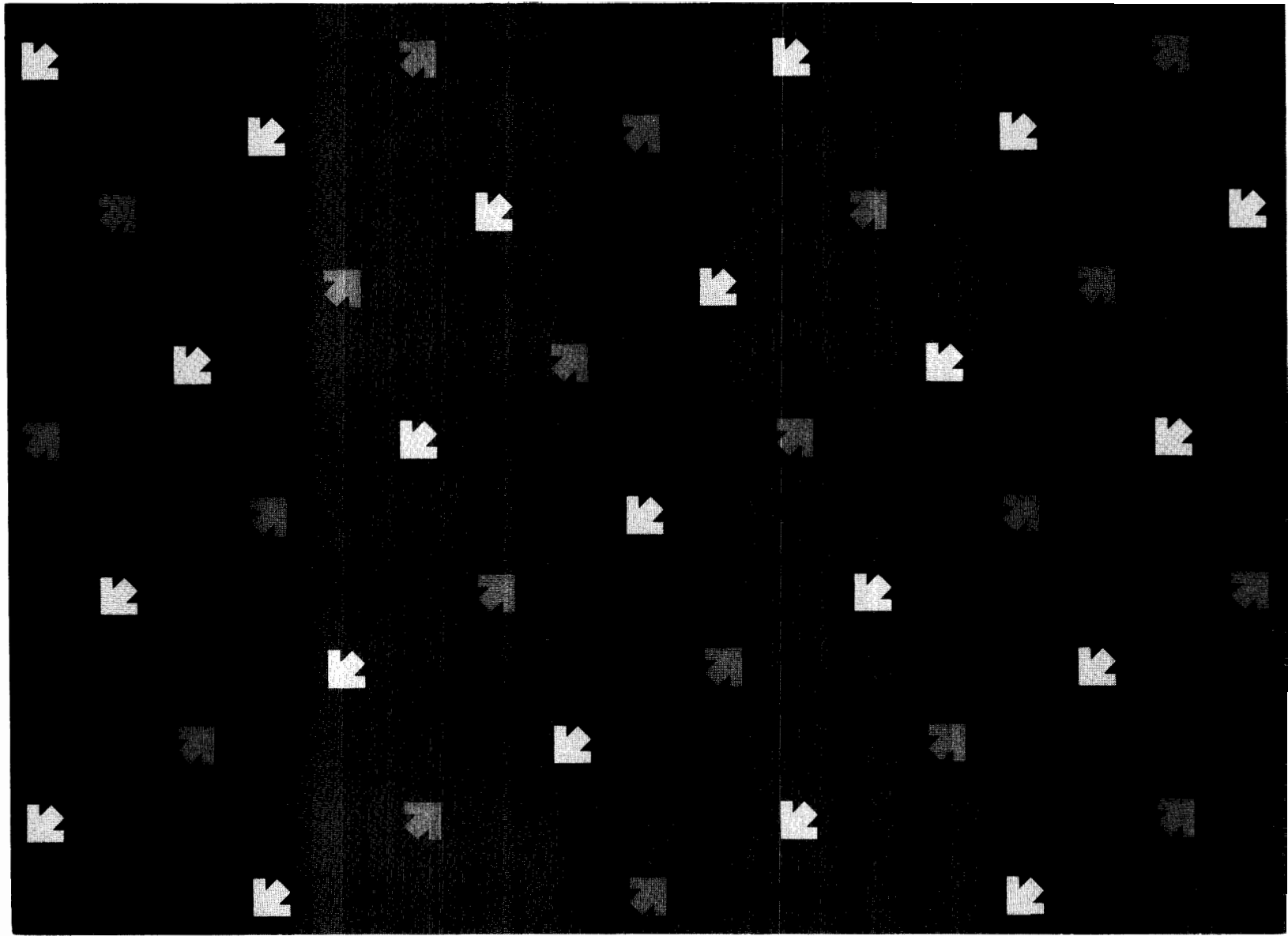

MODULE 5

Entering Text

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MODULE 5

Before You Begin...



Have you completed Module 1? If not, do so before you try this or any other module of the Guided Tour.

