

GRiDWrite (Part I)

Text Editing

Contents

GRiDWrite (Part I)—Text Editing

About GRiDWrite 7-1

Text Editing 7-1

Text Formatting 7-1

Creating a Text File—Overview 7-1

Printing Text Files 7-3

 With Text Formatting

 Commands 7-3

 Without Text Formatting

 Commands 7-4

Moving About the Text File 7-5

Entering Special ASCII

Characters 7-5

The Commands 7-6

Begin Selection—Code-B 7-7

Cancel—Code-ESC 7-7

Duplicate—Code-D 7-7

Erase—Code-E 7-7

Find—Code-F 7-7

 Direction 7-8

 Find 7-8

 Match 7-9

Jump to Paragraph—Code-J 7-9

Move—Code-M 7-9

Options (Text)—Code-O 7-10

 Current Typeface 7-10

 Cursor: Cursor Wrap 7-10

 Cursor: Movement by 7-11

 Display: Format Characters 7-13

 Display: Ruler 7-14

 Margins: Automatic Indent 7-15

 Margins: Document Width 7-15

 Tabs for Cell-Based Files 7-16

 Tab Stops: First 7-16

 Tab Stops: Spacing 7-17

 Results of Setting Tab Stops 7-17

 Deleting Tab Stops 7-18

Quit—Code-Q 7-18

Substitute—Code-S 7-18

Tab Set/Delete—Code-Tab 7-18

Transfer—Code-T 7-19

 Format 7-19

 Print 7-20

Transfer (Format)—Code-T 7-20

 Append Printer Copy to a File 7-20

 Format This File 7-21

 Set Formatting Options 7-21

 First Page Number 7-21

 Halt After Each Page 7-22

 Print Pages 7-22

 Ignore Format Commands 7-22

 Write Printer Copy to a File 7-22

 Write Printer Copy to the

 Screen 7-23

Usage—Code-U 7-23

List of Figures and Tables

Figure 7-1. *The Commands Menu* 7-6

Figure 7-2. *The Text Formatting Command Summary* 7-6

Figure 7-3. *The Find Form with Initial Settings* 7-7

Figure 7-4. *The Jump Form* 7-9



-
- Figure 7-5. *The Options Form with Initial Settings* **7-10**
- Figure 7-6. *Cursor Movement with Token Setting* **7-12**
- Figure 7-7. *Cursor Movement with Word Setting* **7-12**
- Figure 7-8. *The GRiDWrite Ruler* **7-14**
- Figure 7-9. *The Transfer Menu* **7-19**
- Figure 7-10. *The Format Menu* **7-19**
- Figure 7-11. *The Print Menu* **7-20**
- Figure 7-12. *The Format Options Menu* **7-21**

GRiDWrite (Part I)—Text Editing

This chapter contains an introduction to the GRiDWrite application and an entry in alphabetical order for each common command you can use with the application. The GRiDWrite text-formatting commands (introduced below) are described in detail in Part II of the “GRiDWrite” chapter.

About GRiDWrite GRiDWrite is both a text editor and a text formatter. The text-editing facilities of GRiDWrite allow you to enter and manipulate data at your keyboard; the text-formatting facilities determine the appearance of your printed document.

Text Editing

GRiDWrite is a full-screen text editor you can use to create and modify business memos, letters, electronic mail, and reports.

GRiDWrite commands let you edit your text file in a variety of ways. You can

- Locate and change text throughout the entire text file.
- Duplicate, erase, and move text within your text file.
- Include text from other files, or write or append your text to other files.

Text Formatting

GRiDWrite’s text-formatting commands provide a variety of functions to control the printing and final appearance of text documents. For example, they let you set margins, indent lines of text, automatically number the pages, change printer typefaces, and print *headers* and *footers*. (Headers and footers are titles and other text that can appear in the top and bottom lines of each page of your document.)

You insert text-formatting commands in a text file as you enter or edit your file. As the final document is printed, GRiDWrite interprets your commands and prints the document accordingly.

Creating a Text File—Overview

You might follow the steps below the first time you create a text file and begin typing in it. For step-by-step instructions that introduce you to text-editing functions such as erasing and moving text, see “Session 5: GRiDWrite Documents” in the *Getting Started* tutorial.

To Use GRiDWrite

1. Create a file with Kind set to Text. (See the File Form section in the “System Basics” chapter for information on creating files.) When the blank screen and blinking cursor appear, you can enter text into your file.
2. Select the text options you want with the Options command (CODE-O). This step is optional because the Options form already contains preset characteristics for a new text file.
3. Type your text into the file. Here’s a brief description of how GRiDWrite handles the text you type.

As you type, you don’t have to press RETURN when you reach the end of a line or the bottom of the screen. The word you’re typing automatically wraps around to the next line.

You can add text at any point in your text file—within a paragraph, a sentence, or a word, for example. Simply move the cursor to the point where you want to enter text, and then type it in.

