

Document Preparation

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WordPerfect / 93

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This chapter describes software for preparing a finished, formatted document, such as a report, article, manual, or similar text. There are three software packages available on Institute VMS systems that can be used for formatting and printing documents: WordPerfect, DECwrite, and T_EX and its macro package L^AT_EX.

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This immediately places you into a blank WordPerfect document. Some important keys to know while in a document are listed in Table 5.1.

<i>Keystroke</i>	<i>Command</i>	<i>Purpose</i>
F7	CANCEL	Back out of a selection
F9	HELP	Display online help screens
F13	EXIT	Save document and exit WordPerfect
F18	SAVE	Save document without exiting
PF1 F18	RETRIEVE	Open a previously-saved document

Table 5.1: Common WordPerfect Commands

You might want to create a subdirectory for your WordPerfect documents and do all your editing from that location.

PC users familiar with WordPerfect will be pleased to know files created using WordPerfect v5.1 on the PC can be copied to a VMS system, edited, and printed with no loss of formatting. This means margins, bolding, underlining, and other attributes are not lost so transferring documents between a PC and a VMS system is easy.

Users familiar with the PC version of WordPerfect will find that there is a difference in the mapping of function keys. The functions are all there, but the way you invoke commands is different. There are keypad templates available for all VMS users who have a keyboard with 20 function keys at the top of the keyboard. Stop by the VMS Support Office to pick one up. A limited number of copies of the *WordPerfect Reference Manual* are also available and can be checked out from the library.

Most WordPerfect are invoked by pressing at least two *consecutive* keystrokes. Figure 5.1 shows the command keystroke sequences used on certain VT200 and VT300 series keyboards—the keystrokes will be implemented differently on other keyboards, such as those found on Sun workstations. Several of the commands will bring up menus from which you select options.

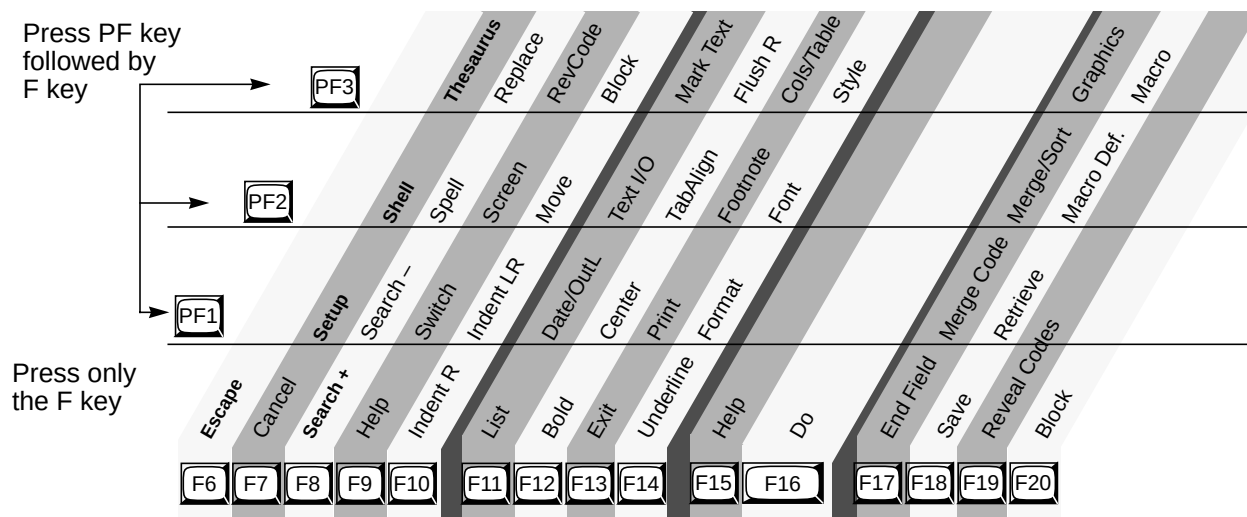


Figure 5.1: WordPerfect Keyboard Commands

Frequently Asked WordPerfect Questions

Q: I have never used a word processing package before, is there an easy way to learn it?

A: A brief four-page lesson is available in the *WordPerfect Reference Manual*, beginning on page 19. An extensive 36-lesson course is available. It uses a workbook and files provided by WordPerfect. The workbook is available for checkout from the library.

Q: How do you print a document?

A: Pressing **PF1 F13** displays a print menu. Select the option desired; full document, current page, a set of pages, etc. The document will print on the printer named on the "S - Select Printer" line. Press **S** to see the list of possible print queues.

Q: How do I print a two-sided or a landscaped document?

