

Meta5

Text User's Guide

Version 4.3

Note

Before using this information and the product it supports, be sure to read the general information under “Notices”.

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This edition applies to Version 4 Release 3 Modification Level 3 of Meta5, and to any subsequent releases until otherwise indicated in new editions or technical newsletters. Make sure you are using the correct edition for the level of the product.

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About This Book

This book describes how to use the Text tool to create a document in the Meta5 environment.

For information on other Meta5 tools, refer to the publications listed in “Meta5 Publications” on page 71.

Who Should Read This Book

This book is intended for use by anyone who is using the Text tool to create a document. It assumes that you have a working knowledge of Meta5; for more information about your desktop and Meta5, see *Getting Started with the Meta5 Developer's Desktop*.

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Chapter 1. The Text Tool

Using the Meta5 Text tool, you can:

- Create simple memos, detailed reports, and polished presentations
- Log activities from other tools such as SQL Entry, Query, Forms Design, DBA, Reporter, BASIC, and Data Entry
- Consolidate information automatically within a capsule application
- Create templates for frequently used forms and letters

Creating Memos, Reports, and Presentations

The Text tool's formatting and editing features enable you to create detailed reports and polished presentations, in addition to simple memos. Figure 1 shows a few of the Text tool's standard features displayed in a printed document.

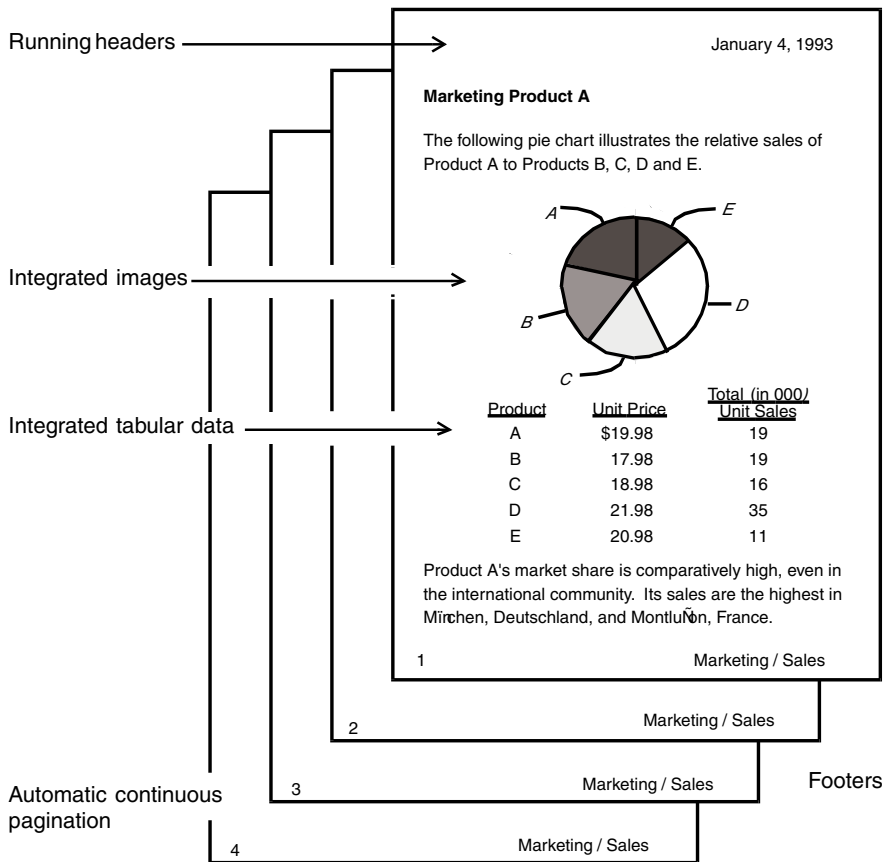


Figure 1. Some standard features of the Text tool

Using task-oriented examples, this guide explains the techniques necessary to format and edit documents.

Consolidating Information in a Capsule Application

If you use a capsule application to retrieve and process data, you can use a Text icon to display the results. Figure 2 shows how a Text icon can be used to format the incoming data. Because the paragraph and character formats are retained, you can use different data in subsequent capsule runs and the results will be displayed in the same format.

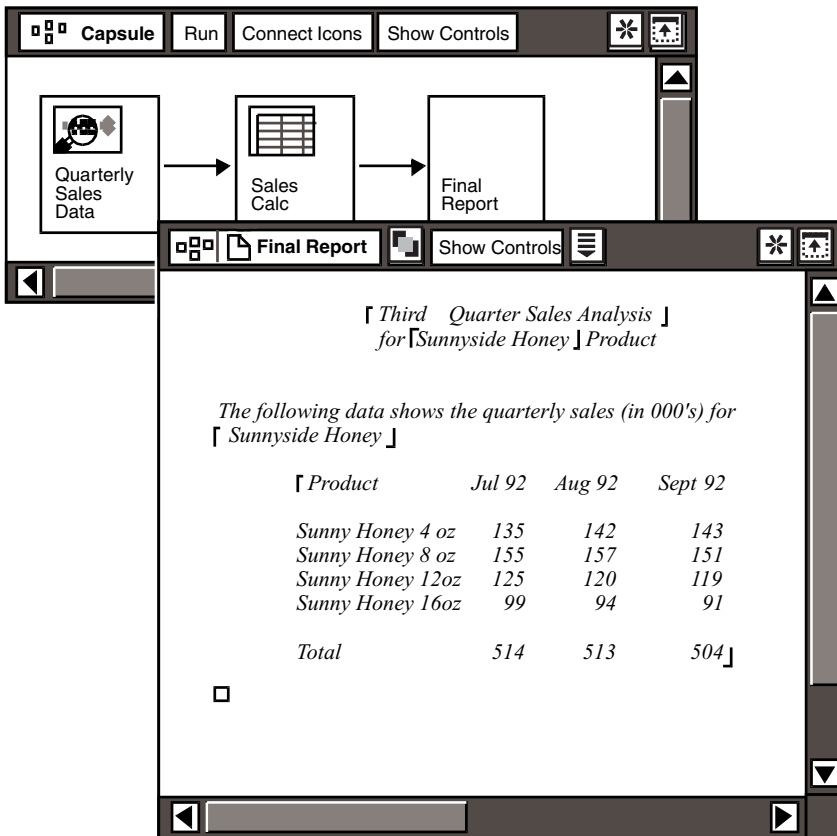


Figure 2. Use the Text icon to format a report

For more information, see “Using Text in a Capsule Application” on page 56. For information on formatting the results in a text document, see “Chapter 5. Formatting a Document,” on page 31.

Creating Company Templates

You can use the Text tool to create templates for frequently used forms and letters. A template is a document that has been previously formatted and customized for company or departmental use. You can make a copy of the template and modify it as necessary.

For example, if your company uses in-house order forms for supplies, the form could be created and, for convenience, stored in a file drawer on the developer's desktop. When employees need to order supplies, they can print the form, complete it, and send it to an administrator to fulfill the order.

Templates can also be created for standardized letters and reports. For information on setting formats in a document, see “Chapter 5. Formatting a

Document,” on page 31. For information on inserting images into a template, see “Chapter 4. Creating Figures,” on page 21.

Logging Tool Activities

You can use a Text icon as a log to capture SQL statements, data entry activities, or processes from Meta5 tools such as Query, SQL Entry, Data Entry, Forms Design, Reporter, and DBA.

Although you access the log through the corresponding tool, such as a SQL Log from the SQL Entry tool, you can edit and format text as in any other text document.

For information on creating logs, see the appropriate Meta5 guide; for example, if you need information on logging data entry activities, see the *Forms User's Guide*.

Chapter 2. Getting Started

This chapter describes:

- The Text windows
- The window header buttons and `Special` menu choices
- How to save a document

You can find a Text icon in the New Icons file drawer on your desktop.

If you cannot find a Text icon, consult your system administrator.

Looking at the Text Window

To view the Text window, double-click on the Text icon. The window is displayed in one of two different modes: draft or final. When you first copy a Text icon from the *Blank Icons file drawer, the window is displayed in draft mode.

- Draft mode enables you to maneuver easily through the document when entering and editing text and figures.
- Final mode allows you to see how the document margins, headers, footers, and images appear when the document is printed.

Typically, you develop the document in draft mode, then switch to final mode when you want to review the document layout before printing it.

To switch between draft and final mode, select the `View Draft Mode` or `View Final Mode` choice in the `Special` menu.

Draft Mode

The following characteristics identify a Text window that is set to draft mode:

- Display area
Text and figures can be entered and edited in the display area of the Text window. The end mark indicates the end of all text and figures in the document.
- Any images in the document are replaced by small graphics.

Final Mode

Figure 3 on page 6 shows a blank Text window in final mode. A Text window that is set to final mode shows how the document will look when it is printed.

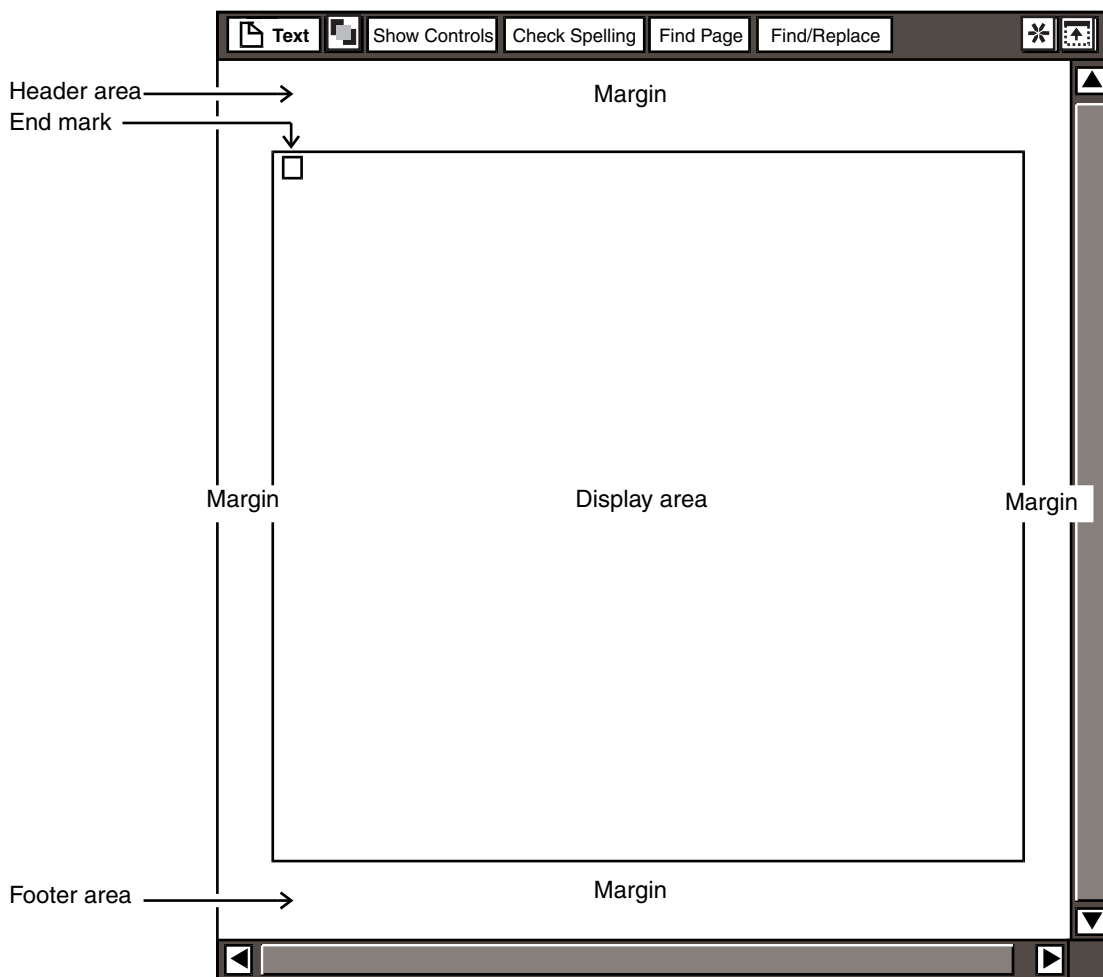


Figure 3. Text window in final mode

The following characteristics identify a Text window that is set to final mode:

- Header area
Header text can be displayed, but not edited in the Text window. For information on creating and editing running headers in a document, see “Creating Headers and Footers” on page 45.
- Display area
Text and figures are displayed in this area. You can edit the document content using the same techniques you used when the window was set to draft mode.
- Footer area

Footer text can be displayed, but not edited in the Text window. For information on creating and editing running footers in a document, see “Creating Headers and Footers” on page 45.

- Margins

You can see the document margins, but cannot modify them in the Text window. For information on changing the margin size, see “Setting Document Margins” on page 45.

- Figures

If a figure contains an image, then the image appears only when the document is set to final mode.

Understanding Command and Menu Functions

Command buttons and `Special` menu choices help you format and edit your document. Table 1 lists each button or choice, its location, and its function.

Table 1. Text window command buttons and menu choices

Location	Button or choice	Description
Window header	Select All	Highlights all text and figures in the Text window, excluding header and footer text.
	Show Controls	Opens a window in which you specify settings for the entire document, such as margin size, printing specifications, headers, footers, and page numbers.
	Check Spelling	Opens a window that enables you to check for spelling errors in all or selected text.
	Find Page	Opens a window that enables you to specify a page to display in the Text window.
	Find/Replace	Opens a window in which you can specify a text string to find in the document, and replace it with another text string.
<code>Special</code> menu	Cancel Changes	Cancels all changes made since you last opened the Text window.
	Focus on Selection	Scrolls the current selection or insertion point to the top of the Text window.
	Insert Page Break	Inserts a new-page character at the specified point in the Text window, and produces a page break at the insertion point.
	Insert Figure	Inserts a figure at a specified point in the Text window.
	Show Region Names	Opens a window that displays all of the named regions in the document.

