

Chapter 6. Editing Text

This chapter contains the following information:

- Working with the **Edit** pull-down
- Changing cursor and keyboard modes
- Marking text and elements
- Copying and moving a marked area
- Adding emphasis to text.

Working With Text

To mark, move, copy, delete, or emphasize text, you can use the **Edit** pull-down (see Figure 18).

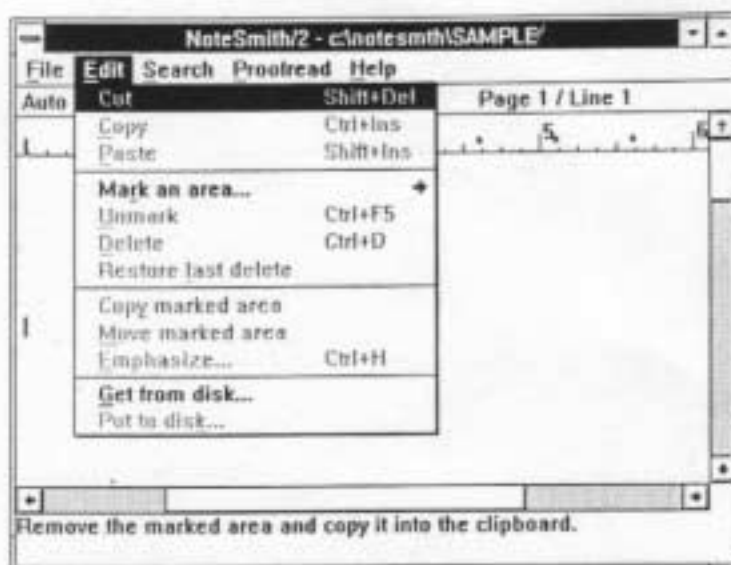


Figure 18. Edit Pull-down

You can use:

Cut

To put the marked area into the clipboard and remove it from the document.

Copy

To put the marked area into the clipboard without removing it from the document.

Paste

To put the contents of the clipboard into the document beginning at the cursor position.

Mark an area

To mark a part of the document to work with.

You can use:

Mark boundary

To set the beginning and end of a marked area. This function is only useful in Free Cursor mode (see "Choosing Keyboard Modes" on page 45).

- Mark element**
To mark one or more elements.
- Mark line**
To mark one or more lines.
- Unmark**
To remove the mark from the marked area.
- Delete**
To delete the marked area from the document.
- Restore last delete**
To restore the last marked area you deleted to the cursor position.
- Copy marked area**
To copy the marked area to the cursor position. This function is only useful in Free Cursor mode (see "Choosing Keyboard Modes" on page 45).
- Move marked area**
To move the marked area from its current location to the cursor position. This function is only useful in Free Cursor mode (see "Choosing Keyboard Modes").
- Emphasize**
To insert elements that apply highlighting to the marked area.
- Get from disk**
To copy all or part of another document or graphic or image file to the cursor position.
- Put to disk**
To save the marked area to a new document, graphic file, or image file.

Choosing Cursor Modes

The way text is typed in the Document window depends on the cursor mode. The two types of cursor modes are:

- Insert
- Replace.

When the cursor mode is Insert:

- The cursor is represented in the Document window as a thin, vertical bar
- Typing inserts characters at the cursor.

When the cursor mode is Replace:

- The cursor is represented in the Document window as a short, horizontal line under the current character
- Typing replaces the underscored character with the typed character.

The current cursor mode is displayed on the status line. The default cursor mode when you start NoteSmith/2 is Insert. You can press the Insert key to change between Insert and Replace modes.

You can also use the user profile to change the cursor mode. To change the cursor mode in your user profile:

1. Select **Profile** from the **File** pull-down, then select **Window contents** from the **Profile** extended pull-down.
The Window Contents window is displayed (see Figure 37 on page 84).
2. Change the cursor mode:

- Select **Cursor state is Insert**. to change the cursor mode to Insert
- Deselect **Cursor state is Insert**. to change the cursor mode to Replace.

3. Select **OK** to change the cursor mode.

See Chapter 11, "Tailoring the NoteSmith/2 User Profile" on page 83, to learn more about changing your user profile.

Using the Enter, Delete, and Backspace Keys

You can use the Enter key to insert elements or insert space within an element. The Enter key is designed to work differently within different elements. For example, if you press Enter within a Paragraph element, you create a new Paragraph element. However, if you press Enter within an Emphasize phrase element, you insert a new line within the same Emphasize phrase element. See "Lesson 2: Typing the Letter Text" on page 31 for an example of how the Enter key works within different elements.