A: With the cursor at the beginning of your document, select Format, **PF1 F14**. Next press **P** (page) and then **S** (paper size). Using the arrow keys, select the desired format:

- Standard, duplex – two sided
- Standard, wide – landscape

- Standard, duplex, wide – two-sided and landscape

Press the **[Return]** key three times to exit the Format menus.

Q: How often do I need to save a document to disk so my work will not be lost due to something abnormal, like a power outage?

A: WordPerfect has been configured to make automatic backup copies every 15 minutes. These files are usually written to the location pointed to by the logical `sys$scratch`. These timed backup files are deleted when you exit WordPerfect properly.

Q: There was a power outage while I was creating a document. How can I recover my work?

A: When you start WordPerfect after a non-standard exit, you should see this message:

"Backup files exist. Retrieve backups by pressing Home Retrieve (PF4,PF1,F18) in an empty document."

This message appears each time you enter WordPerfect until you retrieve, save or delete the backup file.

Q: How many people can use WordPerfect at once?

A: The Institute license allows 40 concurrent users.

Q: I have a WordPerfect document and I want to send a copy to someone, can I mail it?

A: It depends what the recipient plans to do with the document. If you simply want a person to read the document, it is best to create an ASCII file of the document while in WordPerfect and then mail this ASCII file. Create the ASCII file this way:

1. Press **[PF2]** **[F11]** to choose the Text In/Out function.
2. Press **[T]** to choose ASCII text.
3. Press **[S]** to save.
4. Type the name for the ASCII file.
5. Then mail the ASCII file.

If you want someone to have a WordPerfect document and continue to use it as a WordPerfect document, you need to get the file to the recipient "as is". If the user is local (such as Publications), simply give that person access to the file or copy it to a place where the recipient can access it.

Files can be transferred from a PC to a VMS system via Kermit. If you need to do this, directions are available. Send mail to VMSSUPPORT.

Q: How can I stop these broadcast messages? It really disturbs the creation of my document.

A: To immediately repaint the screen, type **Control-W**.

Some people do not ever want broadcast messages sent to the terminal while editing a WordPerfect document. There is a special way to turn off these messages permanently. Setting the terminal to nobroadcast is not good enough. WordPerfect ignores this setting. Put the following code into your login.com file:

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$! these lines turn OFF broadcast while in WordPerfect!
$ create /name_table wpcorp_terminal_table /log
$ define /table=wpcorp_terminal_table disabled 0,1
```

After adding these lines, run your LOGIN.COM file by either logging in again or by typing this at the DCL prompt:

```
@sys$login:login.com
```

You can check to see if the logical is set by typing:

```
$ show log /table=WPCORP_TERMINAL_TABLE
```

Then, while you are in WordPerfect and the system attempts to deliver a broadcast message to your screen, you will see a reverse- video “A”, for announce, displayed on the bottom right-hand side of the terminal.

To display the message that was just broadcast, press the **PF1** key and then **Control-R**. To return to your document, just press **Control-R**.

Q: What else can WordPerfect do?

A: Additional capabilities include a spell checker, a graphics feature, a document convert program, and an equation editor. These are described fully in the *WordPerfect Reference Manual*, available in the library.

DECwrite

DECwrite is document processing tool that can be used for writing memos, manuals, or any other type of documents. DECwrite is a WYSIWYG (What You See Is What You Get) program that supports mixed graphics and text. DECwrite is meant to be used with workstations or X-window terminals only.

To start DECwrite, choose “DECWrite” from the Applications menu in your Session Manager.¹ A screen will appear and ask you for the file name of the new document or of an old document. Figure 5.2 is an example of this first screen.

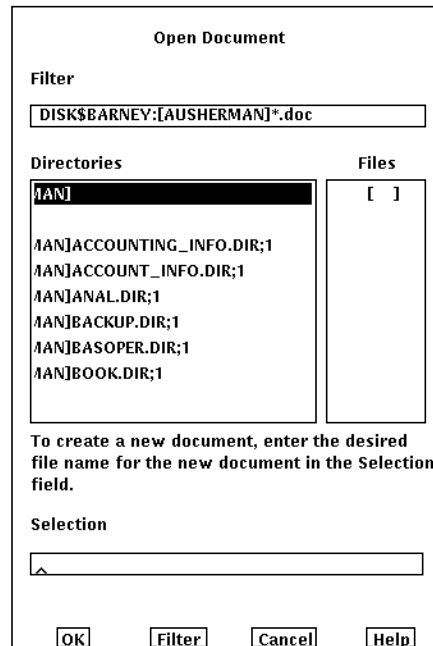


Figure 5.2: DECwrite Open Document Screen

Another window will appear asking about Document Attributes. In this screen you will pick the page size, style file, and other options. The styles contains the layout information of the document. Figure 5.3 shows what the screen looks like.

1. Information about window managers is provided in Chapter 6.

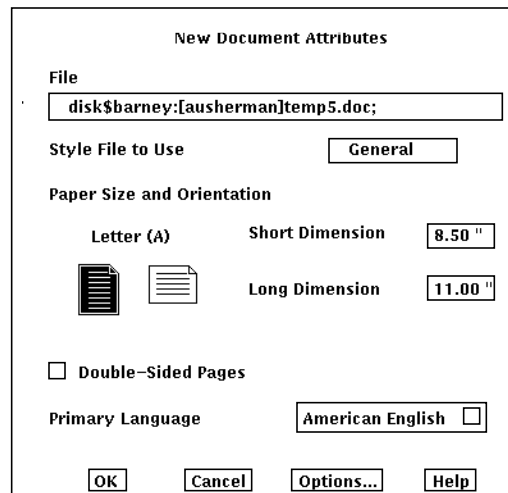


Figure 5.3: DECwrite Document Attributes Screen

You are now in DECwrite. Figure 5.4 shows the document window as it appears when you first start DECwrite. At this point, you can start typing in your new document file, pulling in any graphics that you want to include, and changing document attributes. DECwrite menus are set up to be short by default. You can expand the menus by pulling down the “Options” menu then selecting “Full Menu”. There is a tutorial in the “Help” menu.

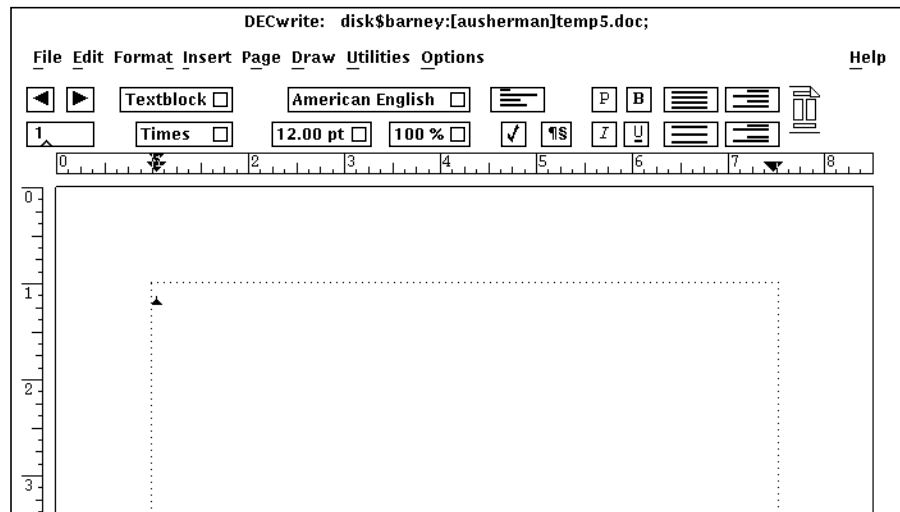


Figure 5.4: Document Editing Window in DECwrite

Instead of relying on the menus all the time, you can use the the function bar (Figure 5.5) which provides some of the most-used DECwrite operations.

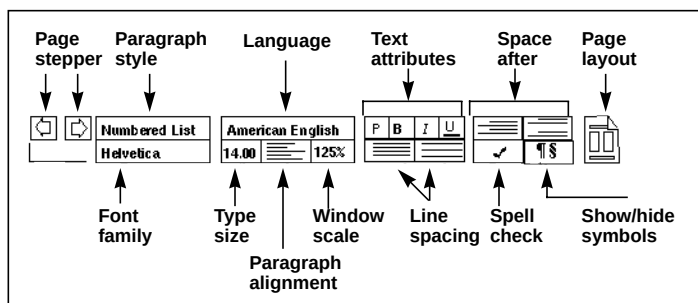


Figure 5.5: DECwrite Function Bar

To exit from DECwrite, choose the “File” menu and then “Exit”. The program will ask if you want to save any changes you made; click on the “yes” button to save changes or the “no” button to exit and abandon any changes you made, click the “cancel” button to continue using DECwrite or click “help” if you need help.

LaTeX and TeX

TEX is a document preparation system developed at Stanford University by Donald Knuth. It allows a user to typeset a document by embedding commands within a text file; it is a public-domain package that is available for a range of different platforms. TEX is an extremely complex program and is difficult to learn and master; L^ATEX is a set of macros that makes the document creation process a bit easier.

Using TEX or L^ATEX is a three-step process:

1. Create a source file containing text and valid TEX commands. You create the source file using whatever text editor you use for editing any other text file.
2. Run the TEX or L^ATEX processor (as appropriate) to produce a device-independent (DVI) file. The L^ATEX processor is the L^ATEX command, which takes the name of the source file as an argument. The TEX processor is the TEX command.

3. Translate the DVI file for a specific device, sending the output to a printer. This is done using the PTEX command.

Two books are standard references for T_EX users: *The T_EXbook*, by Donald Knuth, and *L^AT_EX: A Document Preparation System*, by Leslie Lamport. Both are published by Addison-Wesley and are available in the Johns Hopkins book store in Gilman Hall. A number of other books are available to help you learn T_EX. Beginning L^AT_EX users do not need *The T_EXbook*.

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All T_EX and L^AT_EX users should get a copy of the manual *Using T_EX and L^AT_EX at STScI*, which was written by Harry Payne in November 1992 and explains how T_EX is used and how to troubleshoot common problems. There is also a chapter about using T_EX and L^AT_EX in the *STScI Software Guide*.

TEXSPELL

TEXSPELL is a spelling checker that is sensitive to embedded T_EX and L^AT_EX commands.

Figure 5.6 shows a sample TEXSPELL screen. In this example, the program doesn't know that “SCIVAX” is really a word here at the Institute. You could press the  key to insert the word “SCIVAX” into a personal dictionary file, PERSDICT.DAT, in your home directory so that the program never again picks up “SCIVAX” as an incorrect word. You can browse through the personal dictionary file to see what's in it, but don't try to edit the file yourself or the file will never again work with TEXSPELL.

Spell		Status	
Processing file :	MIDAS.TEX	Word length:	4.9
Embedded commands:	TeX	Error count:	0
Processing line :	14	Word count :	40

Line Number	Word Not Found	Disposition
14	scivax	>>>

Context
Image Processing Group of the European Southern Observatory, is available both on the science cluster (SCIVAX, KEPLER, PEPSI) and on the FOC VAX

This word has been entered by a user, but has not yet been checked in the main dictionary. Use it at your own risk!

Do you want to accept it as correct? (Y or N): █

Figure 5.6: Sample TEXSPELL Screen

To use TEXSPELL, you first create your T_EX file and then type the following command:

```
$ TEXSPELL filename
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When the program is done, press the  key to quit and any spelling corrections will be saved as the program quits.

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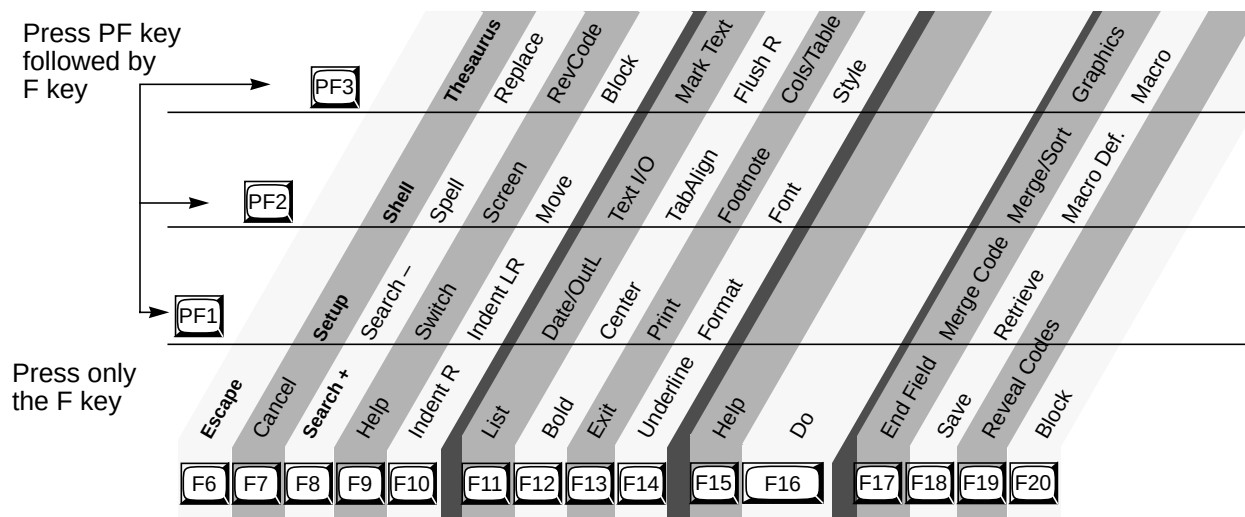


