#¹**Editor Help Index**

File Menu

This menu contains commands for saving and printing the current file.

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Save File As..

Page Layout
Printer Setup
Print
Print Preview

Exit

Edit Menu:

This menu contains clipboard functions,   undo, and line block copy/move functions.

Cut
Copy
Paste
Paste Special

Picture...

Undo

Copy a Line Block
Move a Line Block

Select All

Repaginate
Edit Section...

Table Edit Submenu:

This menu contains the commands to create and edit text tables:

Insert Table

Insert Table Row
Merge Cells
Split Cell
Delete Cells

Row Position
Cell Border
Cell Shading

1# ID_TER_HELP

<u>Show Grid Lines</u>

<u>Edit Page Header/Footer</u>

Line Edit Submenu:

This menu contain commands to insert, delete, split or join lines.   These edits are limited to one line at a time.

<u>Insert Line After</u>
<u>Insert Line Before</u>
<u>Delete Line</u>

<u>Join Line</u>
<u>Split Line</u>

The following block highlighting functions are not included in the Edit Menu.   Use the mouse or an accelerator key to access these functions:

<u>Highlight a Character Block</u>
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View:

This menu enables or disables document viewing options.

<u>Page Mode</u>

<u>Ruler</u>
<u>Tool Bar</u>
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<u>Hyperlink Cursor</u>

<u>Page Header/Footer</u>

Insert:

Break Submenu

<u>Page Break</u>
<u>Section Break</u>   <u>Column Break</u>
<u>Picture From Disk File</u>
<u>Object</u>
<u>Frame</u>

<u>Page Number</u>

The file objects can also be inserted by using the <u>drag/drop</u> method.

Fonts:

This menu contains character formatting commands:

[Normal (Reset Character Formatting)](#)
[Turn On Bold](#)
[Turn On Underlining](#)
[Turn On Double Underline](#)
[Turn On Italicizing](#)
[Turn On Superscripts](#)
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[Change Fonts and Point Size](#)

[Text Color](#)
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Paragraph:

This menu contains paragraph formatting commands:

[Normal (Reset Paragraph Formatting)](#)

[Center](#)
[Right Justify](#)
[Justify](#)
[Double Space](#)

[Indent Left](#)
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[Set/Clear Tab Stops](#)

[Border and Shading...](#)
[Paragraph Spacing...](#)

Other Commands Menu:

This menu contains other miscellaneous functions:

[Search](#)
[Search Forward](#)
[Search Backward](#)

[Replace](#)

[Jump](#)

[Protection Lock](#)

The following is a list of other common navigation commands that are not included in the Menu. Use a keystroke, or mouse on the scroll bar to access these commands.

Up Arrow
Down Arrow
Control Up Arrow
Control Down Arrow
Left Arrow
Right Arrow

PgUp
PgDn

Del
Backspace
Tab
Shift Tab
Enter

Beginning of Line
End of Line
Beginning of File
End of File
Next Word
Previous Word

$2#3**PgUp Keystroke**

Hit the PgUp to position the cursor on the previous page.   You can also click the mouse on the scroll bar (above the elevator) to position on the next page.

$^4#^5**PgDn Keystroke**

        Hit the PgUp to position the cursor on the next page.   You can also click the mouse on the scroll bar (below the elevator) to position on the next page.

4$ PgDn Keystroke
5# ID_PGDN

$\$^6\#^7$**Up Arrow**

Hit the Up arrow key to position the cursor on the previous line.   You can also click the mouse at any position on the previous line to accomplish the same task.

6$ Up Arrow
7# ID_UP

$$^8#^9$**Down Arrow**

Hit the Down arrow key to position the cursor on the next line.   You can also click the mouse at any position on the next line to accomplish the same task.

8$ Down Arrow
9# ID_DOWN

$10#11**Control Up Arrow**

This function position the cursor at the first column of the current line, if the cursor is not already on the first column.   Otherwise, it places the cursor on the beginning of the previous line.

10$ Control Up Arrow
11# ID_CTRL_UP

$\$^{12}\#^{13}$**Control Down Arrow**

This function places the cursor on the beginning of the next line.

$\$^{14}\#^{15}$**Left Arrow**

       Hit the Left arrow key repetitively to move the cursor to a desired column position.   You can also click the mouse at any position on the current line to accomplish the same task.

14$ Left Arrow
15# ID_LEFT

$\$^{16}\#^{17}$**Right Arrow**

       Hit the Right arrow key repetitively to move the cursor to a desired column position.   You can also click the mouse at any position on the current line to accomplish the same task.

16$ Right Arrow
17# ID_RIGHT

$[18]#[19]**Del**

Use the Del key to delete the current character.   When the Del is hit at the end of a line,   the editor joins the next line at the end of the current line.

