Note

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

First Edition (October 1996)

This edition applies to Version 1 of Intelligent Decision Server, 5639–IDS, 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

The *Text User's Guide* describes how to use the Text tool to create a document in the IDS environment.

IDS consists of the following products:

Enterprise Services (5633–004)

Enterprise Tools (5633–005)

Host Services (5706–113)

Data Access Services (5696–182

Global Access (5622–003)

The Text tool is part of the IDS Enterprise Tools product. For information on other IDS tools, refer to the publications listed in “IDS Publications” on page 63.

Who Should Read This Book

The *Text User's Guide* 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 IDS; for more information about your desktop and IDS, refer to the publication *Working with the Intelligent Decision Server*.

We'd Like Your Comments

Your feedback is important to us in providing you with the most accurate and high-quality information. If you have any comments about this book or any other IDS documentation, please visit our Website at:

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Chapter 1. What Is Text?

Using the IBM Intelligent Decision Server (IDS) 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

The following sections briefly describe the document types and direct you to the appropriate publication source for more information.

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. The following illustration shows a few of the Text tool's standard features displayed in a printed document.

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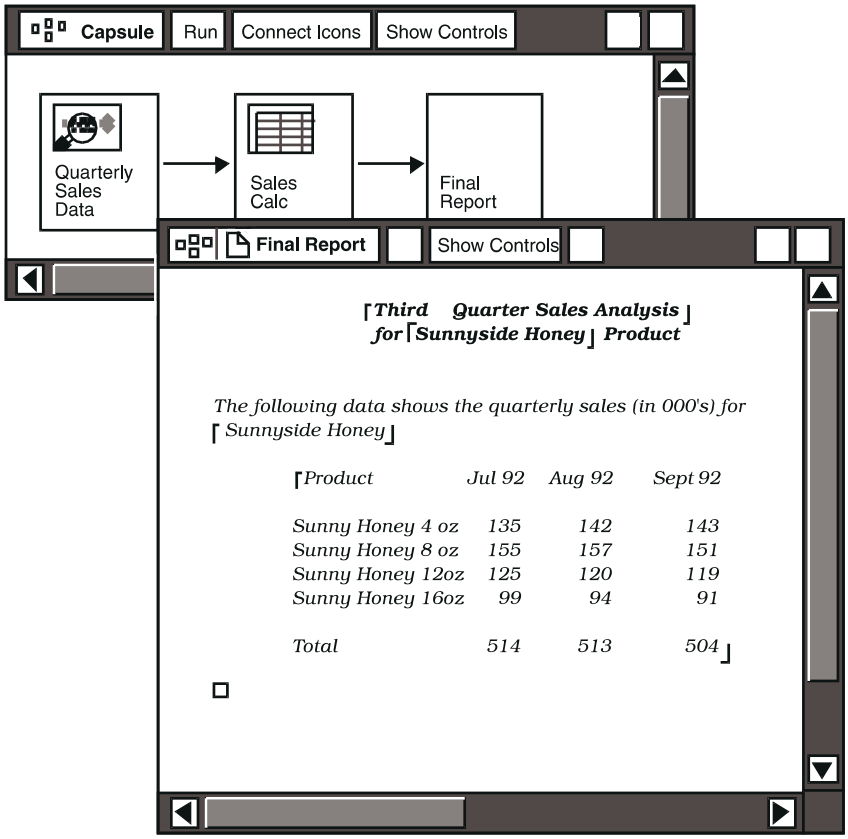
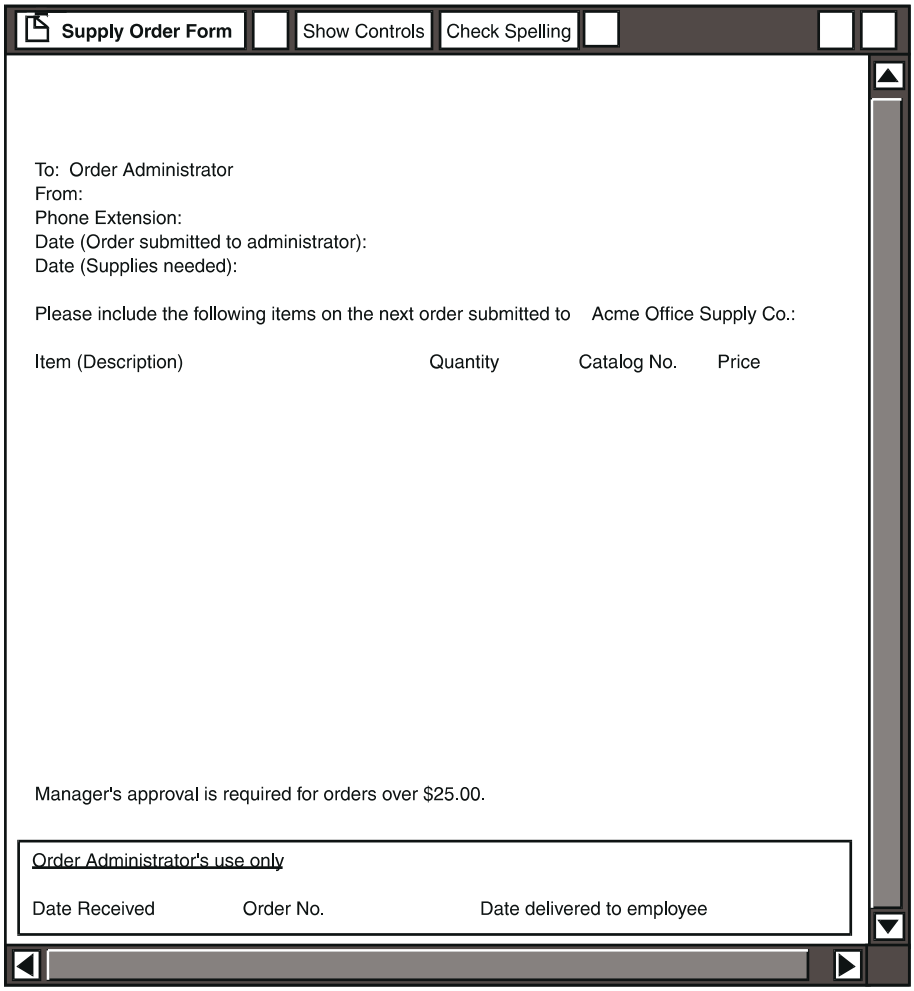


Using task-oriented examples, this guide explains the techniques necessary to format and edit documents.

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. The following illustration 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 appear in the same format.



For more information, see “Using Text in a Capsule Application” on page 54. 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, such as the logo in the previous example, 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 IDS tools such as Query, BASIC, 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, refer to the applicable document; for example, if you need information on logging data entry activities, refer to the IDS *Data Entry 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 appears in one of two different modes: draft or final. When you first copy a Text icon from the * Blank Icons file drawer, the window appears 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 a small graphic.

Final Mode

Figure 1 shows a blank Text window in final mode. A Text window that is set to final mode shows how the document appears when it is printed.

Figure 1. Text window in final mode

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

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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 44.

Display area

Text and figures appear 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 44.

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 44.

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 (Page 1 of 2). 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.

Table 1 (Page 2 of 2). Text window command buttons and menu choices

Location	Button or choice	Description
Special 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.
	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:

1. 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 IDS 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:

1. Copy the closed Text icon to a Printer icon.

For information about the printing options available to you, see the IDS publication *Working With the Intelligent Decision Server*.