You can use the Delete and Backspace keys to delete and backspace over text. You can also use the Delete and Backspace keys to remove break controls and element tags. When you use Delete or Backspace to remove break controls or element tags, NoteSmith/2 displays a prompt message to confirm your deletion. For more information on break controls, see "Inserting Breaks and Vertical Space" on page 133. For more information on element tags, see "Understanding Valid Document Structure" on page 109 and Chapter 15, "Changing Elements" on page 127.

Choosing Keyboard Modes

The way you work with the marked area depends on the keyboard mode. The two types of keyboard modes are:

- Auto Select
- Free Cursor

When you work with the marked area in the Auto Select mode you can:

- Use the Backspace and Delete keys to delete the marked area.
- Type text to replace the marked area
- Move the cursor to unmark the marked area
- Use the marked area icon or the clipboard functions to move or copy the marked area.

When you work with the marked area in the Free Cursor mode, you can:

- Move the cursor, delete, backspace, or type new text in all parts of the document without affecting the marked area
- Make changes to the marked area only by using pull-down choices or commands.

The current keyboard mode is displayed on the status line. The default keyboard mode when you start NoteSmith/2 is Auto Select. To change between Free Cursor and Auto Select mode, press F8.

You can also change your user profile to set the keyboard mode. See Chapter 11, "Tailoring the NoteSmith/2 User Profile" on page 83 to learn more about changing your user profile.

Marking Text

Once you determine the keyboard mode you want to use, you must mark the text you want to copy, move, delete, or emphasize. When you mark text, it is displayed in a different color.

Note: You can use the profile options to select the color in which the marked text is displayed (see Chapter 11, "Tailoring the NoteSmith/2 User Profile" on page 83).

You can mark text with the mouse, the keyboard, or by selecting a choice in the **Mark an area** extended pull-down from the **Edit** pull-down.

The following example illustrates how to mark text with the mouse:

1. Create a new document called WKTMARK.DC with the general document template (TEMPLATE.DC).
You will use this document in further examples.
2. With the cursor positioned in the Paragraph element, type:
In this sentence, begin the mark here. Let the mark extend to this word here.
3. Position the mouse pointer at the beginning of the word *here* in the first sentence.
4. Press and hold down mouse button 1.
5. Move the mouse pointer to the word *this* in the second sentence.
As you move the mouse pointer, the text after the word *here* in the first sentence is marked.
6. Release mouse button 1.
The area of text you selected is now marked.

The following example illustrates how to mark text using the keyboard.

1. With the WKTMARK.DC document open, position the cursor at the beginning of the word *here* in the first sentence.
2. Press F9 to anchor the mark at the current cursor position.
3. Position the cursor after the word *this* in the second sentence.
4. Press Shift + F9 to mark the text from the mark anchor to the current cursor position.

This example illustrates how to mark an area of text using the **Mark an area** choice in the **Edit** pull-down.

1. With the WKTMARK.DC document open, verify that the keyboard mode is Free Cursor.
The keyboard mode is displayed in the status line. If the keyboard mode is **Auto Select** this example will not work as described. To change the keyboard mode to Free Cursor, press F8.
2. Position the cursor at the beginning of the word **here** in the first sentence.
3. Select **Mark an area** from the **Edit** pull-down.
4. Select **Mark boundary** from the extended pull-down to anchor the mark at the current cursor position.

5. Position the cursor after the word *this* in the second sentence.
6. Select **Mark an area** from the **Edit** pull-down.
7. Select **Mark boundary** from the **Mark an area** extended pull-down to mark the text from the anchor to the cursor position.

Note: You can also use the **Mark an area** extended pull-down to mark an element or a line. You do not have to be in Free Cursor mode to use **Mark an element** or **Mark a line**.

Unmarking Text

You can use **Unmark** in the **Edit** pull-down to remove the mark from a marked area. It is best to use **Unmark** when you are in Free Cursor mode. When you are in Auto Select mode, you can remove the mark by moving the cursor.

Using the Marked Area Icon to Copy Marked Text

Once text has been marked, it can be copied and inserted in another place in the document using the marked area icon (see Figure 19).



Figure 19. Marked Area Icon

To move marked text with the marked area icon:

1. Mark the area of the document you want to move (see "Marking Text" on page 46).
2. Move the mouse pointer to the marked area.
3. Press and hold down the mouse button 2. The marked area icon will appear (see Figure 19).
4. Move the mouse pointer to the place in the document where you want to insert the marked area.