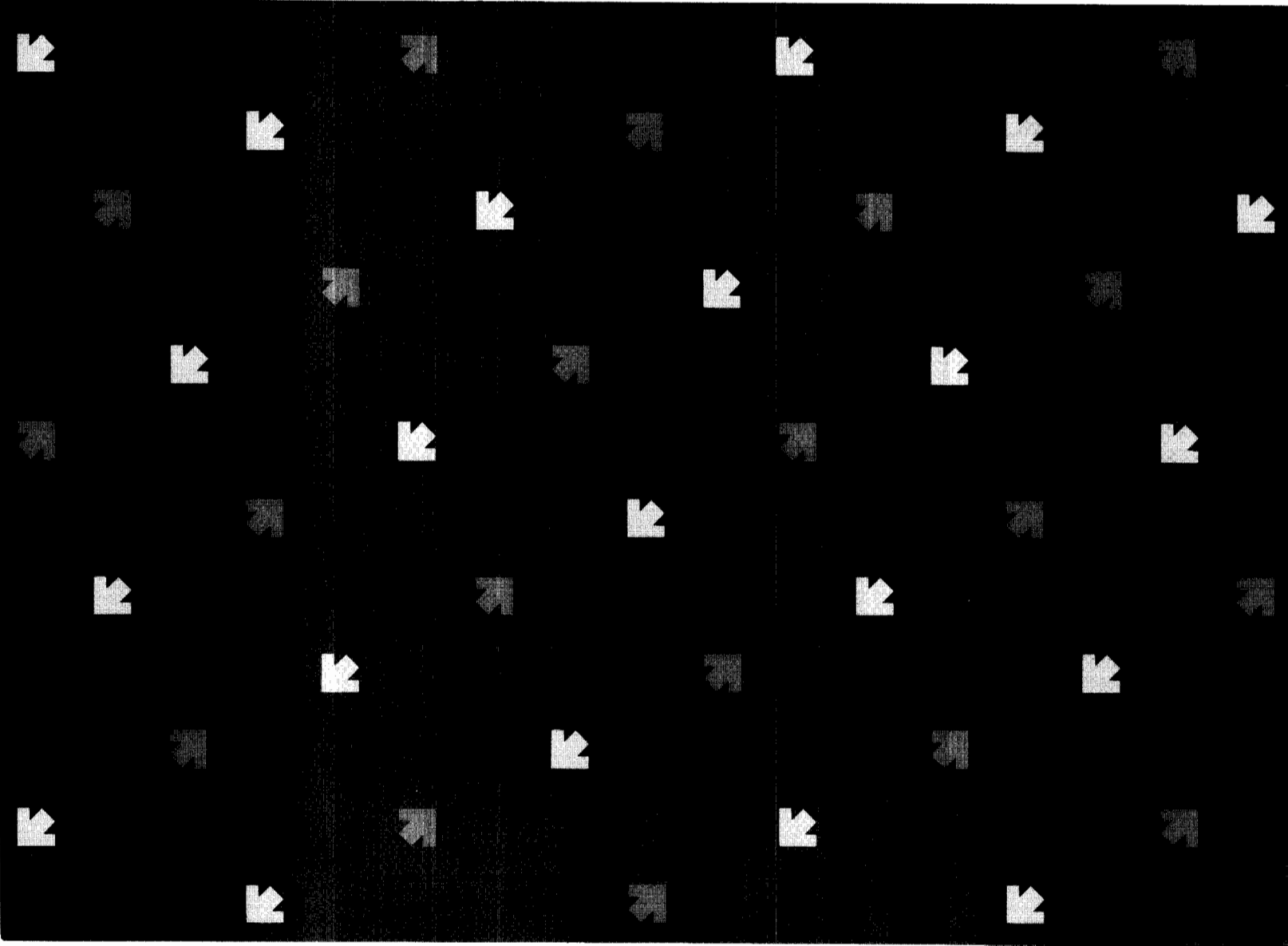
If you have completed Module 1, you're ready to continue with this module.

Log on to the TOUR account by typing

:HELLO GUIDED.TOUR

Now turn the page and continue your tour.

Note: If the computer does not respond as the guidebook says it should, and as a result you cannot continue with the Tour, contact your HP 3000 System Manager.