Chapter 3. Entering and Editing Text

Using the capabilities provided by IDS 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 IDS 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 (a blinking vertical line: [verbar]).
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 appears 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 54.

Beginning a New Paragraph

To begin a new paragraph:

1. Press the [Enter] key.

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

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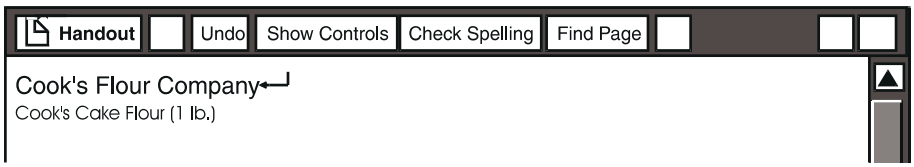
Beginning a New Line

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:

1. 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 56.

Navigating Through a Document

The end mark, see Figure 1 on page 5 for an example, designates the end of text and figures in a document. You cannot move the insertion point after the end mark.

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

To reposition the insertion point in a document:

1. Click where you want the insertion point to appear.

You can use the keys to the right of the alphanumeric keys on your keyboard to navigate 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 the left mouse button.
2. Drag the pointer through the text that you want to select. The selected text is highlighted. Release the mouse button.

   Use the right mouse button 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 the following table.

Table 3. Selecting text with the mouse

To select a	Click the left mouse button
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 the previous table, the Text tool differentiates between a selected word, sentence, or paragraph. Consequently, this selection method provides certain shortcuts.

The Paragraph page appears when you click four times at any point in the paragraph, then open the options window.

The system applies 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:

1. Click on the **Select All** button, as shown in Figure 2.

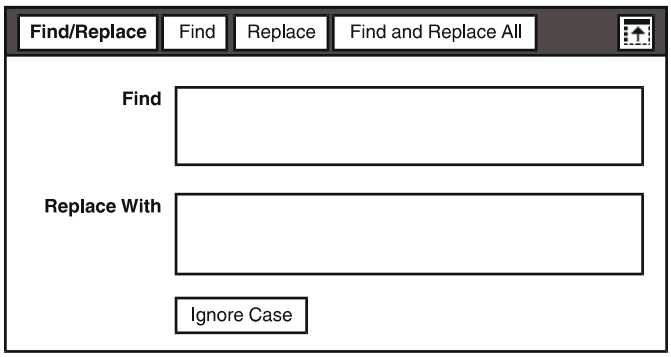


Figure 2. Select All button

Editing Text

This section describes how to move, copy, delete, find, and display text in the Text window, using the following capabilities provided by IDS 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 10.
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 the publication *Working With the Intelligent Decision Server*.

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

   If you use the delete function, the selected text disappears from the window. If you deleted text inadvertently, click on the **Undo** button in the window header and the text reappears.
3. If you are copying or moving text, move the pointer to the position in the document where you want the text to appear, then click the left mouse button.

   The selected text appears at the insertion point. Or, if you use the multiple-click method to select a word, sentence, or paragraph, the copied text appears 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 [Del] or [Delete] keys.

   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 appears.
2. In the **Find** field, enter the text you want to locate.
3. In the **Replace With** field, enter 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 **Find** entry. 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 upper 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, enter 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 **bereason**.

3. In the **Replace With** field, enter 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 **Replace With** entry.
6. In the Find/Replace window header, click on the **Find and Replace All** button. All instances of the **Find** entry 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 does not appear 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 does not appear 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:

1. 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. Enter the page number in the **Page Number To Find** field.
3. Click on the **Find** button in the window header. The specified page appears 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:

1. Click on the **Check Spelling** button in the Text window header.

A Dictionaries folder appears in the lower-right corner of your desktop and the Spelling window appears 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 3.

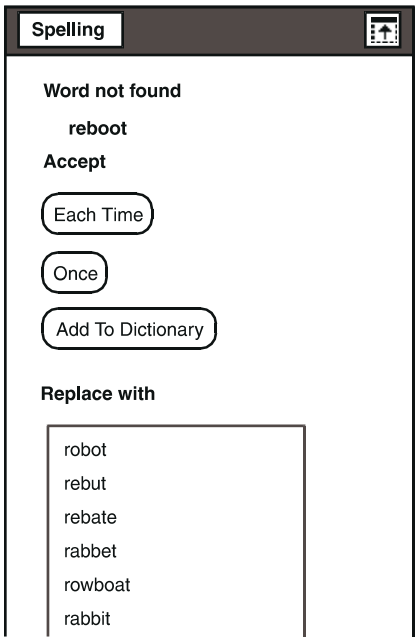


Figure 3. The Spelling window and Dictionaries folder

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 4 on page 16.

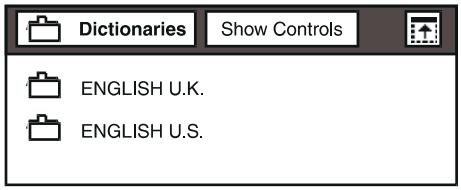


Figure 4. The expanded Spelling window

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**, which instructs the spelling checker to accept the word each time it appears in the document.
- **Once**, which instructs the spelling checker to accept the word this time, but highlight it the next time it appears in the document.
- **Add To Dictionary**, which enables you to add the word to a personal dictionary.

3. **Replace with** provides suggestions for alternate words, if any are contained in the dictionary.
4. Select one of the buttons in the **Accept** area. The spelling check continues automatically.

   Select a word in the **Replace with** area. The spelling check continues automatically.

   Replace the word manually. To restart the spelling check, click on the **Start Check** button.
5. Repeat step 4 each time the spelling checker highlights a misspelled word.

   When the spelling check is complete, the following message appears 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.

The following sections describe how to create and use personal dictionaries.

Adding Words To a Personal Dictionary

To add a word to a personal dictionary during a spelling check:

1. 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 appears displaying a list of personal dictionaries created for that language.
3. Open a personal dictionary. The window appears as shown in Figure 5.

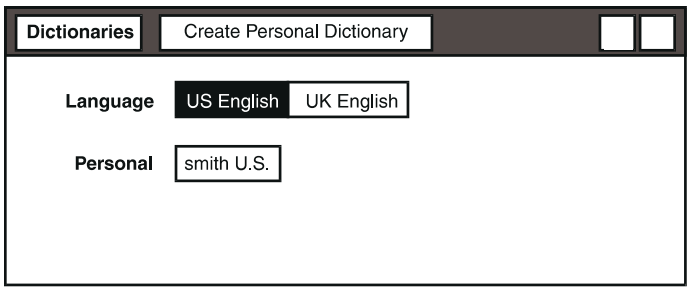


Figure 5. Personal dictionary window

4. Enter 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 appears in the window.

To cancel any changes made to a personal dictionary:

1. 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. Enter 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 appears. To add it to your personal dictionary, click on the **Add** button.