18$ Del
19# ID_DEL

$20#21**Backspace**

Use the Backspace key to delete the previous character.　When the Backspace key is hit at the beginning of a line,　the editor joins the current line at the end of the previous line.

20$ Backspace
21# ID_BKSP

$\$^{22}\#^{23}$**Tab**

Use the Tab key to advance the cursor to the next tab position.

$\$^{24}\#^{25}$**Shift Tab**

Use the Shift Tab key to move the cursor to the previous tab position.

$^{26}#^{27}$**Beginning of Line**

Use this function to position the cursor at the beginning of a line.

$\$^{28}\#^{29}$**End of Line**

Use this function to position the cursor at the end of a line.

28$ End of Line
29# ID_LINE_END

$\$^{30}\#^{31}$**Beginning of File**

Use this function to position the cursor at the beginning of a document.

30$ Beginning of File
31# ID_FILE_BEGIN

$\$^{32}\#^{33}$**End of File**

Use this function to position the cursor at the end of a document.

32$ End of File
33# ID_FILE_END

$[34]#[35]**Enter**

   In <u>Word Wrap mode</u> the Enter key starts a new paragraph.   In the Text mode the Enter key starts a new line.

34$ Enter
35# ID_RETURN

$\$^{36}\#^{37}$**Insert After Current Line**

In the <u>text mode</u> this function creates a blank line after the current line.

36$ Insert After Current Line
37# ID_INS_AFT

$\$^{38}\#^{39}$**Insert Before Current Line**

In the <u>text mode</u> this function creates a blank line before the current line.

$$^{40}\#^{41}$$**Delete Line**

Use this function to delete the current line.   The remaining lines will be scrolled up by one line.

40$ Delete Line
41# ID_DEL_LINE

$[42]#[43]**Join Lines**

In the <u>text mode</u> this function joins the next line at the end of the current line.

42$ Join Lines
43# ID_JOIN_LINE

$^{44}#^{45}**Split Line**

In the <u>text mode</u> this function splits the current line at the current cursor position.

44$ Split Line
45# ID_SPLIT_LINE

^{46}#^{47}**Next Word**

Use this function to position the cursor at the beginning of the next word.

$[48]#[49]**Previous Word**

Use this function to position the cursor at the beginning of the previous word.

48$ Previous Word
49# ID_PREV_WORD

$$^{50}\#^{51}$**Page Break**

Use this function to create a hard page break before the current line.   A hard page break is indicated by a solid horizontal line.   (Shortcut key: Control+Enter)

To delete a hard page break, position the cursor on the page break line, and hit the delete key.

50$ Page Break
51# ID_PAGE_BREAK

$[52]#[53]**Section Break**

Use this function to create a new section.   The section break is indicated by a double line.   The text for the new section begins after the section break line.

To delete a section break, position the cursor on the section break line, and hit the delete key.

52$ Section Break
53# ID_SECT_BREAK

$[54]#[55]**Column Break**

Use this function to place the following text on the next text column.   This function is valid in <u>Print View or Page Modes</u> only. Further, this option is valid only for the section containing multiple columns. The column break is indicated by a line with a dot and dash pattern.

To delete a column break, position the cursor on the column break line, and hit the delete key.

54$ Column Break
55# ID_COL_BREAK

$⁵⁶#⁵⁷**Repaginate**

Use this function to repaginate the document to show the page breaks as they would on the selected printer.   Normally, the repagination takes place automatically as you edit the text.   The repagination process is time consuming. Therefore, there may not be enough time for large document to complete the repagination between the edits.   This option provides complete repagination on demand.

The repagination process creates a dotted line to indicate new page.

56$ Repaginate
57# ID_REPAGINATE

$[58]#[59]**Edit Section**

Use this function to edit the parameters for the current section (see <u>Section Break</u>).   You can specify the number of columns and inter column spacing for the section.   You can also set the section to begin on a new page.

58$ Edit Section
59# ID_SECT_OPTIONS

^{60}#^{61}**Insert Table**

Use this option to insert a new table in the document.   This option prompts the user for the initial number of rows and columns in the table.   The editor initially creates the cells of equal width.   The user can, however, change the cell width by dragging the cell borders using the mouse.

This option is available only in the <u>Page or Print View modes</u>.   In the Page Mode, the table cells are arranged by rows.   In the Print View Mode, the table structure is not visible.

60$ Insert Table
61# ID_TABLE_INSERT

$⁶²#⁶³**Insert Table Row**

Use this option to insert a new row before the current table row.   The new table row has the same number of columns as the current table row.

