

PROSE

User's Guide

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First Edition

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Preface

PROSE is a text-editing application package for the Professional series computers that enables you to easily prepare memos, reports, programs, and other kinds of text. With PROSE, you can create, edit, move, replace, and format text using the PROSE menus and function keys on your Professional keyboard.

WHO SHOULD READ THIS BOOK

This manual provides tutorial instruction for beginners, and can be used as a reference for more advanced users.

INFORMATION IN THIS BOOK

This manual is divided into two chapters:

Chapter 1: Getting Started with PROSE—all you need to know to get an editing job done.


Chapter 2: Advanced PROSE—additional functions that make editing easier and allow you to change your text format.

CONVENTIONS USED IN THIS BOOK

The descriptions of procedures and commands in this book use certain conventions to represent how an action is performed, or how a command is entered from the keyboard. These symbols are:

CTRL/	Indicates that you hold down the CTRL key while you press a second key. For example, CTRL/Z means hold down the CTRL key and type Z.
RETURN	This typeface denotes a key on your Professional keyboard, for example, the RETURN key.
Press	Tells you to make one keystroke with the key indicated.
Type	Directs you to enter characters from the main keyboard. For example, if you are asked to type RETURN, you make six keystrokes; one for each letter.
Choose	Directs you to single out an item from a list of menu options (with an ARROW key or the cursor), and then press the DO key to initiate the action.
< >	Angle brackets that appear in examples indicate that you press a function key. For instance, <RETURN> tells you to press the RETURN key, and <CTRL/W> tells you to hold down the CTRL key and type W.
Red type	Indicates segments that you enter from the keyboard.
<i>Italics</i>	Words defined in the glossary appear in italics the first time they are used in the book.
Dot matrix	Indicates text that appears on your screen.

RELATED DOCUMENTS



Hard Disk System User's Guide is the P/OS operating system user's guide. This manual provides instructions for installing and using P/OS and logging into a user account. It also provides the instructions for installing PROSE on your Professional.

Hard Disk System for Beginners is your first book if you are new to the Professional, or new to computers. Read and go through its exercises before attempting to use or even install PROSE. It covers the elementary steps for using the Professional, and it uses PROSE for its main exercise session.

Professional PRO/EDT User's Guide describes PRO/EDT, another text editing application included with your Professional. PROSE and EDT use different approaches to editing, and each has advantages in specific situations. You should evaluate both packages before choosing which one to use for preparing text.

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1

Getting Started with PROSE



Chapter 1

Getting Started with PROSE

Whether you are creating a simple memo or a complex document, the editing functions offered by PROSE are efficient and easy to use.

This first chapter is for you if you are new to PROSE. If you are also new to P/OS, you should first read *Hard Disk System for Beginners*. If PROSE is already installed on your system, and you already have some experience using it, you may want to skim this chapter and go on to Chapter 2, Advanced Features.

INSTALLING PROSE

PROSE is a *software application* that must be installed on your Professional before it can be used. If it has not been installed, see the instructions for installing applications in your *Hard Disk System User's Guide* and install PROSE before proceeding with this book.

GETTING HELP

By pressing the **HELP** key, you can get a great deal of online information about the PROSE functions. If you would like a general explanation of a menu, for instance, just display the menu and press **HELP**. If you would like more information about a particular menu item, place the pointer to the item and press **HELP**. It's a very efficient way to learn PROSE.

THE PROSE MENU

Choose PROSE from the P/OS Main Menu (or from one of the additional applications groups if it is installed there). The PROSE Menu will appear.

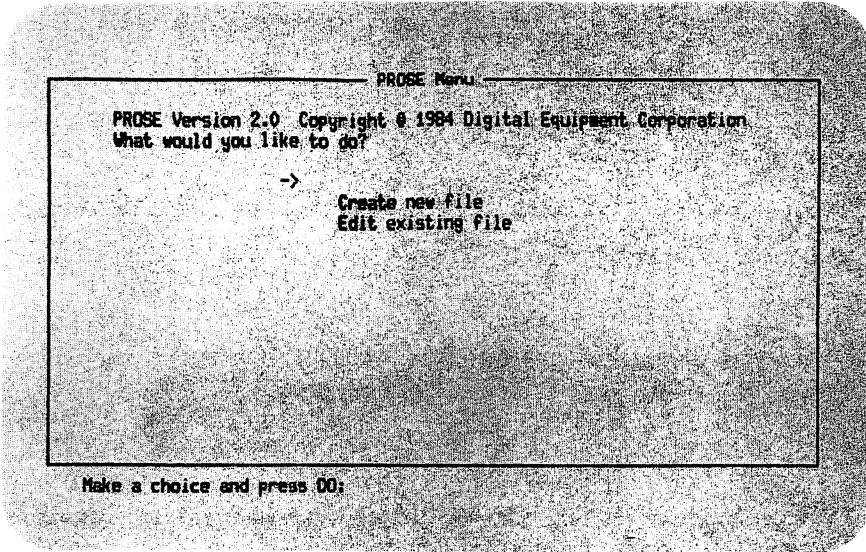


Figure 1-1
PROSE Menu

If you want to create new text, choose "Create new file." If you want to alter an existing text file, choose "Edit existing file."

Creating a New File

When you choose “Create new file” from the PROSE Menu, the screen looks like this:

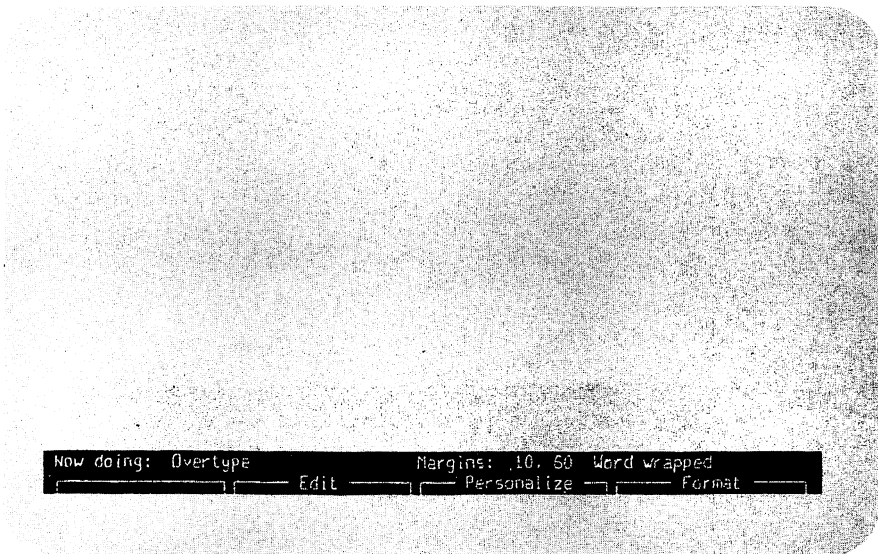


Figure 1-2
Editing Menu

The blank space is for you to type in your text. For example,

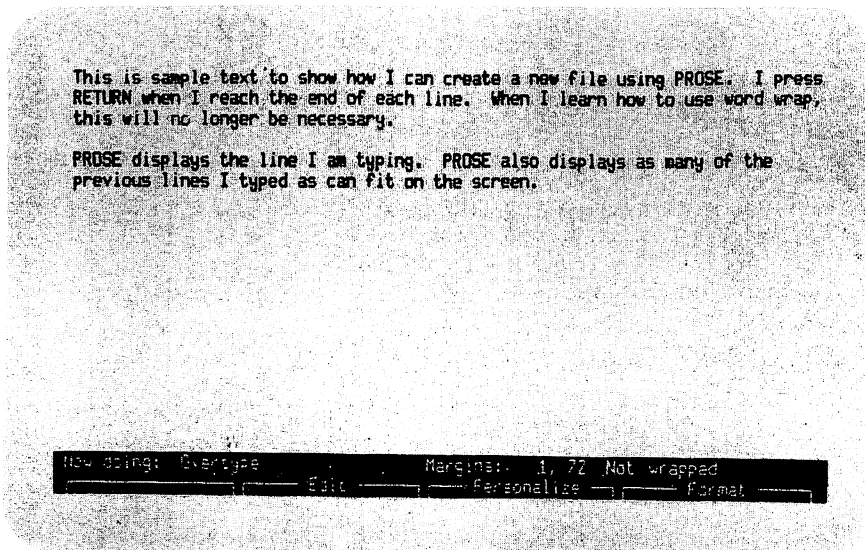


Figure 1-3
Editing Menu with Sample Text

When you create a file, the left margin is at the first character column on the screen, and the right margin is set at column 72. These are the *default* margins: You have them unless you explicitly change them using the “Margin change/word wrap” additional option. (See “Margin Change/Word Wrap” in this manual for an explanation of how to change margins.)

To allow for the way PROSE fills text when you make changes, you should type in two spaces after the end of each sentence. Separate paragraphs with a blank line. When you press RETURN, PROSE moves the *cursor* to the beginning of the left margin of the next line. Press RETURN twice to begin a new paragraph.

In PROSE, the TAB key jumps the cursor by eight-character intervals starting at column 9. For instance, pressing the TAB key while the cursor is within columns 1–8 moves the cursor to column 9. PROSE also considers the left margin a tab stop. To change your PROSE tab stops, see “PROSE Additional Options Personalize Menu” in Chapter 2 of this manual.

NOTE: Tab settings you may have made on the P/OS Terminal Set-up Menu do not affect the TAB key when you are in PROSE (see the *Hard Disk System User's Guide*).

Any time you make an error or attempt to do something that isn't possible, PROSE displays a message on the bottom line of your screen. Press RESUME to continue after a message appears, or press HELP for more information.

The status line at the bottom of the screen will not appear in your text (when it is printed or copied). This line contains the following information:

Now doing:	Tells you what you are doing at the moment. If you are entering text, the word "Overtyping" appears, to show that you are in <i>Overtyping Mode</i> . You are in Overtyping Mode unless you press INSERT HERE or select other functions such as finding a word or inserting text. If you select such a function, the function's name appears in place of "Overtyping."
Margins:	Tells you the locations of the left and right margins, respectively, of the paragraph in which the cursor is currently located. In the example above, the left margin is at column 1 and the right margin is at column 72.
WRAPPED/NOT WRAPPED	Tells you whether <i>word wrap</i> is active for the paragraph the cursor is in. You need to know this because certain PROSE functions are affected by the word wrap setting.

Edit an Existing File

If you choose "Edit an existing file" from the PROSE Menu, a list of the files in your current *volume* and *directory* appears. If the file is in this directory, place the pointer at the file you want to edit and press DO.

Choosing a File from Another Directory

If the file you want to edit does not appear, it may be in another directory. To select a file from a different directory, press ADDTNL OPTIONS. Select the option "Choose a different directory/volume" and press DO. When the Directory Selection Menu appears, select the directory you want and press DO. When the File Selection Menu appears, select the file you want to edit and press DO.

When the file is displayed on your screen,¹ you can add text, change text, and so on.

Moving the Cursor

The cursor marks the spot where the next character you type will appear. To change existing text, you must first move the cursor to the text.

You move the cursor around in your text with the arrow keys. Each time you press an **ARROW** key, the cursor moves one character or one line in the direction of the arrow. Holding down an **ARROW** key causes the cursor to move continuously in the direction of the arrow.

To move the cursor through more than one screen of text, press **PREV SCREEN** to move backward or **NEXT SCREEN** to move forward. If there is not enough text to allow this, the cursor will move to either the beginning or the end of the file.

You can move the cursor anywhere on the screen. You cannot insert text on the status line or beyond your right margin in a word-wrapped paragraph. (See “Margin change/word wrap” later in this manual.)

Deleting Characters

If you make typing errors while entering your text, you can use the delete key, (labeled **<X>**) to erase them. The character to the left of the cursor will be deleted each time you press this key. You can hold the key down to delete a series of characters. The delete key works like a space bar—in the reverse direction.

The following is an example of using the delete key:

1. **Before delete:**

```
I want to delete some characters I just
typed rons. █
```

2. Press **<X>** 12 times.

After delete:

```
I want to delete some characters I just █
```

¹ You may see some blinking characters in the text display. These represent control characters. Refer to manuals that describe the system or application that created the file for more information about control characters. You can enter any control character using **PROSE**.

Typing Over Existing Text

In Overtyping Mode (the default mode), you can replace text by typing over it. You do not have to delete the original text, as the following exercise illustrates:

1. Move the cursor to the spot where you want to overtype:

```
This is some text to practice inserting in
Overtyping mode.
```

2. Type in the new text. It replaces the existing text:

```
This is some text to see what happens when
I type over other text.
```

You can replace text with blank spaces by overtyping with the space bar.

Inserting Text with Insert Mode

When you want to insert new text or spaces into existing text without erasing the original text, use the INSERT HERE key. As an exercise, follow these steps:

1. Move the cursor to the spot where you want to insert the text. For example,

```
Let's see how I can insert new text into
existing text.
```

2. Move the cursor to the beginning of the word “can” and press INSERT HERE. All text to the right of the cursor moves temporarily to the next line, leaving an open space, as follows:

```
Let's see how I
can insert text into existing text.
```

3. Type in the text you want to insert, including any spaces you need. For example,

```
Let's see how I and my PROSE text editor
can insert text into existing text.
```


Notice that the newly inserted text is in reverse video. (Be sure to enter a space after the last word you insert.)

4. When you finish inserting the new text, press DO. The open space closes up, and the inserted text is no longer in reverse video. If the paragraph is word-wrapped, the rest of it fills so that there are no unnecessary spaces. For example,

```
Let's see how I and my PROSE editor
insert text into existing text.
```

When filling existing text, PROSE leaves two spaces after any period, colon, exclamation point, or question mark that is followed by a space and then a capital letter.

When you insert text in a paragraph that is not word-wrapped, press RETURN after inserting to move the cursor to a new line. In this case, when you press DO, the open space created when you pressed INSERT HERE closes up, but the rest of the paragraph remains the same as before.

In Insert Mode, you cannot use the ARROW, PREV SCREEN, NEXT SCREEN, or FIND keys to move the cursor around in your text. You can use the  key, but only to delete text just inserted in Insert Mode.

