

# Text Processing

This chapter introduces you to the text processing facilities offered by the Con-nect editor.

The following topics are covered below:

- The Con-nect Editor
  - Issuing Commands in the Con-nect Editor
  - Line Commands
  - Editor Commands
  - Con-nect System Variables
  - Markers
  - Positioning Commands
  - Other Text Processing Commands
-

# The Con-nect Editor

Text processing is performed in the Con-nect editor, i.e. the "Modify *Document-name*" screen.

See *Adding a Document* for further information. After you have completed your specifications in the "Add Document" screen, you press ENTER to display the blank "Modify *Document-name*" screen.

To modify an existing document, issue the MODIFY command in conjunction with the document:

```
MODIFY Document document-name
```

As a result, the "Modify *Document-name*" screen appears.

```

12:08 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File                               Page      1 Line      1
...+...10...+...20...+...30...+...40...+...50...+...60...+...70...+
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

In the past two years, sharks have repeatedly attacked the new
fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

Enter a command, press a PF-key, or enter * to display commands
Command /                               / used 1 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set                X   Top  Bot  Y   Flip CX-Y Home

```

The name of the document which you are currently modifying is indicated to the right of the screen name. The "Modify *Document-name*" screen displays the following information above the text area:

## Folder

The name of the folder in which the document is stored.

## File

If the document is stored in a file, the filename.

**Page**

The number of the currently shown display page (each display page consists of 16 lines).

**Line**

The number of the line which is currently displayed at the top of the text.

....+....**10**....+....**20**....

The scale always shows you which columns of a text are currently displayed. A line can be up to 250 characters long.

See *Markers* for a description of all markers which can appear in the scale above the text and/or to the left of the text.

The following information is displayed below the text area:

**Used**

The percentage of editor area that is currently filled with text. There is a limit to the amount of text you can enter. Warning messages automatically appear in the message line if you have used more than 85% of the editor area.

After the first warning message has appeared, you should stop editing and save the document. If you continue editing, it is later possible that you are not able to open the document (due to its size).

**Dir**

The direction indicator shows the current direction of command execution. "Dir +" indicates that commands are executed in a forward direction. See the description of the DIRECTION command for further information.

**Del**

The delimiter character. The default is a comma (.). The delimiter character precedes line commands to allow Con-nect to distinguish the command from the text. See the description of the DELIMIT command for further information.

Pressing ENTER displays the next display page. When you are on the last display page, pressing ENTER alternates between a full screen display of that page, and a display of only the last lines of that page. To return to the beginning of the text, you issue the TOP command.

You can use all 24 PF-keys no matter which PF-key line is currently displayed.

If the first set (PF-keys 1 through 12) is displayed, you can issue the FLIP command to display the second set (PF-keys 13 through 24) and vice versa.

The most frequently used commands are assigned to PF-keys, however, you can change the PF-key assignments of the "Modify *Document-name*" screen (see *PF-Key Assignments* for detailed information).

The HOME command is by default assigned to a PF-key. When you press that key, the cursor is placed in the command line.

Write or modify your text using the commands which are described in the following sections.

## **Saving the Document**

To save your text without leaving the editor, issue the SAVE command. It is advisable to save your text at regular intervals while writing or modifying it.

Whenever you leave the "Modify *Document-name*" screen by issuing a Con-nect command, your modified version is automatically saved by Con-nect.

There is one exception: if you use the ABANDON command to leave the "Modify *Document-name*" screen, all changes which you made after issuing the last SAVE command are ignored.

## **Autosave**

When you are editing your document, Con-nect creates a backup version of your document with the name "(Undo *Document-name*)" and stores it in your default folder.

This version is automatically updated when you press ENTER - according to the value that has been specified in the profile (see *Language, Command Sequence and Autosave* for further information).

When no system interruption occurs, the backup version is automatically deleted when you leave the editor with a Con-nect command. (There are some editor commands, e.g. COMPRESS, which also update this backup version.)

The backup version is *not* deleted, if you do *not* issue a Con-nect command to leave the editor (for example, if you leave the editor with a Net-Pass command), or if the system crashes. If this is the case, it is recommended that you check the "(Undo *Document-name*)" version of your document with the DISPLAY command. If this version contains, for example, your missing document text, you can FILE it under a new name and treat it like any other document. If this version is of no further use to you, you should ERASE it.

See also *Locked Documents*.

## Issuing Commands in the Con-nect Editor

While typing your text, you can enter line commands and editor commands in the "Modify *Document-name*" screen. These commands are described in the following sections.

### **Important:**

The description of commands applies to the default direction "Dir +". For example, if you copy text, the copy is inserted *below* the cursor position. If the direction is "Dir -", the copy is inserted *above* the cursor position.

See the description of the ,X and ,Y commands for an explanation of how to set the X- and Y-markers.

You can also use Con-form instructions (refer to the *Con-form User's Guide* for detailed information). A Con-form instruction is not executed immediately. The effects become visible only after the text has been formatted with Con-nect.

You can issue any other command sequence in the command line to leave the "Modify *Document-name*" screen and to start another function (your text is automatically saved by Con-nect).

### **Important:**

Always confirm your text by pressing ENTER before you enter a line command or an editor command.

## Issuing Line Commands

You issue a line command in one of the following ways:

- Type the line command at the beginning of the line you want to act upon and press ENTER. Each line command must be preceded by the delimiter character). The delimiter must be entered in the *first* column of a line. You must *not* enter a blank between the delimiter and the line command. Most line commands are executed in the direction determined by the DIRECTION command.

### **Important:**

Throughout this documentation the default delimiter character is the comma (,).

- Position the cursor to the line where you want to execute the command and press the PF-key which has been assigned to the command. You need not press ENTER; the command is executed immediately. Applicable commands are shown in the PF-key lines.

### **Caution:**

You should always press ENTER after having typed a line command at the beginning of a line. If you do not press ENTER, but press a PF-key instead, the line command is executed at cursor position. For example, if you enter the line command ,CX-Y and then press the PF-key assigned to the editor command TOP, the line is split at the cursor position and the marked text block is inserted between the split lines. After that, the TOP command is executed.

The line command that you type at the beginning of a line automatically disappears when you press ENTER. It does not overwrite your original text.

When you enter a question mark (?) in the first column of a line, you access the Con-nect help system. As a result, a help text appears showing a list of all available line commands.

## Issuing Editor Commands

You issue an editor command in one of the following ways:

- Type the command in the command line of the "Modify *Document-name*" screen and press ENTER.
- Press the PF-key to which the command has been assigned. Applicable commands are shown in the PF-key lines. In some cases you have to position the cursor to the line you want to act upon before you press the PF-key.

## Line Commands

This section describes the line commands in alphabetical order.

Command	Explanation
,C	copy a single line below the original
,C( <i>n</i> )	copy a single line <i>n</i> times below the original
,CX	copy the X-marked text
,CX( <i>n</i> )	copy the X-marked text <i>n</i> times
,CX-Y	copy the marked text block
,CX-Y( <i>n</i> )	copy the marked text block <i>n</i> times
,CY	copy the Y-marked text
,CY( <i>n</i> )	copy the Y-marked text <i>n</i> times
,D	delete a single line
,D( <i>n</i> )	delete <i>n</i> lines
,I	insert 8 blank lines
,I( <i>n</i> )	insert <i>n</i> blank lines
,J	join two lines
,L	leave the text line unchanged
,MX	move the X-marked text
,MX-Y	move the marked text block
,MY	move the Y-marked text
,P	scroll the line to the top of the screen
,S	split a line into two lines
,W	open a window of 8 blank lines
,W( <i>n</i> )	open a window of <i>n</i> blank lines
,X	mark a line with
,Y	mark a line with

## **,C - Copy a Single Line Below the Original**

Enter ,C at the beginning of the line which you want to copy and press ENTER to insert the copy below that line.

