

This chapter describes TEdit's basic text-editing operations, such as how to enter, select, delete, move, and copy text. It also tells you how to create and use blanks to be filled in later; gives instructions on undoing and redoing edit operations; and tells you how to obtain several special characters. Lastly, this chapter shows you how to work with graphic images.

Entering Text

The blinking caret (*▲*) in the TEdit window is called the *type-in point*. The Xerox Lisp environment has only one type-in point active at a time; if the caret is not in a TEdit window you move it there by moving the cursor into the window and pressing any mouse button. Whatever text you type will appear at the caret.

TEdit automatically breaks text between words and sends the overflow to the next line. Don't use a carriage return when you think you have reached the end of a line; use one only when you want to begin a new paragraph or insert blank space in addition to that provided by line and paragraph *leading* (see Chapter 6, Changing Paragraph Looks).

Note: If you wish to type a carriage return without causing a paragraph break, hold down the meta key (the Open key on 1108 and 1186 keyboards) while you type the carriage return. This is called a meta-return.

Selecting Text

To change text you have typed in, you first mark where you want the change made by making a *selection*. However, just making a selection has no effect on the text; only when you use one of TEdit's commands does the text change.

Each selection supersedes the previous one; that is, you can make only one selection at a time. Most TEdit formatting operations are applied only to the currently selected text, called the current selection. You can tell when text is selected because it is denoted by underlining or *highlighting* (inverse video). The current selection usually has a caret flashing at one end (see figure 6).

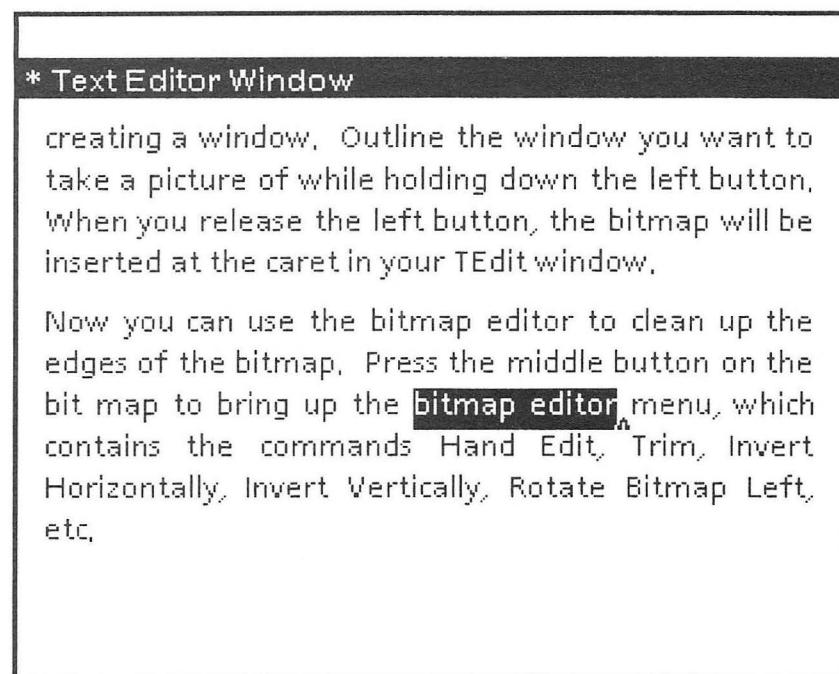


Figure 6. Selected Text. A TEdit window showing some text highlighted as a delete selection. When you begin typing, "bitmap editor" is deleted and replaced by the text you type

Units of Text Selection

You select text by pointing with the cursor, then pressing one of the mouse's buttons. The left button always selects the smallest units of text. In the text-editing region, it selects the character you're pointing at; in the line bar, it selects the single line you're pointing at.

The middle button selects larger units. In the text-editing region, it selects the word the cursor is over. TEdit sees a word as a contiguous collection of letters and numbers, punctuation marks, special symbols (such as the percent sign), or of white space characters (such as a space or tab). When you select a word with the middle button, TEdit starts with the character the mouse is over and scans left and right until it finds a *word boundary*—a change from one of the four types of "words" to another.

In the line bar, the middle button selects the paragraph the cursor is next to. To TEdit, a paragraph consists of all the text between two carriage returns and includes the second carriage return. (If you have typed a meta-carriage return as described above, it is *part of* the paragraph rather than terminating it.)

The right button always extends a selection. If you select a place in the text with the left or middle button, move the cursor somewhere else, and press the right button, all the text in between the two points is selected. If the existing selection is a whole word, line, or paragraph, the extended selection will also consist of whole words, lines, or paragraphs.

There are also special ways of selecting text that carry an implicit command with them. These are described below in the sections on deleting, moving, and copying text.