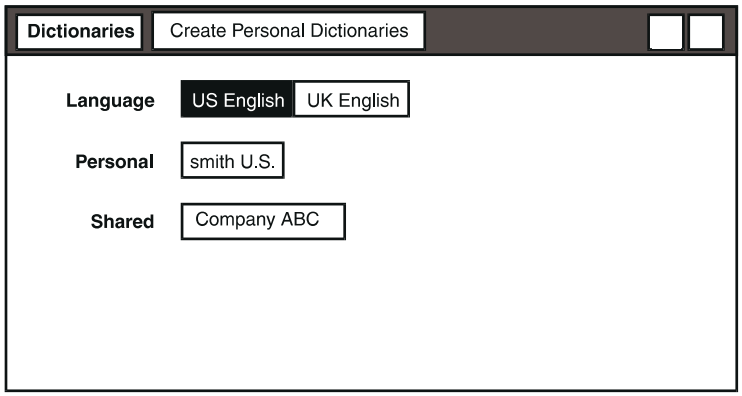
Creating Personal Dictionaries

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 the following illustration.



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, clicking on **Add To Dictionary** causes the word to be added to only 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 appears at the bottom of the Dictionaries window.

2. Select the dictionary shown in the **Shared** field.
3. Close the Dictionaries window and use the spell checker as described in “Checking Your Document for Spelling Errors” on page 14.

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 inadvertently.

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, does not appear 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 appears after you click on the **Undo** button, in case you decide to retrieve the entries, or you clicked on the **Undo** button inadvertently. 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 53.

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 53.

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 6 on page 22 shows how frames might appear in the Text window. Note that the window is illustrated 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 appear in their respective frames.

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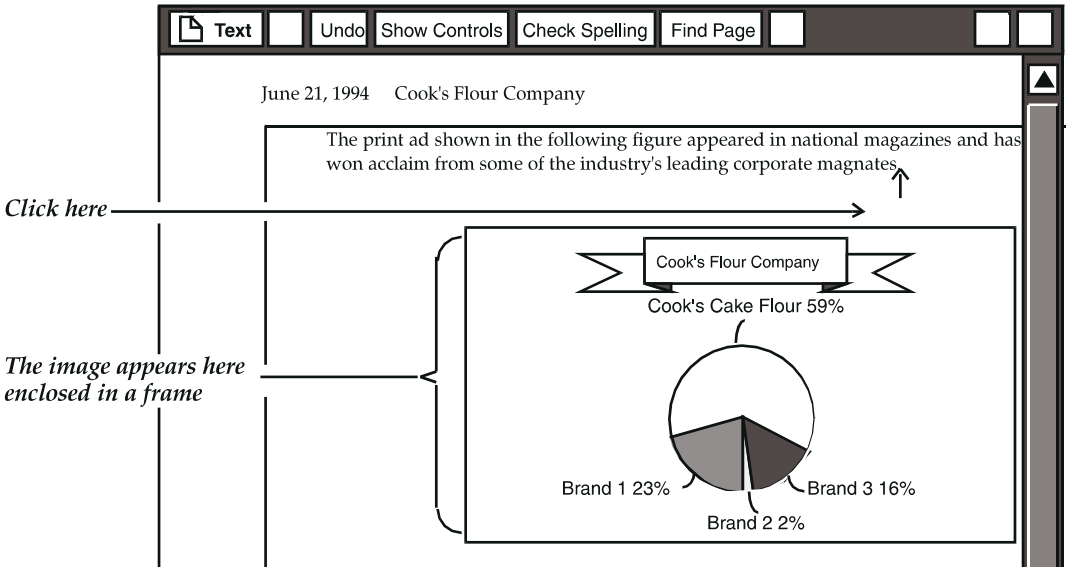


Figure 6. Multiple frames in a figure

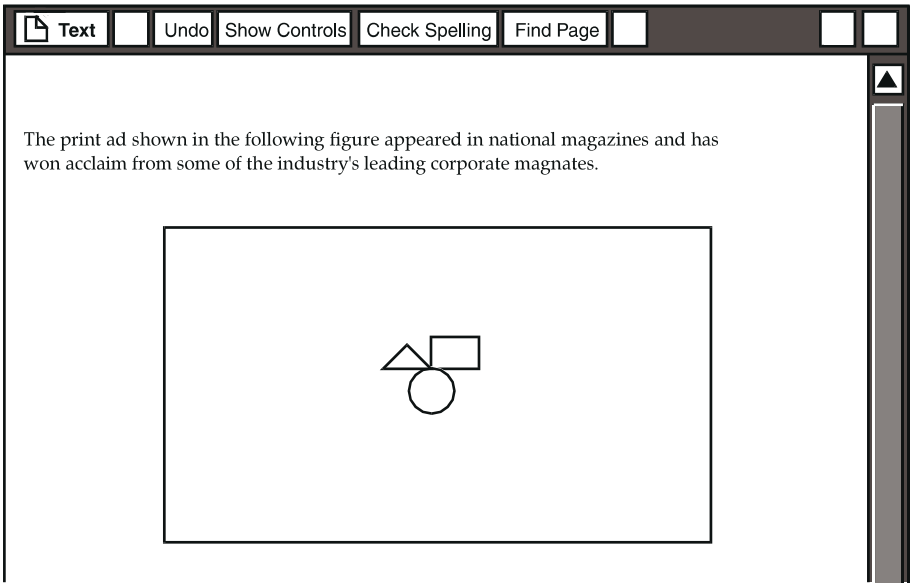
Copying an Image Directly to a Document

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.

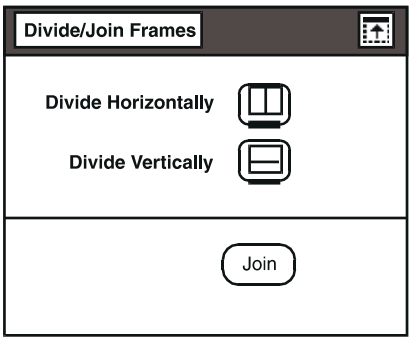
If you want to create a figure with multiple images, insert the frames prior to copying the image, as described in “Creating a Figure with One or More Images” on page 23.

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 appear.
4. In final mode, the image appears in a frame, as shown in the following illustration.



5. In draft mode, a small graphic appears in a frame, indicating the presence of an image, as shown in the following illustration.



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 25.

Creating a Figure with One or More Images

This section describes how to insert and modify a figure prior to 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 appear.
3. Select the **Insert Figure** choice in the **Special** menu. A single frame appears centered in the Text window.

Dividing and Joining Frames

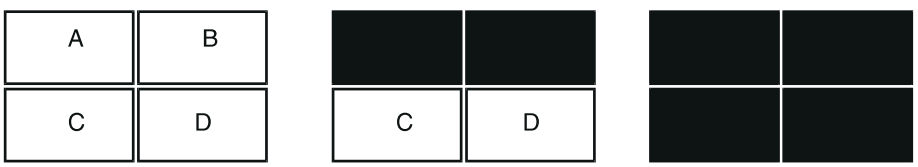
To divide frames:

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 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 appears.
2. Select the frames you want to join.
3. Click the **Join** button or press [j].

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



1. Create this frame setup 2. Click in frames A and B 3. Click in frame C; D is automatically selected

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 appears in the frame. You can set the options so that the image appears clipped or scaled.

If the image is clipped, it remains the same size it was at the source; the outside edges might not appear, 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 47.
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 appear.

   In draft mode, the frame displays a symbol, indicating the presence of an image.

   In final mode, an image appears in the frame.

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

Modifying Frame Borders

If a figure contains more than one frame, each frame has its own border, as shown in Figure 7 on page 26. All the borders within a single figure are modified as a group.

