OS documentation.

You can use pathnames for this entry.

Remove an empty directory

Lyrix will only allow you to remove a sub-directory if it is empty of files and other sub-directories. This measure reduces the chance of accidentally losing files. When you remove a sub-directory, you receive the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

   ***  External Function  ***

Enter name of sub-directory:
cartoons ____________________________
```

You must enter the name of an empty sub-directory on the input line. In this case we have entered the name *cartoons*.

If at this point you decide not to create a new sub-directory, erase all characters from the prompt line and press <Return>. Lyrix returns you to the menu without creating a new directory.

Lyrix will test the new name to see if the sub-directory is empty. If it is, Lyrix removes it and returns you to the menu. If it does contain files, Lyrix flashes the following message across the screen:

```
rmdir: "cartoons" has not been removed because it is not empty.
```

or,

```
rmdir: "cartoons" is not a directory.
```

and returns you to the menu.

■ **NOTE:** The exact wording of system messages may differ, depending on the computer you are using.

Guidelines

You can use a pathname for this entry.

For more information concerning directories, please refer to the *rmdir* command in your UNIX OS documentation.

Change directory

This option lets you move to any directory on the file system that you have permission to enter. When you select this option, you receive the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**************************

      ***  Change directory  ***

Current directory:  /usr/terry

Enter a directory name then press <Return>

turnips_____________________________
```

To change into a sub-directory called *turnips*, we have typed **turnips** onto the input line and pressed <Return>. This change is instantly reflected after the Current directory header, as follows:

```
COMPANY NAME                    LYRIX vs 3.10
**************************

      ***  Change directory  ***

Current directory:  /usr/terry/turnips

Enter a directory name then press <Return>

turnips_____________________________
```

and Lyrix automatically returns you to the menu.

If you type a directory name that is incorrect, or one that you do not have permission to enter, Lyrix displays the following message:

```
Sorry – cannot change to requested directory
```

and gives you a new prompt line.

Guidelines

For more information on the Change directory option, refer to the *cd* command in your UNIX OS documentation.

You can use a pathname for this option.

List directory

Use this option to see an alphabetical list of the files in the directory you are in, as well as a list of the files in your subdirectories. The files in your current directory display first, followed by the files in the first level of subdirectories. For example, in the screen display below *letters* and *to.do* are subdirectories and the files within each of these subdirectories display after the colon.

```
memos          reports        travel
misc           schedules

letters:
fortheboss     personal       Sloane
Jan            Peter

to.do:
Feb.sche       supplies
printer
```

When you're finished viewing the list of files, press <Return> to return to the File Management Menu.

Guidelines

If your list of files is too long to display on the screen, you will need to stop the display to read the file names. Press <**CTL**>**s** when you want to stop the display; press <**CTL**>**q** to resume it again.

For more information about the List directory option, refer to the *ls* command in your UNIX OS documentation.

Summary

In this appendix you have become familiar with the File Management menu. You have learned how to copy, erase, and rename files, and how to open, remove and list directories. Some important points to remember are:

- It's a good idea to copy a file before making many changes, so that you can refer back to the original text if necessary.
- When you rename a file, you must use a file name that is not present in the current directory.
- In order to remove a directory, you must first make sure that it is empty of files. Lyrix cannot remove a directory that still contains files.

For more information

- Refer to your UNIX OS documentation to learn more about the functions presented in this appendix.

APPENDIX D
The File Checking Menu

The File Checking Menu is available from both the Word Processing and File Management menus. You can use this menu to gain detailed information about a file, and to obtain a list of files that contain specific information.

Here is the menu as it appears on your screen:

```
*** File Checking Menu ***

  1 - Count lines, words, characters in a file
  2 - Detailed information about a file
  3 - Find a file in a subdirectory

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

  Press <Escape> to go back a menu

  [?] Select an option
```

We will now explain each menu option.

Count lines, words, characters in a file

This option lets you obtain an immediate line, word and character count. When you choose this option, you receive the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**************************

          *  External Function  *

Enter which document to look at:

dogshow.dates_________________________
```

Type the file name (here we have used *dogshow.dates*) and press <Return>. Lyrix will show you the number of lines, words, and characters in the file, as follows:

```
21 164 1269  dogshow.dates

Press <Return> to continue:
```

If you type in a file name that is not in your current directory, Lyrix displays this message:

```
wc: can't open dogshow.dates
```

Guidelines

To learn more about this function, look up the *wc* command in your UNIX OS documentation.

Detailed information about a file

Option 2 gives you a status report on a specified file. The report tells you the date the file was last modified, the length of the file, and information concerning file permissions. Select option 2 to get this prompt:

```
COMPANY NAME                LYRIX vs 3.10
**********************

        *  External Function  *

Enter which document to look at:

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

Type in the file name on the input line and press the <Return> key. Because the information given in a status report can be different on each computer system, we will not show an example here.

Guidelines

To learn more about this function, look up the *ls* command in your UNIX OS documentation.