This option is available only in the <u>Page or Print View modes</u>.

62$ Insert Table Row
63# ID_TABLE_INSERT_ROW

$^{64}#^{65}**Merge Table Cells**

Use this option to merge together the highlighted cells.   The width of the resulting cells is equal to the sum of all merged cells.   If the highlighted cells span more than one table row, this operation creates multiple merged cells each within its row.

This option is available only in the Page or Print View modes.

64$ Merge Table Cells
65# ID_TABLE_MERGE_CELLS

$⁶⁶#⁶⁷**Split Table Cell**

Use this option to split the current table cell into two cells of equal width.   The entire text of the original cell is assigned to the first cell.   The second cell is created empty.

This option is available only in the Page or Print View modes.

66$ Split Table Cell
67# ID_TABLE_SPLIT_CELL

$⁶⁸#⁶⁹**Delete Table Cells**

Use this option to delete the selected cells from the table.   A dialog box allows the user to select the cells for the deletion.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

A table is automatically deleted when all its cells are deleted.

This option is available only in the Page or Print View modes.

68$ Delete Table Cells
69# ID_TABLE_DEL_CELLS

$^{70}#^{71}**Table Row Position**

Use this option to position the table or a selected table rows.   A dialog box lets you position the table as left justified, centered, or right justified.

This option is available only in the <u>Page or Print View modes</u>.

70$ Table Row Position
71# ID_TABLE_ROW_POS

$⁷²#⁷³**Table Cell Border**

Use this option to create the borders around the selected cells.   A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The user can specify the width of each border (top, bottom, left and right).   The border width is specified in twips (1440 twips equal to one inch).

This option is available only in the <u>Page or Print View modes</u>.

72$ Table Cell Border
73# ID_TABLE_CELL_BORDER

$⁷⁴#⁷⁵**Table Cell Shading**

Use this option to shade the selected cells.   A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The shading is specified in terms of the shading percentage.   A value of 0 indicates a white background, where as the value of 100 indicates a black background.   A value between 0 and 100 indicates the level of shading.

This option is available only in the <u>Page or Print View modes</u>.

74$ Table Cell Shading
75# ID_TABLE_CELL_SHADE

$^{76}#^{77}**Show Table Grid Lines**

Use this option to enable or disable the display of the table grid lines.   The table grid lines are for display purpose only, they are not drawn when printing to a printer.

This option is available only in the <u>Page or Print View modes</u>.

76$ Show Table Grid Lines
77# ID_TABLE_SHOW_GRID

$$^{78}#^{79}**Edit Page Header/Footer**

Use this option to enable or disable the editing of page headers and footers.   To simply view the headers and footers use the <u>View Page Header/Footer</u> option from the view menu.

This option is available only in the <u>Page modes</u>.

78$ Edit Page Header/Footer
79# ID_EDIT_HDR_FTR

$\$^{80}\#^{81}$**Page Mode**

This option is used to toggle the <u>Page Mode</u> for editing on and off.   When the page mode is selected, this option is displayed with a check mark.

80$ Page Mode
81# ID_PAGE_MODE

$⁸²#⁸³**Ruler**

This option is used to show or hide the ruler.

$^{84}#^{85}**Tool Bar**

This option is used to show or hide the tool bar.

84$ Tool Bar
85# ID_TOOL_BAR

$\$^{86}\#^{87}$**Status Ribbon**

This option is used to show or hide the status ribbon.

86$ Status Ribbon
87# ID_STATUS_RIBBON

$[88]#[89]**Hidden Text**

This option is used to display the hidden text.

88$ Hidden Text
89# ID_SHOW_HIDDEN

$⁹⁰#⁹¹**Hyperlink Cursor**

This option is used to display the hyperlink cursor when the cursor is positioned on a hypertext phrase.   The hyperlink cursor is an image of a hand with a finger pointing to the text.

90$ Hyperlink Cursor
91# ID_SHOW__{HYPERLINK_CURSOR}

$[92]#[93]**View Page Header/Footer**

This option is used to display the page headers and footers.   If a section does not have its own page header or footer, the editor will display the header or footer from the previous section.

To edit the page header and footer use the <u>Edit Page Header/Footer</u> option from the edit menu.

$⁹⁴#⁹⁵**Protection Lock**

This option is used to toggle the protection lock.   The protection lock must be turned off to protect or unprotect a block of text.

94$ Protection Lock
95# ID_PROTECTION_LOCK

$^{96}#^{97}**Highlight a Line Block**

Use this function to highlight a block of lines.

Mouse: Position the mouse cursor at any position on the first line of the block and depress the right button.   While the right button is depressed,   drag the mouse to the last line of the block and release the mouse.