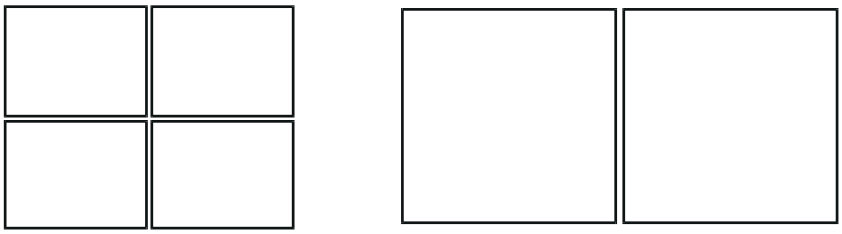


Figure 7. Figures with multiple frames

By default, the frame borders appear 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:

1. 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 appear on the corners and at the sides. If the figure contains more than one frame, the handles appear only on the outer borders, as shown in Figure 8.

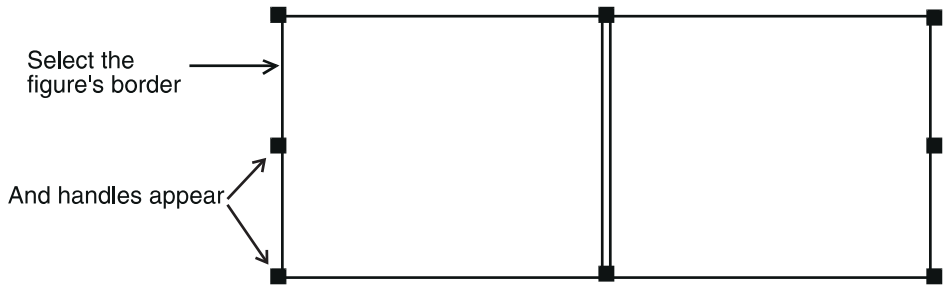


Figure 8. Selected figure border

2. Open the options window.

   The Figure page of the Text Options window appears, as shown in Figure 9 on page 27. 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.

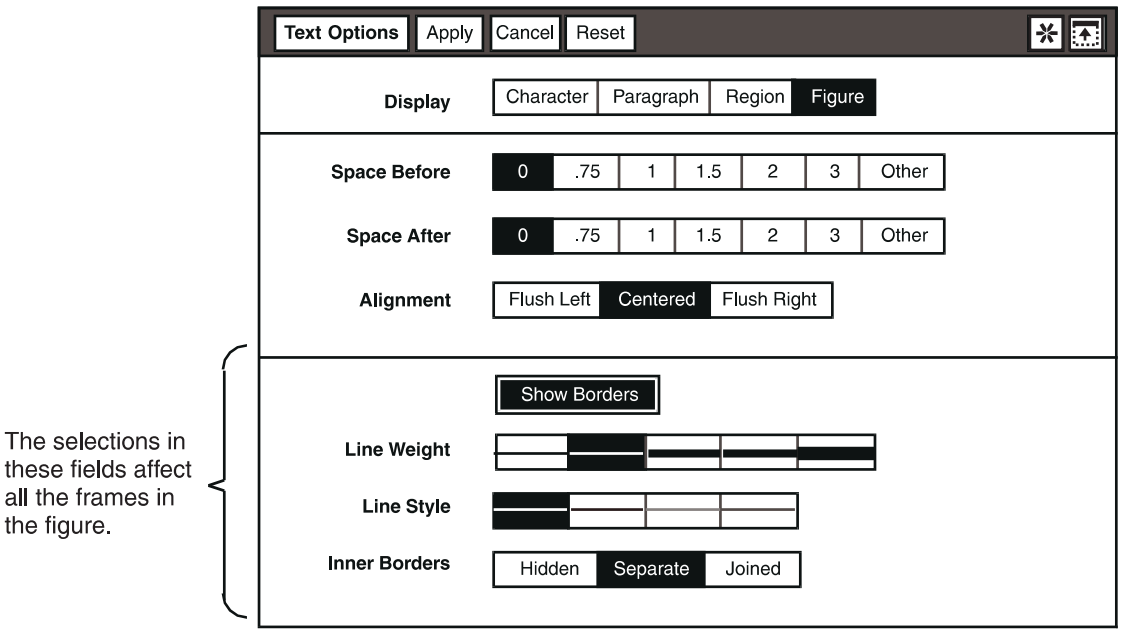


Figure 9. Figure page of the Text Options window

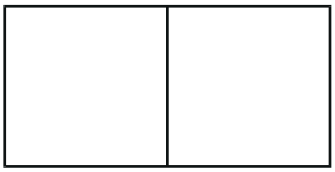
Use the options in the **Line Weight** and **Line Style** fields to change the thickness and appearance of the borders.

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.



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] key.

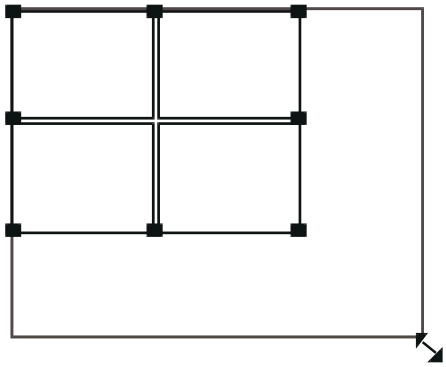
Use the following information when modifying the size of a frame or figure:

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:

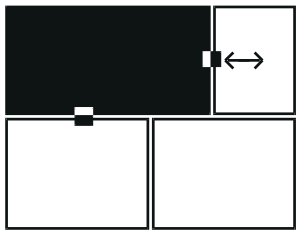
1. Click on the border of the figure you want to modify. Handles appear on the corners and at the sides of the figure border.
2. Drag one of the handles until the figure is the desired size and shape. If the figure contains multiple frames like the one shown in the following illustration, then the size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



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

3. Click inside the frame you want to modify.

4. 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 the following illustration.



A frame can only be modified in one direction. For example, if you enlarge the frame as shown above, 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 disappear 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 appear 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 IDS. For information on changing the typeface for the entire desktop, refer to the IDS publication *Working With the Intelligent Decision Server*.

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, as shown in Figure 10 on page 32.

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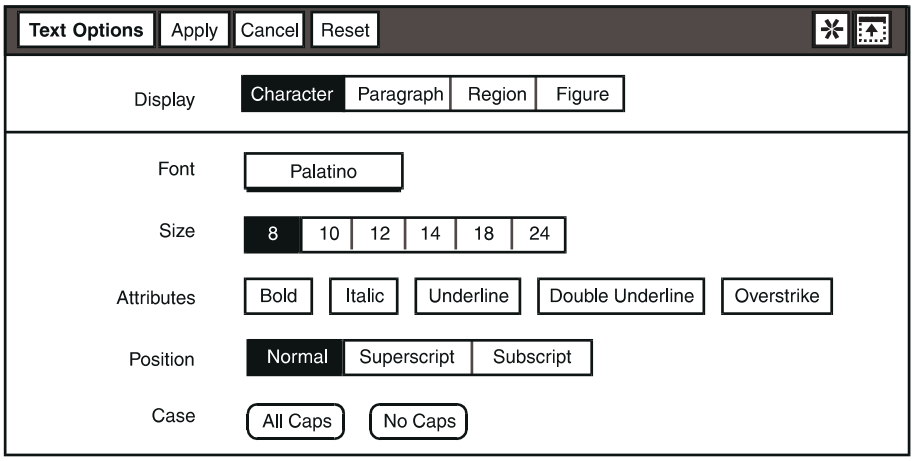


Figure 10. Character page of the Text Options window

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

   Your printer might not support all the fonts available in IDS. 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 appear in this field.
5. Select the appropriate choices in the **Attributes** and **Position** fields.
6. 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.