Table 1. Text window command buttons and menu choices

Location	Button or choice	Description
	Divide/Join Frames	Opens a window in which you can specify the number of times a frame is divided. You can also join adjacent frames.
	Get @-Values	Within a capsule application, retrieves all entries for assigned @-variable values from the Capsule icon's User Input Control window.
	View Final Mode, View Draft Mode	Determines whether or not document margins, headers, footers, and images are displayed in the Text window.
	Show Region Markers, Hide Region Markers	Displays or hides region markers in the Text window and in the printed document.
	Show Format Characters, Hide Format Characters	Displays or hides format characters, such as tabs, new-page paragraph, and new line characters in the Text window.

Saving a Document

To save a document, close the Text window.

When you enter text and figures in the Text window, the information is temporarily stored in your workstation's memory. Closing the Text window saves the document to the Meta5 file server.

The Text tool does not limit the number of pages or the size of any single document.

Printing a Document

To print a document, copy the closed Text icon to a Printer icon.

For information about the printing options available to you, see *Getting Started with the Meta5 Developer's Desktop*.

Chapter 3. Entering & Editing Text

Using the capabilities provided by Meta5 and the Text tool, you can enter and edit text in the Text window. Several of the methods described in this chapter can be used in other Meta5 tools that accept text.

This chapter describes how to:

- Enter text using the workstation keyboard
- Navigate through a document
- Select text
- Edit text
- Display specified text and pages
- Check the document for spelling errors
- Cancel changes

Entering Text

To enter text in a new Text window:

1. Click on the end mark to create an insertion point.
2. Type.

The insertion point indicates where text is inserted when you type. When you edit text by copying or moving it, the insertion point is displayed at the end of any highlighted material or following the last character that was typed.

You can also enter text by copying it from another tool window. For example, you can copy data from a Spreadsheet or a Query. After text is copied to a Text window, it can be formatted using the options in the Text tool.

For information on using a capsule application to transfer data to a document, see “Using Text in a Capsule Application” on page 56.

Beginning a New Paragraph

To begin a new paragraph, press the Enter key.

When format characters are displayed, each paragraph is marked with the following character:

¶

Beginning a New Line

The length of each line in a document is determined by paragraph margins set in the Text Options window. When a word extends beyond the right margin of the page, the Text tool automatically wraps it to the next line. You can, however, force a new line in text without starting a new paragraph. This technique is useful when entering addresses, table text, or headings in a document.

To create a new line within a paragraph, press Shift+Enter.

When format characters are displayed, each new line is marked with the following character:



Inserting a Tab

Use tabs to align text, such as bulleted lists or columns of numbers. When you copy a Text icon from the *Blank Icons file drawer, it is already formatted with several left-tab settings.

To insert a tab in text, press the Tab key. The insertion point and any text following it move to the next tab setting. When format characters are displayed in a document, each tab is marked with the following character:



For information on modifying the tab settings in a paragraph, see “Setting Tabs” on page 36.

Entering International and Special Characters

Both your keyboard and your desktop provide a variety of ways to enter international characters and special symbols in a document.

- Using your workstation keyboard, you can enter decimal codes to create special symbols.
- Using options provided by the desktop, you can set your workstation keyboard to simulate one of 19 international and symbol keyboards.

For more information about entering international and special characters, see “Appendix A. Keyboard Alternatives,” on page 59.

Navigating Through a Document

The end mark, shown in Figure 3 on page 6, designates the end of text and figures in a document. You cannot move the insertion point after the end mark.

You can use the mouse or the keyboard to reposition the insertion point anywhere before the end mark.

To reposition the insertion point in a document, click where you want the insertion point to be displayed.

You can use the navigational keys on your keyboard to move through a document. Table 2 explains how to use these keys. The navigational keys on the numeric keypad are effective only when the Num Lock function is disabled.

Table 2. Navigational keys

Press this key	To move the insertion point
Up arrow	One line up
Down arrow	One line down
Left arrow	One character to the left
Right arrow	One character to the right
Home	To the beginning of the line
End	To the end of the line
Page Up	One page up
Page Down	One page down

Selecting Text

After text is selected, any text that you subsequently type replaces the selected text.

To select text:

1. Point to where you want to begin the selection, and press mouse button 1.
2. Drag the pointer through the text that you want to select. The selected text is highlighted. Release the mouse button.

Use mouse button 2 to click where you want the selection to end.

You can also select text by clicking multiple times with the cursor in the same location, as described in Table 3.

Table 3. Selecting text with the mouse

To select a	Click with mouse button 1
Word	Twice at any point within the word
Sentence	Three times at any point within the sentence
Paragraph	Four times at any point within the paragraph

Clicking five times at any point in a paragraph deselects the insertion point.

When you select text as described in Table 3, the Text tool differentiates between a selected word, sentence, or paragraph. Consequently, this selection method provides certain shortcuts.

- The Paragraph page is displayed when you click four times at any point in the paragraph, then open the options window.
- The system inserts the appropriate number of spaces if you copy a selection to another position in the Text window.

Select the entire document if you want to make a global format change or copy the entire contents of one document to another.

To select the entire document, click on the `Select All` button, shown in Figure 4.



Figure 4. *Select All* button

Editing Text

This section describes how to move, copy, delete, find, and display text in the Text window, using the following capabilities provided by Meta5 and the Text tool.

- The pop-up function pad and the function keys on the keyboard let you copy, move, or delete text in a document.
- The Find/Replace function lets you search for text, such as a word or phrase, and replace it with an alternate word or phrase or remove it from the document.

Copying, Moving, and Deleting Text

You can use the function pad or the keys on your keyboard to copy, move, or delete text in a document.

To copy, move, or delete text:

1. Select the text you want to edit using the steps provided in “Selecting Text” on page 11.
2. Activate the pop-up function pad, then move the pointer toward the graphic that represents the action you want to perform. For more information about the pop-up function pad, see *Getting Started with the Meta5 Developer's Desktop*.

Press the appropriate key for the action you want to perform.

If you use the delete function, the selected text is removed from the window. If you inadvertently delete text, click on the `Undo` button in the window header and the text is shown.

3. If you are copying or moving text, move the pointer to the position in the document where you want to insert the text, then click mouse button 1.

The selected text is displayed at the insertion point. Or, if you use the multiple-click method to select a word, sentence, or paragraph, the copied text is displayed after the destination word, sentence, or paragraph.

The following keys provide alternate ways to remove characters and selections from a document.

- To delete the character following the insertion point or any highlighted text, use the Delete key.
- To delete the character preceding the insertion point or any highlighted text, use the Backspace key.

Finding and Replacing Text

Use the Find/Replace function to search for and replace text or to delete text from the document.

To use the Find/Replace function:

1. In the Text window header, click on the `Find/Replace` button. The Find/Replace window opens.
2. In the `Find` field, type the text you want to locate.
3. In the `Replace With` field, type the replacement text, or leave this field blank if you just want to locate the original text (or delete it during replacements).
4. Click on the `Ignore Case` button to locate all instances of the text in the `Find` field. The Find/Replace function searches for the character sequence without distinguishing between upper and lowercase characters.

Leave the `Ignore Case` button deselected. The Find/Replace function searches for an exact match of uppercase and lowercase characters.

5. In the Text window, specify the text to be searched.
 - To begin the search at the beginning of the document, click before the first character in the document or in the desktop area or click on the `Select All` button.
 - To begin at a particular point in a document, select the point at which you want to begin.
 - To search only within a particular selection, select the text you want to search.
6. In the Find/Replace window header, click on the `Find` button to begin the search. If the text is found, it is highlighted in the document and the contents of the Text window scroll to show you the text.

7. Click on the `Replace` button in the window header. The text is replaced. Alternatively, you could edit the text in the window manually, and then continue your search from that point.
8. Repeat steps 6 and 7 until you have replaced all the text you want, or you receive the following message:
`Cannot locate "Find" text.`
9. Close the Find/Replace window.

Making Global Changes in a Document

To make global changes in a document:

1. Open the Find/Replace window.
2. In the `Find` field, type the text you want to replace.
Be sure that you enter a distinct text string in the `Find` field. Otherwise, you might inadvertently replace words that have embedded text strings identical to that in the `Find` field. For example, if you type `cause` in the `Find` field, and `reason` in the `Replace With` field, then select the `Find` and `Replace All` button, words such as `because` become `berreason`.
3. In the `Replace With` field, type the replacement text.
4. Click on the `Ignore Case` button, if necessary.
5. In the Text window, click on the `Select All` button. This step will ensure that all occurrences of the text are replaced by the text in the `Replace With` field.
6. In the Find/Replace window header, click on the `Find and Replace All` button. All instances of the text in the `Find` field are replaced.

Finding Tabs, New Lines, and New Pages

Use the Find/Replace function to search for tabs, new lines, and new pages in a document. This process is useful when you want to modify the paragraph format. For example, you might want to delete the tabs from a particular paragraph, but are not sure where they are located.

To search for new lines or new pages in a document:

1. Type `Ctrl+Enter` and `Ctrl+N` respectively for new page or new line in the Find/Replace window. Alternatively, you can copy a new-line or a new-page character from the Text window to the `Find` field in the Find/Replace window.
If the character is not displayed in the `Find` field, press `Ctrl+H` to show the characters.
2. Click on the `Find` button to begin the search.

To search for tabs:

1. Click in the Find/Replace window, then press `Ctrl+Tab` on the keyboard.

If the tab is not displayed in the `Find` field, press `Ctrl+H` to show the characters.

2. Click on the `Find` button to begin the search.

Displaying Specified Portions of a Document

To display a current text selection, select the `Focus on Selection` choice in the `Special` menu.

If the selection is too large to display in the `Text` window, the portion of the selection that contains the insertion point is displayed and scrolled to the top of the window.

To find and display a page:

1. Click on the `Find Page` button in the `Text` window header. The `Find Page` window opens.
2. Type the page number in the `Page Number To Find` field.
3. Click on the `Find` button in the window header. The specified page is displayed in the `Text` window.

Checking Your Document for Spelling Errors

After you enter text in the `Text` window, you can use the spelling checker to search for misspelled words and invalid text strings.

After you initiate a search, the spelling checker compares each word to the main dictionary and specified personal dictionaries, highlights words that are not found in either dictionary, and provides alternate words. You can accept the word as it is currently spelled in your document, choose an alternate word, or add the highlighted word to a personal dictionary.

To access the spelling checker, click on the `Check Spelling` button in the `Text` window header.

A `Dictionaries` folder is displayed in the lower-right corner of your desktop and the `Spelling` window opens to the right of the `Text` window. The `Dictionaries` folder remains on the desktop after you close the `Text` window.

The `Spelling` window and `Dictionaries` folder are shown in Figure 5.

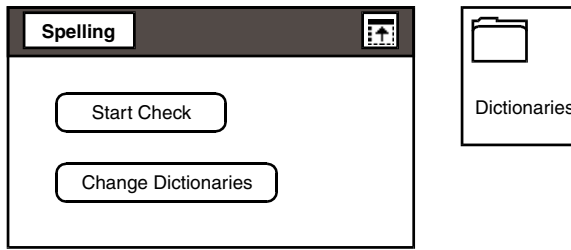


Figure 5. The Spelling window and Dictionaries folder

To spell-check your document:

1. Select the text to be checked. You can check an entire document, or a portion of text for spelling errors. By default, the spelling check begins at the insertion point. If the insertion point is not active in the document, then the spelling check starts at the beginning of the document.
2. In the Spelling window, click on the `Start Check` button.

When the spelling checker locates a word that is not found in the main or specified personal dictionary, the word is highlighted in the Text window, and the Spelling window expands as shown in Figure 6.

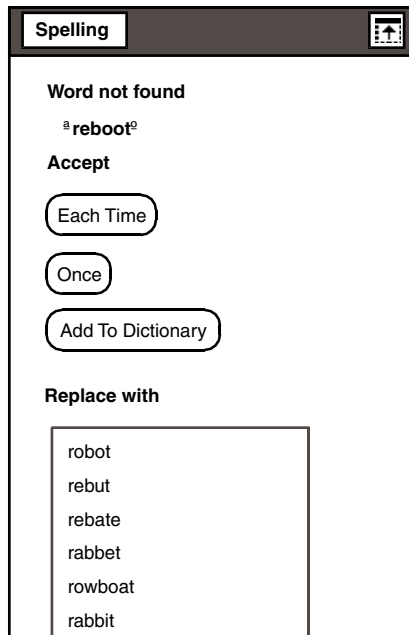


Figure 6. The expanded Spelling window

The expanded Spelling window provides the following information:

- `Word not found` identifies the highlighted word in the document.

- `Accept` provides the following options:
 - `Each Time` instructs the spelling checker to accept the word each time it is found in the document.
 - `Once` instructs the spelling checker to accept the word this time, but highlight it the next time it is found in the document.
 - `Add To Dictionary` enables you to add the word to a personal dictionary.
 - `Replace with` provides suggestions for alternate words, if any are contained in the dictionary.
- 3. Accept or correct the word using one of the following methods:
 - a. Select one of the buttons in the `Accept` area. The spelling check continues automatically.
 - b. Select a word in the `Replace with` area. The spelling check continues automatically.
 - c. Replace the word manually. To restart the spelling check, click on the `Start Check` button.
- 4. Repeat the previous step each time the spelling checker highlights a misspelled word.

When the spelling check is complete, the following message is displayed in the message area: `Spelling check completed`.

Using Personal Dictionaries

The main dictionary that the spelling checker uses when searching for errors in a document cannot be modified. You can, however, use personal dictionaries to add commonly used technical terms, acronyms, and proper names to the list of words acceptable to the spelling checker.

The `Dictionaries` folder contains a folder for each language installed on your system. Each language folder contains a default personal dictionary that is identified by your user ID and the selected language (for example, `Smith U.S.`). You can modify these dictionaries or create new dictionaries.

Adding Words To a Personal Dictionary

To add a word to a personal dictionary during a spelling check, click on the `Add To Dictionary` button after the word is highlighted.