Find a file in a subdirectory

This option is useful if you remember what you named a file, but have forgotten where you put it. When you press option 4, Lyrix will give you the following prompt:

```
COMPANY NAME                    LYRIX vs 3.10
**********************
*  External Function  *
Enter the name of the file to find:

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

Type in the file name on the input line, and press <Return>. Lyrix will search for the file name in the current directory and in all its sub-directories.

When Lyrix finds the file, the file name is displayed on the screen along with the file's location. For example, suppose you are in your main directory and search for a file called *junkfile*, which is located in your sub-directory *Misc*. If Lyrix finds the file, it will give you the following message:

```
./Misc./junkfile
Press <Return> to continue.
```

Press <Return> to get back to the current menu.

Guidelines

To learn more about this function, look up the *find* command in your UNIX OS documentation.

Summary

The remaining options are available from any menu; see Chapter 2, *Getting to Know Lyrix*, for more information on these options.

In this appendix you learned how to use the options on the File Checking menu. Some points to remember are:

- The *Detailed information about a file* option gives you the date the file was last modified. This is useful to find out which of two files you edited most recently.
- Use the *Detailed information about a file* option to find out the permissions on a file—who can read and write in the file.

APPENDIX E
The Mail System Menu

Lyrix provides a simple and convenient way to send messages, either to yourself or to other users. This function is called *electronic mail* or *computer mail*. The Mail System menu lets you communicate with other system users and leave yourself messages and memos.

The Mail System menu looks like this:

```
*** Mail System Menu ***
 1  - Check mailbox
 2  - Send electronic mail

 D  - Change Directory
 P  - Printing System Menu
 L  - List Files
 ?  - HELP
Press <Escape> to go back a menu

[?]   Select an option
```

We will now explain the mail options, which are the first two options on this menu.

Check mailbox

Use this option to collect any electronic mail you receive. When you press option **1**, each letter will be displayed with the name of the user who sent it, the date and time it was sent, and the subject. A sample screen from the Check mailbox option is shown below, though it may look differently on your system.

```
                COMPANY NAME                    LYRIX vs 3.10
                **********************

Mail version 2.0 February 24, 1984.          Type ? for help.

1 irene    Wed Mar 16 17:38    11/351    "taxes seminar"
2 jeff     Wed Mar 16 18:07    11/491    "xerox machine repair"
```

After each message a question mark is displayed and the mail system waits for your instructions. To read the first letter, type <Return>. You can also press <Return> to read each subsequent letter, or type the number of the desired message.

There are ten mail options, which include print, delete, and save. To See a help menu for mail, type ?<Return>. To return to the Mail System menu type q<Return>. At that point, all messages that you have not deleted are placed in a file called *mbox*. To leave your mail in the same state it was in before you read it, and to restore accidentally deleted messages, type x<Return> instead of q<Return>.

Send electronic mail

To send mail to yourself or to another user, press option 2. Your screen appears as follows:

```
COMPANY NAME                LYRIX vs 3.10
**************************

*  External Function  *

Enter the name of person, <Return>; then type message, <Return><CTL>d

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

When you type the recipient's login name and press <Return>, Lyrix will display a screen with the word *Subject:* at the top left corner. Type in the subject of the letter, such as "2 pm meeting". Then press <Return> and type the message. Because mail does not use word processing features, type carefully. Note that you should not use arrow keys when using mail, as they can have special meaning to your computer and may impair the performance of your own or another user's terminal.

When you have completed the message, type <Return> <CTL> d. Press <Return> at the prompt and you are returned to the Mail System Menu.

When the recipient next logs in, the message *You have mail* will appear on the screen. If the recipient is already logged in, he or she can find out if new messages have arrived by typing the word *mail* after the UNIX OS command line prompt or by selecting option 1 of this menu.

Guidelines

This option might have been modified by your System Administrator to display *Cc:* after you end the message. This modification lets you send "carbon copies" of the message to other users. See your UNIX OS documentation for more information.

Summary

The remaining options are available from all Lyrix menus. For more information concerning these options, refer to Chapter 2, *Getting to Know Lyrix.*

In this section you have learned how to send and receive electronic mail. Some important points covered were:

- You can use electronic mail to send messages to yourself or to any system user.
- Type ? from within option 1 (collect mail) in order to see a Help menu for mail.

For more information

- Refer to your UNIX OS documentation to learn other options for electronic mail.

APPENDIX F
The Additional System Usage Menu

The Additional System Usage menu supplied with Lyrix is designed to allow easy access to certain useful facilities of the operating system. You can use the options on this menu to see who else is logged on the computer, check the date and time, and display a calendar for any month or year.