7. The **Position** field, however, allows you to choose only one line position for the selected text:

   Normal

   Superscript

   Subscript

8. 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.

   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 upper or lowercase. For information on key combinations, see “Using Key Combinations” on page 56.

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 the:

tabs (▶——|)

new pages (⌊)

new lines (↵)

new paragraphs (¶)

By default the format characters do not appear in the Text window.

To display format characters in a Text window:

1. Select the **Show Format Characters** choice in the **Special** menu.

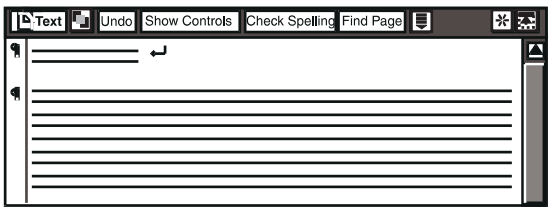
When the format characters are displayed the choice in the **Special** menu changes to **Hide Format Characters**.

Alternatively, you can press Ctrl+[h] to show or hide format characters in a document. For more information, see “Using Key Combinations” on page 56.

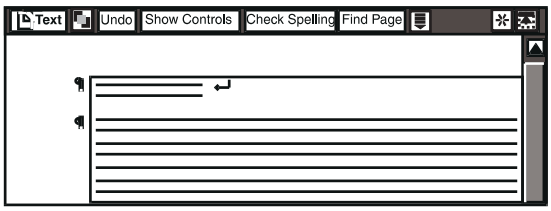
These format characters are never printed in the document, regardless of the display settings.

New-paragraph characters appear 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 the following illustration. New-line characters appear to the immediate right of text.

Draft mode



Final mode



If you reset the left margin of individual paragraphs as described in “Setting Paragraph Margins,” the new-paragraph character appears 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 44.

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 44.

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

1. Select the paragraphs that you want to modify.

   For the purpose of applying paragraph formatting, a paragraph is selected if any portion of it is highlighted or contains the insertion point.

2. Display the Text Options window, as shown in Figure 11 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.

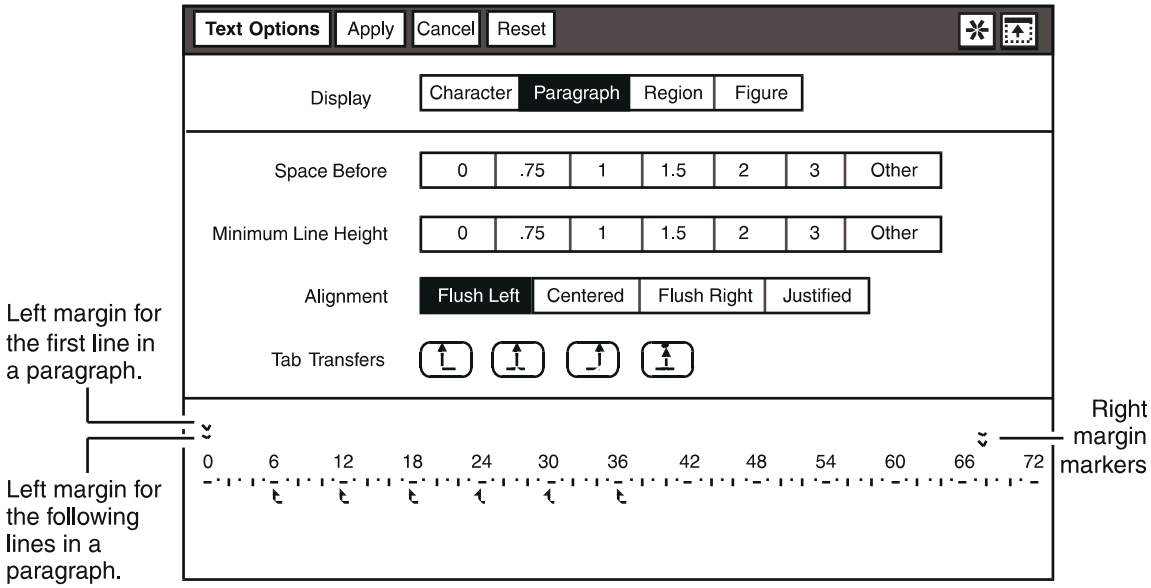
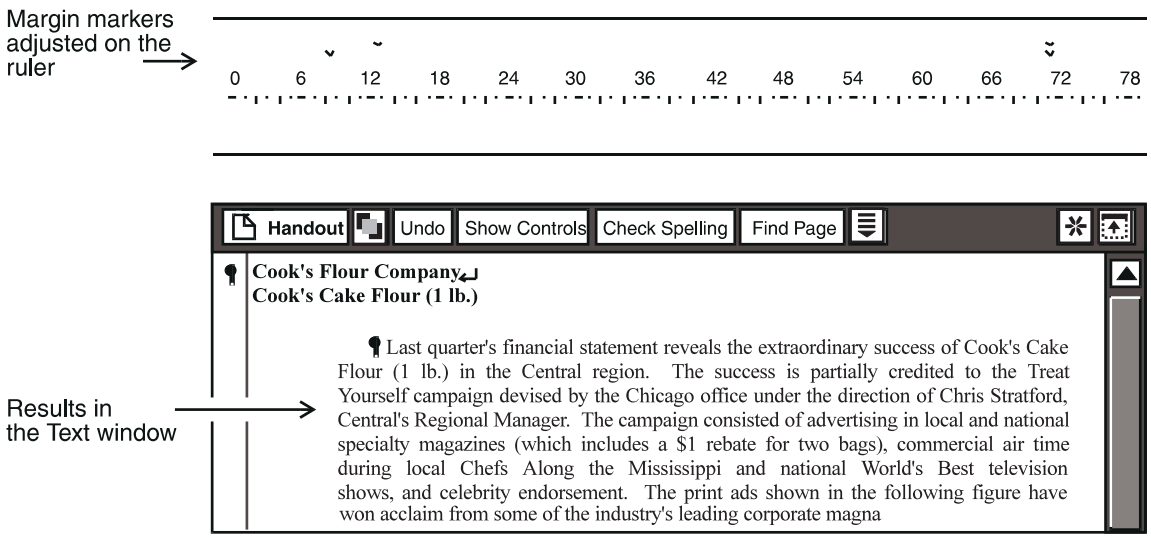


Figure 11. Paragraph page of the Text Options window

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.



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.