To manually add words to your personal dictionary:

1. Open the `Dictionaries` folder on your desktop.
2. Open the appropriate language folder. A window opens displaying a list of personal dictionaries created for that language.
3. Open a personal dictionary. The window opens as shown in Figure 7.

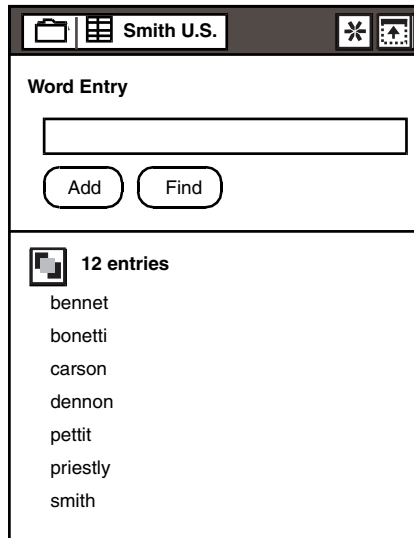


Figure 7. Personal dictionary window

4. Type a word in the `Word Entry` field or copy the word to the field from the document.
5. Click on the `Add` button. The word is displayed in the window.

To cancel any changes made to a personal dictionary, select the `Cancel Changes` choice in the dictionary's `Special` menu. The dictionary closes and reverts to the state it was in when you last opened it.

Finding Words in a Personal Dictionary

To locate a word in a personal dictionary:

1. Open the `Dictionaries` folder on your desktop.
2. Open the appropriate language folder.
3. Open a personal dictionary.
4. Type the word you want to find in the `Word Entry` field.
5. Click on the `Find` button. If the word exists in the dictionary, it is highlighted in the window.

If the word does not exist in the dictionary, an error message is displayed. To add it to your personal dictionary, click on the `Add` button.

Creating Personal Dictionaries

To create new personal dictionaries:

1. In the `Spelling` window, click on the `Change Dictionaries` button. The `Dictionaries` window opens.

2. Click on the `Create Personal Dictionary` button in the window header. The Dictionaries window expands to accommodate new fields and buttons, as shown in Figure 8.

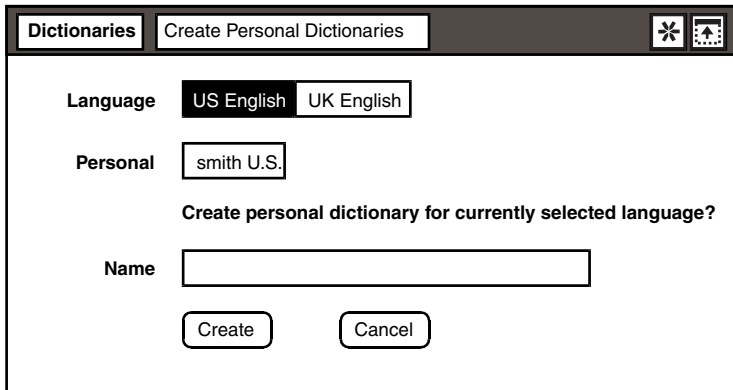


Figure 8. The Dictionaries window

3. Select a choice in the `Language` field.
4. Enter a unique name in the `Name` field.
5. Click on the `Create` button.
6. Close the Dictionaries window. The new dictionary resides in the specified language folder within the Dictionaries folder.

You can also create a new dictionary by copying and modifying an existing one.

For information on adding words to the dictionary, see “Adding Words To a Personal Dictionary” on page 17.

Changing Dictionaries

You might want to change the language of the main dictionary or change the personal dictionaries that are used during a spelling check.

To change dictionaries:

1. In the Spelling window, click on the `Change Dictionaries` button. The Dictionaries window opens.
2. Select the appropriate language in the `Language` field.

The buttons in the `Personal` field reflect the choice you make in the `Language` field. These buttons represent the modifiable dictionaries located in the Dictionaries folder.

3. Select the personal dictionary you want to use in the `Personal` field. You can use more than one personal dictionary at a time.

Deselect the buttons in the `Personal` field so that no personal dictionaries are used during a spelling check.

If you select multiple personal dictionaries, click on `Add To Dictionary` to add the word only to the first dictionary in the folder.

Using Shared Dictionaries

Shared dictionaries enable a company to add employee, customer, and product names to a dictionary for use by everyone in the company. Shared dictionaries are created and maintained by your system administrator.

To use a shared dictionary:

1. In the Spelling window, click on the `Change Dictionaries` button. If a shared dictionary is available, it is displayed at the bottom of the Dictionaries window.
2. Select the dictionary shown in the `Shared` field.
3. Close the Dictionaries window and use the spelling checker as described in “Checking Your Document for Spelling Errors” on page 15.

Removing Edits

There are two ways you can remove text entries and edits from the Text window:

- The `Cancel Changes` choice in the `Special` menu
- The `Undo` button in the Text window header

Use the `Cancel Changes` choice in the Text window's `Special` menu to remove all the edits performed since you last opened the Text window.

When you select `Cancel Changes`, the Text window closes and reverts to the state it was in when you last opened it. As a precaution, a copy of the edited version is placed in the `Discard` folder in case you selected this button by mistake.

Use the `Undo` button in the Text window header to remove or restore the last entry or deletion in a document. The `Undo` button, by default, is not displayed until you either type, insert a frame, or use the delete function. You can click on the `Undo` button up to ten times to remove or restore the last ten entries.

The `Undo` feature does not revert character or paragraph formats. For example, if you enter a word in a document, italicize it, and then click on the `Undo` button, the word is removed, not the italics.

As a precaution, the `Redo` button is displayed after you click on the `Undo` button, in case you decide to retrieve the entries, or you clicked on the `Undo` button by mistake. Like the `Undo` button, you can click on the `Redo` button up to ten times if, for example, you want to restore text that has been removed by clicking on the `Undo` button.

Chapter 4. Creating Figures

The Text tool provides a variety of ways to incorporate images in a document. This chapter focuses on two methods: copying an image directly into the text and copying an image into a frame that you insert in the text.

You can also use a capsule application to automatically transfer images to a specified region in a document. For more information, see “Chapter 8. Using Text with Other Tools,” on page 55.

This chapter also contains information on:

- Positioning figures in a document
- Inserting and modifying figures
- Changing a figure's size
- Deleting a figure

For information on sources that can be used for images, see “Using Other Tools as Source Icons” on page 55.

Use the following information when deciding where to position a figure in a document:

- Each figure is attached to the line preceding it; any text you later type in front of the figure results in moving it down with the text flow.
- You cannot enter text on the same line as a figure.
- The figure defaults to center alignment in the text column. You can change the alignment, along with other formats, on the Text Options window.

A frame is a container for a single image. A figure can include multiple frames.

Figure 9 on page 22 shows how frames might be displayed in the Text window. Note that the window is shown in draft mode as indicated by the small graphics and the region names that replace the image in each frame. When the document is in final mode, the images are displayed in their respective frames.

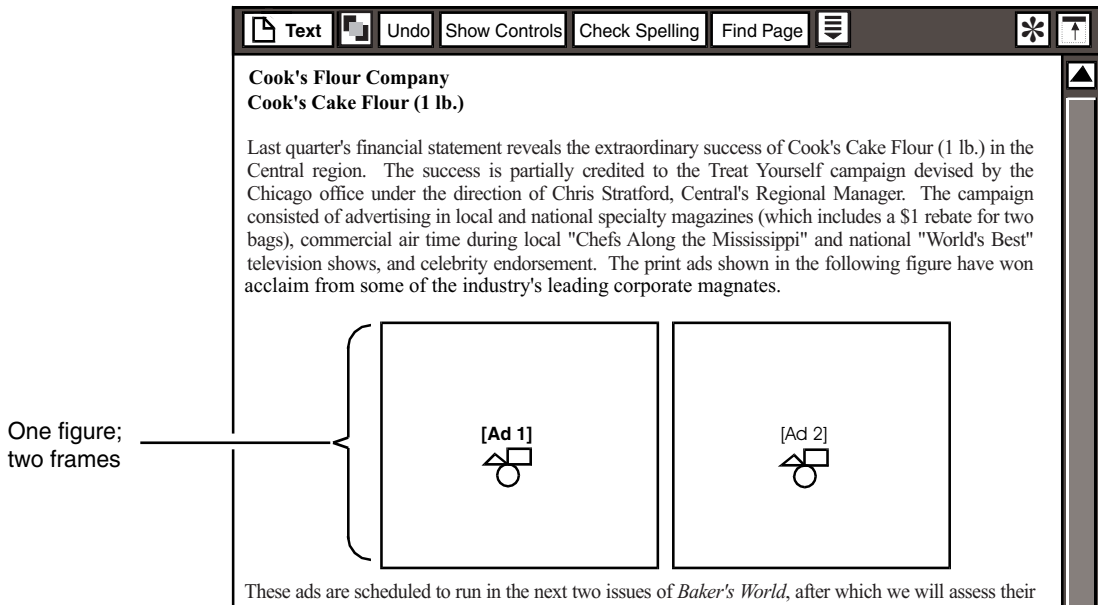


Figure 9. Multiple frames in a figure

Copying an Image Directly to a Document

This section describes one of several methods you can use to copy images to a document. If you want to copy a single image into a text document, copying it directly into the text is the easiest method.

If you want to create a figure with multiple images, insert the frames prior to copying the image, as described in "Creating a Figure with One or More Images" on page 24.

To copy an image directly to a document:

1. Open a source icon; for example, a Screen Capture or PC Graphics icon.
2. Copy the image from the source window.
3. In the Text window, click at the point where you want the image to be displayed.
4. In final mode, the image is displayed in a frame, as shown in Figure 10 on page 23.

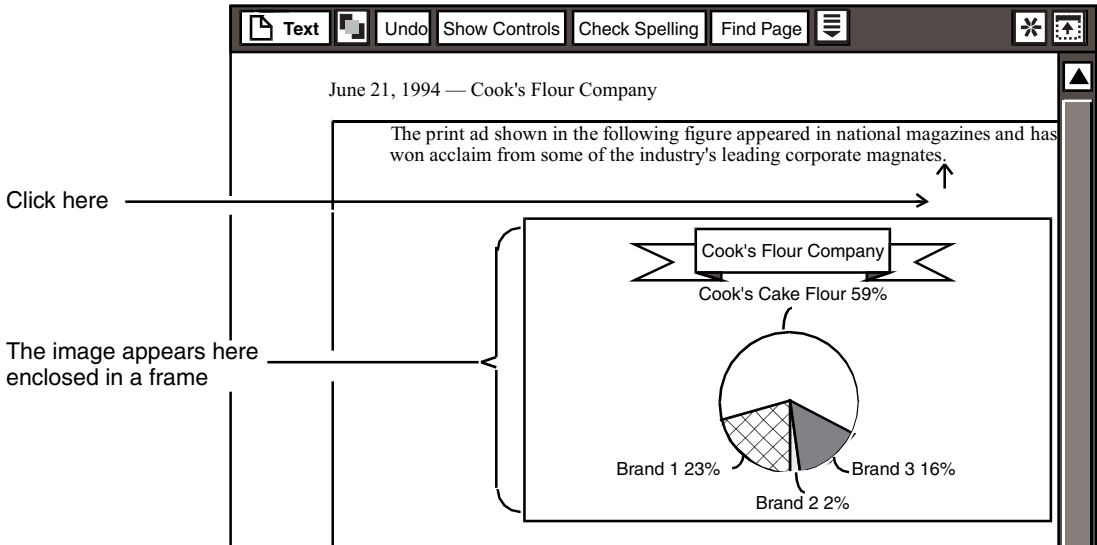


Figure 10. Displaying an image in final mode

- In draft mode, a small graphic is displayed in a frame, indicating the presence of an image, as shown in Figure 11.

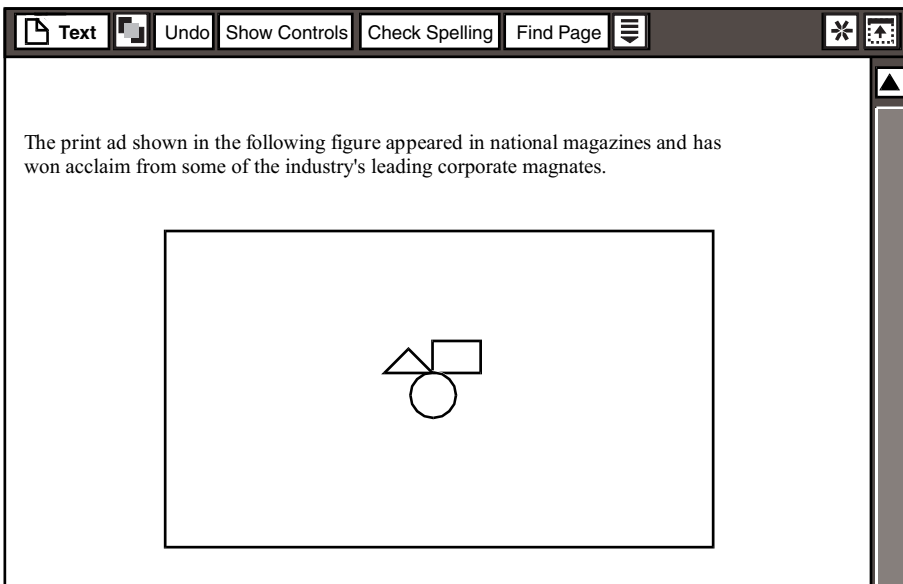


Figure 11. Displaying a graphic frame in draft mode

After you copy the image to the Text window, you can modify the frame borders and the size. For more information see “Modifying Frame Borders” on page 26.

Creating a Figure with One or More Images

This section describes how to insert and modify a figure before copying images to it. The following subjects are covered:

- Inserting a figure
- Creating multiple frames in a figure
- Specifying scaling or clipping options for each frame
- Modifying the appearance of the frame borders
- Copying an image to a frame

You can also use the instructions in this section to modify the figure after you copy an image to it.