If you want text to begin at the left margin, press RETURN and then type the text, unless you use Automatic Indent on the Options form. For details, see Automatic Indent under this chapter’s section on Options (Text)—CODE-O.

To separate one paragraph from another with a blank line, move the cursor to the end of the first paragraph and RETURN twice.

If you want a list, table, or other text to print exactly as you enter it, end each line by pressing RETURN.

When you press the space bar, RETURN, or TAB, you insert *format* characters, which are normally invisible, in your text file. To make these characters visible, set the Display Format Characters item on the Options form to Yes. See the section on Options (Text)—CODE-O.

You may want to consider typing in text-formatting commands as you enter text. These commands let you specify page numbers, headers, footers, special type fonts, and a variety of other formatting features that extend your control over the final appearance of your printed document. See Part II of this chapter for details.

4. As you work, you can use the Transfer command (CODE-T) to save your work, include text from other files, and write or append text to other files.
5. You print out your file with the Transfer command (CODE-T). The command provides two options (Format and Print) for printing your data.

The option you choose depends on whether you insert text-formatting commands and want them to control the final format of the document. The next section, *Printing Text Files*, gives a procedure to follow for each option.

6. When you complete work on your text file, several commands are available for you to exit GRiDWrite; the command you use depends on what you want to do next. These commands are summarized below; see the “Common Commands” chapter for details on their use.
 - You can transfer data to and exchange your text file for another text file, or a database file, a graph file, or a worksheet file by using the Append to a File and Write to a File items of the Transfer command (CODE-T).
 - You can exchange your text file (without transferring data) for any other file by using the Exchange for Another File item of the Transfer command (CODE-T).
 - You can exit your text file, save any changes you made to the file, and return to the File form by using the Quit command (CODE-Q).
 - You can exit your text file without saving any changes and return to the File form by using the Cancel command (CODE-ESC). The data in the text file is the same as it was when you last retrieved or saved it.

Printing Text Files

This section gives two procedures: one for printing documents “as is” and one for printing a text file in which the GRiDWrite text-formatting commands control the final format of the printed document.

With Text-Formatting Commands Use the following procedure when you want to print a file using text-formatting commands interspersed within the file to control the format of the printed document.

▶ To Print a Document Containing Text-Formatting Commands

1. Ensure that your computer is set up to handle the printer attached to it, and that you have the necessary printer files in “Programs.” See the Options—CODE-O section in the “GRiDManager” chapter for this information.
2. Retrieve the text file you wish to print by filling out and confirming the File form. ▶

3. Press CODE-T, select the Format item, and confirm. The Format menu (Figure 7-10) appears.

You can, using the Set Formatting Options item, specify the page numbers to be printed as illustrated in the figure below.

Range	All
Ignore format commands	No
Halt after each page	No
First page number	1
Print pages	2-5, 6, 8, 52-
Format options: Fill in form and confirm	

The page specifications in the Print Pages item on the Format Options menu above cause pages 2 through 5, page 6, page 8, and page 52 through the end of the document to be printed.

4. Select the item Format This File on the menu, and confirm.
5. The document starts to print. If you specify Halt After Each Page in the Set Formatting Options form, confirm when you wish to resume printing after each halt.

To halt printing temporarily at any point, press ESC. Confirm when you wish to resume printing. To halt printing and return to text editing, press ESC; then, when printing halts, press ESC again.

If the system finds a hardware or software error during the printing process (a bad connection is an example), a numbered message appears in the message line. Look up the error message number in the “Error Messages” chapter for an explanation of the error and how to correct it.

Without Text-Formatting Commands Use the following procedure when you want to print a file using the items in the Set Options menu to control the final format of the printed document.

To Print a Document Without Text-Formatting Commands

1. Ensure that your computer is set up to handle the printer attached to it, and that you have the necessary printer files in “Programs.” See the Options—CODE-O section in the “GRiDManager” chapter for this information.

2. Retrieve the text file you wish to print by filling out the File form and confirming.
3. Press CODE-T, select the Print item, and confirm. The Print menu appears.

The items in the Print menu allow you to send a formatted document either to a printer or to a file. You can also specify that certain options—for example, headings, margins, and typeface—apply to the document you wish to print. See Transfer (Print)—CODE-T later in this chapter for details.

The subsequent steps apply when you wish to print a document.

4. Select the item Print This File on the menu, and confirm.
5. You are prompted to select the data you wish to print and confirm. (See the Selection section in the “Common Commands” chapter for information on how to select data.)
6. The document starts to print.

Press ESC to halt printing at any point in the document.

If the system finds a hardware or software error during the printing process (for example, because your printer isn't turned on), a numbered message appears in the message line. Look up the error message number in the “Error Messages” chapter for an explanation of the error and how to correct it.

Moving About the Text File

Arrow keys move the cursor quickly to any part of your text file. For example, by pressing one or two keys, you can, from your current position, move to the next line, word, or to the top or bottom of the display screen or the file. See the Selection section in the “Common Commands” chapter for information on these keys.