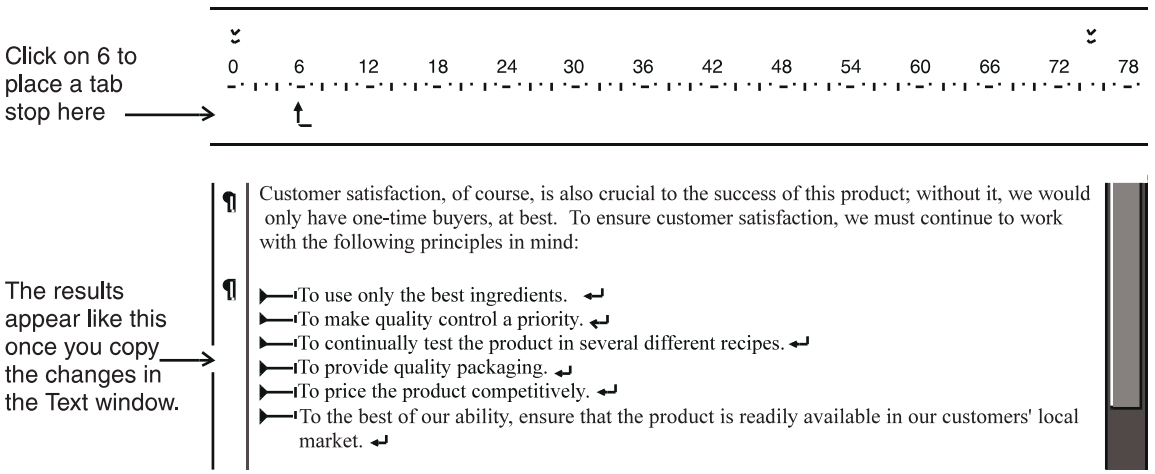
To set tabs in a document:

1. Select the paragraphs that you want to modify.

   For the purpose of applying paragraph formatting, a paragraph is 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.

The following example shows how a tab setting on the ruler is applied to the bulleted list in the Text window.



To move an existing tab:

1. 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 key.

Use the Copy function on the function pad.

3. Select the tick mark where you want the new tab to appear.

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.

   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 does not appear 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 56.

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.

For the purpose of applying paragraph formatting, a paragraph is 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 appear as shown in Figure 11 on page 35. Zero (0) is the default for both fields.
3. Select a choice in the **Space Before** field.

   Click on **Other**, then enter a value in the field that appears.
4. Select a choice in the **Minimum Line Height** field.

   Click on **Other**, then enter a value in the field that appears.
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 appears, displaying the **Space Before** and **Space After** fields. Zero (0) is the default for both fields.
3. Select a choice in the **Space Before** field.

   Click on **Other**, then enter a value in the field that appears.
4. Select a choice in the **Space After** field.

   Click on **Other**, then enter a value in the field that appears.
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, as well as 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 disappear when the Text Options window appears, 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 appear 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 disappear when the window appears, 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 appears, as shown in Figure 12 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 56.

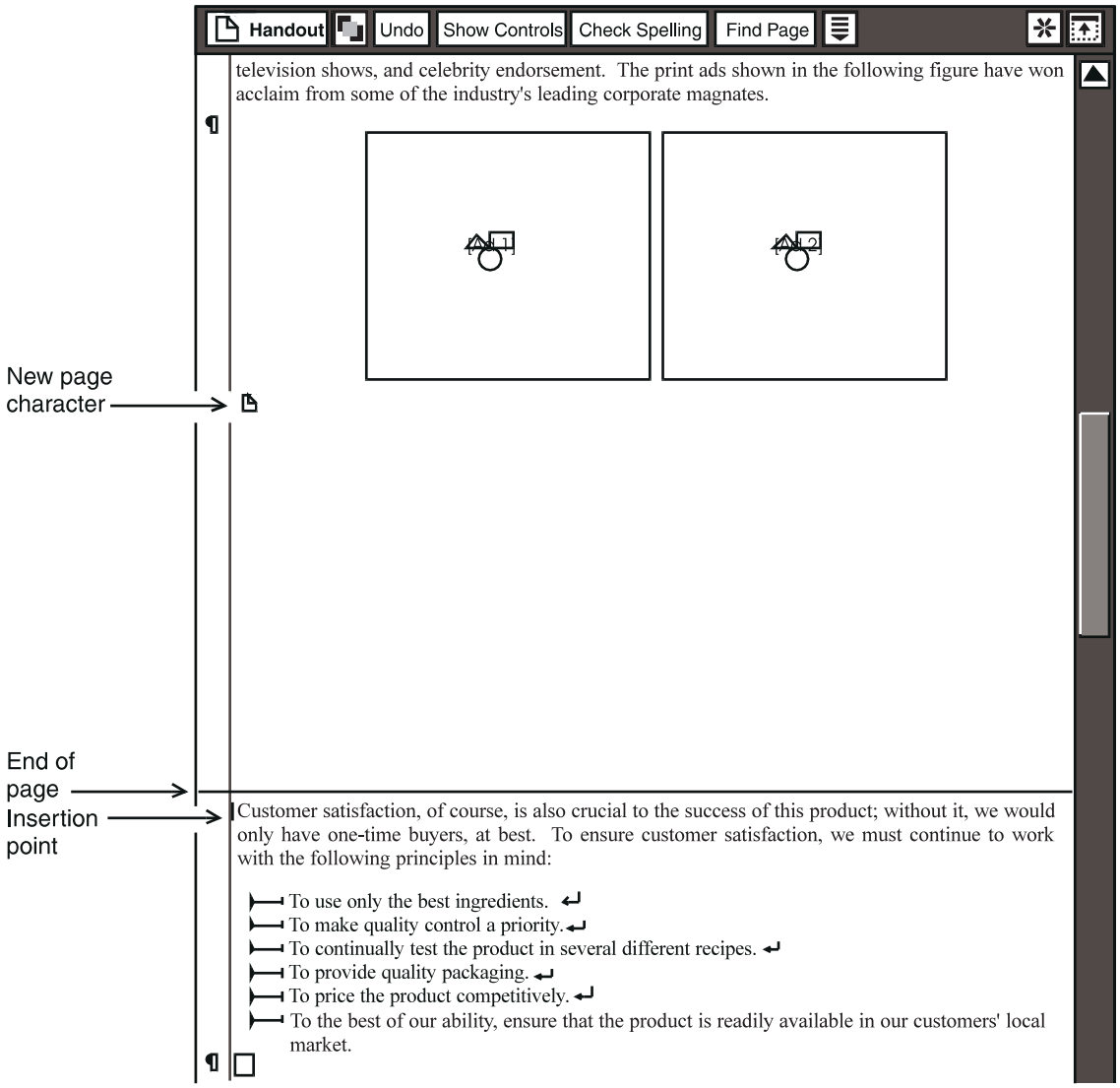


Figure 12. New-page character in a document

To remove a forced page break:

1. If format characters are displayed, delete the new-page character. The paragraph or figure returns to its original position in the text flow.

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/footer content and position, and the page numbering are located in the Document Controls window.

To open the Document Controls window:

1. Click on the **Show Controls** button in the Text window header. The Document Controls window appears, as shown in Figure 13 on page 43.