## **,C(n) - Copy a Single Line Several Times Below the Original**

For example, if you want to copy a line 5 times, you must enter ,C(5) at the beginning of the line you want to copy and press ENTER. As a result 5 copies of the line are inserted below that line.

## **,CX - Copy the X-Marked Text**

Mark the line you want to copy with ,X and press ENTER.

You can also copy a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to copy the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is copied).

Position the cursor to another line. Enter ,CX at the beginning of that line and press ENTER to copy the marked text below that line.

## **,CX(n) - Copy the X-Marked Text Several Times**

Mark the line you want to copy with ,X and press ENTER.

You can also copy a part of the line several times: you must set the X-mark with the PF-key which is assigned to the ,X command to copy the text *after* the X-mark (including the character at the X-mark).

For example, if you want to copy a line (or a part of the line) 4 times, you must enter ,CX(4) at the beginning of another line and press ENTER. As a result, 4 copies of the marked text are inserted below that line.

## **,CX-Y - Copy the Marked Text Block**

Mark the text block you want to copy with X and Y.

Position the cursor to another line, enter ,CX-Y at the beginning of that line and press ENTER to copy the marked text block below that line.

You can also position the cursor to the *first character* of the line below which you want to place the copy and then press the PF-key which has been assigned to the ,CX-Y command.

When you position the cursor *within* a line and press the PF-key assigned to the ,CX-Y command, the line is split at the cursor position and the marked text block is inserted between the split lines.

You can also insert copies of your text block at different positions in the text. You do not RESET the text markers, but move the cursor to the position where you want to insert the next copy and re-issue the ,CX-Y command.

## **,CX-Y(n) - Copy the Marked Block Several Times**

Mark the text block you want to copy with X and Y.

For example, if you want to copy a marked text block 3 times, you must enter ,CX-Y(3) at the beginning of another line and press ENTER. As a result, 3 copies of the marked text block are inserted below that line.

## **,CY - Copy the Y-Marked Text**

Mark the line you want to copy with ,Y and press ENTER.

You can also copy a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to copy the text *before* the Y-mark (including the character at the Y-mark).

Position the cursor to another line. Enter ,CY at the beginning of that line and press ENTER to copy the marked text below that line.

## **,CY(n) - Copy the Y-Marked Text Several Times**

Mark the line you want to copy with ,Y and press ENTER.

You can also copy a part of the line several times: you must set the Y-mark with the PF-key which is assigned to the ,Y command to copy the text *before* the Y-mark (including the character at the Y-mark).

For example, if you want to copy a line (or a part of the line) 2 times, you must enter ,CY(2) at the beginning of another line and press ENTER. As a result, 2 copies of the marked text are inserted below that line.

## **,D - Delete a Single Line**

Enter ,D at the beginning of the line you want to delete and press ENTER.

The deleted line disappears and the following lines are moved one line upwards.

When you use a PF-key to delete a line, you must first move the cursor to the beginning of the line which you want to delete and then press the PF-key which has been assigned to the ,D command.

## **,D(n) - Delete Several Lines**

For example, if you want to delete 6 lines, you must enter ,D(6) at the beginning of a line and press ENTER. As a result, the next 6 lines, including the line in which you entered the command, are deleted.

### **Note:**

You can also use editor commands to delete the marked text or to eliminate everything except the marked text (see the descriptions starting with the DX command).

## **,I - Insert 8 Blank Lines**

Enter ,I at the beginning of the line below which you want to insert 8 blank lines and press ENTER.

In contrast to the ,W command, the unused blank lines are not deleted when you press ENTER.

## **,I(*n*) - Insert Several Blank Lines**

The maximum number of blank lines which you can insert at one time is 14 (if you specify more than 14 lines, only 8 blank lines are inserted).

For example, if you want to insert 12 blank lines, you must enter ,I(12) at the beginning of the line below which you want to insert the blank lines and press ENTER.

In contrast to the ,W(*n*) command, the unused blank lines are not deleted when you press ENTER.

## **,J - Join Two Lines**

Enter ,J at the beginning of the line which you want to join with the following line and press ENTER.

If the second line is too long to fit completely in the empty space of the first line as shown in the screen, Con-nect displays a highlighted L in the left-hand margin of the first line. To scroll your text to the left, so that you can see the remainder of the line, you issue the COLUMN command (see *Positioning Commands* later in this section). You can leave the text as it is, or split the line so that all of the text is visible in the screen (see the description of the ,S command).

## **,L - Leave the Text Line Unchanged**

As long as you have *not* pressed ENTER, you can undo your changes to a text line.

Enter ,L at the beginning of the text line where you want to retrieve the original text and press ENTER.

## **,MX - Move the X-Marked Text**

When you move text, it is removed from its original position and transferred to a new position.

Mark the line you want to move with ,X and press ENTER.

You can also move a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to move the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is moved).

Enter ,MX at the beginning of the line below which you want to move the marked text and press ENTER.

## **,MX-Y - Move the Marked Text Block**

When you move a text block, it is removed from its original position and transferred to a new position.

Mark the text block you want to move with X and Y.

Enter ,MX-Y at the beginning of the line below which you want to insert the text block and press ENTER.

## **,MY - Move the Y-Marked Text**

Mark the line you want to move with ,Y and press ENTER.

You can also move a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to move the text *before* the Y-mark (including the character at the Y-mark). The remaining text after the Y-mark will be moved to the left.

Enter ,MY at the beginning of the line below which you want to move the marked text and press ENTER.

## **,P - Scroll a Line to the Top of the Screen**

If the text has more than 17 lines and you are not on the last screen page of a document, you can scroll a line to the top of the screen.

Enter ,P at the beginning of the line which you want to scroll to the top of the screen and press ENTER.

## **,S - Split a Line into Two Lines**

Enter ,S at the beginning of the line you want to split. Do not press ENTER immediately. You must first move the cursor to the position where you want to split the line.

As a result the text at the cursor position and to the right of it is moved to the next line; the subsequent text is automatically shifted one line downwards.

## **,W - Open a Window of 8 Blank Lines**

Enter ,W at the beginning of the line below which you want to open a window of 8 blank lines and press ENTER.

When you position the cursor *within* the line and press the PF-key assigned to the ,W command, the window is opened at the cursor position.

Fill the blank lines with text - the lines which remain empty *below* the text you have just added are automatically deleted when you press ENTER.

### **Note:**

The following applies to both the ,W and the ,W(n) commands. When you add or modify text below the window, the empty lines in the window are *not* deleted when you press ENTER. If the blank lines are to be deleted automatically, you should enter text only within the window and then press ENTER.

## ,W(n) - Open a Window of Several Blank Lines

The maximum number of blank lines in a window is 14 (if you specify more than 14 lines, a window of only 14 blank lines is opened).

For example, if you want to open of window of 4 blank lines, you must enter ,W(4) at the beginning of the line below which you want to open the window and press ENTER.