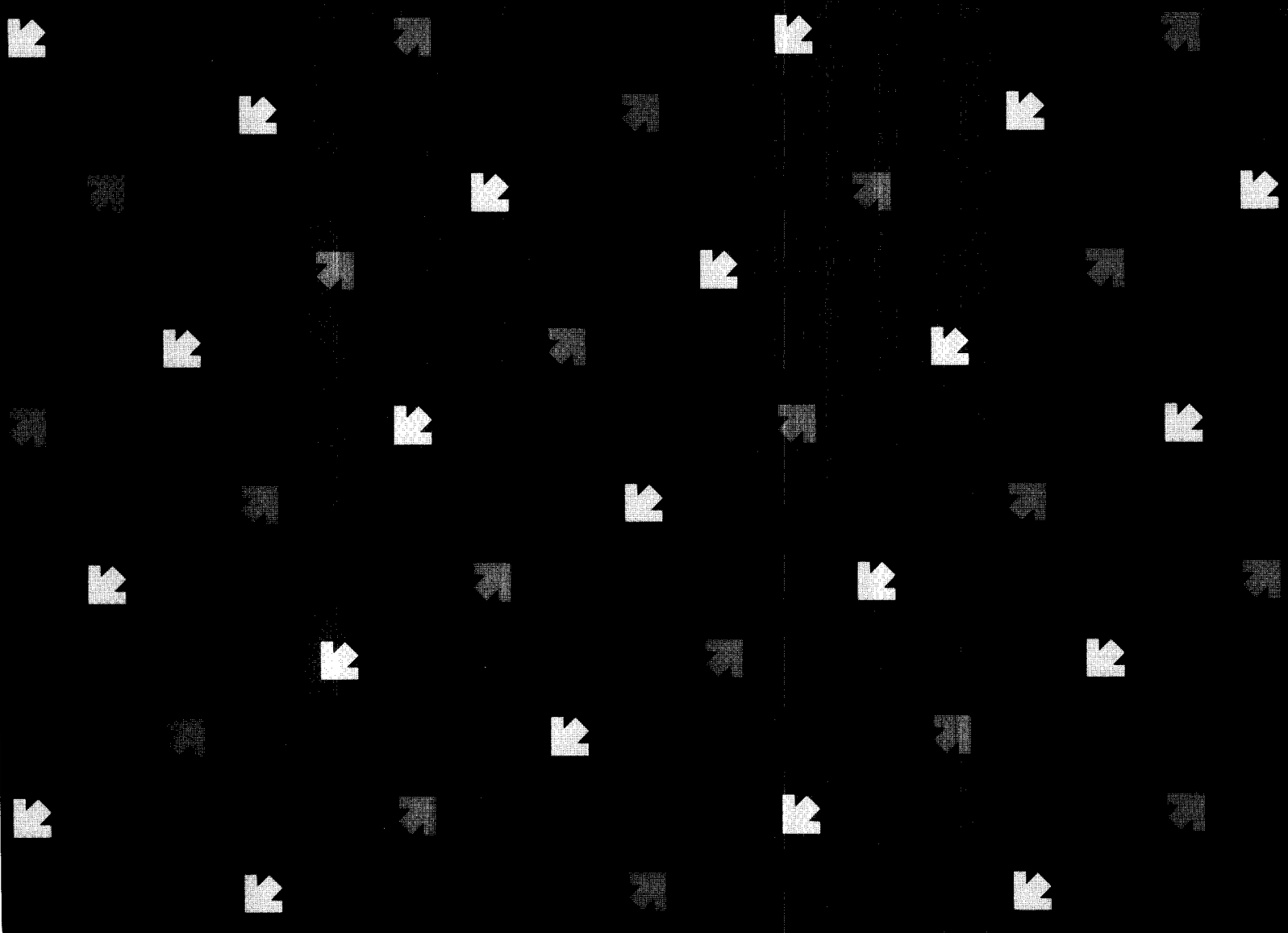


MODULE 5

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Module 5: Entering Text

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MODULE 5

Entering Text

The HP 3000 simplifies the handling of text material (such as letters and reports). Essentially all you do is type the text at your terminal exactly as you would on an ordinary typewriter. But since you are working interactively with the computer, it is vastly easier to make modifications and corrections to your material.