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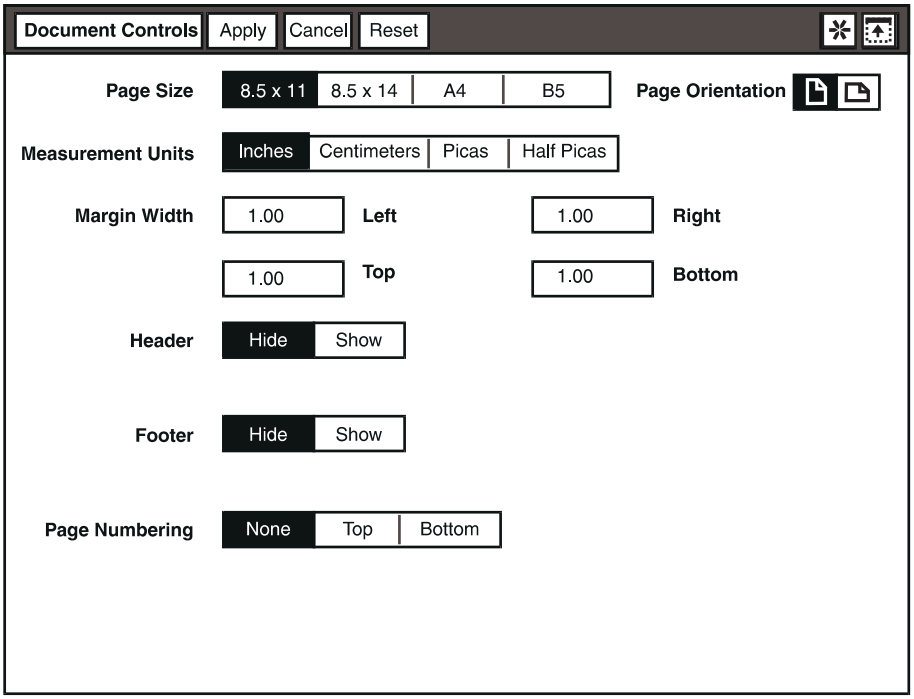


Figure 13. Document Controls window

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, which is the size of the paper used in this guide.

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 appear.

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 the following section, "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. An field appears.
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 infor-

mation on inserting regions, see “Creating Regions” on page 47 For more information on @-keywords, refer to the IDS publication *Capsule User's Guide*.

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

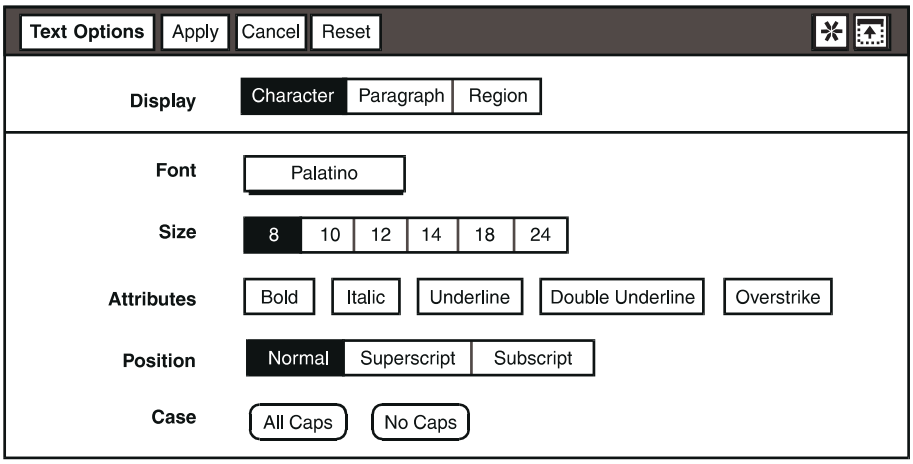
To see the results in the Text window or when the document is printed, the **Show** choice must be selected in the **Header Text** or **Footer Text** fields in the Document Controls window. Headers and footers are only displayed when the document is set to final mode as described in “Looking at the Text 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 appears, as shown in the following illustration.

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



   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 47.

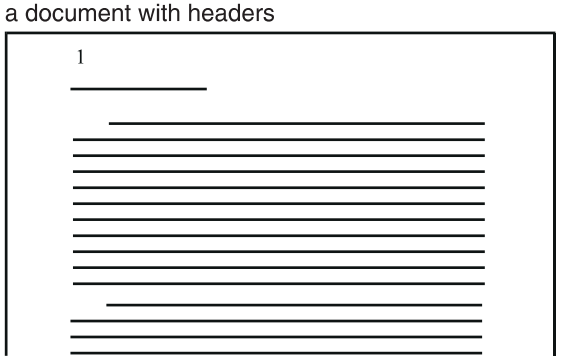
To add page numbers to a document using the Document Controls window:

1. Open the Document Controls window. The **Page Numbering** field appears in the lower section of the window.
2. Click on **Top** or **Bottom**, depending on where you want the page number to appear. Other fields appear, 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.

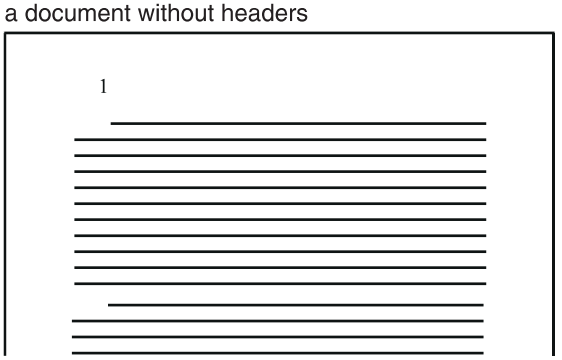
To see the page numbers, either print the document, or set the document to final mode.

The numbers appear 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. The following illustration 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



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 47.

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 Spreadsheet, Query, and Reporter:

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, as shown in Figure 14.

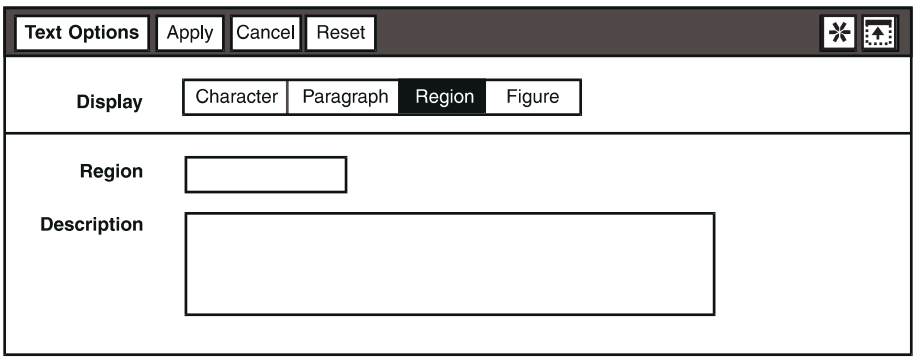


Figure 14. Region page of the Text Options window

3. Enter 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.

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Enter 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 appears.

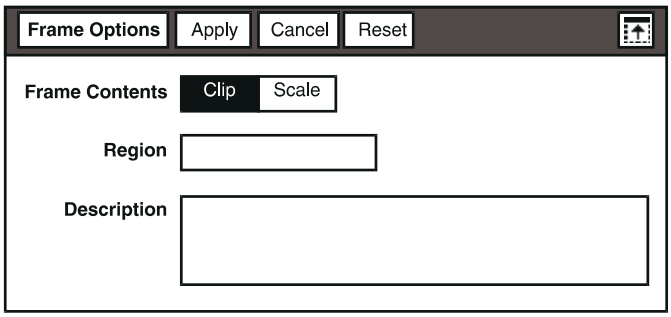
4. Enter a brief description of the region in the **Description** field. This is an optional field that allows you to further describe the region contents.
5. Click on the **Apply** button in the window header, or close the Text Options window to insert the region.

   Region markers appear 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 52.

You can use a region in a stand-alone document as well as 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 50.

To create a region for an image:

1. Insert a frame as described in “Creating a Figure with One or More Images” on page 23.
2. Click inside the frame.
3. Open the options window. The Frame Options window appears, as shown in the following illustration.



4. Enter a name in the **Region** field that describes the type of 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 appears.
5. Enter 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 appears 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.