The Additional System Menu looks like this:

```
*** Additional System Usage Menu ***
        -------- Status --------
        1 - Who is also on the computer
        2 - Date and time
        3 - Calendar

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

        Press <Escape> to go back a menu

        [?] Select an option
```

In this appendix, we will explain the first three options on the menu. To learn more about the additional options, refer to Chapter 2, *Getting to Know Lyrix.*

Who is also on the computer

This option will show you who is logged in on the computer. It lists each user's name, computer port, and the date and time that each person first logged in. The information is displayed like this:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

root      console  Oct 22 08:58
suzanne   tty2     Oct 22 17:05
pete      tty4     Oct 22 08:05

Press <RETURN> to continue.
```

The following key explains each of the above entries:

login name	computer port	date of login	time of login
suzanne	tty2	Oct 22	17:05

To learn more about this option, refer to the *who* command in your UNIX OS documentation.

Date and Time

This option prints the date and time like this:

```
COMPANY NAME                    LYRIX vs 3.10
**************************
Fri Mar 22 09:22:36 PST 1984
Press <Return> to continue.
```

The following key explains each of the above entries:

Current date	Current time (24 hour clock)	Pacific Standard Time	Current year
Fri Mar 22	09:22:36	PST	1983

Pressing <Return> places you back in the menu.

Guidelines

To learn more about this option, refer to the *date* command in your UNIX OS documentation.

Calendar

The calendar option displays any month or year between the years 1 and 9999. When you press this option, you get the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**************************

          *  External Function
Enter [year] or [month year] like 1982 or 5 1982:
7 1776 _____________________________
```

If you type 7 1776, for example, you will see the calendar displayed as below. This shows that the Declaration of Independence was signed on a Thursday!

```
COMPANY NAME                    LYRIX vs 3.10
**************************

     S  M Tu  W Th  F  S
           1  2  3  4  5  6
     7  8  9 10 11 12 13
    14 15 16 17 18 19 20
    21 22 23 24 25 26 27
    28 29 30 31

          Press <RETURN> to continue.
```

Pressing <Return> places you back in the menu.

Guidelines

To learn more about this option, refer to the *cal* command in your UNIX OS documentation.

Summary

In this appendix you learned how to use the Additional System Usage Menu options. You learned how to find out who else is using the computer, how to display the date and time, and how to display a calendar for any month or year.

APPENDIX G
The Send Commands

This appendix explains some additional Lyrix Print-time commands, the *Send* commands. The *Send* commands are used to send instructions to the printer. They are placed within a file during writing or editing, and executed at print-time. These commands were referred to, but not documented, in *Chapter 11, Using Lyrix Print Commands.*

If you will be using the same print effect for a large portion of text, you can place a *Send* command, followed by a code to the printer, to stop and start each print effect. In some cases, this method will be faster and more convenient than highlighting text. You can also use *Send* commands to tell the printer to execute a command at the top or bottom of each page of a file.

Because the *Send* commands require more technical knowledge than the other print commands, we suggest that you consult with your System Administrator to find out the correct printer codes to use.

This appendix explains the following *Send* commands:

Send now	.SN
Send top	.ST
Send bottom	.SB

Send now .SN*n*

Sends a code to printer at print-time

When you use a *Send* command, you type the command followed by a number code that turns on the desired print effect, such as .SN12 to achieve boldfacing. When you print the file, the printer executes the command represented by the code.

The *Send now* command consists of three steps:

1. Find the code to carry out the desired effect, such as boldfacing. Available print effects depend upon your printer capabilities. Consult your System Administrator to determine which kind of print effects you can use.
2. On the line above where you wish the print effect to start, type the *Send now* command with the code that starts the print effect. Remember that you must type the command at the left edge of the screen, and on a line by itself, in order for Lyrix to recognize it as a Print-time command.
3. On the line below where you wish the effect to end, type the *Send now* command with the code that stops the print effect.

> ■ **NOTE:** The third step is only required for certain effects. If you wanted to use a *Send* command to add a forced page break, for example, you only need to use steps one and two.

Example

Suppose you want to boldface the name "Peerless Computers" in a report. Let's say the printer code to boldface is the number 10, and the code to stop boldfacing is the number 20. To use *Send now*, type the commands as shown below:

```
.SN10
Peerless Computers
.SN20
```

When the printer reaches the code to start boldfacing, *.SN10*, it begins boldfacing all text in the file until it reaches the code to stop boldfacing, *.SN20*. When you print the file, this is how it will look:

Peerless Computers

For another example, suppose you decided to insert a forced page break into your file. If the printer code to insert a page break was 12, you would type .SN12 on the line on which you want the page break, like this:

```
.SN12
```

Note that when you use *Send now* to send a command such as a page break to the printer, you don't need to use an end code; Lyrix will insert a page break and then resume printing the file.

Guidelines

The *Send now* command is particularly useful for specifying print effects for large amounts of text.

Remember to type the print command at the left edge of the screen, and make sure that it is the only text on the line.

If the command does not work, check to see if you have typed the correct code.

Send top .STn

Sends instructions to the printer for the top of each page

This command tells Fprint to send to the printer the instructions represented by *n* at the top of every page, until it reaches the end of the file.

Guidelines

Make sure that you type the print command at the left edge of the screen.