Fill the blank lines with text - the lines which remain empty *below* the text you have just added are automatically deleted when you press ENTER.

## ,X and ,Y - Set the X- and Y-Marker

Before you can copy or move text, you must mark the line(s) to be processed. Press ENTER to confirm your current text *before* you set the text markers.

### Marking an Entire Line with X or Y

Enter ,X or ,Y at the beginning of a line and press ENTER to mark the whole line.

As a result the marked line is highlighted and an X or Y appears to the left of the text.

You can also position the cursor to the *first* column of a line and press the PF-key assigned to the ,X or ,Y command to mark the *whole* line.

### Marking Text After the X

Position the cursor within the line and press the PF-key assigned to the ,X command to mark the text from the X-mark to the end of the line.

As a result the line in which you set the marker is highlighted and an X appears to the left of the text. Furthermore, an X appears in the scale above the text to indicate the column in which the X-marker has been set.

#### Note:

If you position the cursor in the *first* column and press the PF-key assigned to the ,X command, the *whole* line is marked. The X does *not* appear in the scale. You *cannot* mark a text block which starts in column 1 and ends in the *same* line.

### Marking Text Before the Y

Position the cursor within the line and press the PF-key assigned to the ,Y command to mark the text from the beginning of the line to the Y-mark.

As a result the line in which you set the marker is highlighted and an Y appears to the left of the text. Furthermore, an Y appears in the scale above the text to indicate the column in which the Y-mark has been set.

#### Note:

If you mark two separate lines with X and Y and if the markers are in the same column, a Z appears in the scale above the text to indicate the column in which both the X-mark and the Y-mark have been set.

## Marking a Text Block

A text block must be delimited with two markers: X which marks the beginning, and Y which marks the end of the text block. To set the markers, you proceed as described above. The marked text block is highlighted, and the markers X and Y appear to the left of the text.

If you want to mark a text block, the X-mark must be located before the Y-mark in the text. Otherwise, two separate lines are marked.

### Caution:

Moving or deleting scales (see the description of the editor command SET) affects the text following the scale (text margins etc.). Thus, you should only mark that part of a text which belongs to a scale, i.e. do not mark a text block with X and Y if a scale is also included in this part of the text.

If the text block starts and ends *within* a line, the markers must be set with the PF-keys. In addition to the X- and Y-markers which appear to the left of the text, X and Y also appear in the scale above the text to indicate the columns in which the text block begins and ends.

You *cannot* mark a text block which starts in column 1 and ends in the *same* line.

```

12:40 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File                                Page      1 Line      1
....+....10...+....20. X ....30...+....40...+....5 Y .+....60...+....70...+.
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

X In the past two years, sharks have repeatedly attacked the new
Y fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

Enter a command, press a PF-key, or enter * to display commands
Command / / used 1 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit Set X Top Bot Y Flip CX-Y Home

```

If the text block starts and ends within the same line, a Z appears to the left of the text. If the X- and Y-markers have been set in the same column (of two separate lines) a Z appears in the scale.

### Note:

The Y-mark alone can be used exactly as the X-mark to mark a single line (or part of a line), even if a text block is indicated by the X- and Y-marks. For example, you can enter ,CX to copy the X-marked text and ,MY to move the Y-marked text.

### **Re-Assigning Text Markers**

To re-assign the text markers, you move the cursor to the desired text line and issue the ,X or ,Y command. As a result, this line is marked with an X or Y; the previous mark disappears.

### **Resetting the Text Markers**

To cancel all current text markers, you issue the editor command RESET.

## Editor Commands

This section describes the editor commands in alphabetical order.

Command	Explanation
ABANDON	leave the editor without saving the modifications
CENTER	center a text line
CHANGE	search for a character string and replace all occurrences of it with another character string
CLEAR	clear the edit area
COMPRESS	compress a marked text block
COMPRESS <i>n</i>	compress a marked text block ( <i>n</i> being the right margin)
CONFORM	access the Con-form prompting window
COPY <i>name</i>	copy another document into the text
DELIMIT <i>parameter</i>	change the delimiter character for line commands
DIRECTION <i>parameter</i>	change the direction of command execution
DX	delete the X-marked text
DX-Y	delete the marked text block
DY	delete the Y-marked text
EX	eliminate all text before the X-mark
EX-Y	eliminate all text except the marked text block
EY	eliminate all text after the Y-mark
INPUT <i>parameter</i>	open a window to insert text at specified positions
NEWPAGE	specify a page break
NEWPAGE <i>n</i>	specify a page break and assign number <i>n</i> to the new page
ORIGINAL	return to the version of the document text last saved
QUIT	save text and leave the editor
RENAME <i>name</i>	rename the current document
RESET	reset the text markers
SAVE	save the text without leaving the editor
SAVE <i>name</i>	save and edit the current text under a new name
SCAN	scan the text
SCAN =	continue scanning the text
SET	define margins for word wrapping and set tabs
SHIFT	shift a marked text block 3 columns to the right

Command	Explanation
SHIFT + <i>n</i>	shift a marked text block <i>n</i> columns to the right
SHIFT - <i>n</i>	shift a marked text block <i>n</i> columns to the left
SPLIT <i>name</i>	work with two documents in a split screen
TELEX	check text for incompatibilities with the telex format
UNDO	ignore the last changes to the text

## ABANDON - Leave the Editor Without Saving the Modifications

If you decide to discard your last changes to the document text, you can abandon the editor without saving these modifications. All changes which you made after issuing the last SAVE command are ignored.

When you ABANDON the empty "Modify *Document-name*" screen (for example, after having created the document using the command sequence "ADD Document"), an empty document is filed in the folder you specified.

Enter ABANDON in the command line and press ENTER to leave the editor without saving your text.

## CENTER - Center a Text Line

Enter CENTER in the command line to center a text line.

Do not press ENTER immediately. You must first move the cursor to the line you want to center.

When you use a PF-key to center a line, you must first move the cursor to the line to be centered and then press the PF-key which has been assigned to the CENTER command.

## CHANGE - Change Text

You can search for a specified character string (for example, a word or a part of a word) and replace all occurrences of the specified string with another character string. The string is only found, if the *whole* string is on the same line.

This function always replaces the specified character string in the whole text (or in the marked text block). There is one exception: if you mark the "Confirm Change" field, the function starts on the currently displayed page.

Enter the CHANGE in the command line and press ENTER to access the "Change" window.

```

12:40 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work          File
....+....10...+....20...+....30.  +-----+
Marine biologists have charted s  !           Change           !
feeding habits of sharks.        +-----+
!                               !
In the past two years, sharks ha ! from _____ !
fiber-optic telephone cable off ! to _____ !
is expensive. An average cable r ! _ Confirm Change       !
least $150,000.                  !                               !
!                               !
! _ Absolute                   !
! _ Only between X and Y Marks !
! _ With no Value              !
!                               !
! 1__ Start at Column          !
! 250 End at Column           !
!                               !
+-----+

Enter a command, press a PF-key, or enter * to display commands
Command /                               / used 1 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit Set X Top Bot Y Flip CX-Y Home

```

Specify the following information in the "Change" window:

### from

The character string that you want to replace. It can be up to 25 characters long. Upper case and lower case are not treated as equivalents.

You can search for a word which is delimited by blanks, punctuation marks, special characters or a text margin. You can also search for a string of characters which contains special characters. (See the description of the SCAN command for examples.)