Keystroke: Position the caret at any position on the first line of the block and hit the F8 function key. Use the Up and Down arrow keys to position the caret on the last line and hit F8 again.

Normally a function that utilizes a line block, also erases the highlighting.   To explicitly erase the highlighting, click the mouse one more time or hit the F8 key again.

96$ Highlight a Line Block
97# ID_HILIGHT_LINE

$[98]#[99]**Highlight a Character Block**

Use this function to highlight a block of characters.

Mouse: Position the mouse cursor on the first character of the block and depress the left button.   While the left button is depressed,   drag the mouse to the last character of the block and release the mouse.

Keystroke: Position the caret on the first character of the block and depress the shift key.   Now, use the arrow keys to position the caret on the last character of the block and release the shift key.   Normally, you can use any position key in combination with the shift key to advance or shrink the highlighted area.

Normally a function that utilizes a character block, also erases the highlighting.   To explicitly erase the highlighting click the mouse one more time or press any of the positioning keys.

98$ Highlight a Character Block
99# IDH_HILIGHT_CHAR

$^{100}#^{101}**Highlight Current Word**

Position the mouse cursor on the word to be highlighted and double click any mouse button.

100$ Highlight Current Word
101# ID_HILIGHT_OFF

$^{102}#^{103}**Select All**

This option is used to select the entire document.   (Speed Key: Ctrl A).

102$ Select All
103# ID_SELECT_ALL

$^{104}#^{105}**Copy a Line Block**

        Use this command to **copy** a highlighted <u>line block</u> from one location to another.   This method provides an alternative to the clipboard copy/paste functions for a line block.

        Highlight the lines of text to be copied,   move the caret to the target location and hit Alt C (or select the option from the menu).   This function does not delete the original block.

104$ Copy a Line Block
105# ID_BLOCK_COPY

$\$^{106}\#^{107}$**Move a Line Block**

      Use this command to **move** a highlighted <u>line block</u> from one location to another.   This method provides an alternative to the clipboard cut/paste functions for a line block.

      Highlight the lines of text to be moved,   move the caret to the target location and hit Alt M (or select the option from the menu).   This function deletes the original block.

106$ Move a Line Block
107# ID_BLOCK_MOVE

$^{108}#^{109}**Cut Text to Clipboard**

Use this command to **cut** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

108$ Cut Text To Clipboard
109# ID_CUT

$^{110}#^{111}**Copy Text to Clipboard**

Use this command to **copy** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

110$ Copy Text To Clipboard
111# ID_COPY

$^{112}#^{113}**Paste Text From Clipboard**

Use this command to paste the text from the clipboard at the current caret location.   If the formatting information is available, this command restores the formatting information properly.

You can invoke this function by hitting the Control and V function keys together or select the option from the menu.

112$ Paste Text From Clipboard
113# ID_PASTE

$^{114}#^{115}**Paste Special Objects**

This function displays the clipboard data in a number of available formats:

Native Object Format: If available this is the first format in the list box.   The data in this format can be later edited (by double clicking the object) using the *original* application.   This data can be *embedded* into your application by using the Paste option, or you can create a *link* to the original file by using the Paste Link option.

Formatted Text: This is one of the text formats.   This option offers the most suitable format if the data is pasted by another text output application as the font and formatting attributes are reproduced accurately.

Unformatted Text: This is another text format.   This option pastes the text without retaining the formatting information.

Picture Format: The data is available in the Picture format.   This object can be later edited (by double clicking the object) using the Microsofts MS Draw application.   This format is preferred over the bitmap and the device independent bitmap formats.

Device Independent and regular bitmap formats: The data is available in the bitmap formats. The object can be later edited (by double clicking the object) using the Microsofts MS Draw application. The editor converts these formats into the Picture format before calling the drawing application.

114$ Paste Special Objects
115# ID_PASTE_SPEC

$^{116}#^{117}$Insert Picture From Disk File

Use this command to read in a picture bitmap from a disk file at the current caret location.

You can invoke this function by hitting the Alt F8 function keys together (or select the option from the menu).

116$ Insert Picture From Disk File
117# ID_PICT_FROM_FILE

$\$^{118}\#^{119}$**Insert Object**

This function is used to embed objects into the text.   The list box shows the applications that are available to create the object.   When you select an application, the editor launches the selected application.   You can create the desired object using this application.   When you save the application, the editor inserts an icon for the application.   This icon indicates the inserted object.   You can later edit the object by double clicking at it.

118$ Insert Object
119# ID_INSERT_OBJECT

^{120}#^{121}**Insert Page Number**

This function is used to imbed the current page number in the document.   The page number string is inserted at the current cursor position.   This string is displayed using a gray color.