EDIT/3000

Text entry is performed with the help of the EDIT/3000 subsystem, known familiarly as EDITOR. To tell the computer you want to use EDITOR just type the word :EDITOR in response to the colon prompt, like so:

```
:EDITOR
HP32201a.7.04  EDIT/3000
TUES, JAN 22, 1982, 9:49AM
(C) HEWLETT-PACKARD CO. 1978
/
```

The message printed on your terminal is EDITOR's signature. It verifies that you have successfully accessed the EDIT/3000 subsystem. (If this message does not appear you are either not logged on or some other problem exists and you will have to notify your HP 3000 system manager.)

The slash is a prompt. EDITOR issues this prompt whenever it is ready to receive an

instruction from you. There are a variety of instructions you can enter. The one we will work with first is ADD. Go ahead at this point and type

/ADD

1

When it receives the ADD instruction, EDITOR prints the number 1 and moves the cursor to the position where you can begin to enter text. The 1 is a line number. EDITOR assigns a line number to each line of text you type. As you will see later, the line numbers are helpful when we want to make changes to the text.

There are two courses of action available to you at this point. You can go ahead and type a line of text like so:

1

The quick brown fox jumped over the lazy dog.

2

Or you can terminate the ADD instruction with a double slash like this:

2 //

...

/

When you terminate an instruction, EDITOR issues a new slash prompt so that you can type a new instruction. If you wanted to terminate your interaction with EDITOR at this point, you would type the word EXIT and respond "YES" to the query, as follows:

/EXIT

IF IT IS OK TO CLEAR RESPOND "YES"
CLEAR? YES

END OF SUBSYSTEM

:

The reason EDITOR asked you that question is that when you terminate your interaction with EDITOR everything that you have

typed gets erased, or in EDITOR's terminology, cleared. Later we will discuss how to save the text. But for now, all you need to understand is how to access EDITOR and how to terminate your relationship.

Well, that's the general idea. Time now to give you a chance to try out what we've discussed thus far. Page 4 contains a sample report. Using EDITOR, type the text of the report just as you would on a typewriter. And don't worry if you make a few mistakes. Once you've finished entering the report, we'll discuss how to use EDITOR to make all kinds of corrections.

Checklist

1. Begin the process by accessing EDITOR.
2. When the slash prompt appears, enter the ADD instruction.
3. Be sure to use the **RETURN** key to end each line.
4. If you accidentally hit the wrong key, use the **BACK SPACE** key to move the cursor back under the incorrect letter and then type the letter that should be there. You will have to retype the rest of the line, too.
5. When you have finished typing the letter, type a double slash at the beginning of the next line. The double slash tells EDITOR that you do not have any further text to add. EDITOR will respond with a slash prompt and wait for you to enter a new instruction.

/ADD

1

Report on the EDIT/3000 Subsystem

2

The HP EDIT/3000 subsystem (EDITOR) facilitates the

3

generation of text material. EDITOR is a useful text

4

handling tool which helps you create and manipulate

5

the contents of reports and business letters with ease.

6

The text can be printed on the system line printer or

7

stored for later access.

8

Table 1. EDIT/3000 Instructions

10

11

Instructions Purpose

12

13

ADD Used to add lines of new text.

14

15

EXIT Used to terminate interaction with EDITOR.

16

17

// Used to terminate an instruction.

18

Reviewing the Results

Now that we've mastered using EDITOR to enter text, let's investigate the procedure for getting text out — so to speak. First, if you haven't already terminated the ADD instruction with a double slash, do so now.

Okay, now on to a new instruction. The LIST ALL instruction tells EDITOR to list on the terminal screen everything that we have typed so far. Type LIST ALL and watch what happens. The entire report is displayed anew on the screen and the slash prompt is repeated.

```
18      //      Used to terminate an instruction.  
19  //  
...  
/
```



/LIST ALL

Report on EDIT/3000 Subsystem

3 The HP EDIT/3000 subsystem (EDITOR) facilitates the
4 generation of text material. EDITOR is a useful text
5 handling tool which helps you create and manipulate
6 the contents of reports and business letters with ease.
7 The text can be printed on the system line printer or
8 stored for later access.

Table 1. EDIT/3000 Instructions

Instructions	Purpose
12	
13	
14	ADD
15	Used to add lines of new text.
16	EXIT
17	Used to terminate interaction with EDITOR.
18	//
	Used to terminate an instruction.