If the command does not work, make sure that you are using the correct printer code.

Send bottom .SB*n*

Sends instructions to printer for bottom of each page

This command tells Fprint to send to the printer the instructions represented by *n* at the bottom of every page from the time it reads the command until it reaches the end of the file.

Guidelines

This command is exactly the same as *Send top*, except that it sends the code at the bottom of the page instead of the top of the page.

Summary

In this appendix you have learned how to use the Print-time commands called the *Send* commands. Because you need to be familiar with printer codes in order to use these commands, we suggest that you consult your System Administrator to find out the correct codes for your printer. Some important points to remember are:

- Like other Print-time commands, the *Send* commands are placed within the file and executed at print-time.
- Use *Send now* to send print effects used consistently over a large portion of text.
- Use *Send top* to send a command to the printer at the top of each page of a file.
- Use *Send bottom* to send a command to the printer at the bottom of each page of a file.

For more information

- Refer to your printer documentation, or to your System Administrator, for more information on printer codes.

APPENDIX H
Hidden Menu Options

As you have seen throughout this Guide, Lyrix supplies a variety of menus, each containing a list of options related to a topic. To keep the menus short and easy to read, several often-used Lyrix options that are available for use on every menu are listed on only a few menus. These options, called *hidden options*, are explained below.

Although in this appendix we explain each hidden option briefly, you can find a full explanation in the section listed under the guidelines for each command.

Each of the options listed below is a hidden option, and is available from any Lyrix menu, even if it is not listed on the menu:

Option	Keystrokes
1 Create a file	CTL c
2 Edit a file	CTL e
3 Read mail	CTL r
4 The UNIX OS command line	CTL x
5 Exit Lyrix	CTL b

Note that hidden options are available from all menus except the Help menu and the menu that you see when you escape from a file.

In this appendix, we will explain how to access and use each of the five hidden options.

Create a file

When you give the hidden option command to create a file, Lyrix gives you the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

          *  Create a file  *

Current directory: /v/ud/jerry
Please enter the file name or "*" to return to menu:

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

Note that you receive exactly the same screen as you do when you give the *Create a file* command from the Word Processing Menu. When you exit the file, Lyrix returns you to the current menu.

Guidelines

See Chapter 3, *Learning to use Files*, to review the *Create a file* command.

Edit a file

When you give the hidden option command *Edit a file*, Lyrix gives you the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**********************

*  Edit a file  *

Current directory: /v/ud/jerry
Please enter the file name or "*" to return to menu:

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

When you exit the file, Lyrix returns you to your current menu.

Guidelines

See Chapter 3, *Learning to use Files* to review the *Edit a file* command.

Read mail

When you give the hidden option command to read mail, Lyrix displays a list of your messages. You can read your messages, send mail, access the UNIX OS help file for mail, or return to your current menu.

If you don't have any unread messages, you receive the following message:

```
No messages.

Press <Return> to continue:
```

To return to the menu you were in when you gave the hidden option command, leave your mailbox by typing the letter "q" or "x" on a line by itself.

Guidelines

Read Appendix E, *The Mail System Menu*.

Refer to your UNIX OS documentation to learn more about electronic mail.