Deleting Text

To remove portions of text, use the REMOVE key. Follow these steps to delete a segment of text:

1. Using the ARROW, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to one end of the segment to be deleted—it does not matter which end. For example, enter the following:

```
This is some text to delete. This is some
more text, but I do not want to delete
this.
```

2. Press REMOVE.

Using the ARROW, PREV SCREEN, or NEXT SCREEN keys, move the cursor to the other end of the segment to be deleted. The segment can be any length. For example,

```
This is some text to delete. This is some
more text, but I do not want to delete
this.
```

The segment becomes highlighted in reverse video as you move the cursor. (Press CANCEL to undo the selection.)

4. Press DO. The selected text disappears. For example, you might be left with:

```
This is some more text, but I do not want
to delete this.
```

If the paragraph is word-wrapped, the open spaces created by the deletion close up after you press DO, and the rest of the paragraph fills. If the paragraph is not word wrapped, the open space closes up, but the rest of the paragraph is not changed.

Exit Menu

When you want to exit PROSE, just press the EXIT key. The Exit Menu will appear:

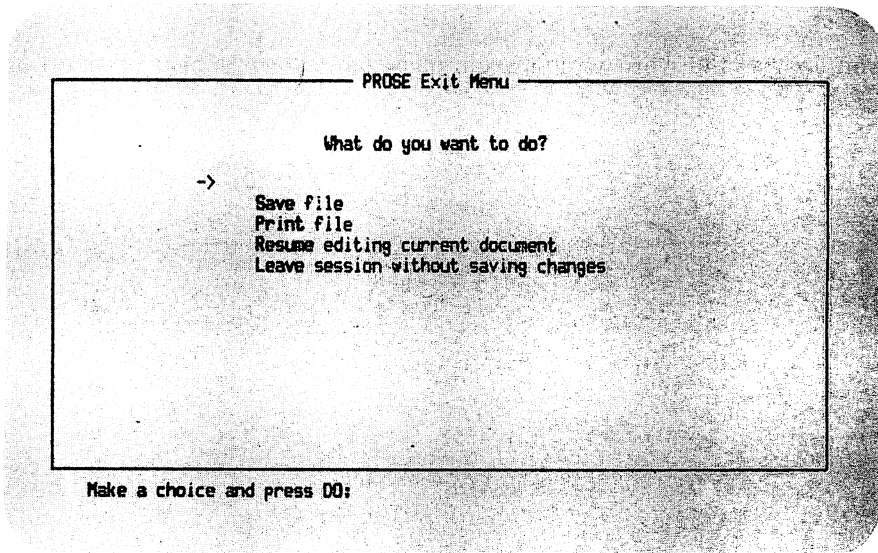


Figure 1-4
PROSE Exit Menu

Saving Files

Choose “Save file” to store your text file in the current directory and volume (or in another specified directory and volume). When you choose “Save file,” the following question appears if there are any nondefault word wrap or margin settings in the file:

```

Save special word wrap/margin
settings? (YES or NO)
  
```

Type YES and press DO (or just press DO) unless you want to return to only the default settings (72-column margins and no word wrap).

If you type NO and press DO, the nondefault margin and word wrap settings you were using will not be in the file the next time you edit it. The file will still look the same if you print it or transfer it, but if you try to edit it again, you will get unexpected results.

The two reasons you might want to remove your special margins and word wrap settings would be to use *PRO/Communications* to transfer the file to a computer that does not use PROSE, or to use an application that does not interpret the internal settings the same way PROSE does.

Naming Files

After you answer the word wrap/margin question, a *form* appears requesting a file name:

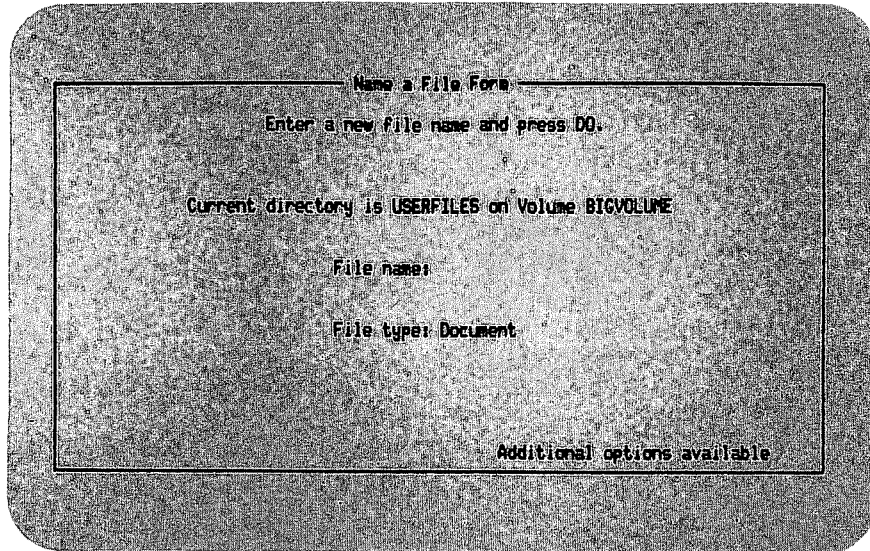


Figure 1-5
Name a File Form

To name your file, do the following:

1. Type in the name (a maximum of nine characters) you want to give this file. If this is a previously created file, the existing name appears on the form. In this case you can either leave it as is, or change it by deleting the name and typing in a new name.²

² This is useful for form letters or letterheads. You can create one file as a letterhead. Then, in another editing session, add the letter contents for the particular person you are writing to, giving the new file a different name. You still have the letterhead for future use.

2. Press DO. The file is saved with the name you chose, and the PROSE Menu reappears.

The default file type is “Document.” You need to change the file type only if you are creating a BASIC *program* or some other special kind of file. To change the file type or directory, press ADDTNL OPTIONS before typing in the file name. (See Naming a File—Additional Options below.)

If you are working on a previously created file, choosing “Save file” creates an updated version of your file and saves the previous version. You should delete old versions you no longer need in order to free up disk space. You can use the “Cleanup” feature from the P/OS File Services Menu to delete all the old versions of a file. (See your *Hard Disk System User's Guide*.)

Naming a File—Additional Options

The Name a File Form has some additional options that provide you with more flexibility in naming your file. If you press ADDTNL OPTIONS while the Name a File Form is displayed, the Additional Options Menu will appear:

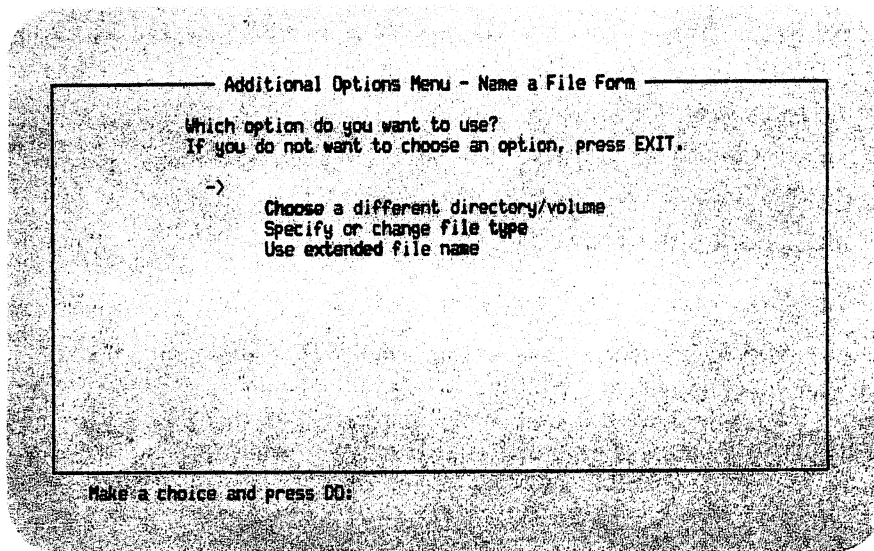


Figure 1-6
Additional Options Menu—Name a File Form

Choosing a Different Directory—If you would like to place this file in a different directory than the one you're in, place the cursor at "Choose a different directory/volume" and press DO. A submenu will appear, listing all your directories. Choose the one you want. The Name a File Form will reappear.