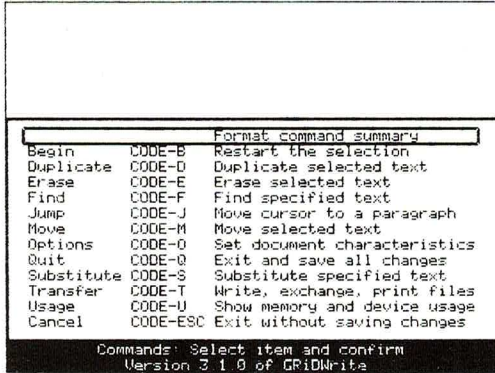
Entering Special ASCII Characters

Most computer keyboards don't have keys for certain graphic characters (for example, brackets, backquotes, and the backslash) and special ASCII control characters (for example, backspace, vertical tab, STX, and ACK). If you need to use one of these characters, see the ASCII table in Appendix B for the special keystrokes (listed in the PRESS column of the ASCII table) you use to enter them. .

The Commands

Press CODE-? to display the commands available for text editing and a summary of their functions (Figure 7-1).

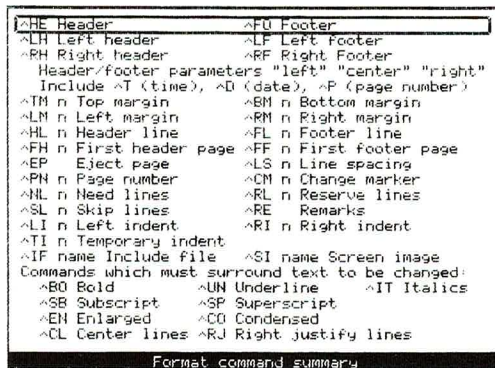
Figure 7-1. *The Commands Menu*



The text commands are described in alphabetical order in the sections that follow.

To see the commands available to text formatting, select Format Command Summary from the menu and confirm. A screen display (Figure 7-2) showing the text-formatting commands appears.

Figure 7-2. *The Text Formatting Command Summary*



The text-formatting commands are described in Part II of the "GRiDWrite" chapter.

Begin Selection—CODE-B Begin Selection (CODE-B) lets you mark the start of data you want to select after the message line prompts you to `select` or `make a selection`. See `Begin Selection—CODE-B` in the “Common Commands” chapter for details.

Cancel—CODE-ESC The Cancel command (CODE-ESC) lets you exit from GRiDWrite without saving any changes to your file since you last saved it. See `Cancel—CODE-ESC` in the “Common Commands” chapter for details.

Duplicate—CODE-D The Duplicate command (CODE-D) lets you copy text within your file to any target area within the same file. See `Duplicate—CODE-D` in the “Common Commands” chapter for details.

Erase—CODE-E The Erase Command (CODE-E) lets you erase characters, words, and entire blocks of text from your file. See `Erase—CODE-E` in the “Common Commands” chapter for details.

NOTE: You can, using keyboard function keys, erase text preceding the cursor. Press `BACKSPACE` to erase the preceding character; press `CODE-BACKSPACE` to erase the preceding word; or press `CODE-SHIFT-BACKSPACE` to erase all the preceding words in the line.

Find—CODE-F The Find command (CODE-F) lets you locate any sequence of up to 35 characters (including spaces) in your text file. When you press `CODE-F`, the Find form (Figure 7-3) appears.

Figure 7-3. *The Find Form with Initial Settings*

```

Find: Fill in form and confirm
Find 
Match Independent of case
Direction Forward
  
```

Fill in the form and confirm. The cursor appears after the sequence of characters you specified. Each time you confirm, GRiDWrite searches for the

next occurrence of the sequence of characters. A message informs you when the last occurrence is found. You can cancel the Find command by pressing ESC, issuing another command, or typing in text.

The items on the Find form are described in alphabetical order in the following sections.

Direction

The Direction item determines the direction GRiDWrite searches in your text file.

Initial setting is Forward. Choices are described below.

- | | |
|----------|---|
| Forward | Searches from the cursor's position when you pressed CODE-F toward the end of your text file. |
| Backward | Searches from the cursor's position when you pressed CODE-F toward the beginning of your text file. |

To search for text throughout the entire text file, before starting the search, place the cursor at the beginning (for the Forward setting) or end (for the Backward setting) of the text file.

When GRiDWrite cannot find any further occurrences of the text, the following message appears:

```
No further matches to text specified
```

If you see this message, and you think there are further occurrences of the text, check the Direction setting to make sure GRiDWrite is searching in the appropriate part of the file.

Find

No initial setting.

Type in the sequence of characters you want to find. Note that GRiDWrite treats a space like any other character. For each sequence of characters you want GRiDWrite to treat as a separate word, type a space after the last character.