### Caution:

The change function considers only character strings which do not exceed one line in the document text; i.e. this function does not find a character string that you enter in the "from" line (e.g. "John Eshberry"), if it starts in one line of the document text and continues in the next line.

### To

The character string which you want to substitute for the above string. It can be up to 25 characters long.

### Caution:

If the character string contains an underscore character (\_), this function only works if the underscore character is at the beginning or within the string (for example, "\_string" or "str\_ng"). You cannot specify a single underscore character.

### Confirm Change

Optional - you mark this field if you want to decide at every occurrence whether you want to replace or skip the found character string.

If you mark this field, this function starts on the currently displayed page and replaces text towards the end of the document (the direction indicated at the bottom of the screen is of no importance).

When you press ENTER to close the "Change" window, the first occurrence of the character string is highlighted. A message appears at the bottom of the screen and you must choose one of the following options:

- **Skip**

You can mark this field and press ENTER to skip the current occurrence and proceed to the next;

- **Quit**

You can mark this field and press ENTER to quit the change function. When you quit the change function (either by marking this field or by pressing the PF-key which is assigned to the QUIT command), all changes already made are undone.

- **Replace with**

Con-nect supplies the character string you specified in the "Change" window in this line. You can press ENTER to confirm that the character string is to be replaced and to proceed to the next occurrence.

You can also replace the current occurrence with another character string which you can type in this line.

### **Absolute**

Optional - you can mark this field to search for a part of a word. As a result, Con-nect locates and replaces character strings that are contained in words.

The following description applies if you have also marked the "Confirm Change" field: if there are successive occurrences of a string that you want to replace within the same word, the *whole* word is highlighted. Example: you want to replace each X with another string - Con-nect encounters the word "XXXX" and highlights it. You press ENTER to replace the first X with the specified string. As a result, the *rest* of the word is highlighted and the character immediately to the left is suppressed (that does not mean that the character is deleted) to indicate the next occurrence which is to be replaced in the next step.

### **Only between X and Y Marks**

Optional - you can mark this field to locate and replace text in the marked text block.

### **With no Value**

Optional - you can mark this field and leave the "To" line blank to delete the character string at each occurrence.

If you did not mark the "Confirm Change" field, an asterisk (\*) will automatically be entered in the first column of a line if the *whole* line has been replaced with no value.

### Start at Column

Optional - you can determine the columns between which you want to locate and replace text. You specify the column in which the change function is to start.

You can enter a number between 1 and 250.

### End at Column

Optional - you can specify the column in which the change function is to end.

You can enter a number between 1 and 250.

After you have completed your specifications, press ENTER to close the "Change" window and to start the search.

If you did not mark the "Confirm Change" field, all occurrences of the specified character string are replaced at once.

### Markers

If word wrapping has *not* been activated (by issuing the SET command), each line in which a character string was found and replaced is marked with a highlighted R to the left of the text.

If you mark "Confirm Change" or "With no Value", no marker will appear.

If word wrapping *has* been activated, the marker S appears, since word wrapping can cause the replaced character string to be wrapped to a new line. After the process of replacing has been completed, Connect automatically scans the text for the character string that you entered in the "to" line and marks each line containing this character string. Thus, the lines which contained the string before are also marked with S. However, the marker appears only if the *whole* string is on the same line.

### CLEAR - Clear the Edit Area

Enter CLEAR in the command line and press ENTER to clear the edit area (i.e. to display the blank "Modify *Document-name*" screen).

The blank "Modify *Document-name*" screen still shows the same document name above the edit area. When you issue a command to leave the blank "Modify *Document-name*" screen, the "Save Document Text" window appears (see the description of the editor command QUIT for further information).

## COMPRESS - Compress a Marked Text Block

For example, if some of your text lines are only 20 characters long, and others 55, you can compress a text block to make your text look more uniform.

Mark the text block you want to compress with X and Y.

Enter COMPRESS in the command line and press ENTER to compress the marked text block.

As a result Con-nect fills a short line with text from the beginning of the next line, and so forth, to make the right-hand side of the text as uniform as possible. The text markers disappear after the execution of the COMPRESS command.

If you specify this command without a parameter, the right margin for the compressed text block is column 76.

### Notes:

1. If one or more blanks are in the very beginning of a line, this line is not affected by either of the COMPRESS commands (e.g. if you centered a line).
2. You cannot issue either of the COMPRESS commands, if the SET command has been issued anywhere in the document text.
3. You should not issue either of the COMPRESS commands, if the NEWPAGE command has been issued within the marked text block.

## COMPRESS *n* - Compress a Marked Text Block - *n* Being the Right Margin

You can specify a right margin for the compressed text block (i.e. a right margin other than column 76). The right margin (*n*) can be any column between 30 and 250; *n* must be greater than the longest word in your text.

Mark the text block you want to compress with X and Y.

Enter COMPRESS *n* in the command line and press ENTER to compress the marked text block.

## CONFORM - Access the Con-form Prompting Window

Con-form features include: automatic creation of indexes, tables of contents, lists of figures, footnotes, page numbering and macros. See the *Con-form User's Guide* for detailed information on Con-form.

Enter CONFORM in the command line to access the Con-form prompting window which contains a list of Con-form instructions. Do not press ENTER immediately. You must first move the cursor to the line after which you want to insert the marked Con-form instruction(s).

```

12:41 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work          File
....+....10...+....20...+....30.  +-----+
Marine biologists have charted s  ! Mark to Select / Modify Parameter  !
feeding habits of sharks.         +-----+
                                   ! ___ .lm 0          set left margin      !
In the past two years, sharks ha  ! ___ .rm 70          set right margin      !
fiber-optic telephone cable off  ! ___ .pl 60          set page length       !
is expensive. An average cable r  ! ___ .ls s           single line spacing   !
least $150,000.                  ! ___ .ls d           double line spacing   !
                                   ! ___ .op hyp=e       hyphenation English  !
                                   ! ___ .op hyb=4       chars before hyphen. !
                                   ! ___ .op hya=4       chars after hyphen.  !
                                   ! ___ .hp on          hyphen connection on !
                                   ! ___ .hp off         hyphen connect. off  !
                                   ! ___ .fi on          fill in lines         !
                                   ! ___ .fi off         no line filling       !
                                   +-----+

Enter a command, press a PF-key, or enter * to display commands
Command / / 1 ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit Set X Top Bot Y Flip CX-Y Home

```

You can press ENTER repeatedly to page through the list in the window.

Mark the Con-form instruction(s) you want to include in the current text with any character. You can modify the instructions shown in the window by typing another value over the provided parameter. You can press ENTER to display further Con-form instructions.

Issue the QUIT command to close the window and to include the marked Con-form instruction(s) in your text.

If you did not position the cursor to a specific line in the text *before* you issued the CONFORM command, the instruction(s) are inserted below the line which was displayed at the top of the screen when you issued the CONFORM command (from where you can move them to other positions).

## **COPY *name* - Copy Another Document into the Text**

You can copy any document from your cabinet into the document you are currently modifying. The COPY command must always be entered with the name of a document from your cabinet.

Enter "COPY *name*" in the command line. If the name of the document contains blanks, you must replace the blanks by the blank substitute character.

Do not press ENTER immediately. You must first move the cursor to the position where you want the copy to be placed.

When you use a PF-key to copy another document into your text, you must enter the name of the document you want to copy in the command line, move the cursor to the position where you want the copy to be placed, and press the PF-key which has been assigned to the COPY command.