Note: If the mouse pointer becomes a circle with a diagonal line in it, you cannot insert the marked area in that place.

5. Lift your finger off mouse button 2. The marked area will be inserted at the mouse pointer.

Using the Clipboard to Copy, Cut, and Paste

While using the marked area icon is good for copying the marked area and inserting it in another place in the document, it is much more limited than using the **Copy**, **Cut**, and **Paste** choices from the **Edit** pull-down.

When you use **Copy** or **Cut**, you place the marked area into the clipboard. Once the marked area is in the clipboard, you use **Paste** to insert the marked area into any NoteSmith/2 document as many times as you want, until you replace it in the clipboard with something else.

To copy the marked area to the clipboard:

1. Mark the area of the document you want to copy to the clipboard (see "Marking Text" on page 46).
2. To copy the marked area of a document to the clipboard, select one of the following items from the **Edit** pull-down:
 - **Copy** to put the marked area into the clipboard.
 - **Cut** to put the marked area into the clipboard and remove it from the current document.

To paste the contents of the clipboard into a document:

1. Position the cursor at the point in the document where you want to paste the contents of the clipboard.
2. Select **Paste** from the **Edit** pull-down to paste the contents of the clipboard to the cursor position of the current document.

The marked area you put into the clipboard by using **Copy** or **Cut** replaces any information that is currently in the clipboard. You can paste the information from the clipboard as many times as you want until you put something different into the clipboard.

The contents of the clipboard remain the same even if you open new NoteSmith/2 documents. To copy the marked area from the current document and paste it into another document:

1. Mark the area of the document you want to copy to the clipboard (see "Marking Text" on page 46).
2. Select **Copy** from the **Edit** pull-down.
3. Open another NoteSmith/2 document or create a new one.
4. Position the cursor in the document where you want to paste the marked area.
5. Select **Paste** from the **Edit** pull-down.

Any information in the clipboard is deleted when you turn off your workstation.

Saving the Marked Area as a New Document

To save the marked area as a new document:

1. Mark the region of the document you want to save as a new document (see "Marking Text" on page 46).
2. Select **Put to disk** from the **Edit** pull-down.

The Put to Disk window is displayed (see Figure 20 on page 49).

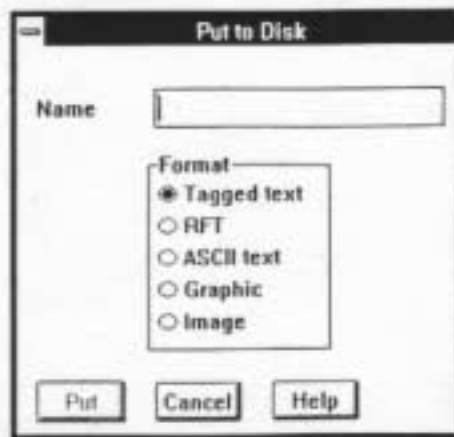


Figure 20. Put to Disk Window

You must specify:

Name

To specify the name of the new document. Refer to your operating system user's guide or check with your administrator for the proper naming convention on your system. The default directory is the current directory.

If you do not want to save the marked area in the current directory, type the new path.

Format

To specify the format of the new document. If you change the format of the marked area, you may lose formatting instructions or information. You can use:

Tagged text

- To store the marked area as a tagged text document.
- NoteSmith/2 uses the tags to format the document and define its structure. **Tagged text** is the default format of documents you create using NoteSmith/2.

Do not use **Tagged text** if you are transferring the document you create to a different word processor. Other word processors may not recognize these tags. If you want to transfer the document you create to a different word processor, use RFT or ASCII text.

RFT

To store the marked area in an existing Revisable-form text (RFT) document or to convert a marked area in a tagged text document or ASCII text document to use with an RFT-compatible application. Using **RFT** saves only the formatting controls used by an RFT-compatible application.

- If the marked area is in an RFT document, you should continue to save it as RFT to minimize the loss of information that occurs when converting from one format to another.

ASCII text

To save the marked area in a flat file format.

Use **ASCII text** to convert the marked area to use with a

word processor or an application that does not recognize the formatting controls or tags used by NoteSmith/2.

Graphic

To save the graphic in the marked area as an OS/2 or Presentation Manager Metafile. The marked area must contain only one graphic. The marked area cannot contain any image. See Chapter 7, "Working with Graphics and Images" on page 57, for more information on working with artwork.

Image

To save the image in the marked area as a Text Interchange File Format (TIFF) file. The marked area must contain only one image object. The marked area cannot contain any graphic. See Chapter 7, "Working with Graphics and Images," for more information on working with artwork.