For example, if you type only *mark*, the cursor would appear after the *k* in each of the following words:

mark

marketing

remarkable

If you type *mark* (including a space after the word), the cursor would appear after the space following the *k* only in

mark

NOTE: To type in the carriage return-line feed character (CR-LF), press CTRL-RETURN or CTRL-M.

Match

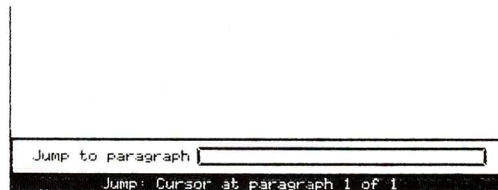
This item determines whether GRiDWrite finds an exact match for the sequence of characters you want to find or a match without regard to upper- or lowercase letters.

Initial setting is Independent of Case. Choices are described below.

Exactly	Finds only those occurrences that are exact matches to the sequence of characters you want to find.
Independent of Case	Finds each occurrence of the sequence of characters without regard to upper- or lowercase letters.

Jump to Paragraph—CODE-J The Jump command (CODE-J) lets you move to a paragraph whose number you specify in the Jump form (Figure 7-4). When you press CODE-J, the Jump form appears, along with a message indicating the current paragraph number and the total number of paragraphs in the text file. After you enter the desired paragraph number and confirm, the cursor appears at the start of the desired paragraph.

Figure 7-4. *The Jump Form*



GRiDWrite defines a paragraph as one or more characters starting and ending with a carriage return.

If you use GRiDWrite to enter source code for a program, the Jump command is useful in locating a particular line of code. Compilers give error messages with line numbers during compilation. You can specify these line numbers in Jump commands to locate the corresponding lines in the text file.

The Jump command can be useful as a place-holder. When you need to temporarily exit or move to another part of the text file, press CODE-J and note the current paragraph number. Then, to resume work in the paragraph you noted, specify the same number in a subsequent Jump command.

Move—CODE-M The Move command (CODE-M) lets you move text within your file to any target area within the same file. See Move Cells or Text—CODE-M in the “Common Commands” chapter for details.

Options (Text)—CODE-O The Options command (CODE-O) sets text file margins, shows a ruler that helps you format your text file, displays format characters, sets tab stops automatically, controls cursor movement, and automatically inserts tab characters in preparation for transferring a text file to a cell-based application.

Figure 7-5. *The Options Form with Initial Settings*

The screenshot shows a window titled "1-250 Window width" containing a list of options with their current settings:

Margins:	Document width	Window width
	Automatic indent	Yes
Display:	Ruler	No
	Format characters	No
Tab Stops:	Spacing	Manual
	First	Automatic
Cursor:	Movement by	Word
	Cursor wrap	Yes
Tabs for cell-based files		No
Current typeface		System-wide

Options: Fill in form and confirm

When you press CODE-O, the Options form appears (Figure 7-5). The options shown in the figure above are described in alphabetical order on the pages that follow.

Current Typeface

By changing the Current Typeface item, you can increase the amount of data displayed on your screen. See the Options—CODE-O section in the “Common Commands” chapter for details.

Cursor: Cursor Wrap

This setting determines whether the cursor moves to the next line when it reaches the right or left text file margins.

Initial setting is Yes. Choices are described below.

Yes After you press any key that causes the cursor to move past the right or left margin, the cursor moves to the next line after it passes the right or left margin.

- No The cursor remains stationary when it reaches the right or left margin, after you press an Arrow key or CODE-Arrow key. However, the cursor continues to move from line to line as you insert or erase text.
- You may want to set Cursor Wrap to No when the margins in your text file exceed the width of the screen display. This prevents the screen from jumping from one edge of the text file to the other when you are using horizontal scrolling.

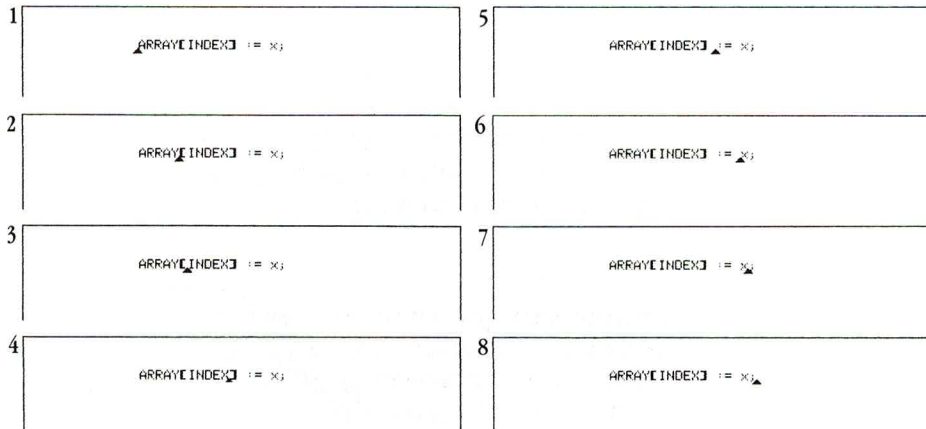
Cursor: Movement By

You can move the cursor by pressing CODE in combination with an Arrow key (described in the Selection section of the “Common Commands” chapter); and you can erase a sequence of characters between two spaces (blanks) by pressing CODE-BACKSPACE. When you use any of these key-sequences, the Movement By option determines cursor movement, as described below.