120$ Insert Page Number
121# ID_INSERT_PAGE_NUMBER

$^{122}#^{123}Insert Text/Picture Frame

This function is used to embed a frame into text.   The new frame is inserted at the current text position.   The original text wraps around the new frame.

To insert text into the frame, click a mouse button inside the frame to select the frame. Now type the text at the cursor position.

To size the frame, click a mouse button inside the frame to select the frame.   Now click the left mouse button on a sizing tab and move the mouse while the mouse button is depressed.   Release the mouse when done.

To move the frame, click a mouse button inside the frame to select the frame.   Now move the mouse cursor just outside the frame until a plus shaped cursor appears.   Click the left mouse button. While the mouse button is depressed, move the frame to the new location and release the mouse button.

This option is available in the Page Mode only.

122$ Insert Text/Picture Frame
123# ID_INSERT_PARA_FRAME

$¹²⁴#¹²⁵**Edit Picture**

Use this command to specify the new width and height for the current picture.   This function also allows you to specify the alignment of the picture relative to the base line of the text on the line.

You can also change the picture size by simply clicking on a picture and pulling its sizing tabs using the mouse.

124$ Edit Picture Size
125# ID_EDIT_PICT

$[126]#[127]**Undo Previous Edit**

The editor remembers your last edit command.   Use this function to undo the last edit command.

You can invoke this function by hitting the Shift F8 keys together (or select the option from the menu).   The editor will display a dialog box containing the information about the edit command to be undone.   The dialog box displays line number, column position, type of undo (delete/insert/edit) and the contents of the undo buffer.   You may modify the target line number or column position.   Confirm the operation by clicking on the OK button.   When reversing a delete operation,   the editor will restore the deleted text in its original format.

126$ Undo Previous Edit
127# ID_UNDO

$¹²⁸#¹²⁹**Reset Character Formats**

Use this selection to reset all character formats (<u>bold</u>, <u>underline</u>, <u>italic</u>, <u>subscript</u>, <u>superscript</u>, <u>strike</u>) for the current character or for all characters in a highlighted block of text.

To reset the character formats for the current character, simply hit the Alt 0 keys together (or select the option from the menu).   To reset the formats for a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 0 Keys together (or select the option from the menu).

128$ Reset Character Formats
129# ID_CHAR_NORMAL

$\$^{130}\#^{131}$**Bold ON**

Use this option to apply the **bold** formatting to the current character or to all characters in a highlighted block of text.

To make the current character appear as bold, simply hit the Alt 1 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the <u>Line Block</u> or <u>Character Block</u> options. Now, hit the Alt 1 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the bold formatting, select <u>Normal</u>.

130$ Bold ON
131# ID_BOLD_ON

$\$^{132}\#^{133}$**Underline ON**

       Use this option to <u>underline</u> the current character or to <u>underline</u> all characters in a highlighted block of text.

       To underline the current character,   simply hit the Alt 2 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 2 Keys together (or select the option from the menu).

       When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

       To turn off underlining,   select <u>NORMAL</u>.

132$ Underline ON
133# ID_ULINE_ON

$¹³⁴#¹³⁵**Double Underline ON**

Use this option to draw the <u>double underline</u> under the current character or under all characters in a highlighted block of text.

To format the current character,   simply hit the Control + D keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Control + D Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off double underlining,   select <u>NORMAL</u>.

134$ Double Underline ON
135# ID_ULINED_ON

$\$^{136}\#^{137}$**Hide Text**

Use this option to hide a block of text.   Highlight a text block using the <u>Line Block</u> or <u>Character Block</u> options and select this option from the Font menu.   The hidden text can be made visible by using the <u>Hidden Text</u> View option.

To reset the hide option,   select <u>NORMAL</u>.

136$ Hide Text
137# ID_HIDDEN_ON

$\$^{138}\#^{139}$**Text Color**

Use this option to apply new foreground color to a block of text.   Highlight a text block using the <u>Line Block</u> or <u>Character Block</u> options and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

138$ Text Color
139# ID_COLOR

$\$^{140}\#^{141}$**Background Color**

Use this option to apply new background color to a block of text.   Highlight a text block using the <u>Line Block</u> or <u>Character Block</u> options and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

140$ Background Color
141# ID_BK_COLOR

$¹⁴²#¹⁴³**Protect Text**

Use this option to protect a block of text from editing changes.   This option is available only when the protection lock is turned off. Highlight a text block using the Line Block or Character Block options and select this option from the Font menu.

To reset text protection,   select NORMAL.

142$ Protect Text
143# ID_PROTECT_ON

$^{144}#^{145}**Italic ON**

Use this option to *italicize* the current character or to *italicize* all characters in a highlighted block of text.