The UNIX OS command line

This option lets you give only one UNIX OS command, and then automatically returns you to the current menu. When you give this hidden option, Lyrix gives you the following screen:

```
COMPANY NAME                    LYRIX vs 3.10
**************************

          * External function *

Enter Unix command-line:

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

Type the UNIX OS command on the prompt line, and press the <Return> key. When the command is completed, press <Return> to get back to the current menu.

Guidelines

See Appendix F, *The Additional System Usage menu*, to learn more about the UNIX OS prompt. You may also wish to review your UNIX OS documentation.

Exit Lyrix (bye)

Use this hidden option to exit Lyrix from any menu. You will be returned to the UNIX OS shell.

Unlike the UNIX OS command line or shell escape, this option is not a temporary escape, and does NOT return you to Lyrix.

To re-enter Lyrix, you will need to type your system command for invoking Lyrix, which is usually *lyrix*.

Summary

In this appendix you learned how to use hidden options. Some important points to remember are:

- The hidden options are available from all Lyrix menus, except the Help menu and the menu that you see when you escape from a file.
- To activate a hidden option, use the <CTL> sequence (press <CTL> and key together; release <CTL> and key together).

APPENDIX I
Error Messages

When Lyrix cannot complete a command, it prints a message on your screen. This message, called an *error* message, tells you why Lyrix could not execute the command.

This appendix contains a list of all the Lyrix error messages, followed by an explanation of the message and suggestions on how to proceed with the command.

> ■ **NOTE:** Several of the following error messages deal with read and write permissions. If you have created or edited a file, and Lyrix delivers an error message when you try to exit or save your changes, don't panic! And DON'T quit the file without saving changes. Consult the Lyrix documentation and/or your System Administrator to find out how to create a new file in which to save the changes.

We have divided this appendix into two sections—the first section contains error messages that occur when you select a menu option, and the second section contains the messages that occur when you give a command from within a file.

Menu Error Messages

The following error messages only appear before you enter a file.

Cannot create new backup file

This message means that you don't have permission to write files in your current directory. If you should have permission for that directory, consult your System Administrator.

File exists – enter "*" to overwrite or ‹Return› to abandon

This message warns you that if you choose to overwrite an existing file, the information in the original file is replaced with new contents.

No write permission, enter "*" for read only

If you get this message when you give the *Edit a file* command, you do not have permission to alter the text of the current file. If you are in someone else's directory, try exiting and copying the file to your own directory. Another alternative is to edit the file and save the changes using the *Save to file* command.

Not a good file name!

You can get this message using either the *Create a file* or *Edit a file* commands. If the message flashes when you try to create a file, chances are that you have typed the name of a file which already exists in your directory. Try listing the files in your current directory to make sure that the file name you wish to use hasn't already been used. If not, try again. If it does exist, use a different name.

If the message appears when you are trying to edit a file, you have typed the name of a file not in your current directory. You may have typed the file name incorrectly, or possibly the file you wish to edit is in another directory. List the files in your directory. If the file exists, try the command again. If you can't find the file in your current directory, look for it by listing the files in other directories. Change to the directory in which you find the file and try the command again. Or, use the correct pathname.

Sorry – cannot change to requested directory

Check to see if the pathname you have given is correct. If it is, you may not have permission to enter the directory.

Unable to list selected directory

Usually this means that you have given an incorrect pathname. If you are certain that your pathname is accurate, you may not have permission to look at that directory.

Unable to open file for edit.

If Lyrix cannot open up a backup file, this message appears when you select the *Edit a file* option. Wait a few minutes and try the option again. If it fails, consult your System Administrator.

File Error Messages

The following error messages appear only from within a file.

Cannot write to file

This message appears as a reminder in the following instances:

a) You are trying to write to a file that you don't have permission to write in.

b) You are trying to save changes to a file that you don't have permission to write in.

c) You are trying to create a file in a directory that you don't have permission to write in.

d) The *Save to file* command fails for any reason.

e) The system is out of disk space.

To determine the cause of this error message, first make sure that you are typing the name of the file or directory correctly, and that it is one in which you should have permission to write. If you are sure you should be able to write in that file or directory, consult your System Administrator.

Invalid command entered

Try looking up the command in the *Lyrix Quick Reference Guide* to make sure that you are typing it correctly. If you continue to get this message, ask your System Administrator for help.

Merge file section not found.

This message occurs only if a merge operation cannot locate the specified text. Check your merge file to make sure that you are typing the correct label on the input line. Review the section on merge commands to make sure that you have set up your standard paragraph correctly and are typing the section name properly.

No write permission!

This message appears as a reminder when you enter a in a file that you do not have permission to write in. If this happens, and you make changes or add text that you wish to save, use the *Save to file* command explained in Chapter 3, *Learning to Use Files.*

Sorry but that search failed.

This message appears when you give the *Find* command and Lyrix cannot find the target. If you are sure that the target is in the file, make sure that you are giving the command from the beginning of the file, since Lyrix only searches from the cursor position to the end of the file. Also check to see that you are typing the pattern exactly as it appears in the text.

Sorry -- no read permission on this file

This message means that whoever owns the file has set the permissions so that you can't read it. If it happens to be your file, and you should have permission to read it, check with your System Administrator.

This message can appear either from inside or outside a file:

Operation FAILED.

This message appears if something goes wrong when you are moving a file. First, check to make sure that you are giving the correct pathname, file name and/or standard paragraph names. Then, repeat the operation. If you are certain that all your information is correct, consult your System Administrator.

Summary

In this appendix you have learned how to interpret Lyrix error messages. Some important points to remember are:

- There are two kinds of error messages; those you receive from the menu, and those you receive from within a file.
- If you have created or edited a file that you do not have write permission for, and you want to save the changes that you have made, use the *Save to file* command to create a new file in which to save your changes. Or, consult your System Administrator.

For More Information

- See your *Lyrix System Administrator's Guide* to learn more about error messages.

APPENDIX J
Modes

In addition to the editing commands you've learned so far, Lyrix also offers several other editing features. These features, called *modes*, differ slightly from commands.

A command is a function usually completed right away, such as centering a line; a mode is a function that remains in operation until you turn it off. For example, if you turn on a light, you could say the light is in *on-mode*, and will remain so until you turn the light off.

In this chapter, we will describe the commands:

Enter mode	‹ESC› {
Leave mode	‹ESC› }

and the modes you can use with these commands:

Tab mode	1
Hyphen mode	2
Insert mode	3

Enter mode

Prompts you to enter a mode

When you give the *Enter mode* command, the following prompt appears, temporarily replacing the Status line:

```
Enter 1 (tab), 2 (hyphen), or 3 (insert) :
```

To switch a mode on, press the number to the left of it. Lyrix turns the mode on and places you back in your file.

If you decide not to use a mode, press <Return> to get back to your file.

When you switch on a mode, the mode appears on the Status line until you give the *Leave mode* command and turn the mode off. For example, if you type a 1 in response to the *Enter mode* prompt, your Status line appears as follows:

```
LYRIX   yourfile                          TAB  PL66  #1    1:1
L.....T.....T.....T.....T.....T.....T.....T....R.
```

When you leave the mode, it is removed from the Status line.

Guidelines

Though all three modes can be in use while you are editing a file, you can switch on only one mode at a time.

Leave mode

Prompts you to leave a mode

When you give the *Leave mode* command, the following prompt appears, temporarily replacing the Status Line:

```
Enter 1 (tab), 2 (hyphen), or 3 (insert) :
```

To turn off a mode, press the number to the left of the mode. Lyrix turns off the mode and returns you to the file. It also removes the mode name from the Status line.

If you decide not to turn a mode off, press <Return> to get back to the file.

Guidelines

Remember that you can only turn off one mode at a time.

The next section describes each of the three Lyrix modes that are listed in the prompt described above.

Tab mode

Returns cursor to left margin of ruler

Normally, when you press <Return> to move down a line using <Return>, Lyrix places your cursor at the left edge of the screen.

When you press <Return> while in *Tab mode*, your cursor moves to the left margin of the ruler instead of the left edge of the screen.

Example

Notice that when you move down a line, the cursor moves to the left edge of the screen, even though the left margin of the ruler is indented.

before:

```
LYRIX   dunning                                  PL66 #1    3:1
T.....L.....T.....T.....T.....T.....T.....T....R.

        Dear Sir or Madam,
[]
        We would appreciate it if you would pay your long overdue
        bill as quickly as possible.
```

Now, use the *Enter mode* command to switch on *Tab mode*, and press <Return>. It will appear as follows:

after:

```
LYRIX   dunning                              TAB PL66 #1    4:10
T.....L.....T.....T.....T.....T.....T.....T....R.

        Dear Sir or Madam,
        [W]e would appreciate it if you would pay your long overdue
        bill as quickly as possible.
```

Note that, in *Tab mode*, the cursor moves to the beginning of the ruler instead of to the left edge of the screen.

Guidelines

The Lyrix Print-time commands (see Chapter 11) can work only if they are placed directly at the left edge of the screen. If you add Print-time commands to your file while in *Tab mode*, use the left arrow key or the *Go left* command to move to the left edge of the screen before typing the commands.

Hyphen mode

Displays words that can be hyphenated

When you switch on *Hyphen mode*, Lyrix lets you hyphenate words at the right margin. To hyphenate a word, first give the *Format paragraph* command (see Chapter 9). Lyrix finds the first word that can be hyphenated, and displays this message at the top of the screen, temporarily replacing the Status Line:

"–" to hyphenate or <RETURN> to skip:

Example

In this example, Lyrix lets you choose to hyphenate the word "armadillo". Notice how it puts the last few words of the current line after the hyphen message:

before:

```
"–" to hyphenate or <RETURN> to skip:to receive the sweet arma[d]illo
L.....T.....T.....J.....T.....T.....T.....T.... ..

Dear John,

A thousand thanks! I can't
tell you how thrilled I was
to receive the sweet armadillo!
```

Notice how the cursor rests on the "d" of "armadillo". To hyphenate the word, move the cursor to the letter after the place where you wish to break the word, and type a hyphen "–":

after:

```
LYRIX  thanks                          HYPHEN PL66 #1   6:7
L.....T.....T.....J.....T.....T.....T.....T.....
Dear John,