## **DELIMIT *parameter* - Change the Delimiter Character for Line Commands**

The delimiter distinguishes line commands from the running text.

Enter "DELIMIT *parameter*" in the command line and press ENTER to change the delimiter.

Valid parameters are:

, ; < > ( )

From now on you have to issue the new delimiter character with a line command. For example, if you entered the semicolon (;) as parameter and want to delete a line, you must enter ;D.

You must not use those special characters as delimiter characters that are used in your TP-monitor, Net-Pass or Natural.

### **Caution:**

The period (.) is not a valid delimiter character. It is the Con-form escape character which must be different from the one preceding a Con-nect line command.

## **DIRECTION *parameter* - Change the Direction**

Con-nect's default direction is "Dir +". The direction is important with the following commands:

,C (copies text)  
,I (inserts blank lines)  
,M (moves text)  
,W (opens a window of blank lines)  
SCAN  
SET

For example, in the forward direction (Dir +) the ,CX-Y command copies the marked text block below the line where you entered the command. Copying it in the backward direction (Dir -) places the copy above the line where you entered the command.

Enter "DIRECTION parameter" in the command line and press ENTER to change the direction. Valid parameters are: + (forward) and - (backward).

### **DX - Delete the X-Marked Text**

Mark the line you want to delete with ,X and press ENTER.

You can also delete a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to delete the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is deleted).

Enter DX in the command line and press ENTER to delete the marked text.

### **DX-Y - Delete the Marked Text Block**

Mark the text block you want to delete with X and Y.

Enter DX-Y in the command line and press ENTER to delete the marked text block.

### **DY - Delete the Y-Marked Text**

Mark the line you want to delete with ,Y and press ENTER.

You can also delete a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to delete the text *before* the Y-mark (including the character at the Y-mark).

Enter DY in the command line and press ENTER to delete the marked text.

## **EX - Eliminate all Text Before the X-Mark**

Set the X-mark.

Enter EX in the command line and press ENTER to eliminate all text before the X-mark.

## **EX-Y - Eliminate all Text Except the Marked Text Block**

Mark a text block with X and Y.

Enter EX-Y in the command line and press ENTER to eliminate all text except the marked text block.

## **EY - Eliminate all Text After the Y-Mark**

Set the Y-mark.

Enter EY in the command line and press ENTER to eliminate all text after the Y-mark.

## **INPUT *parameter* - Open a Window to Insert Text at Specified Positions**

For example, if you are writing a text and you are still waiting for information which is to be included in the text, you can enter a special character at every position in the text where text is still missing.

Enter a special character (e.g. @ or #) at every position in the text where you want to insert more text later.

When you want to insert the missing information in the text, you enter "INPUT *parameter*" in the command line and press ENTER. The parameter must be identical with the special character that you used in the text.

As a result, Con-nect searches for the special character and opens a window of eight blank lines at the first special character. If the special character is in the middle of a text line, the line is split at that position.

Insert the required text. Press ENTER to delete the remaining blank lines and to move to the next occurrence of the special character.

After you have passed a special character (either by inserting text or by pressing ENTER to close the window) it disappears.

### **Caution:**

You must not use those special characters as parameters that are used in your TP-monitor, Net-Pass, or Natural. Do not use "&" as parameter, if you used this character to identify Con-form variables.

## NEWPAGE - Specify a Page Break

Enter NEWPAGE in the command line to specify a page break within your text.

Do not press ENTER immediately. You must first move the cursor to the line *after* which the new page is to start.

The page break will not be put into effect until you print your text. However, it is indicated by the following notation at the point where the new page is to begin:

```
* * * * ( ) * * * *
```

### Deleting a Page Break

To delete a page break which you specified with the NEWPAGE command, you must copy the line before the page break below the original with the ,C command and press ENTER.

Enter ,D(2) in the copied line and press ENTER to delete the copy and the next line containing the page break information.

#### Tip:

It is recommended that you use the Con-form instruction .NP to start a new page since page breaks which you specify with Con-form can be deleted by typing over them.

## NEWPAGE *n* - Specify a Page Break and Assign Number *n* to the Page

For example, if you want to assign the number 3 to the new page, you must enter "NEWPAGE 3" in the command line.

Do not press ENTER immediately. You must first move the cursor to the line *after* which the new page is to start.

## ORIGINAL - Return to the Version of the Document Text Last Saved

Enter ORIGINAL in the command line and press ENTER to return to the last saved version of the document text.

## QUIT - Save Text and Leave the Editor

Your text is automatically saved when you issue the QUIT command or any other Con-nect command (except ABANDON) to leave the "Modify *Document-name*" screen.

However, when you issue a command to leave the blank "Modify *Document-name*" screen or to save the empty document, the "Save Document Text" window appears:

```

12:41 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS        Modify Fiber-optics and Sharks        Wednesday
Folder Work      File
  ....+....10...+....20...+....30.  +-----+
!                               Save Document Text      !
+-----+
!                               !
!                               !
!           The Edit Area is currently                  !
!                               empty                   !
!                               !
!           Mark to:  _ attempt RECOVERY                !
!                               _ retrieve ORIGINAL     !
!                               _ ABANDON               !
!                               _ save empty Document   !
!                               !
!                               !
+-----+

Enter a command, press a PF-key, or enter * to display commands
Command /                               / used % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set           X   Top  Bot  Y   Flip CX-Y Home

```

Mark one of the following fields and press ENTER:

### **attempt RECOVERY**

The backup version of your document with the name "(Undo *Document-name*)" is re-displayed in the "Modify *Document-name*" screen. If you do not modify the default value, this version is automatically updated every 10th time you press ENTER (see the description of the editor command UNDO for further information).

### **retrieve ORIGINAL**

The last saved version of the document is re-displayed in the "Modify *Document-name*" screen.

### **ABANDON**

Abandon the editor without saving the changes which you made after issuing the last SAVE command.

When you abandon the empty "Modify *Document-name*" screen, an empty document is saved.

### **save empty Document**

the empty document is saved and the command that you issued to leave the blank "Modify *Document-name*" screen is performed.

## RENAME *name* - Rename the Current Document

The RENAME command must be entered with the new name you want to give your document. If you want to enter a new name which contains blanks, you must replace the blanks by the blank substitute character.

There will be no copy of the document with the old name.

Enter "RENAME *name*" in the command line and press ENTER to rename the currently displayed document.

### Note:

You can also rename a document in the "Info" screen.

## RESET - Reset the X- and Y-Markers

Enter RESET in the command line and press ENTER to reset (cancel) the current X- and Y-markers.

## SAVE - Save the Text Without Leaving the Editor

Your text is always saved when you leave the editor with a Con-nect command (e.g. by issuing the QUIT command). There is one exception: if you use the ABANDON command to leave the "Modify *Document-name*" screen, all changes which you made after issuing the last SAVE command are ignored.

Enter SAVE in the command line and press ENTER to save your text without leaving the editor.

## SAVE *name* - Save and Edit the Current Text Under a New Name

The "SAVE *name*" command must be entered with a new and unique name. If you want to enter a new name which contains blanks, you must replace the blanks by the blank substitute character.

Enter "SAVE *name*" in the command line and press ENTER to save the current text as a new document under the specified name.

The original document is filed *without* the changes you made *after* the last SAVE command.