If the directory you want is not listed, press ADDTNL OPTIONS again. Another submenu will appear, which enables you to choose the next group of directories (if another group exists) or to choose a system directory. After you choose the directory you want, the Name a File Form will reappear.

WARNING: Be careful about placing files in system directories. Doing so can affect the operating system.

Changing the File Type—If you need to change your file's type, select "Specify or change file type." A submenu will appear, listing four commonly-used file types (BASIC, Data, Document, Text) and "Other." Choose the file type you want to assign to your file and press DO. If you want to assign your own file type, choose "Other" and enter a 3-character file type on the submenu that appears.

Using an Extended File Name—If you want to specify this file's name and type, as well as name the directory and/or volume where it is to be placed, choose "Use extended file name." When the submenu appears, enter the specification in the following format:

VOLUME:[directory]filename.typ

For example, to place your MEMOS.DOC file on the TABLET volume in the JONES directory, you would enter:

TABLET:[JONES]MEMOS.DOC

Printing Files

Choose "Print file" to print your text on the printer. (You must have a printer connected to your Professional.) Wait until the printer is not busy to use "Print file." When printing begins, the Exit Menu reappears. At this point, your file is still available for further editing or for saving. If you want to print and save the file, choose "Save file" after choosing "Print file."

"Print file" is useful for printing the current draft of a document. If you choose "Resume editing current document" after "Print file," you can look at your printout while you continue preparing the text.

If you want to print your file at a later time, use the “Print” feature from the P/OS File Services Menu. Using PRO/Communications, you can also transfer files to another computer, and print them on its printer.

Leaving a Session Without Saving Changes

If you choose “Leave session without saving changes,” you lose the results of the work you did during that session. If you were creating a new file, you lose everything you entered. If you were working on an existing file, you lose only the changes and additions made during that session.

This is useful when:

- You are experimenting with PROSE to see how it works, and do not want to save what you typed.
- You want to print a document without saving it.
- You made a lot of mistakes in your text and want to start again.

When you choose “Leave session without saving changes,” the following question appears:

```
Do you really want to discard edits
from this session? (YES or NO)
```

Type YES and press DO to leave this session without saving changes and return to the PROSE Menu.

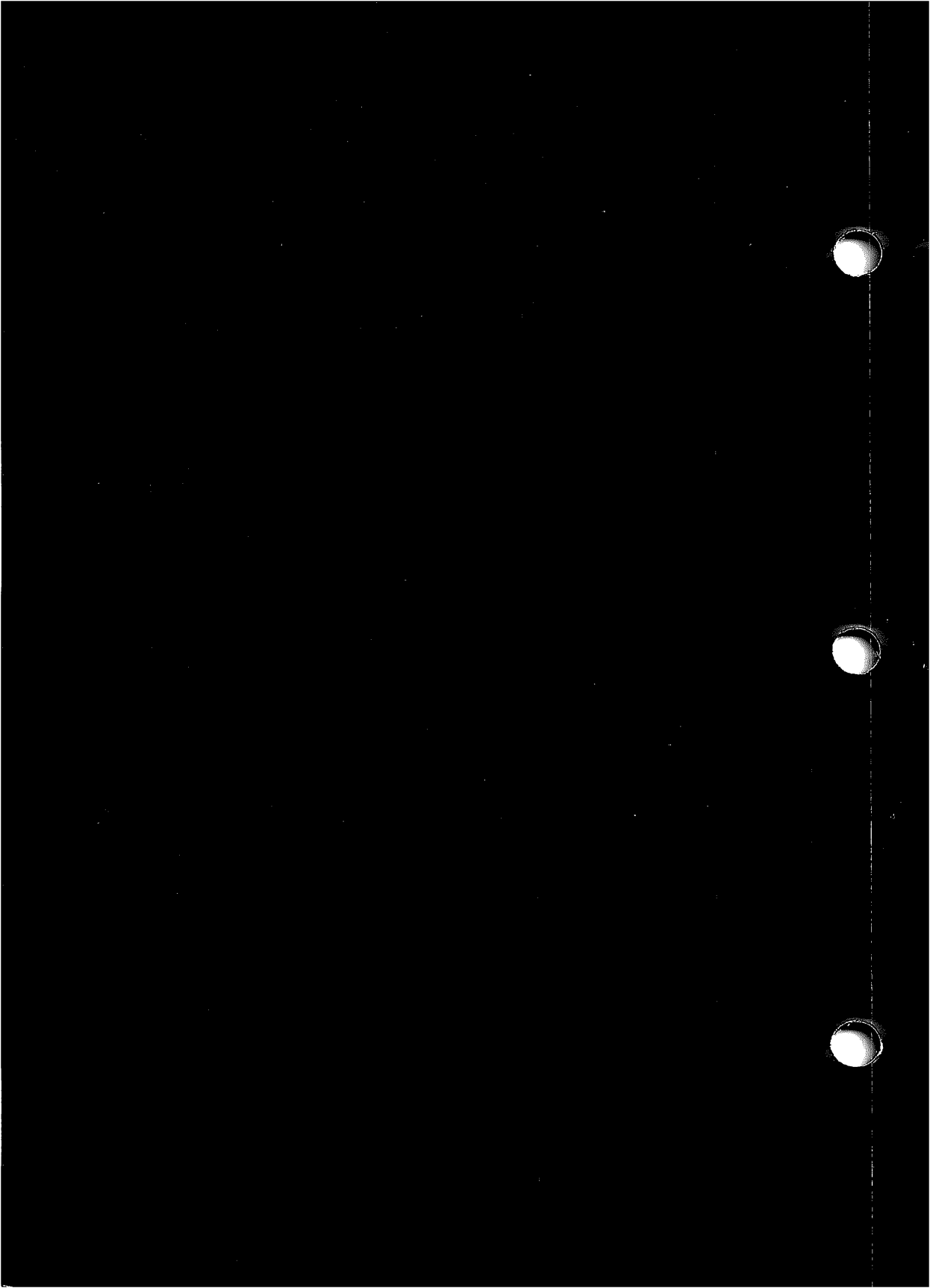
Type NO and press DO (or just press DO) to return to the Exit Menu without losing your changes.

Resume Editing Current Document

Choose “Resume editing current document” to go back to your current editing session. This is useful if you change your mind about exiting, or if you are using the Exit Menu to print what you have done so far. When you press DO, the file you were working on reappears.

2

PROSE Advanced Features



Chapter 2

PROSE Advanced Features

After you have used PROSE awhile, you should explore and exercise its full potential. You may want to move text around without retyping, or have PROSE search for a particular word for you—or you may want to tell PROSE exactly where to end each printed page in your document. PROSE enables you to do all these things.