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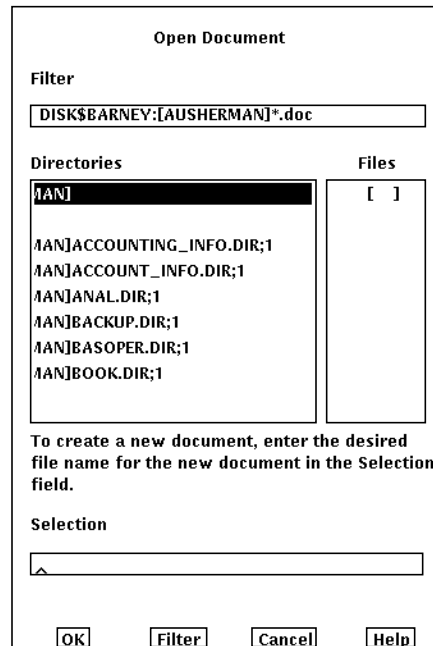


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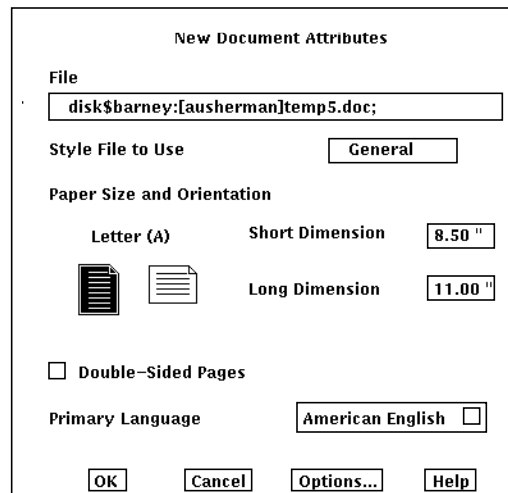


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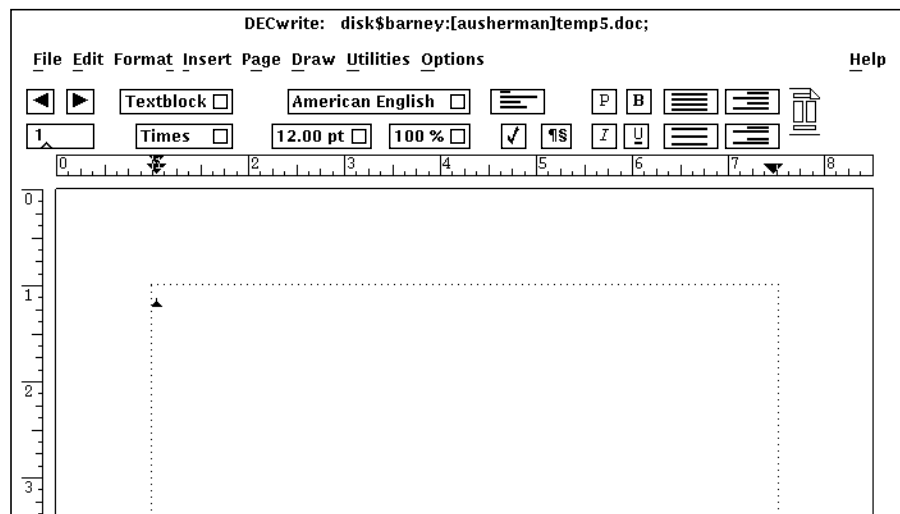


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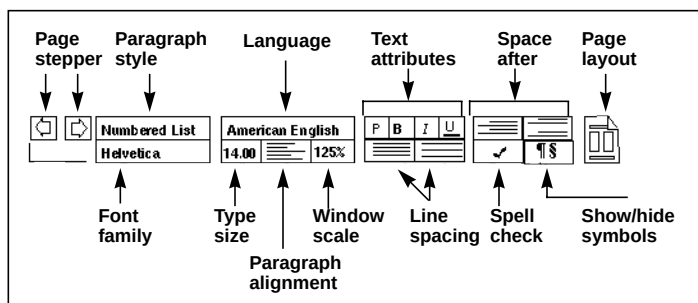


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1. Create a source file containing text and valid TeX commands. You create the source file using whatever text editor you use for editing any other text file.
2. Run the TeX or LaTeX processor (as appropriate) to produce a device-independent (DVI) file. The LaTeX processor is the `LATEX` command, which takes the name of the source file as an argument. The TeX processor is the `TEX` command.

3. Translate the DVI file for a specific device, sending the output to a printer. This is done using the PTEX command.

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Do you want to accept it as correct? (Y or N): █

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