Getting Text from Another Document

To get all or part of another document and insert it at the cursor position of the current document:

1. Position the cursor where you want to insert the text.
2. Select **Get from disk** in the **Edit** pull-down to copy the text.

The Get from Disk window is displayed (see Figure 21).

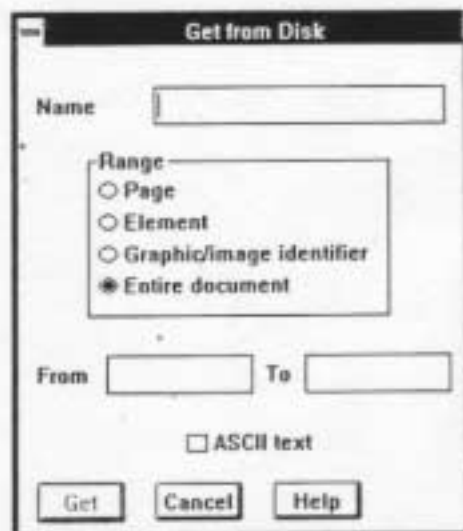


Figure 21. Get from Disk Window

You must specify:

Name

To specify the name of the document you want to get. Refer to your operating system user's guide or check with your administrator for the proper naming convention on your system.

If the document is not in the current directory or the Document search path set in **Function choices** in the **Profile** extended pull-down, type the new path.

Range

To specify the portion of the document you want to get. You can specify the following ranges:

Page

To get one or more pages from a document.

Element

To get one or more elements from a document. You specify the range of elements using the identifiers of the beginning and ending elements. The uppercase and lowercase letters of the element identifiers you specify must match the identifier of the elements you want to copy.

Graphic/image identifier

To get one graphic or image in a document by its identifier. See Chapter 7, "Working with Graphics and Images" on page 57 for more information on working with artwork.

Entire document

To get the entire document.

From

To specify the element identifier or graphic or image identifier from which to start copying. You can type:

A page number

To specify the beginning page number

An element identifier

To specify the beginning element

A graphic or image identifier

To specify the name of a graphic or image contained in a document.

To

To specify the page number or element to end copying. You can type:

A page number

To specify the ending page number

An element identifier

To specify the ending element.

ASCII text

To get the information in a flat file format.

Deleting and Restoring the Marked Area

You learned in "Using the Clipboard to Copy, Cut, and Paste" on page 47 that you can remove the marked area by using **Cut** from the **Edit** pull-down. If you want to delete the marked area from the document without affecting the contents of the clipboard, you can:

- Select **Delete** from the **Edit** pull-down
- Use the Delete key
- Use the Backspace key.

If you delete the marked area by selecting **Delete** from the **Edit** pull-down, NoteSmith/2 displays a prompt window to verify that you want to delete the marked area. NoteSmith/2 does not display a prompt window if you delete the marked area using the Backspace key or Delete key.

To restore a marked area you delete by selecting **Delete** from the **Edit** pull-down, or using the Delete key or Backspace key, you can use **Restore last delete** from the **Edit** pull-down.

Note: You cannot use **Restore last delete** to restore any text you delete that is not in a marked area, regardless of how you delete the text. For example, if you delete several words in a sentence using the Backspace key, you cannot use **Restore last Delete** to restore the text.

The following example shows how to delete and restore a marked area:

1. With the WKTMARK.DC document open, mark any two words in the paragraph you typed (See "Marking Text" on page 46).
2. Select **Delete** from the **Edit** pull-down.

NoteSmith/2 deletes the marked area from the document.

3. To restore the marked area you just deleted, select **Restore last delete** from the **Edit** pull-down.

NoteSmith/2 returns the marked area you deleted to its original position in the document.

Emphasizing Text

To put added emphasis on words in a document, you use the **Emphasis** choice in the **Edit** pull-down. You can add the following kinds of emphasis to text in a marked area:

- Boldface phrase
- Italicized phrase
- Monospaced phrase
- Overstrike phrase
- Subscript
- Superscript
- Symbol phrase
- Underline.

In addition, you can combine several kinds of emphasis, such as Boldface phrase and Italicized phrase, to create text with bold and italic emphasis.

Following is an example of how to emphasize text in a document:

1. Create a new document using the general document template (TEMPLATE.DC).
2. Position the cursor in the Paragraph element and type:
The scientific formula for water is H₂O.
3. Mark the number 2 in the word H₂O.
4. Select **Emphasize** from the **Edit** pull-down.