A thousand thanks! I can't
tell you how thrilled I was
to receive the sweet arma-
dillo!
```

After Lyrix hyphenates a word, it continues formatting, while searching for the next word that can be hyphenated.

If you choose not to hyphenate a word, press <Return>, and Lyrix searches for the next word that can be hyphenated.

To switch off *Hyphen mode*, use the *Leave mode* command.

Guidelines

Lyrix only hyphenates words of more than five characters.

Insert mode

Adds text without overwriting existing text

When *Insert mode* is switched on, you can add any amount of new text without overwriting existing text. When you do so, Lyrix pushes aside existing text, and adds new lines if needed.

To switch off *Insert mode*, use the *Leave mode* command.

Guidelines

Insert mode is fully explained in Chapter 6, *Deleting, Adding, and Altering Text*.

Summary

In this chapter you learned how to switch modes on and off, and how to use each of the three Lyrix modes. The following points were covered:

- A command is a function usually completed right away, such as centering a line; a mode is a function that continues to affect your text until it is turned off.
- Although all three modes can be in use at any one time, you can only turn one mode on (or off) at a time.

In this section you have learned the following commands:

- Enter mode
- Leave mode
- Tab mode
- Hyphen mode
- Insert mode

For more information

- See Chapter 6, *Deleting, Adding and Altering Text*, to learn more about Insert mode.

APPENDIX K
Glossary

Backup: A copy of the current file, which is automatically generated by the computer to protect against inadvertent loss of data.

Blank line: A line on which no characters are typed. Blank lines usually separate paragraphs and headings. In Lyrix, blank lines (or rulers) must separate paragraphs so that the paragraphs can be individually formatted.

Boldface: Characters that are printed in a darker type from that of surrounding text. When your printer prints characters in boldface, it strikes each character twice, the second time slightly to the right of the first. This creates bolder characters that are visually distinct from the surrounding text. Using a special print effect command, you can emphasize any characters this way. See *Double strike*.

CP memory: The place in which Lyrix stores the current section of CP text.

Conditional paging: A method used by Lyrix to keep a block of text together on a page. Lyrix prints the block of text only if there is enough space remaining on the current page to print it in its entirety. If not, Lyrix begins a new page before printing such text. You use the .PM command to control conditional paging.

Control key: A key found on most keyboards. In Lyrix, it is used as a part of many editing commands.

Current ruler: The ruler in effect at the current time, usually displayed beneath the status line. Also referred to as the ruler in effect.

Cursor: A small marker that is always on your screen to indicate your position. It usually appears as a small, often blinking, rectangle of light.

Cut and paste: A method of text editing used by many writers and editors that involves cutting out and rearranging pieces of a document. Using Lyrix, this whole process is done electronically and quickly.

Delete: To remove portions of text. In Lyrix, this is done with several commands that erase single characters, words, or lines of text.

Directory: A special file acting as a catalog for other files.

Document: A collection of text that is edited with word processing commands. See File.

Double strike: A print effect that causes the indicated characters to be struck twice by the printer, thereby making it darker than regular text. See *boldface*.

Escape: A key found on many keyboards. In Lyrix, the escape key returns you to previous menus and is used as part of many word processing commands.

File: A collection of text that is edited with word processing commands.

File name: The name you choose to identify a file. When naming files, select a name descriptive of each file's contents. You can use any numbers and letters, and the period (.) and underbar (_) symbols. These two symbols should not be used as the first character of a file name. File names can be up to 14 characters long.

File table: An on-line file or directory listing available with the Point and Pick feature.

Format: The general layout of a document. Using the Format commands, you can ask Lyrix to format each paragraph of your document, or the entire document, according to the ruler(s) you have selected. Rulers specify tab and margin settings, and paragraph indentations.

Format commands: The Format commands are used to arrange the paragraphs in your document according to the ruler(s) currently in effect.

Global: A command that has an effect on an entire file. In Lyrix, you can use the *Global find and replace* command to locate and replace all instances of any target in your file.

Hard copy: A printed copy of a computer file.

Hatchmark field: When using the decimal tab command, the row of hatchmarks that you place on the current ruler. The hatchmark field determines where the decimal tabs line up.

Heading: A title printed at the top of a page. In Lyrix, headings are specified with the .HE command, and are then printed at the top of each page in the document.

Highlight: Double the brightness of a character on the terminal screen. See reverse video.

Input line: A line that Lyrix provides for typing special information. For instance, you type file names and patterns on input lines. See prompt line.

Insert mode: When you are in *Insert mode*, anything you type is inserted at your cursor's location without overtyping existing text. When you are in *Overtype* mode, the normal editing mode, anything you type replaces existing text.

Interactive: A system, such as Lyrix, that immediately responds to your commands. For added flexibility, Lyrix also provides non-interactive commands that allow control of certain document characteristics at print-time.

Justification: The process by which extra blanks are added between words so that each line is of the same length.

Keyboard: The instrument, similar to a standard typewriter keyboard, that you use to communicate with Lyrix.

Line: Usually, a single line of printed text, although lines can also be blank. Lines are normally defined as all characters between one carriage return and another.

Line spacing: Lyrix normally single spaces lines, but you can use the .SP command to specify a number of blank lines to be left between each printed line.