Inserting a Figure

To insert a figure:

1. Open a Text icon.
2. Click at the point where you want the figure to be displayed.
3. Select the `Insert Figure` choice in the `Special` menu. A single frame is displayed centered in the Text window.

Dividing and Joining Frames

To divide frames:

1. Select the `Divide/Join Frames` choice in the `Special` menu. The `Divide/Join Frames` window opens.
2. Select the frame or frames you wish to divide.
3. Press the `Divide Vertically` or `Divide Horizontally` button, and select a number of times to divide each selected frame.
4. Press the `V` or `H` key on your keyboard to divide the selected frames in half vertically or horizontally.

To join frames:

1. Select `Divide/Join Frames` in the `Special` menu. The `Divide/Join Frames` window opens.
2. Select the frames you want to join.
3. Click the `Join` button or press `J` on your keyboard.

When you select multiple frames, the selection is always displayed in rectangular form, regardless of the placement of the frames in the figure. For example, in Figure 12, the setup on the left contains four frames. If you click in the frames A and B, the selection is displayed as shown in the middle of Figure 12; if you then click in frame C, the selection automatically includes frame D, as shown on the right.

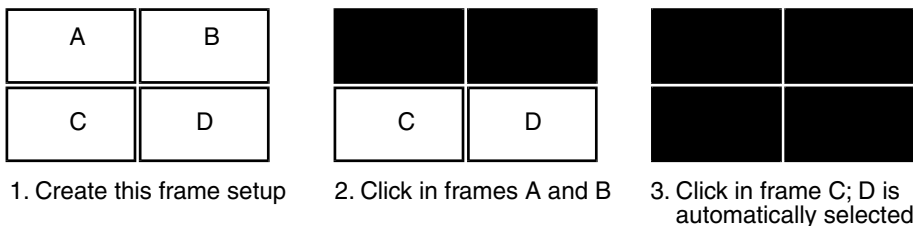


Figure 12. Automatic selection of frames

This behavior is important to note when you design the frame arrangement in a figure. Each frame must form a rectangle; you cannot join frames A, B, and C into one frame.

Clipping and Scaling Images

Use the options in the Frame Options window to determine how the image is displayed in the frame. You can set the options so that the image is displayed clipped or scaled.

If the image is clipped, it remains the same size it was at the source; the outside edges might not be displayed, depending on the relative size of the frame. If the image is scaled, it is altered to fit the size of the frame. By default, the images are clipped.

To set the frame options so the image is clipped or scaled:

1. Select the frame you want to modify.
2. Open the options window.
3. Select a choice in the `Frame Contents` field.

The `Region` and `Description` fields enable you to assign a region name to the frame. For more information, see “Chapter 7. Working with Regions,” on page 49.

4. Click on the `Apply` button, or close the options window to apply the changes.

Copying an Image into a Frame

After you insert and arrange the frames in the document, you can copy source images.

To copy an image to a frame:

1. Insert and modify the frames as necessary using the steps provided in this section.
2. Open a source icon; for example, a Plot icon.
3. Copy the image from the source window.
4. In the Text window, click in the frame where you want the image to be displayed.
 - In draft mode, the frame displays a symbol, indicating the presence of an image.
 - In final mode, an image is displayed in the frame.

When you copy an image to a frame, it is shown clipped or scaled, depending on the settings applied in the Frame Options window. For more information, see “Clipping and Scaling Images” above.

Modifying Frame Borders

If a figure contains more than one frame, each frame has its own border, as shown in Figure 13 below. All the borders within a single figure are modified as a group.

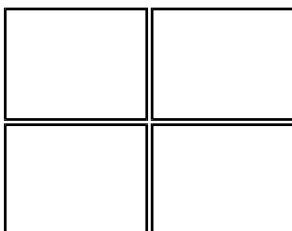


Figure with four frames

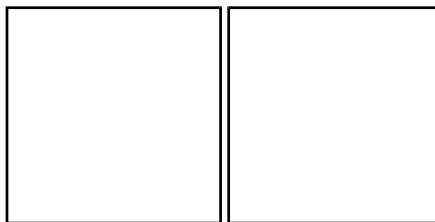


Figure with two frames

Figure 13. Figures with multiple frames

By default, the frame borders are displayed when you insert a figure in a document. If your borders are currently hidden, display them before attempting to select them.

To show or hide frame borders, Click on the `Show Borders` button in the Figure page of the Text Options window.

When the button is highlighted, frame borders are displayed.

To select the borders in a figure and open the options window:

1. Click on the border of the figure you want to modify. Handles are displayed on the corners and at the sides. If the figure contains more than one frame, the handles are displayed only on the outer borders, as shown in Figure 14 on page 27.

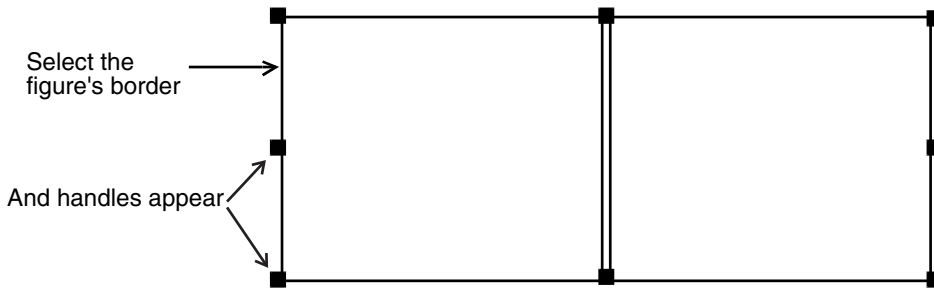


Figure 14. Selected figure border

2. Open the options window.

The Figure page of the Text Options window opens, as shown in Figure 15. For information on the `Space Before`, `Space After`, and `Alignment` fields, see “Aligning Text and Figures” on page 37 and “Adjusting the Space Above and Below a Figure” on page 38.

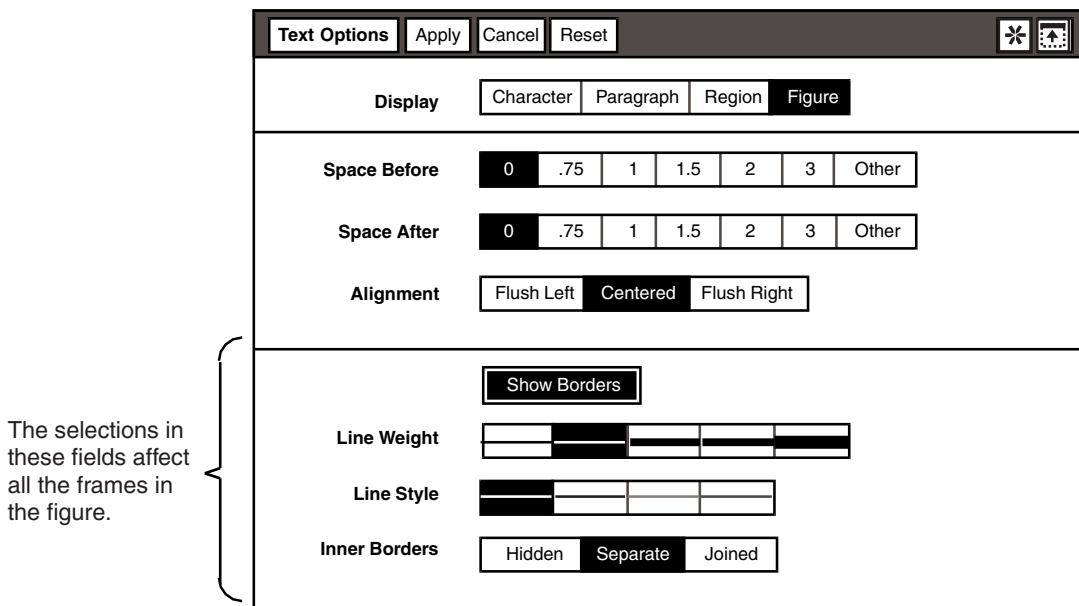


Figure 15. Figure page of the Text Options window

Use the options in the `Line Weight` and `Line Style` fields to change the thickness and appearance of the borders.

The options in the `Inner Borders` field allow you to modify the inner borders in a figure without affecting the outer borders. `Separate` is the default choice.

Selecting *Hidden* removes the inner borders from view.



Selecting *Separate* establishes space between the borders.



Selecting *Joined* unites the inner borders.

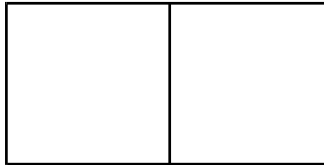


Figure 16. Modifying inner borders

Modifying the Size of Figures and Frames

When you insert a frame in a document, it defaults to a 2" by 4" format. You can modify the size of a frame or figure by using the mouse buttons or the Size function key.

Use the following information when modifying the size of a frame or figure:

- When a frame is set to clip an image, the enclosed image retains its original size when the frame is modified.
- When a frame is set to scale an image, the enclosed image is modified along with the frame.

To modify the size of a figure:

1. Click on the border of the figure you want to modify. Handles are displayed on the corners and at the sides of the figure border.
2. Drag one of the handles until the figure is the desired size and shape. If the figure contains multiple frames like the one shown in Figure 17 on page 29, then the size of each frame is modified proportionately.

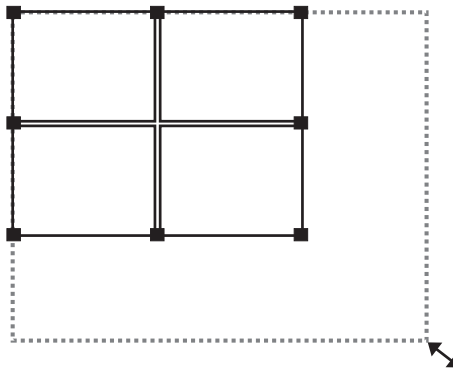


Figure 17. Modifying the size of all frames

To modify the size of a single frame within a figure:

1. Click inside the frame you want to modify.

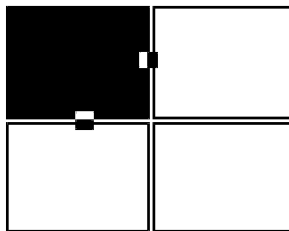


Figure 18. Selecting a single frame

2. Drag one of the handles until the frame is the desired size. The size of the adjacent frame is modified along with the selected frame, as shown in Figure 19.

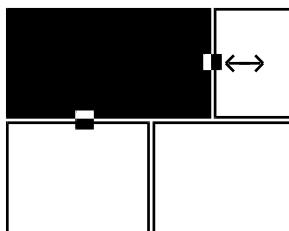


Figure 19. Modifying one frame affects an adjacent frame

A frame can only be modified in one direction. For example, if you enlarge the frame as shown in Figure 19, by dragging to the right, you can no longer enlarge the frame by dragging downward, nor can you enlarge the bottom frames upward. The handles on the affected edges are removed as a reminder of this fact.

Deleting Images from a Document

To remove an image from a figure, but retain the frame arrangement:

1. Select inside the frame. The image (or the symbol, if the document is in draft mode) becomes highlighted.
2. Delete the contents of the frame.

To remove the frames and the enclosed images:

1. Click on the figure border. Handles are displayed at the corners and the sides of the figure.
2. Delete the figure border.

Chapter 5. Formatting a Document

The Text tool's formatting options enable you to choose a typeface, apply attributes, modify paragraph margins, align text and figures, and set tabs in a document. These options are available in the Text Options window, as well as through key combinations.

This chapter provides information on:

- Changing character format
- Changing paragraph format
- Inserting a page break

Changing Character Format

When you open a blank Text icon, the typeface is determined by the settings applied in the desktop's Set Preferences window. When this setting is modified, the changes are applied throughout Meta5. For information on changing the typeface for the entire desktop, see *Getting Started with the Meta5 Developer's Desktop*.

Changing the `Font` and `Size` settings in the desktop's Set Preferences window does not change the typeface in existing documents.

If you want to change the default on a document-by-document basis or create a Text template on your desktop that uses a specific typeface, copy a Text icon from the *Blank Icons file drawer and modify the `Font` and `Size` settings in the Text Options window before entering any text. Use a copy of the template each time you want to create a document.

To change the typeface of text in an existing document, follow these steps:

1. In the Text window, select the text that you want to modify.
2. Open the Text Options window, shown in Figure 20 on page 32.

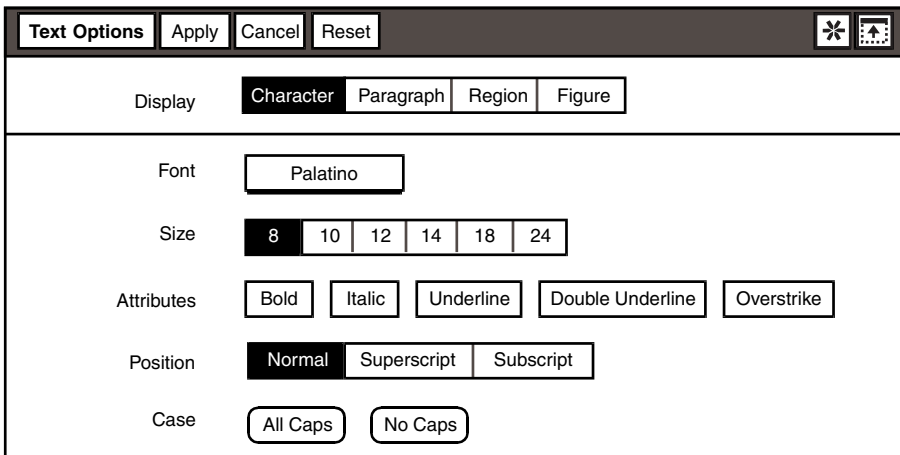


Figure 20. Character page of the Text Options window

3. Select a choice in the `Font` field.

Your printer might not support all the fonts available in Meta5. If you select a font that is not supported by your printer, Courier is used as the substitute font.