LOCATING TEXT SEGMENTS

Use the **FIND** key to locate the first character of a specific text segment. The **FIND** key is useful when you know what text segment you want to change, but don't know where it appears in the document. You can also look for repeated instances of the same segment.

Since PROSE moves forward through the text to the next instance of the text you typed, you may want to place the cursor at the beginning of the file first by using the **PREV SCREEN** key or the “Top of file” option on the Edit Menu.

When you press the **FIND** key, the following *prompt* appears:

Enter the text to find and Press DO:

Type in the word or group of characters you want to find and press **DO**. If PROSE cannot find the text, the following message appears:

Unable to locate text

PROSE can only find a text segment that falls on one line. For instance, if it is searching for a two-word segment that falls on two lines, the message “Unable to locate text” will appear. (Press **RESUME** to continue editing.)

To search for the next instance of the same segment, press DO each time the "Enter the text to find and press DO:" prompt appears. You can keep doing this until the "Unable to locate text" message appears.

PROSE ADDITIONAL EDITING FUNCTIONS

In addition to the PROSE functions performed with the special *function keys*, there are several PROSE editing capabilities available from three PROSE editing menus. When entering or editing text with PROSE, you can press the F12, F13, or ADDTNL OPTIONS keys to display these menus. The menu will appear at the top or the bottom of your screen, depending on the position of the cursor at the time that you press the key for that menu. This positioning enables you to see your work while you choose from the menu.

PROSE EDIT MENU

To display the Additional Options Edit Menu, press F12 while editing a PROSE file. If one of the other Additional Options Menus is already displayed, use the ← key. The Edit Menu will appear as in Figure 2-1.

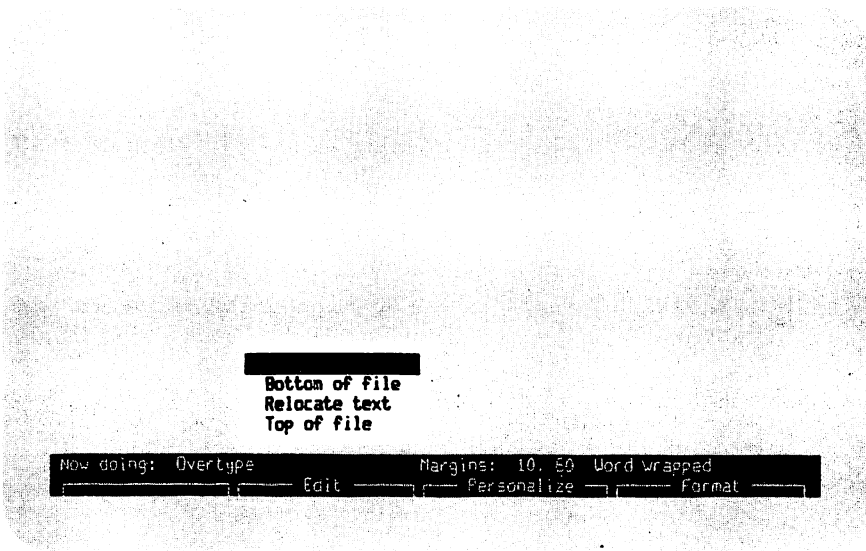


Figure 2-1
PROSE Edit Menu

The options on the Edit Menu enable you to move the cursor and text segments from place to place in your file, as the following sections explain. Press EXIT whenever you want to return to editing your PROSE file.

Bottom of File

Choose “Bottom of file” to move the cursor to the last line of your file. To use it, place the cursor on “Bottom of file” and press DO.

Relocate Text

Sometimes you may want to move a text segment to another part of your file, or insert the same text in several places in the file. “Relocate text” allows you to do these things. To relocate a text segment, use the following steps:

1. Using the ARROW, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to one end of the text you want to relocate. For example,

```
This is some text to copy. This is some
more text, but I do not want to copy this.
```

2. Press REMOVE.
3. Using the ARROW keys, move the cursor to the other end of the text you want to relocate. (If you were relocating a lot of text, you could also use the NEXT SCREEN or PREV SCREEN keys.) The text segment becomes highlighted in reverse video.

```
This is some text to copy. This is some
more text, but I do not want to copy this.
```

(If you change your mind, press CANCEL to cancel your selection and return to the text display.)

4. Press DO. The highlighted text disappears (and the surrounding text fills in).
5. Using the ARROW, PREV SCREEN, or NEXT SCREEN keys, move the cursor to where you want to relocate the segment. For example,

```
This is some text, but I do not want to
copy this. █
```

(If you want to restore the text in its original place, leave the cursor at the point where you removed the text.)

6. Press F12.

7. Select "Relocate text" and press DO. PROSE moves the text to the new location. For example,

```
This is some more text, but I do not want  
to COPY this. This is some text to COPY.
```

If the text is not filled properly, use "Fill text."

8. You can relocate the text as many times as you wish (until you press the REMOVE key again) by moving the cursor to the next place where you want the text relocated, selecting "Relocate text" from the Edit Menu, and pressing DO.

Top of File

Use "Top of file" to move the cursor to the top line of the file you are editing.

PROSE PERSONALIZE MENU

You display this menu by pressing F13 while in PROSE (or by using the right or left ARROW keys from one of the other menus of additional functions). The Personalize Menu appears in Figure 2-2:

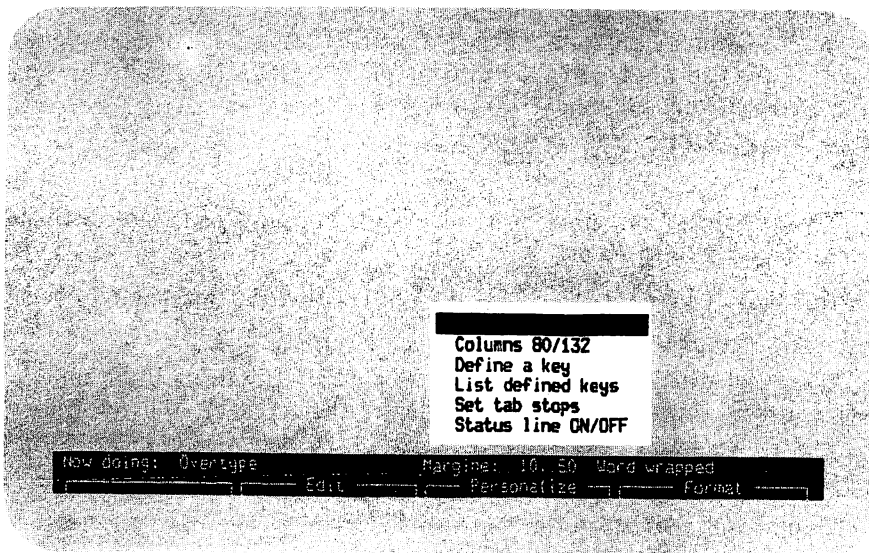


Figure 2-2
PROSE Personalize Menu

The options on the Personalize Menu enable you to set defaults that will be saved “permanently” (until you change them again). Press EXIT when you want to return to your PROSE file. The Menu options are described below.

Columns 80/132

When you select “Columns 80/132” and press DO, the width of the screen display changes. If the display was set to 80 columns (wide), it changes to 132 columns. If the display was set to 132 columns, it changes to 80 columns. Notice that when the display changes to 132 columns, the type becomes very condensed. This is necessary to fit the 132 columns on the screen.