You can select all the text in a document by choosing the All command in the Expanded menu (see Chapter 4, The TEdit Menu). The All command is especially useful for general formatting operations, such as changing the typeface for an entire document.

Deleting Text

There are five ways to delete text from a TEdit window:

1. The first method is to select the text, then press the DELETE key.
2. Extending a selection with the right button will cause the selection to be highlighted. When you type any new text the highlighted selection is deleted; i.e., you do not have to use the DELETE key. If you are replacing text this method is very efficient.
3. If you hold down the CONTROL key (PROPS on an 1108 workstation) while selecting text, the text (which is highlighted) will be deleted when you release the key. You can abort a control-selection by holding down any mouse button, releasing the CONTROL key, then releasing the mouse button.
4. You can delete text one character at a time by pressing the backspace key (or CONTROL-A); the character to the left of the caret will disappear.
5. You can delete text one word at a time by pressing CONTROL-W, which deletes the word just before the caret.

Moving Text

To move text, put the caret where you want the text moved to. Then select the text to be moved while holding down the MOVE key (or the CONTROL and SHIFT keys on an 1100 or 1132 workstation). The text to be moved will be highlighted. When you release the key(s), the text will be moved to the location of the caret and deleted from its original location. You can use this method to move text within a TEdit window or to move it from one window to another. To abort a move, hold down any mouse button, release the MOVE (or CONTROL and SHIFT) key(s), then release the mouse button.

Copying Text

If you want to copy text, first put the caret where you want the text copied to. Then hold down the COPY or SHIFT key while selecting the text to be copied. This *copy source* is marked with a dashed underline. When you release the COPY (or SHIFT) key, the text will be copied to the location of the caret. You can copy text within a TEdit window or from one window to another. You can abort a copy by holding down any mouse button, releasing the COPY key, then releasing the mouse button.

Marking Fields to Be Filled In

TEdit's *next* feature enables you to easily create forms with blanks (called fields) to fill in, then move forward from one field to another (see figure 7). You mark an area as a field by enclosing it in double reverse angle brackets, like this:

>>text to replace<<.

To locate the first field after the caret, press the NEXT key. TEdit will highlight the area as the current selection; whatever you type will replace the angle brackets and any text they contain. You can sequentially locate the other fields by pressing NEXT.

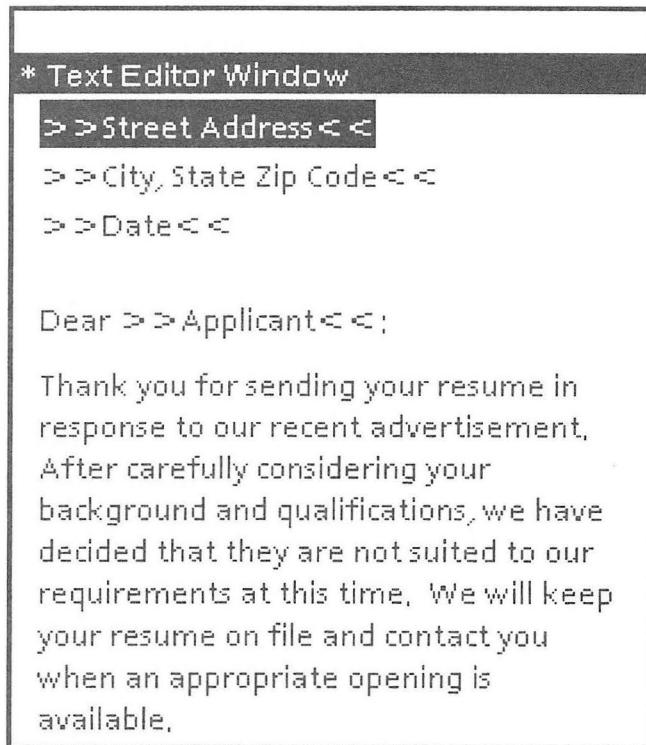


Figure 7. TEdit's Field Filling Feature. A portion of a form letter written using the TEdit next feature

Undoing an Edit Operation

TEdit allows you to undo your most recent edit operation, which is handy when you have done something like select a large area of text to copy and then press the **DELETE** key instead of the **COPY** key. You can undo an operation by pressing the **UNDO** key immediately afterwards. Undo is itself undoable, so you can never back up more than a single operation.

Redoing an Edit Operation

To redo your most recent edit command on the current selection, press the **AGAIN** key immediately afterwards (the **ESC** key is the redo key on the 1132). For example, if you insert some text, then place the caret elsewhere, pressing **AGAIN** will insert a copy of the text in the new place also. If the last command was a deletion, pressing **AGAIN** will delete the currently selected text; if it was a font change, the same change will be applied to the current selection.