4. Select a choice in the `Size` field. Only the sizes available for the selected font are displayed in this field.
5. Select the appropriate choices in the `Attributes` and `Position` fields.

- a. The `Attributes` field contains the following choices:

- Bold
- Italic
- Underline
- Double underline
- Overstrike

You can apply more than one attribute to the selected text. For example, you can make selected text bold and italic.

- b. The `Position` field, however, allows you to choose only one line position for the selected text:

- Normal
- Superscript
- Subscript

6. Click on the Text Options window to apply the changes.

To set selected characters to upper or lowercase:

1. In the Text window, select the text you want to modify.

2. Open the Text Options window and display the Character page.
3. Click on the `All Caps` button to set the selected text to uppercase, or click on the `No Caps` button to set the selected text to lowercase.

The changes are applied immediately; you do not need to click on the Text Options window.

Alternatively, you can use key combinations to set selected characters to uppercase or lowercase. For information on key combinations, see “Using Key Combinations” on page 59.

Changing Paragraph Format

Use the options in the Paragraph page of the Text Options window to set margins, tabs, alignment, and spacing in a selected paragraph or throughout the document.

Format characters identify:

- tabs



- new pages



- new lines



- new paragraphs



By default, the format characters are not displayed in the Text window.

To display format characters in a Text window, select the `Show Format Characters` choice in the `Special` menu.

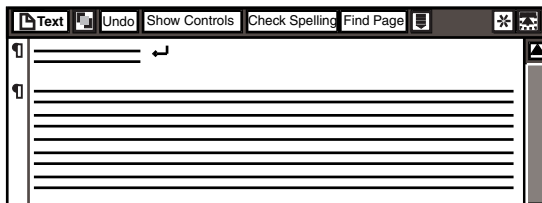
When the format characters are displayed, the choice in the `Special` menu changes to `Hide Format Characters`.

Alternatively, you can press `Ctrl+H` to show or hide format characters in a document. For more information, see “Using Key Combinations” on page 59.

These format characters are not printed in the document, regardless of the display settings.

New-paragraph characters are displayed on the left side of the window if the window is set to draft mode or inside the margin if the window is set to final mode, as shown in Figure 21. New-line characters are displayed to the immediate right of text.

Draft mode



Final mode

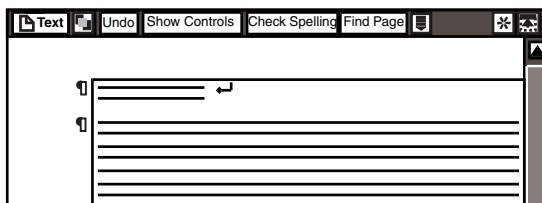


Figure 21. New-paragraph characters in draft and final modes

If you reset the left margin of individual paragraphs as described in “Setting Paragraph Margins” on page 34, the new-paragraph character is displayed to the immediate left of text.

Setting Paragraph Margins

The Text tool provides a ruler with which you can modify the margins for individual paragraphs. Four markers allow you to manipulate the left and right margins of a paragraph.

The ruler is measured in one-inch increments. You can change the units of measurement used in the document to centimeters, picas, or half picas by modifying the *Measurement Units* setting in the Document Controls window, but the ruler itself will not show this change. For information on the Document Controls window, see “Changing the Measurement Units” on page 45.

The document margins are not affected by modifications you make to the ruler. For information on modifying margins for the entire document, see “Setting Document Margins” on page 45.

To set the margins for one or more paragraphs in the Text window:

1. Select the paragraphs that you want to modify.
When you apply paragraph formatting, a paragraph is considered selected if any portion of it is highlighted or contains the insertion point.
2. Display the Text Options window, shown in Figure 22 on page 35.

By default, the margin markers are located just above the 0 and 78 tick marks on the ruler. The top markers represent the margins for the first line in a paragraph; the bottom markers represent the margins for the following lines in a paragraph.

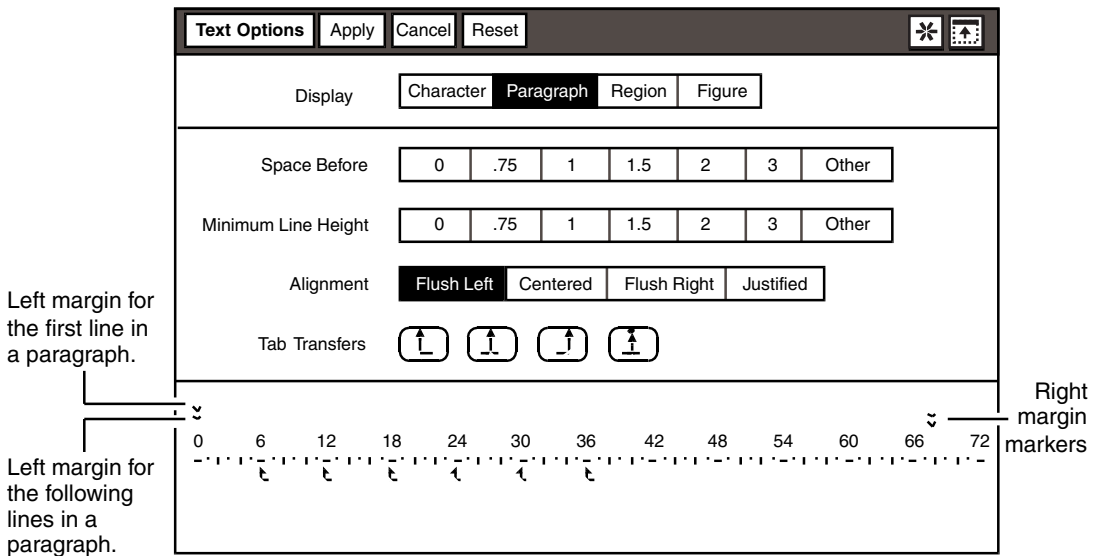


Figure 22. Paragraph page of the Text Options window

3. Drag the marker that represents the margin that you want to modify to a tick mark on the ruler.
4. Click on the Text Options window to apply the changes.

The following example shows how margin settings on the ruler are applied in the Text window.

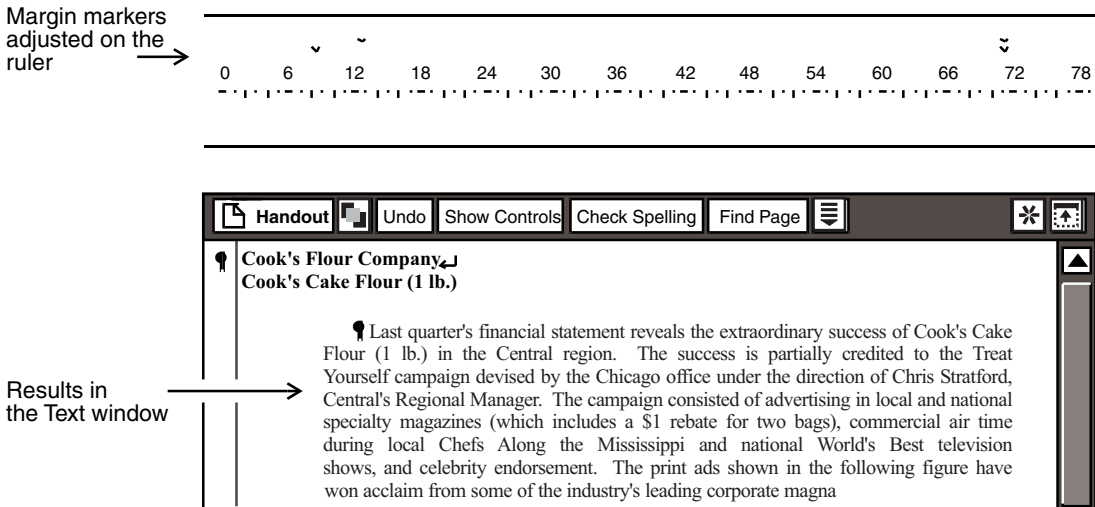


Figure 23. Margin settings in the Text window

Setting Tabs

Use the tab transfers in the Text Options window to align columns of text in a document. Four tab types are available: left, center, right, and decimal.

To set tabs in a document:

1. Select the paragraphs that you want to modify.

When you apply paragraph formatting, a paragraph is considered selected if any portion of it is highlighted or contains the insertion point.
2. Display the Text Options window.
3. On the ruler, select and delete any unnecessary tabs.
4. In the **Tab Transfers** field, click on the button that represents the type of tab you want to insert.
5. On the ruler, click on the tick mark where you want the tab stop to occur.
6. Repeat steps 4 and 5 until you have inserted all the tabs you want. The maximum number of tabs you can insert on the ruler is 32.
7. Click on the Text Options window to apply the changes.

Figure 24 shows how a tab setting on the ruler is applied to the bulleted list in the Text window.

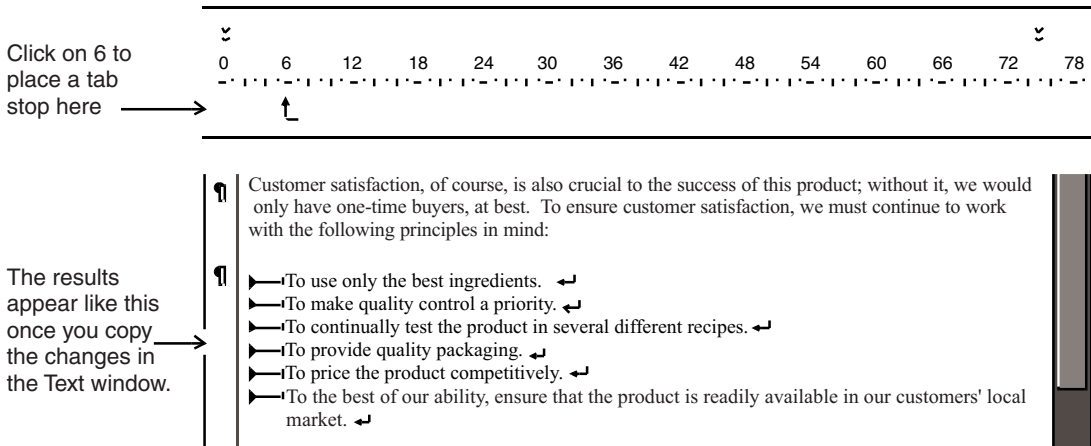


Figure 24. Setting tabs in the text window

To move an existing tab, drag the tab to a new position on the ruler.

To copy an existing tab:

1. Select the tab that you want to copy.
2. Press the Copy function key or use the Copy function on the function pad.
3. Select the tick mark where you want the new tab to be displayed.

Aligning Text and Figures

By default, text alignment is flush left when you first enter it in the Text window, and figure alignment is centered. You can modify the alignment of both text and figures by setting the options in the Text Options window.

To modify the current alignment of text and figures:

1. Click in the paragraph that you want to modify, or click on the border of the figure you want to modify.
2. Open the Text Options window.
3. Display the Paragraph page or the Figure page, depending on which element you are aligning.

If the current selection does not include a figure, you cannot display the Figure page.

4. Select a choice in the `Alignment` field.

The `Justified` choice is not displayed when you display the Figure page in the Text Options window.

5. Click on the Text Options window to apply the changes.

Alternatively, you can use key combinations to align text and figures in a document. For more information, see “Using Key Combinations” on page 59.

Adjusting Line and Paragraph Spacing for Text

Use the `Space Before` and `Minimum Line Height` fields in the Text Options window to determine the amount of space between and within paragraphs, respectively.

The choice specified in the `Space Before` field represents the number of lines that the Text tool automatically places before the paragraph each time you press the Enter key. For example, if you click on 2, a space the height of two lines is placed before each paragraph. The height of each line is one pica.

The first paragraph in the document is not affected by the setting in the `Space Before` field.

The Text tool automatically adjusts the line height in a paragraph to accommodate the font size. You can, however, increase the line height by changing the setting in the `Minimum Line Height` field. For example, if you click on 2, the minimum height of each line within the paragraph is 2 picas.

To adjust line and paragraph spacing:

1. Select the paragraphs that you want to modify.
When you apply paragraph formatting, a paragraph is considered selected if any portion of it is highlighted or contains the insertion point.
2. Display the Text Options window. The `Space Before` and `Minimum Line Height` fields are displayed as shown in Figure 22 on page 35. The default for both fields is 0.
3. Select a choice in the `Space Before` field, or click on `Other`, then enter a value in the field that is displayed.
4. Select a choice in the `Minimum Line Height` field, or click on `Other`, then enter a value in the field that is displayed.
5. Click on the Text Options window to apply the changes.

Adjusting the Space Above and Below a Figure

Use the `Space Before` and `Space After` fields in the Text Options window to specify the amount of space above and below a figure.

The values specified in the `Space Before` and `Space After` fields represent the number of lines that the Text tool automatically places before and after the figure. For example, if you click on 2 in the `Space Before` field, two lines are applied before the figure; the height of each line is one pica.

To adjust the space before or after a figure:

1. Click on the border of the figure you want to modify.

2. Open the Text Options window. The Figure page of the Text Options window opens, displaying the `Space Before` and `Space After` fields. The default for both fields is 0.
3. Select a choice in the `Space Before` field, or click on `Other`, then enter a value in the field that is displayed.
4. Select a choice in the `Space After` field, or click on `Other`, then enter a value in the field that is displayed.
5. Click on the Text Options window to apply the changes.

Viewing and Copying Formats

When you open the Text Options window, all of the format settings apply to the current selection. You can, however, use the choices in the Text Options window's `Special` menu to display the settings for another selection, and to apply the current settings to a new selection. This feature can be useful when you want to copy the format from one paragraph to several other paragraphs in a document.

When you click on the `Select All` button in a document that contains several different formats, then open the Text Options window, the character and paragraph settings reflect the format of the first paragraph. If there is more than one character format in the first paragraph, then the character settings reflect the format of the first character in the paragraph.

To view the format settings for a new selection while the Text Options window remains open:

1. Click in a paragraph, then open the Text Options window.

Even though the selection seems to be removed when the Text Options window opens, all of the settings in the Text Options window apply to the current selection.