Define a Key

With “Define a key,” you can execute up to 250 keystrokes by pressing a single key. Eight keys (F17, F18, F19, F20, PF1, PF2, PF3, and PF4) are user-definable. The keystrokes you specify can include characters, a RETURN, and function keys.

To define a key, do the following:

1. Move the cursor to the point where you want to begin typing what you will assign to a user-definable key. (Since you are in Overtyping Mode, you may want to use a clear area of the screen.)
2. Press F13.
3. Using the ↓ key, move the menu cursor to “Define a key.”
4. Press DO.
5. Type the key sequence that you want to assign to one of the definable keys. You might want to define a key to type your name and address at the top of a letter, for example:

Clarence Rutherford
146 Main Street
Anytown, U.S.A.

Use the ARROW keys—not the RETURN key—to move from line to line. You can use the RETURN key in a defined sequence, but it always moves the next line to the left margin, regardless of the cursor’s location on the screen.

Use the ⌫ key to delete any errors you may make in typing this sequence. Your Professional will beep at you if you try to enter more than 250 keystrokes into a key definition.

6. Press **DO** when you have finished typing the key sequence. Or, press **EXIT** to cancel the sequence assignment (the text you typed remains on the screen).
7. You will then be prompted to name the character sequence. Type in a name for it (maximum of 60 characters and spaces).
8. Then press the key to which you want the sequence assigned; **F17**, **F18**, **F19**, **F20**, **PF1**, **PF2**, **PF3**, and **PF4** are available for this purpose. A list on the screen shows which keys are already defined. You can also redefine a key.

Now, whenever you're using **PROSE** and press the defined key, your name and address will appear.

Note that when you press a defined key it will begin typing its text at the current cursor location. If the text extends beyond the right margin, you may get unexpected results.

The best method for learning the advantages of user-definable keys is to experiment with them. Here are some possibilities:

- Using the **REMOVE** and **DO** keys, define a key to delete the current line.
- Using the **INSERT HERE** and **RETURN** keys, define a key to open up a blank line.
- Using the underscore (**_**) and vertical line (**|**) characters, define a key to draw a box. Or use slashes (**/**) and backslashes (****) to create triangles and diamonds.
- Replace one word that appears many times in a document with another word (for example, replace "January" with "February"). Once you define a key to do this, an otherwise tedious chore becomes a simple, fast, precise operation.
- Define a key to choose a function from the **Edit**, **Personalize**, or **Format Menu**. Or define a key to choose several functions at one time.

List Defined Keys

"List defined keys" displays a list of user-defined keys that have been created using the "Define a key" option. Only keys that have been defined are listed.

Set Tab Stops

Choose “Set tab stops” to specify where the cursor will stop when you press the **TAB** key. The tab stops you set in PROSE will not affect other P/OS services. With the initial default setting, there is a tab stop at every 8 columns, starting at column 9. For example, if the cursor is in a column from 1 to 8, when you press the **TAB** key, the cursor jumps across to column 9.

When you select “Set tab stops,” a ruler appears on your screen. Small diamonds above the ruler show the current tab stops. Using the **ARROW** keys, move the cursor across the ruler to where you want a tab; then press **SELECT**.

To remove a tab stop, move the cursor to the diamond representing the tab stop you want to remove and press **SELECT**.

Set Tabs—Additional Options

While using the tab ruler, you can make some “global” changes to your tab settings, or reset them to their former state. To do so, press **ADDTNL OPTIONS** while the tab ruler is displayed. The Tabs Additional Options Menu appears as shown in Figure 2-3.

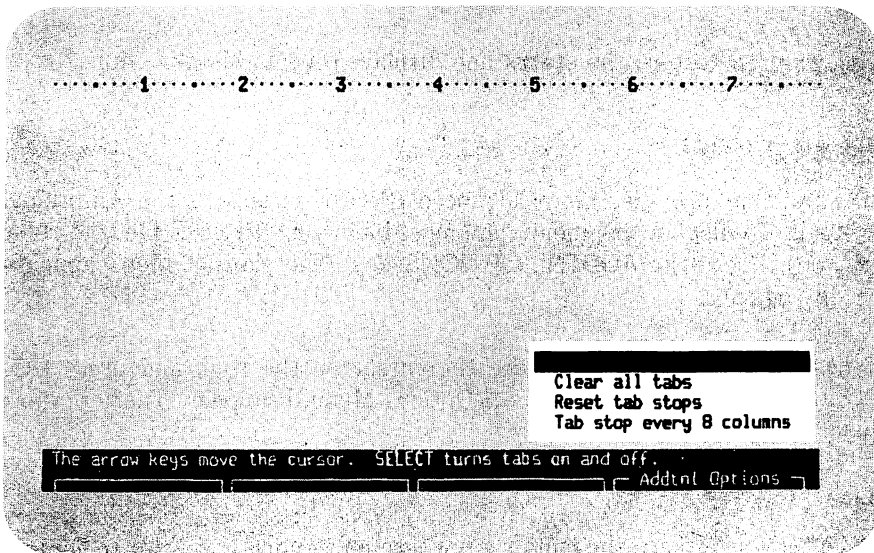


Figure 2-3
Tabs Additional Options Menu

To use the Tabs Additional Options Menu, place the cursor on “Set tab stops” and press DO. Then press ADDTNL OPTIONS to make the Tabs Additional Options Menu appear. Following is a description of each option on this menu:

- “Clear all tabs” removes all tab stops.
- “Reset tab stops” resets the tab stops to the settings that were in effect when you chose “Set tab stops.”
- “Tab stop every 8 columns” sets the tab stops to every 8 columns, beginning with column 9.

Press DO to make the Set Tabs Menu disappear. Press DO again to make the tabs ruler disappear and return to your PROSE file.

Status Line ON/OFF

By initial default, 22 lines of your text are displayed on the screen. Lines 23 and 24 are reserved for the status line. If you want to display 24 lines of your text and no status line, use the following steps:

1. Press F13.
2. Select “Status line ON/OFF” and press DO.

When you want to restore the status line display, repeat this procedure.

PROSE FORMAT MENU

Another menu that provides more advanced PROSE options is the Additional Options Menu. To display this menu, you must be in your PROSE file (tab ruler not displayed). Press the ADDTNL OPTIONS key. The Format Menu appears as shown in Figure 2-4.

To use these additional options, place the cursor on the item and press DO. Press DO again to make the Additional Options Menu disappear. These options can be used as follows:

Center Line

To use “Center line,” place the cursor anywhere on the line you want to center. Then choose “Center line” from the Format Menu. When you press DO, PROSE centers the line within the margins set for that paragraph.