To italicize the current character,   simply hit the Alt 3 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 3 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the italic format,   select <u>NORMAL</u> function.

144$ Italic ON
145# ID_ITALIC_ON

$\$^{146}\#^{147}$**Superscript ON**

Use this option to apply the superscript format to the current character or to apply it on all characters in a highlighted block of text.

To superscript the current character,   simply hit the Alt 4 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 4 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

146$ Superscript ON
147# ID_SUPSCR_ON

$\$^{148}\#^{149}$**Subscript ON**

Use this option to apply the subscript format to the current character or to apply it on all characters in a highlighted block of text.

To subscript the current character,   simply hit the Alt 5 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 5 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

148$ Subscript ON
149# ID_SUBSCR_ON

$\$^{150}\#^{151}$**Strike ON**

Use this option to apply the ~~strike~~ format to the current character or to apply it on all characters in a highlighted block of text.

To strike the current character,   simply hit the Alt 6 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 6 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

150$ Strike ON
151# ID_STRIKE_ON

$^{152}#^{153}**Change Fonts and Point Sizes**

       Use this function to change the font typeface and point size of the current character or of all characters in a highlighted block of text.

       If you wish to change the font for a highlighted block of text, highlight the block using <u>Line</u>or <u>Character</u>highlight function.   If you wish to change the font of a single character, simply position the cursor on that character.   Now select the font option from the menu or hit the Alt F keys together.   A dialog box will appear that shows the list of typefaces and point sizes to select from.   Make the desired selection now.

       This option also allows you to change the default font.   To change the default font,   check the default font box.   This selection will apply the new typeface to all the characters in the document that used the previous default typeface. Similarly,   the characters that used the previous default typeface and point size will now use the new typeface and point size.

152$ Change Fonts and Point Sizes
153# ID_FONTS

$^{154}#^{155}**Reset Paragraph Format**

Use this selection to reset all paragraph formats for the current paragraph or for all lines in a highlighted block of text.

To reset the paragraph formats for the current paragraph, simply hit the Alt P keys together (or select the option from the menu).   To reset the formats for a block of lines,   highlight a block using the Line Block or Character Block options.   Now,   hit the Alt P Keys together (or select the option from the menu).

154$ Reset Paragraph Format
155# ID_PARA_NORMAL

$\$^{156}\#^{157}$**Paragraph Centering**

Use this selection to center all lines in the current paragraph or all lines in a highlighted block of text.

To center the current paragraph, simply hit the Alt 8 keys together (or select the option from the menu).   To center a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 8 Keys together (or select the option from the menu).

156$ Paragraph Centering
157# ID_CENTER

$^{158}#^{159}$**Paragraph Right Justification**

Use this selection to right justify all lines in the current paragraph or all lines in a highlighted block of text.

To right justify the current paragraph, simply hit the Alt 9 keys together (or select the option from the menu).   To right justify a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt 9 Keys together (or select the option from the menu).

158$ Paragraph Right Justification
159# ID_RIGHT_JUSTIFY

$^{160}#^{161}$**Paragraph Justification**

Use this selection to justify the text on both left and right margins.

To justify a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options and select this option from the paragraph menu).

160$ Paragraph Justification
161# ID_JUSTIFY

$\$^{162}\#^{163}$**Paragraph Double Spacing**

Use this selection to double space all lines in the current paragraph or all lines in a highlighted block of text.   A double spaced paragraph has a blank lines between each text line.

To double space the current paragraph, simply hit the Alt O keys together (or select the option from the menu).   To double space a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt O Keys together (or select the option from the menu).

162$ Paragraph Double Spacing
163# ID_DOUBLE_SPACE

^{164}#^{165}**Paragraph Indentation (Left)**

Use this selection to create a left indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of left indentation.

To apply the left indentation to the current paragraph, simply hit the Alt L keys together (or select the option from the menu).   To apply the left indentation to a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt L Keys together (or select the option from the menu).

You can also create the left indentation by dragging the indentation marker on the lower left side of the ruler to a desired location.   The marker at the upper left side of the ruler controls the left indentation of the first line.

164$ Paragraph Indentation (Left)
165# ID_LEFT_INDENT

$^{166}#^{167}$**Paragraph Indentation (Right)**

Use this selection to create a right indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of right indentation.

To apply the right indentation to the current paragraph, simply hit the Alt R keys together (or select the option from the menu).   To apply the right indentation to a block of lines,   highlight a block using the <u>Line Block</u> or <u>Character Block</u> options.   Now,   hit the Alt R Keys together (or select the option from the menu).

You can also create the right indentation by dragging the indentation marker on the lower right side of the ruler to a desired location.