2. Click in another paragraph in the document.

This paragraph might have different character or paragraph settings than in the original selection.

3. Select the `Show Options For New Selection` choice in the `Special` menu of the Text Options window.

The settings for the new selection are displayed in the Text Options window.

To copy a format from one paragraph to another paragraph in a document:

1. Click in a paragraph whose format you want to copy, then open the Text Options window.

Even though the selection seems to be removed when the window opens, all of the settings in the Text Options window apply to the current selection.

2. Individually reselect each of the current settings in the Paragraph page of the Text Options window that you want to copy, including any one of the margin and tab settings. (Selecting any one of the margin or tab settings is the same as selecting all of them.)

3. Select the paragraph that you want to modify.
4. Select the `Apply Options To New Selection` choice in the `Special` menu of the Text Options window. The new selection adopts the selected paragraph formats of the original selection.
5. Display the Text Options window.
6. Reselect the current settings on Text Options window. Since attributes toggle when you select them, you must select each one you want twice.
7. Select the `Apply To New Selection` choice in the `Special` menu. The new selection adopts the selected character formats of the original selection.
8. Close the Text Options window.

If you make any additional changes to the character and paragraph settings, they are applied to the original selection when you close the Text Options window.

Inserting a Page Break

A natural page break occurs when text and figures flow past the bottom margin of the page. If you want to force a page break at a specific point, you can use the `Insert Page Break` choice in the `Special` menu.

To insert a page break in a document:

1. Select a point in the document where you want the page break to occur. The page break occurs at the insertion point; that is, any text after the insertion point is moved to the following page.
2. Select the `Insert Page Break` choice in the `Special` menu. The new-page character is displayed, as shown in Figure 24 on page 41.

Alternately, you can press `Ctrl+N` or `Ctrl+Enter` to insert a page break in a document. For more information, see “Using Key Combinations” on page 59.

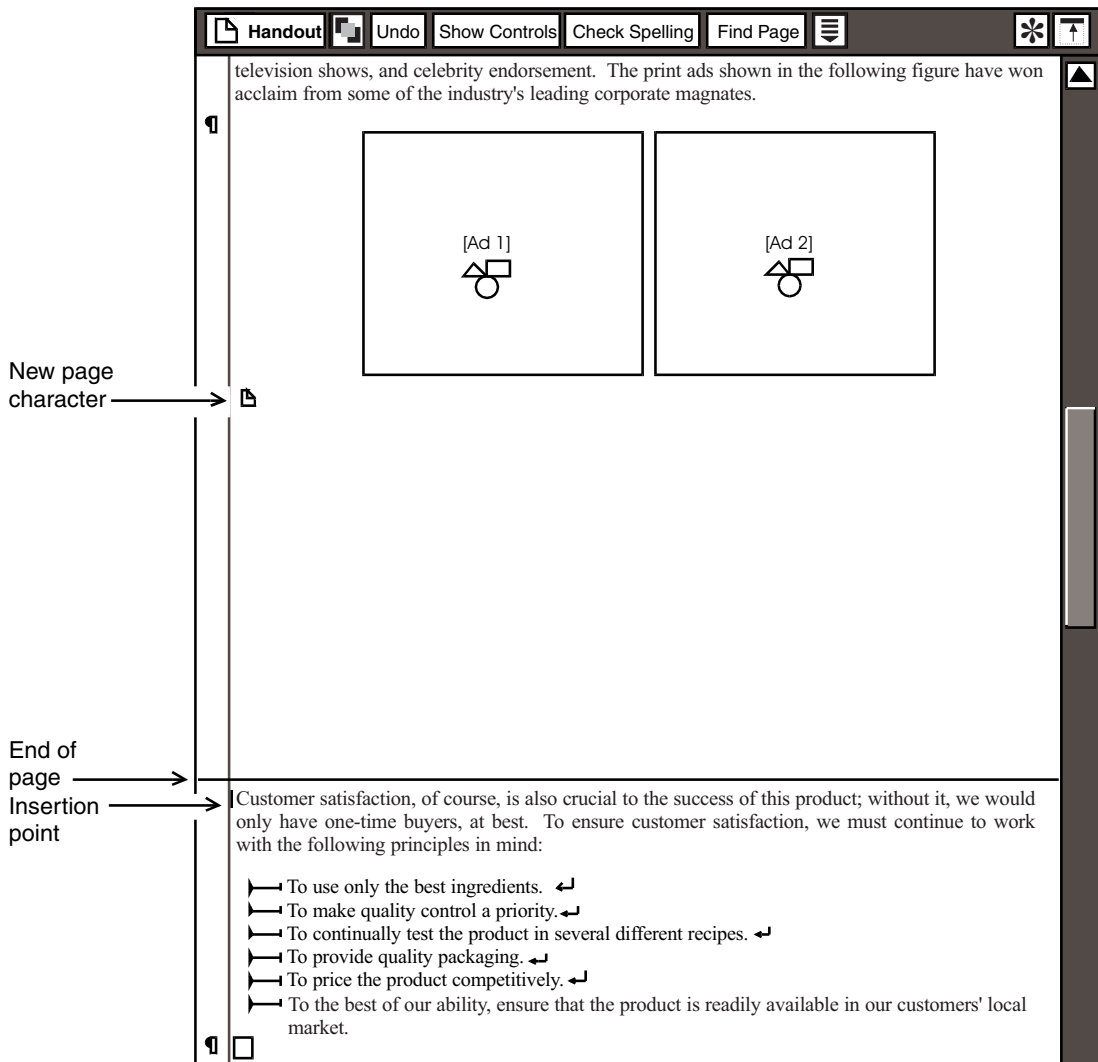


Figure 25. New-page character in a document

To remove a forced page break:

- If format characters are displayed, delete the new-page character. The paragraph or figure returns to its original position in the text flow.
- or
- Click before the first text on the page, then press the Backspace key.

Chapter 6. Designing the Page Layout

You can modify the page layout for the entire document by setting options in the Document Controls window. For example, you can set document margins, enter headers and footers, and add page numbers.

This chapter provides information on:

- Opening the Document Controls window
- Determining page size and orientation
- Setting document margins
- Entering and positioning headers and footers
- Adding page numbers

Using the Document Controls Window

In the Text tool, the options that determine the page orientation, page size, header and footer content and position, and the page numbering are located in the Document Controls window.

To open the Document Controls window, click on the `Show Controls` button in the Text window header. The Document Controls window opens, shown in Figure 26 on page 44.

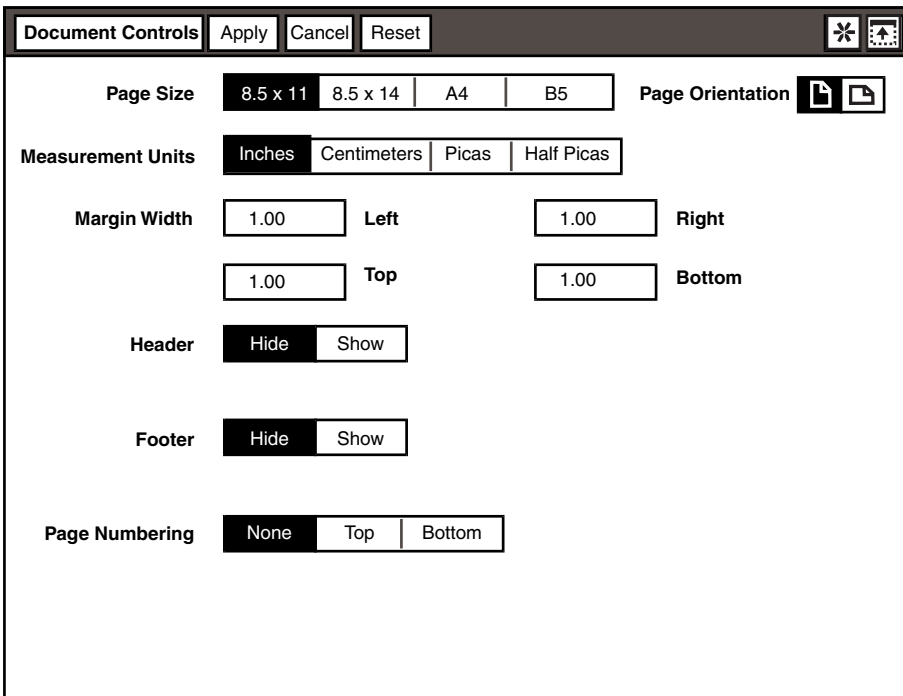


Figure 26. Document Controls window

To change the settings in the Document Controls window:

1. Alter the settings in the fields as desired.
2. Click on the Document Controls window.

The following sections describe how to use the fields in this window to modify the page layout of your document.

Determining Page Size and Orientation

Use the `Page Size` field to set the paper size that your printer uses.

The setting in this field controls how the document is printed on the page; it does not determine the size of the paper that is actually loaded in the printer. The default setting is 8.5 x 11 inches.

Other sizes include the U.S. standard legal-size paper (8.5 x 14 inches), and sizes that are common in Europe and Japan, A4 and B5.

Use the `Page Orientation` field to determine how the text is printed on the page: vertically or horizontally. Vertical orientation, which is sometimes called *portrait*, is the default; horizontal orientation is called *landscape*.

Changing the Measurement Units

Use the `Measurement Units` field to determine the type of unit used when setting document and paragraph margins. This field is by default set to inches. The selection in this field affects the entries in the Document Controls window, but not the gradations on the ruler in the Text Options window.

For example, suppose you have a document where the margins are currently one inch. If you want to use the metric ruler to determine the margins for the document, click on `Centimeters` in the `Measurement Units` field. The values in the `Measurement Units` field are displayed.

The value, 2.54, is the metric equivalent of one inch. At this point, any value you enter in these fields uses the metric ruler to measure the document margins.

For information about setting document margins, see “Setting Document Margins”. For information on setting paragraph margins in the Text Options window, see “Setting Paragraph Margins” on page 34.

Setting Document Margins

A document margin is the amount of space between the edge of the printed page (or the window, if the document is set to final mode) and the body of text. By default, margins are the equivalent of one inch, depending on the system of measurement.

You can change the document margin settings by replacing the existing value in the `Margin Width` fields. Each field represents the corresponding margin.

When modifying the entries in the `Top` and `Bottom` field, be aware that headers and footers are always vertically centered in the margin. For example, if you specify a two-inch bottom margin in a document, and include a one-line footer, the Text tool positions the footer text approximately one inch from the bottom margin.

Creating Headers and Footers

Use the `Header` and `Footer` fields to enter running headers and footers in a document. You can change the character and paragraph format of the header and footer text; for example, you can change the typeface, and insert tabs. The default format is determined by the `Font` and `Size` settings in the Set Preferences window.

Entering Header and Footer Text

To enter header and footer text:

1. In the Document Controls window, click on `Show` in the `Header` field or the `Footer` field. A field is displayed.
2. Type the text that you want to use as a header or footer.

If you want to display an @-keyword value or reference an @-variable in the header or footer, insert a region in the `Header Text` or `Footer Text` field. For information on inserting regions, see “Creating Regions” on page 49. For more information on @-keywords, see the *Capsule User's Guide*.

3. Click on the Document Controls window to apply the changes.

To see the results in the Text window or when the document is printed, the `Show` choice must be selected in the `Header Text` or `Footer Text` fields in the Document Controls window. Headers and footers are only displayed when the document is set to final mode, as described in “Looking at the Text Window” on page 5.

Formatting Header and Footer Text

To modify the character or paragraph format of header and footer text:

1. Select the text in the `Header Text` or `Footer Text` field.
2. Open the options window. The Text Options window opens, shown in Figure 27.

The options in the Text Options window enable you to apply character and paragraph formats to header and footer text.

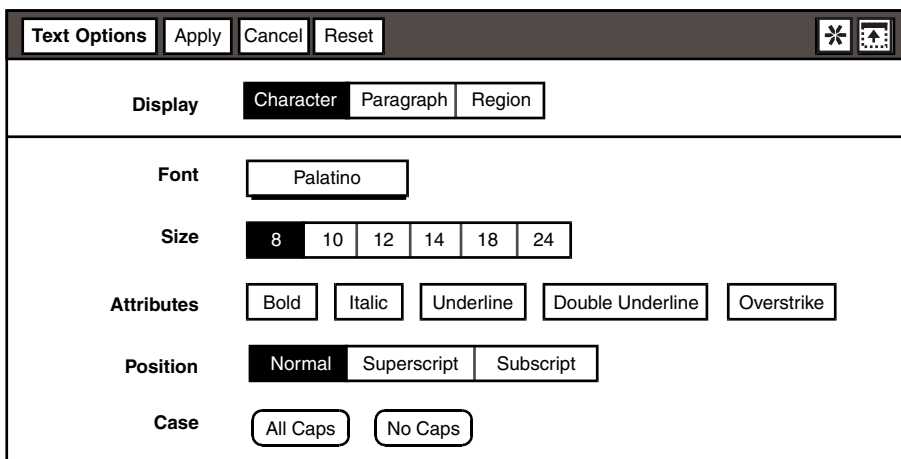


Figure 27. The Text Options window

The Figure page is not available when you access the Text Options window from the `Header Text` and `Footer Text` fields because you cannot insert an image into a header or a footer.

3. Change the paragraph or character settings as described in “Chapter 5. Formatting a Document,” on page 31.

To insert a tab in the `Header Text` or `Footer Text` field, press `Ctrl+Tab`.

4. Click on the Text Options window to apply the changes.

Adding Page Numbers

There are two ways to add page numbers to a document:

- Use the Document Controls window.
- Create a region using the @page keyword in the Header and Footer Text fields. For information on using @-keywords, see “Creating Regions” on page 49.