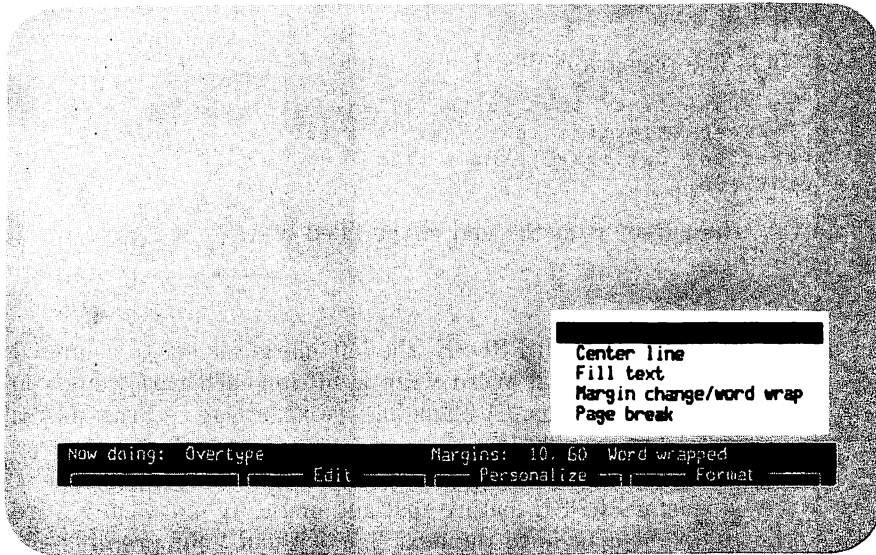


Figure 2-4
PROSE Format Menu

Fill Text

Use “Fill text” to close up spaces in paragraphs that allow word wrap.

“Fill text” will not operate on text set to “No wrap” (which is the default setting). Use “Margin change/word wrap” (described in the next section) to enable word wrap for a paragraph. To fill text in paragraphs that aren’t word-wrapped, you must use the REMOVE key.

To use “Fill text”:

1. Move the cursor to the beginning of the paragraph you want to fill (use the ARROW, PREV SCREEN, NEXT SCREEN, or FIND keys). For example,

```
This is a sample of text to be filled.
When I typed this          text in,
I put in a lot of          spaces and carriage returns
that
I do          not want now.
```

2. Press ADDTNL OPTIONS.

3. Choose "Fill text."
4. Press DO. The paragraph fills. For example,

```
This is a sample of text to be filled.  
When I typed this text in, I put in a lot  
of spaces and carriage returns that I do  
not want now.
```

Note that the cursor is at the end of the filled text.

Margin Change/Word Wrap

When you begin creating text with PROSE, the left margin is set to column 1 and the right margin to column 72. Word wrap is off for each paragraph you enter. These are the default settings. (A blank line—two carriage returns—marks the separation between paragraphs.)

Word wrap is a very useful PROSE feature that automatically moves any word extending beyond the right margin to the next line—without your pressing the RETURN key. You should set word wrap OFF when creating tables, columns of text, or programs.

To change margins or the word wrap setting for text, use "Margin change/word wrap." PROSE uses the new settings for the paragraph you selected and for subsequent paragraphs (moving forward through the text) until it encounters different margin settings that were previously entered and saved.

To set margins or word wrap, do the following:

1. Move the cursor to the first line of the text for which you want to change margins or word wrap. (Use the ARROW, PREV SCREEN, NEXT SCREEN, or FIND keys.)

If you have not yet typed in the paragraph, before changing the setting, press RETURN twice to indicate a new paragraph.

If you move the cursor to a line within a paragraph, PROSE creates the new margin setting starting where the cursor is, but does not insert a blank line.

2. Press ADDTNL OPTIONS.
3. Select "Margin change/word wrap."

4. Press **DO**. The status line changes and a ruler appears in your text display. For example,

this is the last line of a paragraph.

v1.....2.....3.....4.....5.....6.....7.....v

This is a new paragraph. I want to turn word wrap off for this paragraph.
I also want to change the margins.

Each dot or number on the ruler represents a column. The v symbols mark the left and right margins.

5. To set a new left margin, move the cursor to the column you want and press **SELECT**. (Press **EXIT** to cancel your choice and return to the text display.)
6. The cursor then moves to the other v, marking the right margin. Move the cursor to the new right margin position and press **SELECT**. You can use **SELECT** to toggle back and forth between margins until you have the settings you want.
7. If you want to change the word wrap setting, press **ADDTNL OPTIONS** while the margin ruler is displayed. A submenu displaying “Not wrapped,” and “Word wrapped” appears, with the current state indicated by a diamond. Move the cursor to the state you want and press **DO**. You will then be returned to the margin ruler.
8. Press **DO** when you are ready to leave the “Margin change/word wrap” display.

If you change the margins on wrapped text, **PROSE** rewraps the text to fit within the new margins. It will continue rewrapping the text until it encounters margin settings that were previously entered and saved.

To find out the word wrap and margin settings for any paragraph, move the cursor to it and look at the status line.

New text can be inserted into existing text that contains different margin settings. For instance, you might want to set off a note with narrower margins than the body of the surrounding text. This is accomplished by doing the following:

1. Position the cursor at the point where you want to insert the note.
2. Press **INSERT HERE** and then **RETURN** to create a blank line for the start of a new paragraph.

3. Press **ADDNTL OPTIONS** and select "Margin change/word wrap."
4. The margin ruler will appear on the screen. Set the margins to the new width.
5. Press **DO** once and insert your text.
6. When you have finished entering your text, press **RETURN** to leave a blank line, ending the paragraph.
7. Press **DO** to complete the operation.
8. If necessary, go back and adjust the margins of the text at the cursor's current location.

When you exit the session, PROSE asks you whether you want to save these word wrap and margin settings. See "Saving Text" in Chapter 1 if you need more information.

Numbered and Bulleted Lists

To format a numbered or bulleted list, follow these steps:

1. Make sure that the word wrap setting is set to "Not wrapped."
2. Set the left margin at the column against which the text portion of the list should align.
3. Enter your text using the conventions described in the previous section.
4. Using the **ARROW** keys, place numbers or bullets for outside the left margin next to each list item.

Now, if you change the margins, the list will remain intact, as well as the numbers and/or bullets. However, numbered and bulleted lists can be destroyed by changing the format from "not wrapped" to "wrapped."

Page Break

A page break marks where your text will begin a new page. With some printers, you can specify the number of lines for each page (see your *Hard Disk System User's Guide*). If you want to insert special page breaks using "Page break," set your printer's top and bottom margins and page length to the correct values before printing your file.

NOTE: If you are using an LA50 printer, you should insert page breaks for every page.

To insert a page break, do the following:

1. Use the **ARROW**, **PREV SCREEN**, **NEXT SCREEN**, or **FIND** keys to move the cursor to the place you want the new page to begin. For example,

```
This is some text. I have written several pages of text--this is only
part of what I have written--and I want to insert a page break so that
the printer will print my text as I request. For example, I need to use
page breaks to make sure that a table is printed entirely on one page.
```

2. Now select "Page break" from the **PROSE Format Menu**. (Press **EXIT** if you decide to cancel the procedure and return to your **PROSE** file.)
3. Press **DO**. A double line appears, showing where the text will break. For example,

```
This is some text. I have written several pages of text--this is only
part of what I have written--and I want to insert a page break so that
=====
the printer will print my text as I request. For example, I need to use
page breaks to make sure that a table is printed entirely on one page.
```

Set page breaks in your text after all edits have been made. Otherwise, changes to the text can affect your page breaks.

When printing files, P/OS causes the printer to jump (form feed) to the next page when it reads a page break. The double line that appears in your screen display is not printed on the paper copy. **PROSE** considers a page break as the start of a new paragraph.

While editing your **PROSE** file, if you decide to delete an existing page break, place the cursor anywhere on the page break double lines and press **<X>**.