Producing Special Characters

TEdit has 20 *abbreviations* that enable you to type special characters that are not available on your workstation keyboard. (You can also add your own as described in Chapter 8, TEdit's Programmatic Interface).

To produce the special characters you:

1. Type in the abbreviation for the desired character.
2. *Expand* the abbreviation by selecting it and pressing the **EXPAND** key or typing **CONTROL-X**.
 - A single-character abbreviation is automatically selected right after you type it in, just press the **EXPAND** key.
3. To expand a multi-character abbreviation, you must explicitly select it before pressing **EXPAND**.

After you press **EXPAND**, the abbreviation will be replaced by its expansion. The abbreviations and their expansions are:

Table 1. TEdit's abbreviations and their expanded characters

Abbreviation	Expanded character name	Expansion Character
"	Open double quotation mark	"
"	Close double quotation mark	"
'	Open single quotation mark	'
'	Close single quotation mark	'

Table 1. TEdit's abbreviations and their expanded characters—continued

Abbreviation	Expanded character name	Expansion Character
b	Bullet	•
c	Copyright sign	©
c/o	In care of symbol	%
%	In care of symbol	%
m	Em-dash (used to separate text phrases)	—
n	En-dash (used to indicate inclusive numbers, as in "pages 3–6")	–
d	Dagger	†
D	Double dagger	‡
s	Section sign	§
1/2	Built-up fraction	$\frac{1}{2}$
1/4	Built-up fraction	$\frac{1}{4}$
2/3	Built-up fraction	$\frac{2}{3}$
3/4	Built-up fraction	$\frac{3}{4}$
DATE	The current date	October 15, 1985
>>DATE<<	The current date	October 15, 1985
T	Thin space (1/5 em; used to adjust spacing between characters)	fTf expands to ff

Working With Graphic Images

TEdit enables you to easily illustrate documents with graphic images (sometimes called *image objects*) such as rules, bitmaps, graphs, and drawings. The creation of each type of graphic image is discussed in that module's documentation. Rules are created with HRule and graphs with Grapher, both described in the *Lisp Library Modules Manual*. Bitmaps of parts of the screen are created with "SHIFT-snap" and edited with EditBitMap (see the *Lisp Library Modules Manual*). Drawings are created with Sketch and are fully discussed in *A User's Guide to Sketch*.

Once you have created a graphic image, you can copy or move it into a TEdit document just as you would copy or move text from one TEdit window to another. TEdit sees each graphic image as a single character, which means that it can be selected, copied, moved, and deleted like any other character. You can use the Paragraph Looks menu to center a graphic image or line it up; it will qualify as a single paragraph if you insert a carriage return before and after it.

When you scroll a TEdit window, the graphic image will move all at once, sometimes leaving unexpected blanks until you have scrolled far enough for the entire image to appear in the

window. If the image still does not appear, try enlarging your window. The image will be saved when you save the TEdit file, and will be printed when you hardcopy the document.

Putting Bitmaps Into TEdit Files—SHIFT-snap

An easy way to put bitmaps into your TEdit files is to use the SHIFT-snap facility. To activate the facility, which is loaded when you load TEdit, you:

1. Make sure the caret is in the TEdit window and at the position where you want the bitmap placed.
2. Move the cursor into the screen background.
3. Hold down the SHIFT key.
4. Press the right mouse button.
 - A small box containing the word "snap" will appear at the cursor (see figure 8).
 - Once the box appears you can release the SHIFT key.



Figure 8. The "snap box." On the left as it appears when first called and on the right as it appears after you move the cursor into the box

5. Move the cursor into the box; "SNAP" becomes highlighted (see figure 8).
6. Release the mouse button.
 - The cursor changes shape into the expanding box cursor ().
7. Press the left button.
 - The cursor changes to a box that appears reinforced at one corner; the "reinforced" corner is the control point that follows the direction of the mouse's movement.
8. Move the mouse so that the area of the screen that you want to take the SHIFT-snap of is within the box.
 - You can take a SHIFT-snap of anything that's on the screen.
 - If you need to shift the control point to another corner press and hold the right mouse button while continuing to hold down the left button. The cursor changes shape to a forceps (). Move the forceps to the new control corner and release the right button. The control point is moved to that corner.
9. Release the left button.

- A bitmap picture of the area contained in the box is placed in your TEdit window at the point of the caret.
- If the bitmap doesn't appear, it may be too large to be displayed in the available window space; either scroll the window or make the window larger.

10. Once the bitmap is in your TEdit file, if you move the cursor into it and press the left mouse button, the bitmap editor menu appears. See the EDITBM Library module for details.