The copy of the original document (including all changes you made *after* the last SAVE command) appears in the "Modify *Document-name*" screen under the new name.

### Caution:

When you add a document and enter text *without* issuing the SAVE command (you issue the "SAVE *name*" command instead), the original document will not contain any text.

## SCAN - Scan the Text

You can search for a specified character string (for example, a word or a part of a word). Each occurrence of the character string that is found on the current page is indicated with a highlighted S in the left text margin.

The string is only found, if the *whole* string is on the same line.

This function searches in the direction which is indicated at the bottom of the screen (either "Dir +" or "Dir -"). It always starts on the currently displayed page.

### Caution:

The scan function considers only character strings which do not exceed one line in the document text; i.e. this function does not find the specified character string (e.g. "John Eshberry"), if it starts in one line and continues in the next line.

Enter SCAN in the command line and press ENTER to access the "Scan" window.

```

12:42 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File
...+...10...+...20...+...30.  +-----+
Marine biologists have charted s !                      Scan          !
feeding habits of sharks.      +-----+
                                !                      !
In the past two years, sharks ha ! for _____ !
fiber-optic telephone cable off !                      !
is expensive. An average cable r !                      !
least $150,000.                !                      !
                                !                      !
                                !      _ Absolute          !
                                !      _ Only between X and Y Marks !
                                !                      !
                                !                      !
                                !      1__ Start at Column          !
                                !      250 End   at Column          !
                                !                      !
                                +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /                               / used 1 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set                X   Top Bot Y   Flip CX-Y Home

```

Specify the following information in the "Scan" window:

### for

The string of characters that you are searching. The string can be up to 25 characters long. Upper case and lower case are not treated as equivalents.

You can search for a word which is delimited by blanks, punctuation marks, special characters or a text margin. (For example, if a word in your text is enclosed in double quotes, you need not put the string in double quotes when you enter it in the "for" line.)

You can also search for a string of characters which contains special characters (e.g. Mr. O'Toole).

For example, if you enter "optics" in the "for" line, the character string "fiber-optics" will be found in the document text, since the specified string is delimited by a special character and a blank.

If you enter special characters in the "for" line, strings containing these characters are only found in the document text, if the special character is preceded or followed by a blank (or another special character). For example, if you enter "-optics" (preceded by the hyphen), the string "fiber-optics" will not be found in the document text; in this case you must mark the "Absolute" field.

### **Absolute**

Optional - you can mark this field to search for a part of a word (e.g. a part of a word which is delimited by letters or numbers).

### **only between X and Y Marks**

Optional - you can mark this field to scan only the marked text block (the scan function starts on the currently displayed page).

### **Start at Column**

Optional - for example, if you are creating tables, you can restrict the search to certain text columns. You specify the column in which the scan function is to start.

You can enter a number between 1 and 250.

### **End at Column**

Optional - you can specify the column in which the scan function is to end.

You can enter a number between 1 and 250.

After you have completed your specifications, press ENTER to close the window and to start the scan. Con-nect searches the subsequent text and stops at the *first* occurrence of the string. On this display page, all further occurrences of the specified string are indicated by a highlighted S in the left margin.

### **Note:**

If the direction is "Dir -", the first found occurrence of the string is at the bottom of the display page.

### **Continuing the Search**

To continue the search, you must enter "SCAN =" in the command line and press ENTER to proceed to the next display page which contains the specified string. If you use this command frequently, you may wish to assign it to a PF-key.

## SET - Define Margins for Word Wrapping and Set Tabulators

Word wrapping enables you to enter text without regard to line length or text margins. It also enables you to change the line length of an already existing text.

For example, if you are modifying your document by inserting, splitting and joining lines, your text is likely to contain lines of irregular length. As soon as word wrapping is activated by specifying the left and right margins, Con-nect re-arranges the line layout automatically within those margins.

If you want to use word wrapping and want to include certain Con-form instructions in your text later, the left margin must be 1. Some of the instructions which require 1 as left margin are the following: .FI, .JU, .HYP, .LM and .RM.

You can also specify up to 5 columns for a table by defining their positions and choosing the tabulator characters.

Enter SET in the command line to access the "Add Tabulators and Margins" window. Do not press ENTER immediately. If the direction is "Dir +", you must first move the cursor to the line *before* the one with which you want to start the function. If the direction is "Dir -", you must first position the cursor *on* the line with which you want to start the function.

### Note:

You can also move the cursor to the appropriate line and press the PF-key which has been assigned to the SET command.

```

12:42 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File
....+....10...+....20...+....30.  +-----+
Marine biologists have charted s  !      Add Tabulators and Margins      !
feeding habits of sharks.         +-----+
                                   !                                     !
In the past two years, sharks ha  ! Left Margin  ___ Character <      !
fiber-optic telephone cable off  ! Right Margin ___ >          !
is expensive. An average cable r ! Tabulator   ___ -          !
least $150,000.                  !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   !               ___ -          !
                                   +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /                                                    / 1 ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set          X   Top Bot  Y   Flip CX-Y Home

```

To activate word wrapping you must specify the following information in the "Add Tabulators and Margins" window (see *Word Wrapping* below):

### Left Margin

Enter the number of a column (see scale).

### Right Margin

Enter the number of a column (see scale); the maximum is 249.

The difference between the left margin and the right margin must *not* be exactly 75. For example, you must not enter "1" for left margin and "76" for right margin; or "2" for left margin and "77" for right margin.

If you only specify the left margin (and no right margin), Con-nect automatically enters a right margin. The right margin is the number of the column of the left margin plus 76.

### Character

The characters < and > cannot be changed. They are used to indicate the text margins used for word wrapping.

To arrange your text in columns you must specify the following information in the "Add Tabulators and Margins" window:

### Tabulator

Enter the tabulator position (i.e. the number of the column; see scale). You can specify up to five tabs.

### Character

You must not use special characters as tabulator characters that are used in your TP-monitor, Net-Pass, or Natural.

You cannot specify both soft tabs and hard tabs at the same time.

- **Set soft tabs**

To set soft tabs you specify a tabulator character (any non-alphabetic character except < and >). You must choose a *different* tabulator character for each soft tab, e.g. @, /, &, #, or \* (see *Soft Tabs* below for further information).

If you specify a tabulator character twice, *all* tabs will be hard tabs and will be indicated by a slash (/) in the scale.

- **Set hard tabs**

If you do not specify a tabulator character or if you specify the same character twice, Con-nect enters a slash (/) as the tabulator character for hard tabs (see *Hard Tabs* below for further information).

You can only specify hard tabs, if you specify at least two tabulator positions - at least two tabulator characters must be the same. If you specify only one tabulator position (for example, by entering a slash), this will be a soft tab.

After you have completed your specifications, press ENTER to close the window. As a result, a new scale, indicating the new margins or tabulators, is displayed at the cursor position.

## Word Wrapping

To activate word wrapping and thus to change the line length, you must specify the left and the right margin in the "Add Tabulators and Margins" window. The left margin is indicated by < in the *new* scale; the right margin is indicated by >.

Existing text is wrapped within the specified margins starting with the line in which the new scale appears. Word wrapping is *not* active in a range of text in which hard tabs have been defined.

### Note:

You can modify the margins for word wrapping in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER). You type the new specifications over the specifications which are shown in the window.

Con-nect takes words from successive lines to fill up short lines, continuing this process line for line until the end of the text. If a line in the text extends beyond the right text margin, Con-nect carries the excess words over to the next line. There is one exception: if a word is too long to fit between the text margins, it is not wrapped.