The LIST instruction is very flexible. You can use it to display everything you've typed (as we just demonstrated), or you can specify a line or range of lines you want it to display. For example, instead of typing LIST ALL you can tell EDITOR to display only lines 3 through 8, like so:

/LIST 3/8

```
3 The HP EDIT/3000 subsystem (EDITOR) facilitates the
4 generation of text material. EDITOR is a useful text
5 handling tool which helps you create and manipulate
6 the contents of reports and business letters with ease.
7 The text can be printed on the system line printer or
8 stored for later access.
```

/

The LIST instruction is also used to generate a printed copy of your text on the line printer. You do this by adding a comma and the word OFFLINE to the instruction as follows:

```
/LIST ALL, OFFLINE  
*** OFF LINE LISTING BEGUN ***
```

EDITOR displays the message
"*** OFF LINE LISTING BEGUN ***" to let you know that the text is being printed as you requested. When EDITOR has finished printing the text, it issues a slash prompt.

If you are near the line printer attached to your system, go ahead and try out this capability of the LIST instruction. Your "listing", as the printed copy is officially known, will have a header page at the front to help you identify it. The header page consists of four paragraphs printed in a diagonal pattern across the paper. The header page lists your session number and the name

GUIDED TOUR. It also identifies the listing as an EDTLIST, meaning that it was generated by EDIT/3000. As an extra convenience, today's date and the current time are also printed on the header page.

The text of your report begins on the page immediately following. You will find that EDITOR prints an identifying headline across the top of your report as well. The headline is to help you identify this version of the report from amid any others you may subsequently have printed.

Well, that's how you generate output with EDITOR. Remember, you can list your text at any time either at your terminal or via the system line printer. And you can make as many copies of it as you wish without bothering to retype the original information. That's one of the benefits of using EDITOR; of course, as you'll soon see, there are many others.

Making Changes

It's when it comes to making corrections to your text material that you begin to fully appreciate the assistance the computer can provide. One helpful instruction, in fact, perhaps the most used of all EDITOR instructions, is `MODIFY`. You use `MODIFY` to perform changes on a given line of text. It is always accompanied by the number of the line you want to correct.

The `MODIFY` instruction lets you do three things to a line: replace, insert, and delete characters. The codes `R`, `I` and `D` are used to indicate to EDITOR which action you wish to do. To illustrate:

Let's change "Table 1" to "Table A" in line 10 of our report. This action involves a replacement so we will use the code `R`. But first we have to enter the instruction `MODIFY` and the line number 10.

```
/MODIFY 10
```

```
MODIFY    10
```

```
Table 1.  EDIT/3000 Instructions
```

```
-
```

EDITOR displayed the text of the line and moved the cursor to the next line. Using the space bar, we move the cursor under the letter we want to change (the 1) and type `R` followed by the character `A`.

```
Table 1.  EDIT/3000 Instructions
          RA
```

```
Table A.  EDIT/3000 Instructions
```

In response, EDITOR redisplayed the line, this time showing the change. The character 1 is replaced with the `A`. The line is repeated for two reasons. First to show the change that was made and second to give us a chance to make additional changes if any. If we wanted to make another change we would repeat the process of moving the cursor, entering the code and changing

character. But since we have no additional changes we signify that we are done with the MODIFY for line 10 by simply pressing **RETURN**.

Now, let's make another kind of change. This time let's change the phrasing in line 8 to read "for access at a later time" rather than "for later access."

Type the instruction and the line number:

```
/MODIFY 8  
MODIFY 8
```

stored for later access.

Delete the word "later" (including the space just after it) as follows:

```
stored for later access.  
DDDDDD
```

stored for access.

Next insert the words "at a later time" (including the leading space) in front of the period, like this:

stored for access.

I at a later time
stored for access at a later time.

EDITOR redisplay the line after each

change. The line now reads exactly as we wanted it to, so press **RETURN** to tell EDITOR we have no further changes to make to line 8.

There are a few rules to remember when using the R, D, and I codes.

- When you use R, the characters directly above are replaced by the new characters in the line you type. The other characters in the line remain unchanged.
- The code I is used to insert characters directly in front of the character immediately above the I.

- The code D deletes only the character immediately above it. When more than one D is typed, they must be consecutive, i.e., no spaces may be used between Ds.
- You may use either upper or lower case R, D and I.

A Challenge

To help you familiarize yourself with MODIFY and its attendant codes, make the following changes to your text.