Initial setting is Word. Choices are described below.

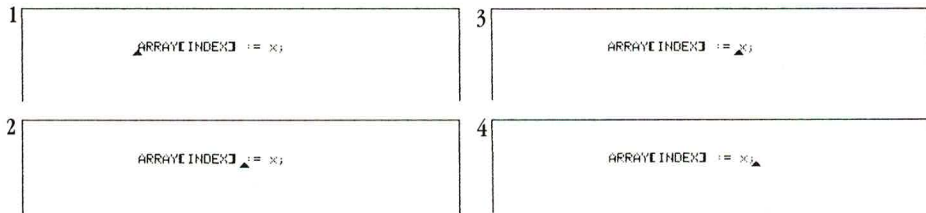
- Word Moves the cursor from word to word. Moving in either direction, the cursor appears before the first character of each word. This setting is appropriate if you are writing or editing memos, reports, and other text files with ordinary text.
- GRiDWrite defines a *word* as any text plus the spaces that follow it.
- Token Moves the cursor from token to token. GRiDWrite defines a *token* as
- One or more alphanumeric characters (letters and numbers) plus the next adjacent spaces, if any.
 - One or more nonalphanumeric characters (punctuation marks) plus the next adjacent spaces, if any.
 - Carriage returns.
- Use the Token setting if you are writing or editing the source code of computer programs that contain numerous special characters.
- With the Movement By option set to Token, each time you press CODE- → , the cursor jumps to one of the locations shown in Figure 7-6.

Figure 7-6. *Cursor Movement with Token Setting*



With the Movement By option set to Word, each time you press CODE- → , the cursor jumps to one of the locations shown in Figure 7-7.

Figure 7-7. *Cursor Movement with Word Setting*



These rules explain how the cursor moves for Token setting.

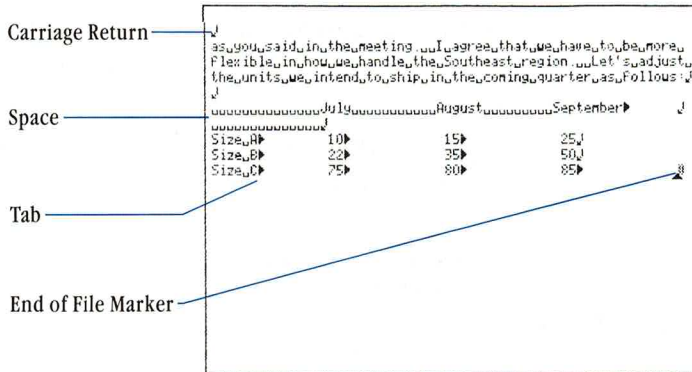
- If the cursor is on an alphanumeric character or one of the next adjacent spaces, it moves until it encounters the first nonalphanumeric character, carriage return character, or any character after a space.
- If the cursor is on a nonalphanumeric character or one of the next adjacent spaces, it moves until it encounters the first alphanumeric character, carriage return character, or any character after a space.
- If the cursor is on a carriage return character, it moves until it encounters the first alphanumeric, nonalphanumeric, or carriage return token.

Display: Format Characters

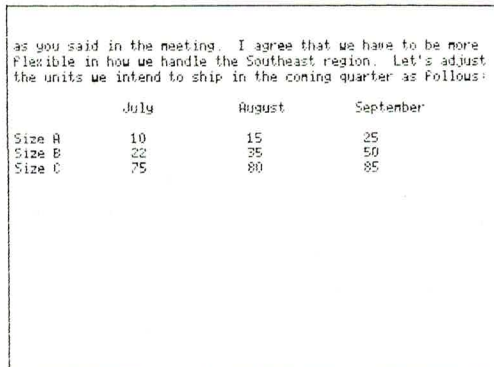
When you press RETURN, the space bar, or TAB, you insert normally invisible characters into your text file. These characters are called *format* characters. At the end of each text file there is also an end-of-file format character.

Initial setting is No. Choices are described below.

Yes Format characters appear on the screen, as shown in the figure below.



No Format characters are not visible on the screen, as shown in the figure below.



Display: Ruler

The Yes setting lets you display a ruler, a highlighted band at the top of the screen (Figure 7-8). The ruler is helpful for formatting tables and for indicating your position when the text file margins are greater than the window width.