When you specified a line length which is longer than the screen display, each line which exceeds the screen display is marked with L to the left of the text.

You can continue writing new text without regard to the line length after you have set the margins for word wrapping. Each time you press ENTER, the new text is wrapped according to the margins you specified.

To change the margins for *another* part of the text, you must issue the SET command again and specify the new margins.

```

12:44 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File                                Page    1 Line    1
....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

....+... < ...+....20...+....30...+....40...+... > ...+....60...+....70...+
In the past two years, sharks have
repeatedly attacked the new fiber-optic
telephone cable off the Canary Islands.
The marauding is expensive. An average
cable repair is laborious and costs at
least $150,000.

Enter a command, press a PF-key, or enter * to display commands
Command / / used 2 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Menu Quit Set X Top Bot Y Flip CX-Y Home

```

**Note:**

Word wrapping does not include automatic hyphenation.

**Soft Tabs**

When working with soft tabs, word wrapping can also be activated. However, word wrapping is not active in lines in which soft tabs have been defined. Text which is not prefixed by tabulator characters is wrapped within the specified margins.

To define soft tabs, you enter the tabulator positions in the "Tabulator" lines of the "Add Tabulators and Margins" window. You must specify a different non-alphabetic tabulator character (except < and >) for each soft tab.

The following example shows you how to enter the margins and soft tabs:

```

12:45 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File
....+....10...+....20...+....30.  +-----+
Marine biologists have charted s  !      Add Tabulators and Margins  !
feeding habits of sharks.        +-----+
                                   !                                           !
In the past two years, sharks ha ! Left Margin 5__ Character <      !
fiber-optic telephone cable off ! Right Margin 60_      >      !
is expensive. An average cable r ! Tabulator 10_      &      !
least $150,000.                  !      20_      *      !
                                   !      40_      #      !
                                   !      ___      -      !
                                   !      ___      -      !
                                   !                                           !
                                   !                                           !
                                   !                                           !
                                   !                                           !
                                   +-----+

Enter a command, press a PF-key, or enter * to display commands
Command / / 1 ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set          X      Top Bot Y      Flip CX-Y Home

```

**Caution:**

If you specify a tabulator character twice, these tabs will be hard tabs.

The positions of the soft tabs and the character you specified for each tab are indicated in the *new* scale.

You arrange your text in columns by entering the text in the line where it is intended to appear and by prefixing it with the specified tabulator character.

If you put blanks between the tabulator character and the following text, the blanks are also moved to the specified tabulator position.

If you enter text without a tabulator character, it is not tabulated.

You must enter the prefixed text in the correct sequence. For example, you must *not* enter the tabulator character for column 40 before the one for column 10.

**Caution:**

If a soft tab causes the text to be shifted beyond column 250, that text is lost.

Each time you press ENTER the prefixed text is moved to the specified tabulator position and the tabulator character disappears from the text (the prefixed text in the example below will be tabulated as soon as you press ENTER).

```

12:47 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify  Fiber-optics and Sharks          Wednesday
Folder  Work          File          Page      1 Line      1
...+...10...+...20...+...30...+...40...+...50...+...60...+...70...+
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

In the past two years, sharks have repeatedly attacked the new
fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

... < .. & ...+... * ...+...30...+... # ...+...50...+... > ...+...70...+
      Depth      Ft. Cable          No. of Sharks
      -----
&1,000 *10,000 #150
&2,000 *15,000 #100

Enter a command, press a PF-key, or enter * to display commands
Command / / used 2 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set          X      Top Bot Y      Flip CX-Y Home

```

**Notes:**

1. When you modify the tabulator positions and/or tabulator characters in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER), already existing text is *not* moved to the new tabulator positions.
2. You can move existing text only to the *right* by prefixing the text with the tabulator character for the new tabulator position.

**Hard Tabs**

To define hard tabs, you must enter the tabulator positions in the "Tabulator" lines of the "Add Tabulators and Margins" window. You must specify at least two tabulator positions and must *not* use different tabulator characters (you need not enter tabulator characters).

**Caution:**

If you specify only one tabulator position, this will be a soft tab.

The positions of the hard tabs are indicated by a slash (/) in the *new* scale. Word wrapping is *not* active in text lines with hard tabs.

If you have set hard tabs, all text you *enter* following the new scale line is arranged in the columns you specified. You press the tab key to move to the first tabulator position and enter your text; you press the tab key again to move to the next tabulator position, and so on.

After you have completed the table you should reset the tabulators again (i.e. you issue the SET command once more and delete the specifications for the hard tabs in the resulting window). If you do *not* reset the tabulators, all text will continue to be entered in columns, i.e. each tabulator position is preceded by a blank which cannot be deleted.

If you want to include a table in the middle of your text and issue the SET command to specify the positions for the hard tabs, already existing text following the new scale is *not* arranged in columns.

```

12:49 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File                               Page    1 Line    1
...+...10...+...20...+...30...+...40...+...50...+...60...+...70...+
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

In the past two years, sharks have repeatedly attacked the new
fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

... < .. / ...+... / ...+...30...+... / ...+...50...+... > ...+...70...+
      Depth      Ft. Cable          No. of Sharks
      -----
      1,000      10,000          150
      2,000      15,000          100

...+...10...+...20...+...30...+...40...+...50...+...60...+...70...+
What is it about fiber-optic cable? Marine biologists accompanying
Enter a command, press a PF-key, or enter * to display commands
Command / / used 2 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit Set          X Top Bot Y Flip CX-Y Home

```

**Note:**

When you modify the tabulator positions in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER), already existing text is *not* moved to the new tabulator positions and all old hard tabs are still active.

## SHIFT - Shift a Marked Text Block 3 Columns to the Right

Mark the first line of the text block with ,X and the last line with ,Y. Press ENTER.

Enter SHIFT without the parameter in the command line and press ENTER to shift the marked text block 3 columns to the right.

### Caution:

You must *not* issue either of the SHIFT commands if the SET command has been issued anywhere in the document text.

In contrast to the COLUMN command (see *Positioning Commands*) which only scrolls the text, the SHIFT commands actually move the text to a new column.

## SHIFT +n - Shift a Marked Text Block n Columns to the Right

Mark the first line of the text block with ,X and the last line with ,Y. Press ENTER.

Enter "SHIFT +n" in the command line and press ENTER to shift the marked text block *n* columns to the right.

You can replace *n* with any number between 1 and 99.

## SHIFT -n - Shift a Marked Text Block n Columns to the Left

Mark the first line of the text block with ,X and the last line with ,Y. Press ENTER.

Enter "SHIFT -n" in the command line and press ENTER to shift the marked text block *n* columns to the left.

You can replace *n* with any number between 1 and 99.

### Caution:

For example, if the text has been shifted to column 10 and you issue the command "SHIFT -20", the text can only be shifted 10 columns to the left (to column 0) since there are no negative columns. If the text is shifted beyond column 235, that text is lost.

## SPLIT *name* - Work With Two Documents in a Split Screen

You can work with two documents simultaneously; both are displayed on your screen (i.e. a split screen) and you can use full editing facilities with both texts.

Enter "SPLIT *name*" in the command line and press ENTER to split the screen.

The SPLIT command must be entered with the name of an existing document from your cabinet. If the name of the document contains blanks, you must replace the blanks by the blank substitute character.