166$ Paragraph Indentation (Right)
167# ID_RIGHT_INDENT

$^{168}#^{169}**Set/Clear Tab Stops**

The editor supports left, right, center and decimal tab stops .

The tab stops can be set for the current paragraph or all lines in a highlighted block of text.   To set the 'left' tab, click the left mouse button on the ruler at the desired location.   To set the 'right, tab, click the right mouse button on the ruler at the desired location.   To set the 'center' tab, hold the shift key, and click the left mouse button on the desired location.   To set the 'decimal' tab, hold the shift key, and click the right mouse button on the desired location.

To move a tab position, simply click the left mouse button on the tab indicator, and keep the mouse button depressed.   While the mouse button is depressed drag the mouse to the desired location, and release the mouse button.

To clear a tab position, click the right mouse button at the desired tab indicator on the ruler.   To clear all tabs for a paragraph, select the 'Clear All Tabs' option from the menu.

168$ Set/Clear Tab Stops
169# IDH_TAB

$\$^{170}\#^{171}$**Paragraph Spacing**

       This option allows you to specify the space before and after a paragraph.   You can also specify the minimum space between the lines in the paragraph.   All space parameters are specified in Twips units.

170$ Paragraph Spacing
171# ID_PARA_SPACING

$\$^{172}\#^{173}$**Paragraph Border and Shading**

This option allows you to create the borders around the paragraphs and specify shading for the paragraph.   You can draw all four sides of the border, or you can draw only the selected sides.   Additional two options allow you to select thick and double lined borders.   The shading is specified as a percentage value.

When two or more contiguous paragraphs have identical paragraph formatting parameters, a single border is drawn to enclose all such contiguous paragraphs.

The top line of the border is placed beneath the top of the first line.   The bottom line of the border is placed above the bottom of the last line.   Create a blank line at the top and bottom if you need additional clearance at the top or bottom.   The left line of the border is placed before the left indentation for the paragraph.   Therefore, the left side may not be visible for the paragraph with no left indentation.   The right line of the border is placed after the right indentation.   Therefore, the right side may not be visible for the paragraph where the right margin extends up to or beyond the width of the wind.

172$ Paragraph Border and Shading
173# ID_PARA_BORDER

$\$^{174}\#^{175}$**Search a Text String**

Use this function to locate a string of characters in the current file.   The editor will search for the first instance of the given character string.   To find the subsequent instances of the same character string use <u>Search Forward</u> or <u>Search Backward</u> commands.

You can invoke this function by hitting the F5 function key (or select the option from the menu). The editor will display a dialog box where you enter the character string to locate.   You can specify the search to be in the backward or the forward direction from the current cursor position or you can specify the search to take place from the beginning of the file. You can also force a non-casesensitive search,   in which case the string is matched irrespective of the case of the letters in the string.

174$ Search a Text String
175# ID_SEARCH

$\$^{176}\#^{177}$**Search Forward**

   Use this function to locate the next instance of a previously located string using the <u>Search Function</u>. If the Search Function is not yet invoked, this function will call the Search Function instead.

   You can invoke this function by hitting the Control F Keys together (or select the option from the menu).

176$ Search Forward
177# ID_SEARCH_FOR

$[178]#[179]**Search Backward**

Use this function to locate the previous instance of a previously located string using the <u>Search Function</u>.   If the Search Function is not yet invoked,   this function will call the Search Function instead.

You can invoke this function by hitting the Control Shift F Keys together (or select the option from the menu).

178$ Search Backward
179# ID_SEARCH_BACK

$\$^{180}\#^{181}$**Replace a Text String**

Use this function to replace a character string with another character string.

You can invoke this function by hitting the F6 function key (or select the option from the menu). The editor will show a dialog box where you will enter the old and new character strings.   You may also choose to conduct the replace only within a selected part of the file.   To choose such a block of text,   the desired text must be highlighted before invoking the replace function.   This command supports these highlighted blocks:

Line Block
Character Block

The dialog box also offers you an option to force the editor to verify each replace.

180$ Replace a Text String
181# ID_REPLACE

$\$^{182}\#^{183}$**Insert Mode Toggle**

Use the Ins key to toggle the insert/overtype mode of the editor.   The editor indicates the current mode in the status line.   By default the insert mode is toggled on.

182$ Insert Mode Toggle
183# ID_INSERT

$[184]#[185]**Save File**

Use this selection to save the text and format data to the current file name.   If a file is not yet specified,   the editor will prompt you for a file name.   If a file with the same name already exists on the disk,   the editor will save the previous file with a backup extension (.TE).

If the I/O is conducted through a buffer rather than a disk file,   the editor creates a new buffer with the updated text.