Mail: An option of the System Commands menu that lets you send electronic mail to other users of your computer system.

Mail Merge: An Lyrix utility that allows information from one file to be merged into text in another file.

Margin: The left and right boundaries of text in your files. Left and right margins are defined on each ruler that you are using.

Menu: A list of Lyrix options. You choose a particular option by typing a single letter or number.

Merge file: A file that lists information to be merged into a Mail Merge text file. See Mail Merge.

Option: Selections that you can choose from Lyrix menus.

Overtyping: The normal editing mode in which everything you type replaces existing text. In *Insert mode*, everything you type is inserted without overtyping existing text.

Page length: The number of lines that Lyrix prints on each page of your file. This is normally 66 lines, but you can specify a different number with the .PLn command.

Pagination: The process by which pages are numbered and arranged.

Paragraph: A block of text that is both preceded and followed by at least one blank line, or a ruler.

Pattern: When using any of the search commands, the pattern is the text you want Lyrix to search for.

Print effect: A method of text emphasis that you specify while typing or editing a file. The actual effect, however, is apparent only when your file is printed. Print effects include boldface, double strike, underline, underline text only, and bold & underline.

Printout: See hard copy.

Print-time command: A command that Lyrix carries out when your files are printed. Print-time commands affect such general file characteristics as pagination and line spacing.

Printer: The device that prints your files.

Prompt line: The line that appears on the screen when Lyrix prompts you to type in information.

Ragged: Text that is not justified, leaving the right margin uneven.

Reverse video: A method of highlighting text on the screen, in which the text and background colors are reversed. Note that not all terminals are capable of reverse video. See highlighting.

Ruler: A guide that enables you to select the general format of your paragraphs. Rulers specify tab and margin settings and paragraph indentations. They also indicate whether text is to be justified. You use the *Reformat* command to arrange each paragraph according to the ruler in effect.

Save: To store changes made to a file. Using the *Exit and save* command, you can save changes when you leave a file. With the *Write no exit* command you can save changes while continuing to edit your file.

Screen: The medium that Lyrix uses to communicate with you. As you type and edit files, the interaction is displayed on your screen.

Scroll: To display file contents that are either above or below text currently being displayed on your screen.

Special keys: Those keys on your keyboard that have special effects when pressed. Such keys include Escape, Return, Delete, and function keys.

Standard paragraph: A named paragraph contained in a merge file that can be inserted into any other file when the *Merge* command is given.

Status line: The line that appears across the top of the screen when you are within a file, which contains information about the current file.

Sub-directory: A directory that is contained within another directory.

Substitute: When using the *Global Find and Replace* command, the substitute is the text you want to replace the pattern with.

System Administrator: The person within your company who is responsible for the operation and maintenance of Lyrix.

Terminal: The device that you use when working with Lyrix. Standard terminals include a keyboard and a display screen.

Text editing commands: Those Lyrix commands that enable you to edit your files by altering and deleting existing text, and adding new text.

Text file: In Mail Merge, a file containing variables that will be replaced with information from a Mail Merge merge file.

Text merge: The process by which text from one file is inserted into another file, using a Merge command.

Variable: In a Mail Merge text file, a set of characters that represents a field in a merge file. See Mail Merge.

Viewprint: A Lyrix utility that provides various on-screen options for formatting and printing a file.

Word: A group of characters both preceded and followed by at least one blank space, or other word delimiter.

Word wrap: The Lyrix facility that enables you to type text without typing carriage returns. Lyrix automatically begins a new line, when the text you are typing reaches the right margin.

APPENDIX L
Command Summary

This Appendix contains a listing of the Standard Command Sequences that are distributed with Lyrix. Yours may be different.

Save Commands

		Page
Write no exit	<ESC> w	19
Save to file	<ESC> x	20
Exit and save	<ESC> e	17

Delete

Delete character	<CTL> c	63
Delete word	<CTL> w	64
Delete line	<CTL> x	66
Delete blank lines	<ESC> db	69
Delete right	<ESC> dr	67
Delete left	<ESC> dl	68
Erase previous character (destructive backspace)	<DEL>	62

Insert

Insert space (enter)	<CTL> e	75
Insert line (open)	<CTL> o	76
Insert blank lines (add lines)	<ESC> al	77
Enter insert mode	<ESC> i	78
Leave insert mode (return to overstrike mode)	<ESC> o	80

Rulers

Recall ruler	<ESC> r	112
Recall current ruler	<ESC> r.	115
Store ruler	<ESC> s	119
Use ruler	<ESC> u	120

Often Used Commands

		Page
Help menu escape	<ESC> !	30
Help quick reference	<ESC> h	301
Escape to menu	<ESC> !	30
Terminate command	<CTL> \	73
Restore text	<CTL> r	72
Repeat (do again)	<CTL> a	71
Refresh screen (view new screen)	<ESC> v	141
Spell	<ESC> $	103

Text Format

Format document	<CTL> fd	134
Convert to lower case	<ESC> kl	85
Convert to upper case	<ESC> ku	84
Center line	<ESC> c	83
Start print effect	<ESC> <	88
Stop print effect	<ESC> >	91
Show print effect	<ESC> @	93
Line split	<ESC> l	82

Text Search

Find pattern	<ESC> f	96
Find next occurrence	<ESC> n	99
Global find and replace	<ESC> g	101

Merging Files

Merge file and insert	<ESC> mi	206
Merge file and overlay	<ESC> mo	209

Ruler Characters

		Page
Space	.	121
Tab-stop	T	122
Center	C	127
Indent	I	123
Hang	H	125
Left margin	L	121
Right margin, ragged	R	121
Right margin, justified	J	121
Decimal Tab	#	128

Cut and Paste

Mark top left block	<ESC> (b	181
Mark top left serial	<ESC> (s	179
Mark bottom and blank	<ESC>)b	185
Mark bottom and leave	<ESC>)l	188
Mark bottom and remove	<ESC>)r	189
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