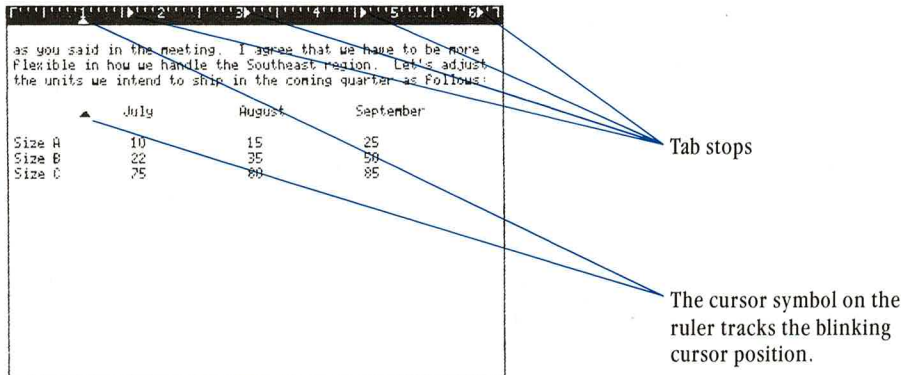
Initial setting is No. Choices are Yes, No

When displayed, the ruler shows the following:

- Tick marks at each column position.
- Numerals at every 10th column.
- An arrow marking the text file's center point (rounded upward).
- A duplicate nonblinking cursor that tracks the current cursor position.
- Tab-stop symbols that mark any tab stops you set.
- Left- and right-margin marks that indicate the text file's width.

Figure 7-8 shows the highlighted ruler for a text file. The ruler occupies the first line of the screen. The cursor is in column 10. Each tick mark indicates a column number. A tab-stop symbol marks each tab stop.

Figure 7-8. *The GRiDWrite Ruler*



Margins: Automatic Indent

This setting determines whether the cursor indents automatically when you press RETURN.

Initial setting is Yes. Choices are described below.

- | | |
|-----|--|
| Yes | Each time you press RETURN, the cursor moves to the next line at the starting position of the current line.

This setting is useful for writing text files with short, indented lines of text, such as outlines, and for writing programs in languages that use indenting, such as Pascal. |
| No | Each time you press RETURN, the cursor moves to the next line at the left-most edge of the screen. |

Margins: Document Width

The document width is the maximum number of characters that can appear in each line of text on your screen.

Initial setting is Window Width. Choices are described below.

- | | |
|--------------|---|
| Window Width | The maximum number of characters displayed depends on their size; see Current Typeface under the section Options—CODE-O in the “Common Commands” chapter. When editing data, use the Window Width setting to avoid scrolling to the left or right in order to see all the data. |
| 1-250 | You may set a text file width of from 1 to 250 characters. To view the characters that don’t fit on your screen, press the → or ← keys. (See the Selection section in the “Common Commands” chapter for information on using the Arrow and CODE key combinations.) |

You determine the width of your *printed* document elsewhere. See Set Printing Options under the section Transfer (Print)—CODE-T, later in this chapter, or the “GRiDPrint” chapter.

GRiDWrite ignores any number you type outside the range 1-250 and retains the setting as it was before you pressed CODE-O.

You may want to disable the Cursor Wrap option to prevent the screen from jumping from one edge of the text file to the other when you are using horizontal scrolling. See the Cursor: Cursor Wrap option described earlier.

Tabs for Cell-Based Files

Initial setting is No. Choices are described below

- Yes The Tabs for Cell-Based Files option lets you insert tab characters at columns marked by tab stops. These tab stops become effective when you either write or append your text to a cell-based file—a worksheet, graph, or database file—with the Transfer command (CODE-T). Each column of data separated by the tab stop becomes a separate column of cells in the worksheet, graph, or database file.

When you select Yes for this option, the ruler appears at the top of the screen. Move the cursor to the first character you wish to delimit in a column of cells and press CODE-TAB. A tab stop marker then appears on the ruler. The tab stops neither appear in nor affect your text file. They take effect only when the text is transferred to the cell-based file.
- No Always use this initial setting unless you want to transfer text to a cell-based file.

(See the “GRiDReformat” chapter for more information on preparing files for cell-based applications.)

Tab Stops: First

This option determines where the first automatic tab stops begin. Changing the starting point of automatic tab stops doesn’t affect manually set tabs.

Initial setting is Automatic. Choices are described below.

- Automatic GRiDWrite inserts the first automatic tab stop after the same number of spaces from the left margin as the number you enter in the Tab Stops: Spacing option (below). For example, if you enter 8 in that option, the first tab stop appears in the ninth column.
- 1-250 Type a number between 1 and 250 in the outline to indicate where you want the first automatic tab stop. For example, if you enter 8 as the Tab Stop: Spacing item and 20 as the Tab Stop: First item, the first automatic tab stops is in column 20; tab stops follow in every eighth column: columns 28, 36, 44, 52, etc.

GRiDWrite ignores any number you type outside the range 1-250 and retains the setting as it was before you pressed CODE-O.

Tab Stops: Spacing

The Tab Stops: Spacing option lets you set tab stops automatically throughout your text file; you can also use this option to turn off automatic tab settings and allow manually set tabs only (see the section Tab Set/Delete—CODE-TAB, later in this chapter).