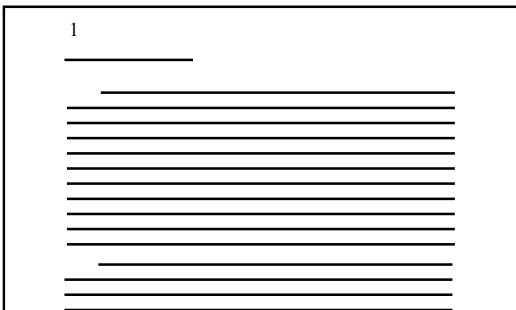
To add page numbers to a document using the Document Controls window:

1. Open the Document Controls window. The Page Numbering field is displayed in the lower section of the window.
2. Click on Top or Bottom, depending on where you want the page number to be displayed. Other fields are displayed, allowing you to specify where and on which page you want the numbering to start.
3. Select an alignment choice. The Text tool uses the left and right document margins as a guide when aligning the page numbers.
4. Enter a page number in the Starting Page field. The default is 1, which means that the numbering will start on the first page of the document.

To see the page numbers, either print the document, or set the document to final mode.

The numbers are shown vertically centered between the top or bottom edge of the page (or window, if the document is set to final mode) and the header or footer text. If there is no header or footer in the document, the page numbers are centered between the edge of the page and the body of text. Figure 28 shows an example of the number position in a document with and without headers.

Page number position in a document with headers



Page number position in a document without headers

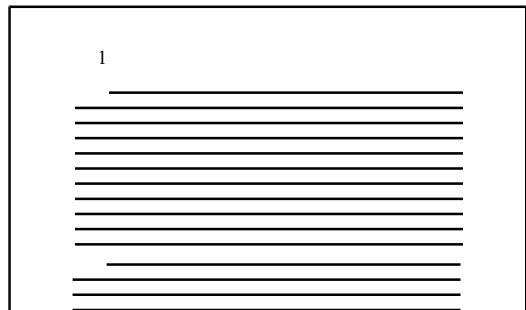


Figure 28. Location of page numbers in headers

The typeface is determined by the settings applied in the desktop Set Preferences window. If you want the option of modifying the typeface, use the @page keyword

to number the pages in your document. For more information, see “Creating Regions” on page 49.

Chapter 7. Working with Regions

This chapter covers the following subjects:

- Creating regions for data, images, and @-keywords
- Modifying regions
- Displaying or hiding region markers
- Locating and displaying regions
- Retrieving @-variable values

Creating Regions

A region identifies the position in a document where data or an image is transferred in a capsule application, or where a specified system-defined value is inserted in header or footer text. This section describes how to create regions for columnar data, images, @-keywords, and @-variables.

To create a region that accepts columnar data from tools such as the Spreadsheet tool, Query tool, and Reporter tool:

1. Select the position in the document where you want data to be transferred. A region can be inserted in header or footer text or in the display area.
2. Display the Text Options window, shown in Figure 29.

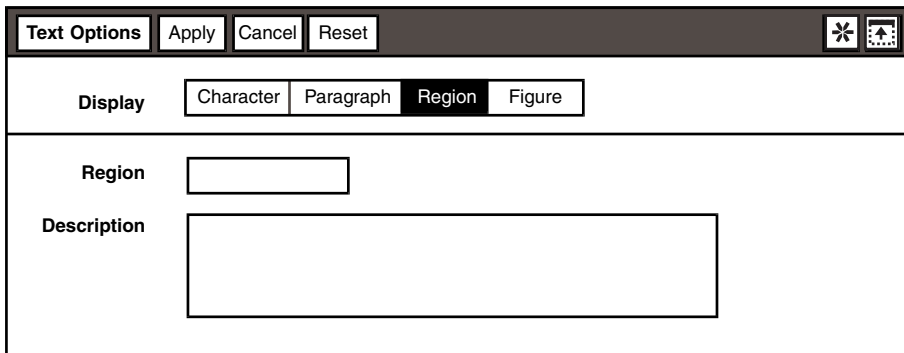


Figure 29. Region page of the Text Options window

3. Type one of the following values in the `Region` field.
 - Assign an @-variable that represents a value in the capsule tool's User Input Control window. For example, if you want to display a product name, and the name is defined in the @P variable in the Capsule tool's

User Input Control window, type @P in this field. You can assign an @-variable to more than one region in a document.

- Type a name that describes the type of data being transferred. Region names must be unique within the document; if you attempt to assign a name that has already been used, an error message is displayed.
4. Type a brief description of the region in the `Description` field. This is an optional field that allows you to further describe the region contents.
 5. Click on the `Apply` button in the window header, or close the `Text Options` window to insert the region.

Region markers are displayed at the insertion point, if the document is set to display them. For information on displaying or hiding region markers, see “Showing or Hiding Region Markers” on page 54.

You can use a region in a stand-alone document and in a document within a capsule application. Because paragraph and character formats remain even after you delete the data, you can copy different data in the region and use the same margins, tabs, spacing, and typeface. For information on setting region formats, see “Formatting Region Contents” on page 52.

To create a region for an image:

1. Insert a frame as described in “Creating a Figure with One or More Images” on page 24.
2. Click inside the frame.
3. Open the options window. The `Frame Options` window opens, shown in Figure 30.

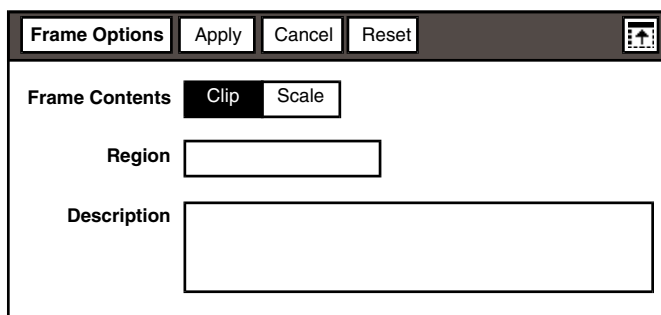


Figure 30. The Frame Options window

4. Type a name in the `Region` field that describes the image being transferred. Names must be unique within the document; if you attempt to assign a name that has already been used, an error message is displayed.
5. Type a brief description of the region in the `Description` field. This is an optional field that allows you to describe the region contents.
6. Click on the `Apply` button in the window header, or close the `Frame Options` window to insert the field.

In draft mode, the region name is displayed in the frame, for example:

```
[sales plot]
```

@-keywords, such as @date and @time, are system-defined variables that enable you to display current information, such as the date and time the document is printed, in header and footer text.

Date and time formats are extracted from the desktop Set Preferences window.

To display values for @-keywords in a header or a footer, insert a region in the Header or Footer Text field of the Document Controls window.

To create a region for @-keywords:

1. Click on the Show Document Controls button. The Document Controls window opens.
2. Click on Show in the Header or Footer field. The Header Text or Footer Text field is displayed.
3. Type the header or footer text in the field. For example, if you want to display the following header in the document:

```
Printed at 12:38:47,
```

type the following text in the field:

```
Printed at
```

4. Click immediately after the word at, as shown in Figure 31.

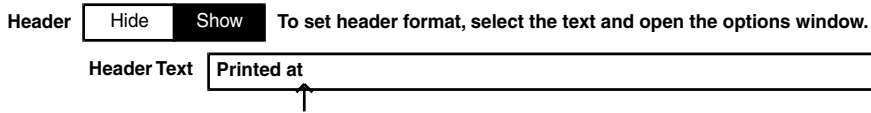


Figure 31. Inserting @-keywords in a header

5. Display the Text Options window.
6. Type an @-keyword in the Region field. For example, type @time.
7. Close the Text Options window. Region markers are displayed at the insertion point, if the document is set to display region markers.
8. Close the Document Controls window. The @-keyword value is displayed in the header or footer if the document is set to final mode.

For information on formatting the @-keyword value, see “Formatting Header and Footer Text” on page 46. For information on setting the document mode or displaying or hiding region markers, see “Looking at the Text Window” on page 5 or “Showing or Hiding Region Markers” on page 54, respectively.

Formatting Region Contents

To format the contents of a region that accepts columnar data:

1. Select the region, including the markers.
You can use the Ctrl+Shift+R key combination to automatically select the region surrounding the current selection, including the region markers.
2. Display the Text Options window.
3. Set the typeface.
4. Display the Text Options window.
5. Set the tabs, margins, line spacing, and paragraph spacing.
6. Close the Text Options window.

The formats are retained each time data is copied or transferred to the region.

Copying, Moving, or Deleting Regions

To copy, move, or delete a region:

1. Select the region, including the markers.
You can use the Ctrl+Shift+R key combination to automatically select the region surrounding the current selection, including the region markers.
2. Copy or move the region to a new position in the document, or use the delete function to remove the region markers and the region content.
Named regions cannot be copied to the same document.

To delete the region while preserving the region contents:

1. Select the region, including the markers.
2. Display the Text Options window.
3. Delete the region name.
4. Close the Text Options window.

You can delete the contents of a region while preserving the format and the name.

To delete the region contents:

1. Select the data region. Be careful not to select the markers.
2. Delete the selection. The text or image is removed.

Changing the Region Name

To change the name or the @-variable reference of a region that accepts columnar data:

1. Select the region, including the markers.

2. Open the options window. The Region page of the Text Options window opens.
3. Replace the entry in the `Region` field with a new, unique name, or replace the existing `@`-variable with another `@`-variable.
4. Close the Text Options window.

To replace an `@`-keyword value:

1. Select the region, including the markers.
2. Display the Text Options window.
3. Replace the `@`-keyword in the `Region` field with another `@`-keyword.
4. Close the Text Options window.

To change the region name in a frame:

1. Select inside the frame.
2. Open the options window. The Frame Options window opens.
3. Replace the entry in the `Region` field with a new, unique name.
4. Close the Frame Options window.

Displaying Regions

The Region window displays, in alphabetical order, each named region in the document. It does not display regions that have assigned `@`-variables. For information on displaying `@`-variable values, see “Showing or Hiding Region Markers” on page 54.

To display a list of the named regions in a document, select the `Show Region Names` choice in the `Special` menu. The Regions window opens, shown in Figure 32 on page 53.

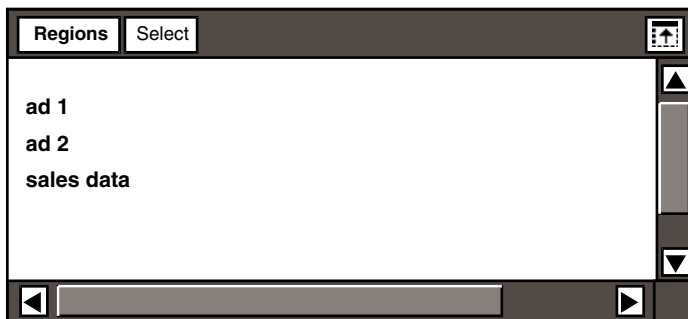


Figure 32. Regions window

Locating a Region in a Document

To locate and select a region in a document:

1. In the Regions window, select the name of the region that you want to highlight in the Text window.
2. Click on the `select` button in the window header. The region is highlighted and displayed in the Text window.

Showing or Hiding Region Markers

Region markers `⌈` `⌋` mark the beginning and end of each region in a document, as shown in Figure 33.

Regions that are created in a frame do not display region markers. Instead, they show the `@`-sign variable between brackets, as in `[@P]`.

<code>⌈</code> Product (flour)	Month-end sales	Quarter-end sales
Cook's Cake 1 lb.	\$10,094.89	\$31,486.90
Cook's Wheat 1 lb.	1,204.35	5,904.11
Cook's Corn 1 lb.	3,351.57	9,234.23
Cook's Rice 1 lb.	1,198.23	4,234.99
<code>⌋</code>		

Figure 33. Region markers in a Text window

By default, region markers are displayed in the Text window and in the printed document. You can, however, hide the markers.

To display or hide region markers, select the `Show Region Markers` choice or the `Hide Region Markers` choice in the `Special` menu.

Retrieving @-Variable Values

An `@`-variable represents a value assigned in the Capsule tool's User Input Control window. To display all `@`-variable values in a document, select the `Get @-Values` choice in the `Special` menu. The values are displayed within the region markers.

When you display the values, you can use the options in the Find/Replace window to locate a particular value. For more information, see “Finding and Replacing Text” on page 13.

Chapter 8. Using Text with Other Tools

The Text tool can be used with several Meta5 tools and workstation-based software packages. This chapter describes using:

- Source icons for data
- Source icons for images
- Text as a source icon
- Text in a capsule application

Using Other Tools as Source Icons

Several Meta5 tools and workstation-based software packages can be used as source icons for a text document. For example, you can copy data from a Query icon or a pie graph from a Plot icon to a text document, then use the text functions to format the results.

Copying Source Data

The following tools can provide source data for the Text tool:

- Query
- Reporter
- Spreadsheet
- SQL Entry
- Transformer
- PC tools (PC Application, PC Directory, Clipboard)

Text and spreadsheet files can be in the following formats: TXT, RTF, RFT-DCA, WK1, or DIF. For more information about these formats, see *Getting Started with the Meta5 Developer's Desktop*.

When you use the Meta5 Clipboard to copy text from a Windows text editor to a Text icon, you might need to reset the character formats in the Text Options window.

To copy or move data to a Text window:

1. Open a Text icon.
2. Open a source icon, such as a Spreadsheet icon.
3. Click on the `Select All` button if you want to copy all of the data to the Text window, or select the portion of data you want to copy. For example, select a range of data from the spreadsheet.

4. Copy the data to the Text window.
5. Press the Copy function key, or use the Copy function on the pop-up function pad.
6. Position the insertion point where you want the data to be displayed and click.

The data is displayed at the specified position.

Copying Source Images

The following tools can provide source images for the Text tool:

- Plot
- Screen Capture
- PC tools (PC Application, PC Directory, Clipboard)

Graphic files can be in the following formats: PCX, WIN-BMP, OS2-BMP, or TIF. For more information about these formats, see *Getting Started with the Meta5 Developer's Desktop*.

For information on copying an image to a Text window, see “Copying an Image Directly to a Document” on page 22.