You can invoke this function by hitting the F3 function key (or select the option from the menu).

184$ Save File
185# ID_SAVE

$^{186}#^{187}**Save File As..**

This selection is similar to <u>Save File</u>.   In addition,   it allows you to specify a new file name for saving the text.

This option is not available when the I/O is conducted through a buffer rather than a disk file.

You can invoke this function by hitting the Shift F3 function keys together (or select the option from the menu).

186$ Save File As..
187# ID_SAVEAS

$^{188}#^{189}**Exit**

      Use this function to exit from the editor session.   If the current file is modified,   you will have an option to save the modifications.

      You can invoke this function by hitting the Ctrl F3 function keys together (or select the option from the menu).

188$ Exit
189# ID_QUIT

$\$^{190}\#^{191}$**Print**

Use this option to print the contents of the current file.   You may also choose to print only the selected part of the file.   To print a block of text,   the desired text must be highlighted before invoking the print function.

The print function will print on a default printer selected from the Windows' control panel.   The word processor will select the closest printer fonts that match with the display fonts.   You can alter certain print parameters using the <u>printer setup</u> or <u>Page Layout</u> prior to invoking the print option.

You can invoke the printing function by hitting the F4 function key (or select the option from the menu).   The editor will display a dialog box where you can select the scope of the printing.

190$ Print
191# ID_PRINT

$^{192}#^{193}**Print Preview**

This option allows you to preview the document before printing. You can preview one or two pages at various zoom values.   In the default zoom value (Fitted) the pages are sized to fit in the current window area.

192$ Print Preview
193# ID_PRINT_PREVIEW

$^{194}#^{195}**Page Layout**

Use this option before selecting the <u>Print</u> option to specify the page layout.   You can specify these parameters:

a)   Margin (left, right, top and bottom) in inches.

b)   An option to print in a justified manner.   This option flushes the words on the left and right margins.

You can invoke this function by hitting the Ctrl F4 function keys together (or select the option from the menu).

194$ Page Layout
195# ID_PAGE_OPTIONS

$^{196}#^{197}**Printer Setup**

       This option invokes a printer specific dialog box for the default printer (the default printer selection is made from the control panel of Windows)   You select the parameters from a set of printer specific options.   These options include page size,   page orientation,   resolution, fonts etc.

       You can invoke this function by hitting the Shift F4 function keys together (or select the option from the menu).

196$ Printer Setup
197# ID_PRINT_OPTIONS

$[198]#[199]**Jump**

Use this function to position on a desired line number.

You can invoke this function by hitting the   F10 function key (or select the option from the menu). The editor will then display a dialog box so that you can enter the line number to jump to.
The TER editor offers these four editing modes:

198$ Jump
199# ID_JUMP

$^{200}#^{201}**Edit Modes**

Text Mode: The text mode is initiated when the editor is called with word wrapping turned *off*. This mode is most suitable for editing the text files such as computer programs and batch files. In this mode, the lines are not wrapped automatically. This mode does not offer the paragraph formatting features.

Word Wrap Mode: This mode is initiated when the routine is called with the word wrapping turned *on*.   In this mode, the text in a window is automatically formatted to wrap at the end of the line.   Therefore the complete line of text is always visible regardless of the window width. This mode allows the character and paragraph formatting features.

Print View Mode: This mode is initiated when the editor is called with both the Word Wrap and the Print View flags turned on.   In this mode, the text lines are wrapped as they would when printed to the selected printer.   The horizontal scrolling is automatically provided when the text goes beyond the current width of the window.   This mode offers all the features of the Word Wrap Mode.   In addition, it provide automatic repagination.   This mode also allows for sections with multiple columns.

Page Mode: This mode is initiated when the editor is called with both the Word Wrap and Page Mode flags turned on.   As in the Print View mode, the text lines are wrapped as they would when printed to the selected printer.   In this mode, however, the editor displays one page at a time. This mode is most useful for the documents containing multiple columns, as the columns are displayed side by side.   In addition, this mode provides all the features of the Print View mode.

200$ Editing Modes
201# IDH_DOC_TEXT

$²⁰²#²⁰³**Drag/Drop**

This is a method of inserting a file object into the text.   To insert a file, open the Windows File Manager and locate the file to be inserted.   Now click the mouse and keep the mouse button depressed as you move the mouse cursor to the editor window.   Release the mouse button at the location where the object should be inserted.   The editor shows an icon to indicate the inserted object.   You can edit this object by double clicked at the icon.

The object inserted using this method makes use of the Microsofts Packager application to tie the file with the application that originally created it.

202$ Drag/Drop
203# IDH_DRAG_DROP