Use tab stops when you indent text often throughout your text file. By replacing blank spaces with tab stops, you save space on the device where you save your text file.

Initial setting is Manual. Choices are described below.

- | | |
|--------|--|
| Manual | No automatic tab stops are set. The only tab stops in effect are those set manually with CODE-TAB. |
| 1-250 | Sets tab stops, which are an equal distance apart throughout the text file. The number you enter in this item determines the number of spaces between the automatic tab stops. For example, if you enter the number 8, a tab stop appears at the ninth column, the 17th column, the 25th column, etc.

If you enter a setting that is greater than the current text file width, no tab stops appear unless you widen the margins. GRiDWrite ignores any number you type outside the range 1-250 and retains the setting as it was before you pressed CODE-O. |

Automatic tab stops are inserted starting from the point you choose in the Tab Stops: First option.

Results of Setting Tab Stops Setting automatic tab stops (you specify a number from 1-250) provides several advantages in editing your text.

- With the option set to Manual, you can type data in free form, pressing TAB before each word or character you wish to begin in a new column. Then, by setting an automatic tab stop from 1-250, GRiDWrite creates tabular columns on the screen with the data you typed. You can adjust the 1-250 setting until the columns appear in the format you desire.
- With the option set to Automatic, you can move the blinking cursor to each tab stop by simply pressing TAB.

Deleting Tab Stops You can delete tab stops in three different ways.

- Confirm the Manual setting. This method deletes all automatic tab stops, no manual tab stops.
- Press CODE-SHIFT-TAB. This method deletes all automatic and manual tab stops.
- Press TAB to move the cursor to the individual tab stop you want to delete and press CODE-TAB. CODE-TAB alternately sets and deletes an individual tab stop. This method deletes both automatically and manually set tab stops.

Quit—CODE-Q The Quit command (CODE-Q) lets you exit from your GRiD-Write file; any changes you've made to the file since you last saved it are saved automatically when you exit. See Quit—CODE-Q in the “Common Commands” chapter for details.

Substitute—CODE-S The Substitute command (CODE-S) lets you automatically change one or more occurrences of a character, word, or phrase in your file with another character, word, or phrase. See Substitute—CODE-S in the “Common Commands” chapter for details.

Tab Set/Delete—CODE-TAB When working with a text file, you can either insert or remove a tab stop by pressing CODE-TAB.

Use tab stops when you indent text often throughout your text file. By replacing blank spaces with tab stops, you save space on the device where you save your text file.

To insert a tab stop, move the cursor to the desired location and press CODE-TAB. Each time you press TAB, the cursor moves to the column marked by a tab stop.

Tab stops are invisible and cannot be seen even when you use the Display: Format Characters option. To determine where tab stops exist, press CODE-O and then set the Display: Ruler option to Yes. Tab indicators on the ruler show the positions of tab stops.

To remove a tab stop, move the cursor to the position of the tab stop and press CODE-TAB. To remove all tab stops, press CODE-SHIFT-TAB.

See the section Tab Stops (earlier in this chapter) for information on setting tab stops automatically.

Transfer—CODE-T The Transfer command (CODE-T) causes the Transfer menu (Figure 7-9) to appear.

Figure 7-9. *The Transfer Menu*



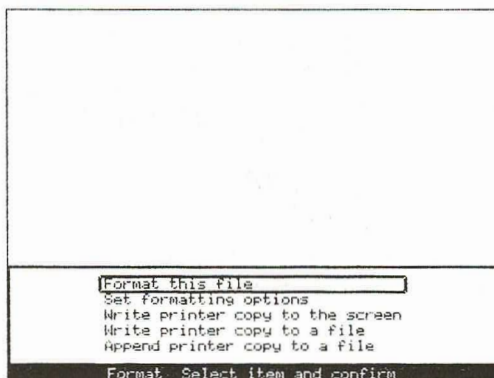
All of the items in Figure 7-9 except Format and Print are described in alphabetical order under the section Transfer—CODE-T in the “Common Commands” chapter.

Format

Select this item when you insert text-formatting commands within your document and you wish these commands to control the format of the printed copy.

When you select the Format item and confirm, the Format menu (Figure 7-10) appears.

Figure 7-10. *The Format Menu*



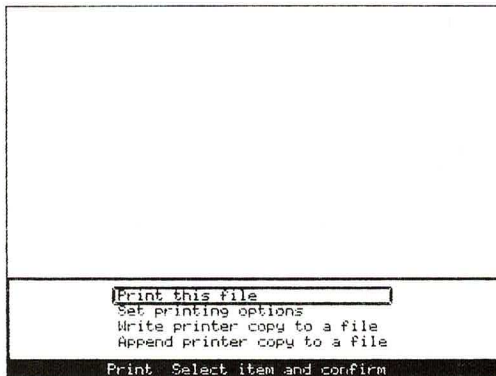
For an explanation of each item in the menu, see Transfer (Format)—CODE-T later in this chapter.