Glossary



Glossary

application (or application program)

A computer program that meets some specific user need. PROSE is a text editing application.

auxiliary keypad

The set of keys on the far right of the Professional keyboard.

cursor

The blinking rectangle or underscore on the monitor screen that shows where the next typed character will appear.

default

Information that the Professional assumes unless you explicitly provide or change it.

directory

A group of files stored on a disk or diskette. A directory can include all or only some of the files on the volume. When you initialize a volume, P/OS creates a directory for you called USERFILES. You can create your own directories, if you wish.

EDT

Digital's interactive text editor, which has different features and methods than PROSE.

editing keypad

The set of gray keys between the main keyboard and the auxiliary keypad. Like the keys of the auxiliary keypad, these keys can function differently for different applications.

editor

An application program that allows you to create and modify text files.

file

A collection of information treated as a unit. A file may contain a memo, a program, or other information. Its purpose is analogous to that of a conventional office file.

function key

A key on the Professional keyboard that, when pressed, instructs P/OS or an application to do something specific. The HELP, DO, INTERRUPT, HOLD SCREEN, PRINT SCREEN, and ARROW keys perform the same function all the time. Other function keys, such as PREV SCREEN, RESUME, CANCEL, EXIT, F5, F17, and so on, have functions that depend on the application currently in use.

install

To copy an application such as PROSE from an application diskette onto the disk, integrating that application into the menu system.

keyboard

The component that enables you to communicate with the Professional. It contains the main keyboard (similar to a typewriter keyboard), a row of function keys at the top, the editing keypad, and the auxiliary keypad.

menu

A list of available services or functions which appears on the Professional screen.

monitor

The part of the Professional that contains the video display screen.

Overtyping Mode

The way PROSE handles what you type in a file unless you use the INSERT HERE key. In Overtyping Mode, PROSE replaces existing text when you type over it.

P/OS

The Professional's operating system. The operating system manages the computer.

PRO/Communications

A P/OS application that enables you to use your Professional to communicate with DIGITAL PDP-11 and VAX host computers. With PRO/Communications, you can transfer files to and from the host and use your Professional as if it were a terminal on the host computer.

program

A sequence of instructions used by a computer to perform specific operations. PROSE can be used to write programs.

prompt

A screen display request for you to type in certain information.

software

The collection of programs and information associated with a computer. Software is to a computer as your thoughts are to your body: software is intangible (consisting of electrical signals when in operation), but it makes the computer work.

system unit

The part of your Professional that contains the diskette drives, disk, option modules, power supply, and the computer itself. The system unit is the central component of the Professional.

volume

A generic name for a magnetic file-storage medium, such as a disk or diskette.

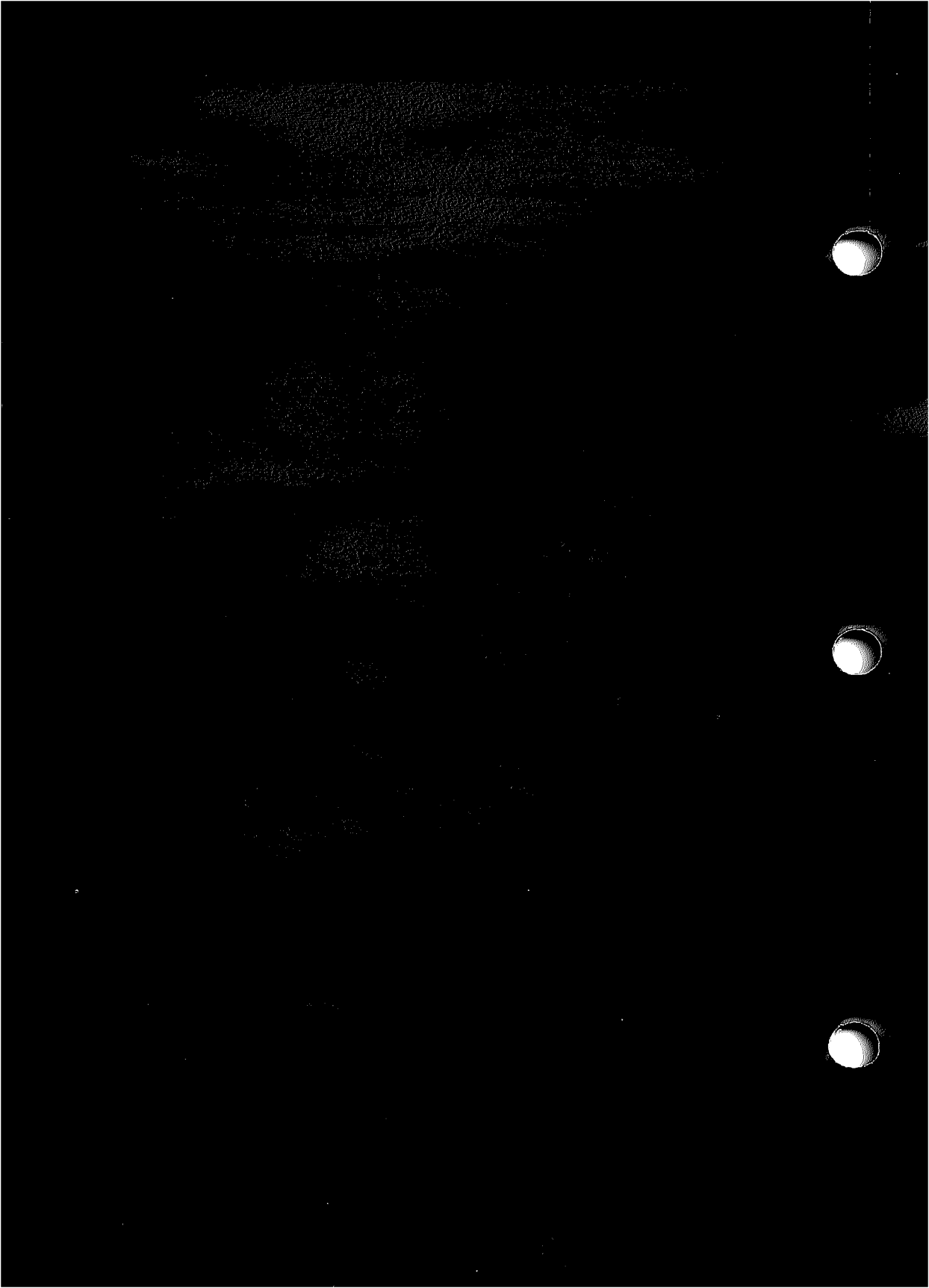
word wrap

The feature that moves a word to the beginning of the next line if the word extends beyond the right margin of the current line when you type it. PROSE allows you to activate and deactivate word wrap by setting it ON or OFF.

write-protect tab

An adhesive tab that can be applied to the write-protect notch on a diskette to prevent users from changing or deleting any file on that diskette. It is necessary to remove the tab to create, change, or delete any files on the write-protected diskette.

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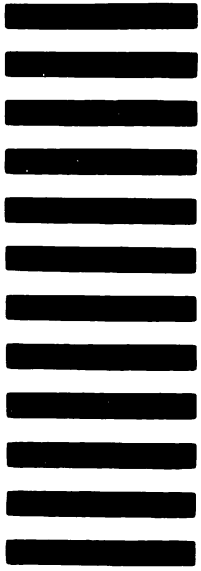


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