- Change the title to “Report on the EDIT/3000 Subsystem”.
- Indent the instructions ADD, EXIT and // two spaces but keep their descriptions aligned with the heading “Purpose”.

Just in case you get stuck, turn to page 12 for examples of how it’s done.



```

/
//
R //
//
MODIFY 18
MODIFY 17
EXIT Used to terminate interaction with EDITOR.
R EXIT
EXIT Used to terminate interaction with EDITOR.
MODIFY 16
MODIFY 15
ADD Used to add lines of new text.
R ADD
ADD Used to add lines of new text.
MODIFY 14
/MODIFY 14/18
Report on the EDIT/3000 Subsystem
Rthe EDIT/3000 Subsystem
Report on EDIT/3000
MODIFY 1
1
/MODIFY 1

```

Answer to Challenge 1

A Few More Facts

The instructions `ADD`, `LIST` and `MODIFY` are the real heart of the text handling subsystem. If you have mastered a firm understanding of these three instructions, you can effectively create and generate text material at your terminal. There are, however, a whole range of other procedures that can be used to make the process even easier. This would be a good time to explore a few of these procedures.

First, let's take a look at our report. (You know, type `LIST ALL`.)

As you can see, the report is now somewhat dated since we have discussed more instructions than are defined. Let's remedy that by adding descriptions of `LIST` and `MODIFY` to Table A. To keep the items in alphabetical order, let's place the new information between `EXIT` on line 16 and `//` on line 18. The instruction we will use is `ADD`. Only this time, we'll specify the number of the first line to be added, like so:

```
/ADD 17.1
17.1
```

It is possible to add lines of text between other lines because `EDITOR` keeps all the lines in strict numeric order. The best way to prove this fact is to go ahead and add the following data.

17.1	LIST ALL	Used to display all the text.
17.2		
17.3	LIST n	Used to display a specific line of text.
17.4		
17.5	LIST n/n	Used to display a range of lines.
17.6		
17.7	LIST x,	Used to print a copy of the text at
17.8	OFFLINE	the line printer.
17.9		
17.91	MODIFY n	Used to change the text in a specific
17.92		line. Code R replaces characters.
17.93		Code I inserts characters.
17.94		Code D deletes characters.
17.95		
17.96	MODIFY n/n	Used to make changes to a range of
17.97		consecutive lines.
17.98		
17.99	//	

Now type LIST ALL and see what happens.

/LIST ALL

1 Report on the EDIT/3000 Subsystem

2

3 The HP EDIT/3000 subsystem (EDITOR) facilitates the
4 generation of text material. EDITOR is a useful text
5 handling tool which helps you create and manipulate
6 the contents of reports and business letters with ease.
7 The text can be printed on the system line printer or
8 stored for later access.

9

10 Table A. EDIT/3000 Instructions

11

12 Instructions Purpose

13

14 ADD Used to add lines of new text.

15

16 EXIT Used to terminate interaction with EDITOR.

17

17.1 LIST ALL Used to display all the text.

17.2

17.3 LIST n Used to display a specific line of text.

17.4

17.5 LIST n/n Used to display a range of lines.



See, the lines are in ascending numerical order and the data is precisely where we intended.

Another useful instruction is DELETE which, as the name implies, deletes text material line by line. Like MODIFY, DELETE is accompanied with a line number or a line range (n/n). Since we have new information about ADD and DELETE to add to our report, let's delete lines 14 and 15, then type in the new facts we've learned.

17.6	LIST x,	Used to print a copy of the text at
17.7	OFFLINE	the line printer.
17.8		
17.9		
17.91	MODIFY n	Used to change the text in a specific line. Code R replaces characters.
17.92		Code I inserts characters.
17.93		Code D deletes characters.
17.94		
17.95		
17.96	MODIFY n/n	Used to make changes to a range of consecutive lines.
17.97		
17.98		
18	//	Used to terminate an instruction.

/DELETE 14/15		
14	ADD	Used to add lines of new text.
15		
/ADD 14		
14	ADD	Used to add lines of new text at
15		the end of the existing text.
15.1		
15.2	ADD n	Used to insert new text between existing
15.3		lines of text.
15.4		
15.5	DELETE n	Used to delete a specific line of text.
15.6		
15.7	DELETE n/n	Used to delete a range of lines.
15.8		
15.9	//	
/		

There, now our report is up-to-date. But we have added text so often that the available line numbers are pretty well used up in certain places. If we wanted to add text to those places in the future, we might run into a problem.