Print

Select this item when you don't wish to print your document using GRiD-Write text-formatting commands. Any text-formatting commands within the text file are printed out as ordinary text.

When you select the Print item and confirm, the Print menu (Figure 7-11) appears.

Figure 7-11. *The Print Menu*



For an explanation of each item in the menu, see Transfer (Print)—CODE-T in the “Common Commands” chapter. The Set Printing Options item in the menu provides text-formatting options for printing a text file, as explained in the “Common Commands” chapter. However, they aren't as extensive as the text-formatting functions described in Part II of this chapter.

Transfer (Format)—CODE-T This section explains the items in the Format menu (Figure 7-10), which appears when you select the Format item from the main Transfer menu and confirm. The items in the menu are explained in alphabetical order in the sections that follow.

Append Printer Copy to a File

The Append Printer Copy to a File item performs the same function as Write Printer Copy to a File except the data you transfer is appended at the end of any data already present in the destination file.

Format This File

The current text file is printed out by the printer attached to your computer. GRiDWrite interprets the text-formatting commands inserted in the document and the current settings of the Format Options form (see the next section) and formats the document accordingly.

NOTE: To halt printing temporarily at any point, press ESC. Confirm when you wish to resume printing. To halt printing and return to text editing, press ESC; then, when printing halts, press ESC again.

Set Formatting Options

When you select Set Formatting Options and confirm, the Format Options menu (Figure 7-12) appears.

Figure 7-12. *The Format Options Menu*

Yes	No
Ignore format commands	No
Halt after each page	No
First page number	1
Print pages	All

Format options: Fill in form and confirm

The format options are explained in alphabetical order in the sections that follow.

First Page Number Initial setting is 1. Alternate choice is any number within the range of printed pages generated by your input file.

The number you enter determines the page number on the first page of your printed document. The pages that follow are numbered sequentially to the end of the document, or until GRiDWrite finds a Page Number command (`^Pn`).

If GRiDWrite finds a Page Number command at the beginning of the input text file, the page number specified in the command takes precedence and determines the first page number.

Halt After Each Page Initial setting is No. Choices are Yes, No.

When you select No, the text file is printed out continuously from beginning to end.

The Yes choice is useful when you print on single sheets of paper rather than on continuous forms. When you select Yes, GRiDWrite stops printing at the end of each page. To resume printing, you confirm (CODE-RETURN). This Halt After Each Page option applies to text you send to the printer, to a file, and to the screen display with the Send To option.

Print Pages The Print Pages option lets you select the pages you want to be printed according to page number. Choices are All (the entire document is printed), or a range of pages you type in, as shown in the following example:

Range	Result
3-5	Prints out page numbers 3 through 5.
3,9,15	Prints out page 3, page 9, and page 15.
3-	Prints out the entire document starting at page 3.
-3	Prints from the beginning of the document through page 3.

Ignore Format Commands The Ignore Format Commands item causes GRiDWrite to ignore any text-formatting command inserted within the text file. When you print the file, or send it to the screen display or another file, the settings in the Print Options menu control the format of the printed document.

Write Printer Copy to a File

The Write Printer Copy to a File item puts a formatted copy of the current file into a text file you specify. You use this option in two instances: (1) when you want to print your document on a printer attached to a file server device, or (2) when you want to inspect your formatted output without actually printing it.

In a text file, your document appears in the same format as it would appear on a printed page. However, you may first have to change the document width of the text file when you retrieve it, to match the width of your document. For example, if each row has 80 characters, you must change the document width to 80 to view an entire line. See Margins: Document Width under Options (Text)—CODE-0 in this chapter for information on how to change the document width.

You can save time by putting a formatted copy of your input text file in a file or on the screen (using the Screen setting described below) before actually printing it. You can quickly create new formatted copies, changing the text-formatting commands as necessary, until the format and appearance of the document suit you; then, you can print a clean document.

When you put a formatted copy in a file, you can repeatedly scroll up and down through your text, and save it if you wish. When you put a formatted copy on the screen (described below), you see it once as it is printed, and then it is removed from storage.

Write Printer Copy to the Screen

The Write Printer Copy to the Screen puts a formatted copy of the current file directly onto your display screen; the text on the screen automatically scrolls upward as each new line appears at the bottom.

NOTE: To halt scrolling temporarily at any point, press ESC. Confirm when you wish to resume scrolling. To halt scrolling and return to text editing, press ESC; then, when scrolling halts, press ESC again.

Text in the right-most portion on the display may be cut off, depending on the width of the text being printed and the current typeface. You can correct this in two ways: (1) Reduce the size of the current typeface as described under Options—CODE-O in the “Common Commands” chapter, or (2) select the Write Printer Copy to a File item instead; then, scroll the text in the resulting output file; GRiDWrite always provides a complete printer copy when you direct it to an output file.

Usage—CODE-U The Usage command provides information and the amount of free memory and storage available to your programs and files. See Usage—CODE-U in the “Common Commands” chapter for details.