Using Text as a Source Icon

After you complete a text document, you can copy or transfer it to one of the following tools:

- The Envelope tool, to send the document to another desktop
- The Printer tool, to print one page, multiple pages, or the entire document
- The PC Directory tool, to copy text or an image to a workstation file format
- The Clipboard tool, to present the document in a workstation-based text tool

When you use the Meta5 Clipboard to copy text from a Text icon to a Windows text editor, you might need to reset the character format and the line spacing.

- The Merge transformer

Use a Text icon to develop templates that are used by the Merge transformer to format source data for a report. For more information about the Merge transformer, see the *Transformers Guide*.

Using Text in a Capsule Application

Typically, you use a Text icon in a capsule application to consolidate information processed in other tools.

Figure 34 on page 57 shows an example of the processing sequence in a capsule application. The Text icon (Handout) receives the information processed in the

Query, Spreadsheet, and Plot icons, respectively, and incorporates it in a specified region in the document. The results are then sent to the printer.

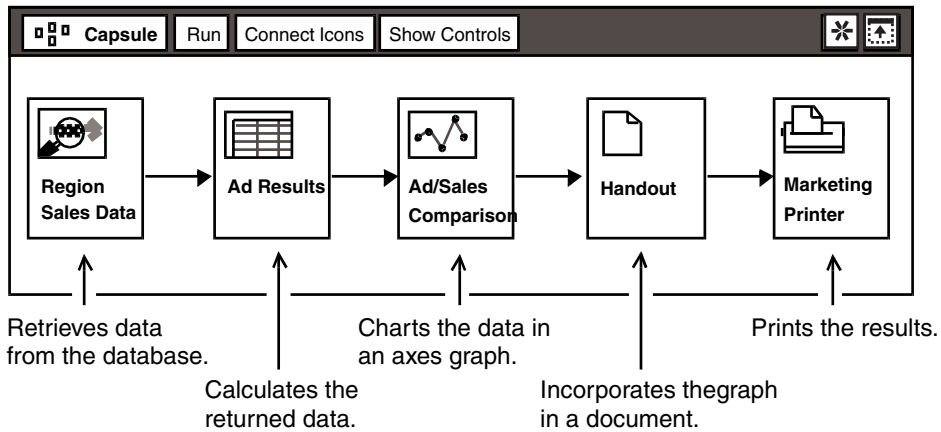


Figure 34. Capsule application processing sequence

The following steps describe how to set up a Text icon in a capsule application.

1. Open a Text icon and create a document using the steps in this guide.
2. In the Text window, create regions for data and images, if applicable. For information on setting up regions in a document, see “Creating Regions” on page 49.
3. Move the Text icon to an appropriate position in the capsule application.
4. Connect the source and destination icons to the Text icon and set the source and destination parameters in the Arrow Options window.

Use the `Transfer Data Attributes` field in the Arrow Options window to determine whether font and paragraph settings are transferred into and out of the Text tool with the data.

5. Enter @-variable values in the User Input Control window, if applicable.

For information on building a capsule application, see the *Capsule User's Guide*.

Appendix A. Keyboard Alternatives

This appendix covers three keyboard alternatives:

- Using key combinations to select formatting options
- Setting your keyboard to a non-English language or symbol set
- Using decimal codes to type special characters

Using Key Combinations

Key combinations provide certain shortcuts when you create a document. For example, by pressing Ctrl+I, you can italicize selected text. You can also set other character attributes, paragraph formats, and apply different functions of the Text tool, such as inserting a new page or focusing on a selection.

Many key combinations can be applied to other Meta5 tools, such as Spreadsheet. For example, if you select text in a spreadsheet cell, then press Ctrl+C, the text is shown centered.

This appendix lists all of the available key combinations in Meta5 and the Text tool.

Setting Character Formats

The key combinations in Table 4 on page 60 allow you to set character formats to selected text.

The key combinations marked with an asterisk (*) toggle the format. For example, pressing Ctrl+u when the selection is already underlined removes the underline.

Table 4. Key combinations for setting character formats

Press	Plus this key	To produce this result
Ctrl	B	Bold*
	I	Italic *
	U	Underline *
	D	Double underline *
	O	Overstrike *
	1	Helvetica, 8-point
	2	Helvetica, 10-point
	3	Helvetica, 12-point
	4	Times-Roman, 8-point
	5	Times-Roman, 10-point
	6	Times-Roman, 12-point
	7	Courier, 10-point
	8	Subscript *
	9	Superscript *
	-	Lowercase
=	Uppercase	

Setting Paragraph Formats

The key combinations in Table 5 on page 60 allow you to set paragraph formats to selected text.

Table 5. Key combinations for setting paragraph formats

Press	Plus this key	To produce this result
Ctrl	L	Flush left
	C	Center
	R	Flush right
	J	Justified

Applying Text Functions

Use the key combinations in Table 6 on page 61 to apply different functions of the Text tool.

Table 6. Key combinations for specifying text functions

Press	Plus this key	To produce this result
Ctrl	Shift+R	Select a region
	H	Show/hide format characters
	Z	Undo
	A	Redo
	V	Retrieve all @-variables
	N	New page
	Enter	New page
	F	Focus on a selection

Setting Your Workstation Keyboard

If you need to produce an entire document in a different language or to access mathematical or logical symbols, you can reset your workstation keyboard to simulate one of 19 international and symbolic keyboards. By resetting your keyboard, you can produce characters that might not be available on your workstation keyboard.

Before resetting your keyboard, you should be aware of the following conditions.

- When you are using Meta5, the keys on the actual keyboard attached to your workstation act like those in the Keyboard window, whether or not the Keyboard window is displayed on your desktop.
- When you log off of your desktop, your chosen keyboard setting is stored with your desktop. The next time you log on to your desktop, your keyboard will still be set to this language. This setting does not affect the desktops of any other users who might share your physical workstation.
- Resetting your keyboard has no effect on how your keyboard behaves when you are not using Meta5.

To reset your keyboard:

1. Select the **Show Keyboard** choice in the desktop **Special** menu. The Keyboard window opens.
2. Click on the **Change Keyboard** field in the Keyboard window and hold down mouse button 1. A menu of international and symbolic keyboards opens.
3. Move the pointer up or down the menu to highlight the keyboard you want to simulate. You might need to scroll through the menu to display the appropriate keyboard.
4. Release the left mouse button. The characters shown in the Keyboard window change to reflect the new key assignments.

Typing Characters

To use the keyboard in the Keyboard window to type characters in a document:

1. Click on a key. The character represented on the key is displayed in the Text window. For example, to type a capital A, click on one of the Shift keys, then click on the A key. (As you move from one key to another, only the most recently selected key is highlighted.)
2. Press a key on your workstation keyboard. The character represented on the corresponding key in the Keyboard window is displayed in the Text window.

All keyboards other than U.S. English have several keys with three characters. To type the third character, hold down the Alt key and press the key you want. For example, when using the U.S. Extended keyboard, typing Alt+B produces a bullet.

To produce the third character using your desktop keyboard:

1. Select the Alt key.
2. Select the key you want.

Using Non-English Keyboards

To return to the keyboard language set for your workstation when you logged on to your desktop, select the `Default` button in the keyboard window header.

When your keyboard is set for a non-English language, you can type certain characters in combination with special marks. For example, on the Danish keyboard, you can type vowels with accent marks.

In most cases, characters with accents and other special marks are not represented on the keyboard. To type them:

1. Press the key representing the special mark.
2. Press the key representing the character you want the mark to be shown with.

For example, on the Danish keyboard, the key to the left of the Enter key represents three special marks. Pressing this key causes a dieresis to be placed over the next vowel you type. Because this key is also labeled with the circumflex, pressing it in combination with the Shift key causes a circumflex to be placed over the next vowel you type. Pressing the same key in combination with the Alt key causes a tilde to be placed over the next vowel you type.

The following special marks are available:

- acute
- cedilla
- circumflex
- dieresis

- grave
- tilde

These special marks are located on different keys depending on which international keyboard you are using.

Except for the grave accent, you can type these special marks by themselves:

1. Press the key that represents the special mark.
2. Press the space bar.

Special-mark keys work in combination only with certain other keys. For example, the cedilla works only with uppercase and lowercase c.

After the character is typed, all keys on the keyboard regain their normal functions. If you press an ineligible key after pressing a special-mark key, there is no effect, and all keys regain their normal functions.

When you use a special-mark key, the Caps Lock key has no effect. For uppercase characters, you must use the Shift key.

Special-mark keys have the same effect in the Keyboard window as they do on an actual workstation keyboard that has been set for a particular language. For example, to type Ô using the Danish desktop keyboard, you would select a Shift key, then the key with the circumflex, and then the A key. (As you move from one key to another, only the most recently selected key is highlighted.)

Using Decimal Codes to Produce Special Characters

One method of producing single characters in a document is by using decimal codes. By pressing the Alt key, then entering an assigned decimal code on the numeric keypad, you can produce a variety of characters that are not normally represented on your keyboard. The decimal codes are listed in on the next page.

To produce a character using decimal key codes:

1. Select the location in a document where you want the character to be displayed.
2. Locate the character you want to produce in Table 7.
3. Press and hold the Alt key, then type the three-digit code using the numeric keypad on the right side of your keyboard.
4. Release the Alt key. The character is displayed.

Table 7 provides all available decimal codes that have assigned values in Meta5.

The decimal codes listed in can be used in any Meta5 field or cell that accepts text.

Table 7. Decimal Codes

Code	Character	Code	Character	Code	Character	Code	Character
128	Ç	153	Ö	183	À	231	3
129	ü	154	Ü	184	©	232	4
130	é	155	ø	189	ø	233	Ú
131	â	156	£	190	¥	234	Û
132	ä	157	Ø	198	ã	235	Ù
133	à	158	c	199	É	236	5
134	å	159		207	¤	237	6
135	ç	160	á	208	0	238	¾
136	ê	161	í	209	/	239	'
137	ë	162	ó	210	Ê	240	-
138	è	163	ú	211	Ç	241	K
139	ï	164	ñ	212	È	242	–
140	î	165	Ñ	213	i	243	¬
141	ì	166	¶	214	í	244	¶
142	Ä	167	ß	215	î	245	§
143	Å	168	¿	216	ï	246	¸
144	É	169	®	221	ö	247	‡
145	æ	170	™	222	ì	248	°
146	&AElig;	171	´	224	Ó	249	\
147	ô	172	™	225	b	250	×
148	ö	173	j	226	Ô	251	7
149	ò	174	Æ	227	Ò	252	;
150	ü	175	Ø	228	õ	253	9
151	ù	181	Á	229	Õ		
152	ÿ	182	Â	230	m		

Glossary

This glossary defines terms that are used in this book and throughout the Meta5 library. If you do not find the term you are looking for, see the index of this book.

baseline. The imaginary line that connects the bottoms of lowercase letters that do not have descenders (such as a and x).

button. An object, in a window or window header, that contains graphics or text and is used to open other windows, open a menu, perform an action, or set a condition.

clipboard. A temporary holding location in memory used for transferring data between applications.

default. Synonym for default value.

default value. A value that is assumed when no value has been specified.

desktop. The screen space occupied by Meta5.

destination icon. An icon that receives information from other icons.

draft mode. A view of the Text window in which margins and images are not displayed.

end mark. The small square symbol that marks the end of all text and figure content in the Text window.

field. (1) A specified area used for a particular class of data. (2) In a window, an identifiable area where the user can enter information, select a choice, or view information.

figure. A graphic image or a group of graphic images.

final mode. A view of the text window in which images, margins, headers, footers, and page numbers are displayed.

format character. A non-printing character that affects how text is printed or displayed.

frame. Each definable area in a figure.

function keys. A set of workstation keyboard keys, labeled F1, F2, F3, and so on, located across the top or at the left side of the keyboard. In Meta5, function keys are used to perform tasks such as deleting an object or opening a help window.

highlighted. Changed in appearance to denote selection. Selected objects, such as text or icons, are highlighted either by being shown in reverse video or in a different color.

insertion point. The symbol (usually a blinking vertical bar) that shows where mouse or keyboard input will be displayed in a document or field.

key combinations. Two or more keys that the user presses simultaneously to change text appearance or to manipulate textual content.

keyboard layout. The image of a keyboard that is displayed when `Show Keyboard` is selected from the `Special` menu of the desktop or logon screen. It enables the user to click on keys instead of typing them on the physical keyboard attached to the workstation. The desktop keyboard also enables the user to change

the language of the workstation keyboard and to redefine function keys.

line increments. The numbered lines on the ruler located in the Text Options window, on which the user can set tabs and margins for a document.

new-line character. The format character that is used to move the print or display position to the beginning of the next line without beginning a new paragraph.

new-page character. A character that indicates printing will end on the current page and restart at the top of the next page.

new-paragraph character. The format character that is used to move the document content or display position to the next paragraph.

page. (1) In an options window, an alternate view that provides a different set of options for setting controls and defining the behavior of an icon. (2) In a text window, the amount of information that can be displayed at one time.

page orientation. The direction in which printed information is placed on a page. The two orientations are vertical or portrait in which the length is greater than the width, and horizontal or landscape in which the width is greater than the length.

region marker. One of a pair of symbols that identify an area in a text document where data is inserted from other sources.

source icon. An icon used to pass information to other icons.

spelling checker. A facility in the Text and Envelope tools that checks a document for spelling errors.

system administrator. In Meta5, the person who is responsible for maintaining and configuring Meta5, including its workstations, servers, and network.

tab stop. A preset point in a text line to which the insertion point goes when you press the Tab key. Tab stops are often used to group text into columns.

template. A Text icon that has been formatted for a specific purpose, such as a form or a worksheet.

text alignment. The vertical arrangement of one or more lines of type. Text alignment can be flush left, justified, flush right, or centered.

window. A rectangle that displays a window header and display area, the contents of which vary depending on the type of window. For example, a tool window displays a view of the tool and the data associated with it.

window header. The area at the top of a window that contains the title block, command buttons, and other buttons.

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- **Meta5 Volume 4**
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Planning and Installing Host-to-LAN Communications for MVS