You can also enter the document name in the command line and press the PF-key which has been assigned to the SPLIT command.

As a result, the document which was current when you entered the SPLIT command is displayed in the top half of the screen. The document whose name you specified with the SPLIT command is displayed in the lower half.

The active document (the one you can modify) is always highlighted. Whenever you want to switch to the other document, you issue the SPLIT command again, this time without a name. You can use the positioning commands to move around within the active document.

```

12:54 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File                                     Page 1 Line 5
....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+
fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

----- Modify Demo -----
Folder Research  File                                     Page 1 Line 1
The computer animation that is used to demonstrate the feeding
habits of sharks will be available by the beginning of next month.

Enter a command, press a PF-key, or enter * to display commands
Command / / used 1 % Dir + Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Menu Quit Set X Top Bot Y Flip CX-Y Home

```

You issue the QUIT command to close the currently active document. As a result the inactive document is displayed in full size in the "Modify *Document-name*" screen.

If you want to copy text from one document to the other, you must proceed as follows:

- Activate the document containing the text you want to copy, and mark the required text with the X- and Y-marks.
- Activate the other document, enter COPY in the command line, position the cursor to the point where you want to place the text and press ENTER.

## TELEX - Check Text for Incompatibilities With the Telex Format

If you want to send your document as a telex, you can activate the telex mode to check for lines or characters in your written text which are not compatible with the telex format. Con-nect checks the *whole* text and notifies you with an appropriate message, if incompatible lines or characters are found. You must make the necessary changes to your text after each message and press ENTER to continue checking.

It is recommended that you activate the telex mode *after* you have finished editing your document. However, if you want to use the telex mode while editing your document, you must not enter a line command (such as ,W or ,X) at the beginning of a line since a line command is in this case executed at the cursor position. Instead, you should assign the line command to a PF-key.

Enter TELEX in the command line and press ENTER to activate the telex mode.

To deactivate the telex mode, you must enter TELEX once more and press ENTER.

### Note:

If you do not want to complete the process of checking, and if there are still incompatible characters or lines in your text, you must deactivate the telex mode.

## UNDO - Ignore Last Changes to the Text

Con-nect creates a backup version of your document with the description "(Undo *Document-name*)" and stores it in your default folder. If you do not modify the Con-nect default value, this version is automatically updated every 10th time you press ENTER. When no system interruption occurs, it is automatically deleted when you leave the editor with a Con-nect command (there are some editor commands, e.g. COMPRESS, which also update this backup version).

You can modify the default value, for example, to have the "(Undo *Document-name*)" version of the document updated every second time you press ENTER. See *Language, Command Sequence and Autosave* for a description of how to modify the default value.

Enter UNDO in the command line and press ENTER to return to the latest version of "(Undo *Document-name*)".

### Note:

You can also enter ORIGINAL in the command line to ignore all changes which you made after entering the last SAVE command.

## Con-nect System Variables

When you write a document, you can enter variables in the text. The variables must be preceded by the variable character; the default is an ampersand (&).

To replace the variables with the appropriate values, you must **FORMAT** the document and mark the "System Variables" field in the "Format *Document-name*" screen (see the description of the **FORMAT** command in section *Documents*).

The values with which the following variables are replaced are those shown in the "Display User Address" screen.

Variable	Explanation
&YFNAME	Last name
&YFINI	Middle initial
&YFFNAME	First name
&YFSTRP	First line of home address
&YFNMBRP	Second line of home address
&YFCITYP	City of home address
&YFZIPP	Postal code of home address
&YFCNTRYP	Country of home address
&YFTELEPHP	Home phone number
&YFORG	Company name
&YFTITLE	Title (e.g. Manager)
&YFDEP	Department
&YFLOCW	Location
&YFNMBRW	First line of work address
&YFSTRW	Second line of work address
&YFCITYW	City of work address
&YFZIPW	Postal code of work address
&YFCNTRYW	Country of work address
&YFTELEPHW	Work phone number
&YFEXTW	Work phone extension number
&YFCOUNPHW	Country code for work phone

**Note:**

In the case of standalone, shared or public cabinets, the value for &YFNAME is taken from the description of the cabinet. &YFINI and &YFFNAME are not valid.

The values with which the following variables are replaced are taken from the user's profile.

Variable	Explanation
&YFLANG	Con-nect language code
&YFCABID	ID of the cabinet being used
&YFDOCNAME	Name of the document containing the variable

The following example shows how to use the Con-nect system variables in a text which also includes Con-form instructions and Con-form variables (see the *Con-form User's Guide* for further information):

```
.FI OFF
.SV CO=ACME
.TI 2
TO: All &CO Employees
FROM: &YFFNAME &YFNAME
DATE: &$DT
.FI ON;.JU ON
.SL 1
We are pleased to announce that &CO will
again be holding a fall grill party.
We are inviting all interested employees to
volunteer for the talent show which will
follow. Contact me at extension &YFEXTW if
you want to show off your talents!
.SL 1
You will receive information regarding the
date and location next week.
```

When the text above is formatted, it looks like the following:

```
TO: All ACME Employees
FROM: Sonya Long
DATE: 14. 9.93
```

```
We are pleased to announce that ACME will again be holding a fall grill party.
We are inviting all interested employees to volunteer for the talent show which
will follow. Contact me at extension 2316 if you want to show off your talents!
```

```
You will receive information regarding the date and location next week.
```

## Markers

The following markers can appear to the left of the text:

<b>Marker</b>	<b>Explanation</b>
L	the marked text line is longer than the screen display
R	a character string has been replaced in this line
S	a character string has been found in this line
X	the X-mark has been set in this line
Y	the Y-mark has been set in this line
Z	the X- and Y-marks have both been set in this line

The following markers can appear in the scale above the text:

<b>Marker</b>	<b>Explanation</b>
X	the X-mark has been set in this column
Y	the Y-mark has been set in this column
Z	the X- and Y-marks have both been set in this column

## Positioning Commands

You can enter the following positioning commands in the command line of the "Modify *Document-name*" screen. Some of these commands may be assigned to PF-keys.

Command	Explanation
BOTTOM	scroll to the bottom of the document
COLUMN <i>+n</i>	scroll text <i>n</i> columns to the right
COLUMN <i>-n</i>	scroll text <i>n</i> columns to the left
COLUMN <i>n</i>	scroll text to column <i>n</i>
+H	scroll half a screen forward
-H	scroll half a screen backward
+ <i>l</i>	scroll <i>l</i> lines forward and position that line to the top of the screen
- <i>l</i>	scroll <i>l</i> lines backward and position that line to the top of the screen
+P	scroll one screen page forward
-P	scroll one screen page backward
PAGE <i>n</i>	scroll to screen page <i>n</i>
PAGE <i>n l</i>	scroll to screen page <i>n</i> and position line <i>l</i> to the top of the screen
TOP	scroll to the top of the document
X	scroll to the line marked with X
Y	scroll to the line marked with Y

## Other Text Processing Commands

You can enter the following commands in the command line of the "Modify *Document-name*" screen:

Command	Explanation
FLIP	toggle display of PF-key assignments
FORMAT DISPLAY	display a formatted version of the document
FORMAT FILE	file a formatted copy of the document
FORMAT PRINT	print a formatted version of the document according to the printing criteria specified with OUTPUT
OUTPUT	change the print defaults for the current session
PRINT	print an unformatted version of the document