The Emphasize window is displayed (see Figure 22 on page 53).

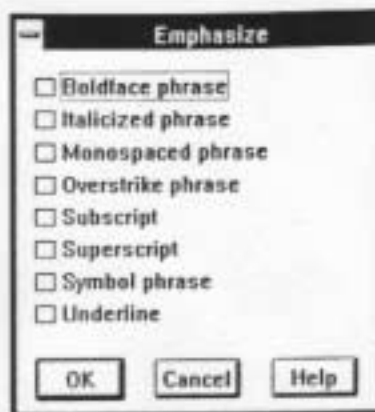


Figure 22. Emphasize Window

The Emphasize window lets you assign one or more kinds of emphasis to marked text.

5. Select **Subscript** from the Emphasize window.
6. Select **OK** to change the emphasis of the marked text.

The number 2 is now moved slightly below the base line of the line of text.

7. Mark the word *water*.
8. Select **Emphasize** from the **Edit** pull-down.

The Emphasize window is displayed (see Figure 22).

9. Select **Italicized phrase** from the Emphasize window.
10. Select **OK** to change the emphasis of the marked text.

The word *water* is now in italicized text.

11. Mark the word *water* again.
12. Select **Emphasize** from the **Edit** pull-down.

The Emphasize window is displayed (see Figure 22).

13. Select **Boldface phrase** from the Emphasize window.
14. Select **OK** to change the emphasis of the marked text.

The word *water* is now in boldface and italicized text.

Creating Lists

In "Browsing Through the Presentation Document Template" on page 38, you learned about the List element. The List element lets you organize items of information into a numbered or unnumbered series. You can insert lists using shortcut keys, as they are defined by default key settings.

Creating an Unordered List

The following example illustrates how to create an unordered list:

1. Create a new document using the presentation document template (TEMPLATE.PDC).
2. Position the cursor in the List item element.
3. Type:

Apples

4. With the cursor positioned at the end of the word *Apples*, press the Enter key.

This creates a second List item element.

5. Type:

Oranges

6. With the cursor positioned at the end of the word *Oranges*, press the Enter key.

This creates a third List item element.

7. Type:

Pears

8. With the cursor positioned at the end of the word *Pears*, press the Enter key.

This creates a fourth List item element.

9. Press the Enter key again.

This eliminates the fourth List item element.

When you press Enter in an empty List item element, NoteSmith/2 removes the List item element and ends the list. You can add new List item elements at any time by positioning the cursor at the end of the List item element and pressing Enter.

Creating an Ordered List

An ordered List element is similar to an unordered List element. The difference is that each List item element in an ordered List element has a number. The list is numbered automatically, so as you add or delete List item elements to the beginning, middle, or end of the list, they will be renumbered correctly.

Here is an example of creating an ordered List element:

1. With the document you created in the last exercise still open, position the cursor after the word *Apple*.

2. Type:

--My favorites, in order:

3. With the cursor positioned after the colon (:), press Ctrl+. (period) to insert an ordered List element.

The cursor is positioned in the first List item element. The List item element has the number:

1.

List item appears in the status line.

4. With the cursor positioned in the first List item element, type:

MacIntosh

5. With the cursor positioned at the end of the text you typed, press Enter to insert a new List item element.

This action adds a new List item element. The new List item element has the number 2.

Each new List item element increases by one.

6. With the cursor positioned in the second List item element, type:

Golden Delicious

Each new list item you add will increase the number by one. You can also insert new List item elements between existing list items.

7. Position the cursor at the end of the word *Macintosh* and press Enter to insert a new List item element.

The new List item element has the number 2, and the *Golden Delicious* list item now has the number 3.

8. With the cursor positioned in the new List item element, type:

Granny Smith

You can add new List item elements at any time by positioning the cursor at the end of any List item element and pressing Enter. When you add List item elements between existing ordered list items, each item in the list will be renumbered correctly.

Chapter Summary

The important points to remember about this chapter are:

- You use the Insert cursor mode to insert text at the cursor position.
- You use the Replace cursor mode to replace text at the cursor position with text you type.
- You use the Auto Select keyboard mode to use keys to affect the marked area.
- You use the Free Cursor keyboard mode to use keys without affecting the marked area.
- You mark text to copy, cut, or delete it, or to save it to another document.
- The text you mark can be copied or cut to the clipboard and pasted in any NoteSmith/2 document.
- You can get text from another NoteSmith/2 document without opening it.
- You can restore a marked area that has been deleted with the **Delete** choice or the Backspace key.
- You create lists that are ordered or unordered.