The available line numbers between say 17 and 18 are 17.01 through 17.99. As you can see on the screen, we have already used most of these line numbers. EDITOR will allow the addition of only one more line (17.99 to be precise) in that range.

To remedy this, we can tell EDITOR to assign new line numbers to the text of our report by using the instruction GATHER. Type GATHER ALL and watch what happens.

Acting upon the instruction, EDITOR has replaced the original line numbers with new consecutive whole numbers — without moving or changing the text in any way. To see precisely what has occurred, type

/GATHER ALL

/LIST ALL

Report on the EDIT/3000 Subsystem

The HP EDIT/3000 subsystem (EDITOR) facilitates the generation of text material. EDITOR is a useful text handling tool which helps you create and manipulate the contents of reports and business letters with ease. The text can be printed on the system line printer or stored for later access.

Table A. EDIT/3000 Instructions

Instructions Purpose

14	ADD	Used to add lines of new text at
15		the end of the existing text.
16		
17	ADD n	Used to insert new text between existing
18		lines of text.
19		
20	DELETE n	Used to delete a specific line of text.
21		
22	DELETE n/n	Used to delete a range of lines.
23		
24	EXIT	Used to terminate interaction with EDITOR.
25		
26	LIST ALL	Used to display all the text.
27		
28	LIST n	Used to display a specific line of text.
29		
30	LIST n/n	Used to display a range of lines.
31		
32	LIST x,	Used to print a copy of the text at
33	OFFLINE	the line printer.
34		
35	MODIFY n	Used to change the text in a specific
36		line. Code R replaces characters.
37		Code I inserts characters.
38		Code D deletes characters.

The Solution
 /ADD 25.1
 25.1
 25.2
 25.3 //

GATHER ALL Used to assign new line numbers.

Now that new consecutive numbers have been assigned, we can proceed to add any additional text we want. For starters, let's add the instruction GATHER ALL to Table A of our report. Go ahead and try it, then check your work against the solution below.

39
 40
 41
 42
 43 // Used to terminate an instruction.
 MODIFY n/n Used to make changes to a range of consecutive lines.

Keeping the Text

Occasionally you may have some text that you want to save and use again at another session. There are two EDITOR instructions which make that possible: KEEP and TEXT.

The instruction KEEP tells EDITOR to create a permanent file and to store your text in it. Along with the word KEEP you must also type the name you want given to that permanent file. You can use almost any unique name so long as it begins with a letter and is no more than eight characters in length. Let's try it. Instruct EDITOR to store our report in a permanent file named EDITREP, as shown below:

```
/KEEP EDITREP
/
```

Now it is perfectly safe to terminate the interaction with EDITOR by typing EXIT. None of the text will be lost; it's all stored in

```
/EXIT
```

```
END OF SUBSYSTEM
```

```
:
```

```
EDITREP (among others, of course)
```

```
:
```

Okay, so far so good. But to make sure we can really get at the data, let's access EDITOR again and enter the instruction TEXT followed by the name of the file, EDITREP.

```
:EDITOR
HP32201a.7.04 EDIT/3000 TUES,
JAN 22, 1980, 9:49AM
(C) HEWLETT-PACKARD CO. 1978
/TEXT EDITREP
/
```

For the present, though, on with the Guided Tour.

You can learn more about data bases in the IMAGE/3000 Reference Manual, part number 30000-90041. The QUERY/3000 Reference Manual, part number 30000-90042 contains more information about this useful subsystem. Take the time to read them when you are ready to expand your understanding of these unique HP 3000 software products.

The instruction TEXT tells EDITOR that you want to work on the text stored in the file whose name you type along with the instruction. Once EDITOR has acted upon the instruction and issues another slash prompt, you can enter a new instruction and carry on whether it's been an hour or a month since you last worked on the file. (If you're skeptical type, go ahead and tell EDITOR to list the text for you so you can see that it's all there.)

Having mastered these last two new instructions, then, let's add them to our report. We'll leave it to you to pick the appropriate places. Once you've finished, why not print a copy on the system line printer and keep it for future reference?

There is much, much more to learn about text handling on the HP 3000. The EDIT/3000 Reference Manual, part number 03000-90012, will tell you how to increase your text entry skills.