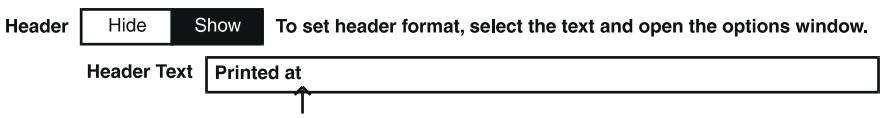
To display values for @-keywords in a header or a footer, you must insert a region in the **Header** or **Footer Text** field of the Document Controls window.

To create a region for @-keywords:

1. Click on the **Show Document Controls** button. The Document Controls window appears.
2. Click on **Show** in the **Header** or **Footer** field. The**Header** or **Footer Text** field appears.
3. Click in the field where you want the @-keyword value to appear. For example, if you want to display the following header in the document:

   Printed at 12:38:47
4. Type the following text in the field.

   Printed at
5. Click immediately after the word at, as shown in the following illustration.



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

Printed at ⌜12:38:47⌟

For information on formatting the @-keyword value, see “Formatting Header and Footer Text” on page 45. 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 52, 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.

   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 disappears.

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 appears.
3. Replace the entry in the **Region** field with a new, unique name.

   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 appears.
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 52.

To display a list of the named regions in a document:

1. Select the **Show Region Names** choice in the **Special** menu. The Regions window appears, as shown in Figure 15.

Figure 15. 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 the following illustration.

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

```
⌜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 1b.          1,198.23             4,234.99
⌟
```

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

To display or hide region markers:

1. 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 appear 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 12.

Chapter 8. Using Text with Other Tools

The Text tool can be used with several IDS 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 IDS 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, refer to the IDS publication *Interacting with PC Applications*.

Be aware that when you use the IDS Clipboard to copy text from an OS/2 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.

   Select the portion of data you want to copy; for example, a range of data from the spreadsheet.
4. Copy the data to the Text window.

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5. Press the Copy key.

   or

   Use the Copy function on the pop-up function pad.

6. Position the insertion point where you want the data to appear and click.

The data appears 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, refer to the IDS publication *Interacting with PC Applications*.

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 icons:

Envelope, to send the document to another desktop

Printer, to print one page, multiple pages, or the entire document

PC Directory, to copy text or an image to a workstation file format

Clipboard, to present the document in a workstation-based text tool

Be aware that when you use the IDS Clipboard to copy text from a Text icon to an OS/2 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, refer to the IDS *Transformers User's 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 16 on page 55 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.

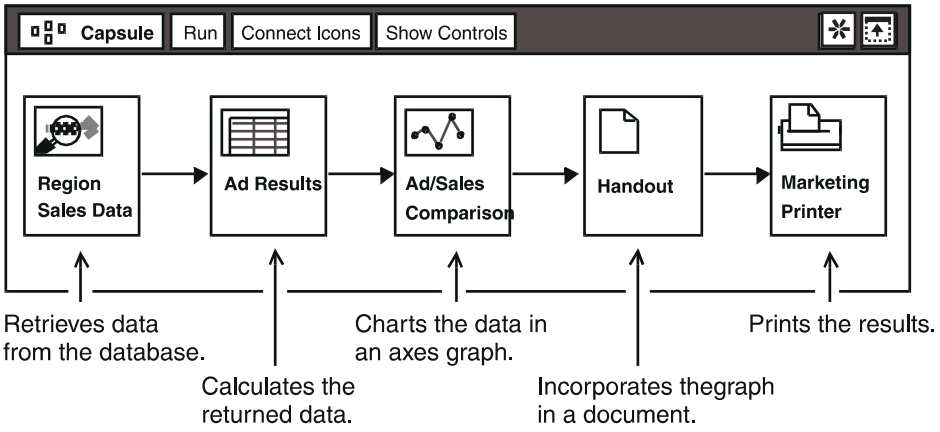

Figure 16. Capsule application processing sequence

The following list describes the procedure to use when setting 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 47.
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 detailed information on building a capsule application, refer to the IDS *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 IDS tools, such as Spreadsheet. For example, if you select text in a spreadsheet cell, then press Ctrl+[c], the text appears centered.

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

Setting Character Formats

The key combinations in Table 4 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 ...		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

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Setting Paragraph Formats

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

Table 5. Key combinations for setting paragraph formats

Press ...		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 to apply different functions of the Text tool.

Table 6. Key combinations for specifying text functions

Press ...		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 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 IDS, 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, however, 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 IDS.

To reset your keyboard:

1. Select the **Show Keyboard** choice in the desktop **Special** menu. The Keyboard window appears.

2. Click on the **Change Keyboard** field in the Keyboard window; continue pressing the left mouse button. 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 appears in the Text window. For example, to type a capital A, click on one of the two Shift keys, then click on the [a] key. (As you move from one key to another, only the most recently selected key is highlighted.)

Press a key on your workstation keyboard. The character represented on the corresponding key in the Keyboard window appears in the Text window.

All keyboards other than U.S. English have several keys with three characters. To type the third character:

1. 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 appear 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 as follows:

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 appear.
2. Locate the character you want to produce in .

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 appears.

provides all available decimal codes that have assigned values in IDS.

The decimal codes listed in can be used in any IDS 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	þ
129	ü	154	Ü	184	©	232	Þ
130	é	155	ø	189	¢	233	Ú
131	â	156	£	190	¥	234	Û
132	ä	157	Ø	198	ã	235	Ù
133	à	158	χ	199	Ã	236	ý
134	å	159	*ƒ*	207	¤	237	Ý
135	ç	160	á	208	ð	238	—
136	ê	161	í	209	Ð	239	[acute]
137	ë	162	ó	210	Ê	240	-
138	è	163	ú	211	Ë	241	±
139	ï	164	ñ	212	È	242	–
140	î	165	Ñ	213	ı	243	¾
141	ì	166	ª	214	Í	244	¶
142	Ä	167	º	215	Î	245	§
143	Å	168	¿	216	Ï	246	÷
144	É	169	®	221	¦	247	[cedilla]
145	æ	170	¼	222	Ì	248	°
146	Æ	171	½	224	Ó	249	..
147	ô	172	¼	225	ß	250	
148	ö	173	¡	226	Ô	251	
149	ò	174	«	227	Ò	252	
150	ü	175	»	228	õ	253	
151	ù	181	Á	229	Õ		
152	ÿ	182	Â	230	µ		

Glossary

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 IDS.

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

double-click. (1) To click a mouse button twice, as in "point to the icon and double-click the left mouse button." (2) To click the left mouse button twice, as in "double-click on the Envelope icon."On a left-handed mouse, the right mouse button is used instead of the left one.

draft mode. A view of the Text window in which margins and images do not appear.

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 (field), select a choice (field of choices), or view information.

figure. A graphic image or a group of graphic images. **See also** frame.

final mode. A view of the text window in which images, margins, headers, footers, and page numbers appear. **Contrast with** draft mode.

format character. A nonprinting 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 IDS, 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 appear 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 appears 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

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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 IDS, the person who is responsible for maintaining and configuring IDS, 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 Tabkey. 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.

IDS Publications

This section lists IDS publications, including order numbers. To order copies of the books listed here, or to get more information about a book, see your IBM representative.

General Publications

Getting Started with the Intelligent Decision Server (SC26-8892)

Working with the Intelligent Decision Server (SC26-8893)

Installation, Configuration, and Administration Publications

Installing IDS LAN Components (GC26-8877)

System Administration Guide and Reference (SC26-8890)

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