

6. CHANGING PARAGRAPH LOOKS

This chapter describes how to do formatting that affects paragraphs using the Paragraph Looks menu (see figure 25). Using this menu you can:

- Change line and paragraph *leading* (pronounced "ledding"; the vertical spacing between lines and paragraphs)
- Set paragraph margins that determine where, relative to the page margins, text will be placed
- Set justification of text that applies to specific paragraphs rather than a whole page
- Set tab stops within paragraphs
- Specify that a paragraph should begin on a new page
- Position a paragraph anywhere on a page
- Designate paragraphs as running heads or footers (used in conjunction with the Page Layout menu)
- Display blocks of text to determine how they will look when printed

The Paragraph Looks Menu

You can bring up the menu by selecting **Paragraph Formatting** from the Basic Commands menu (see figure 25).

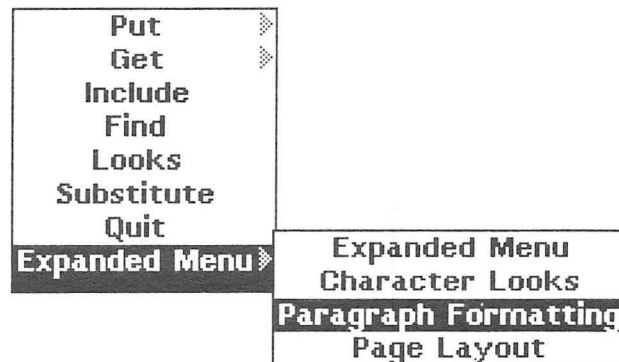


Figure 25. The Basic Commands menu with Paragraph Formatting selected. This command opens the Paragraph Looks menu

Alternatively, you can choose **Para Looks** from the Expanded menu. Either way gets you the Paragraph Looks menu shown in figure 26.

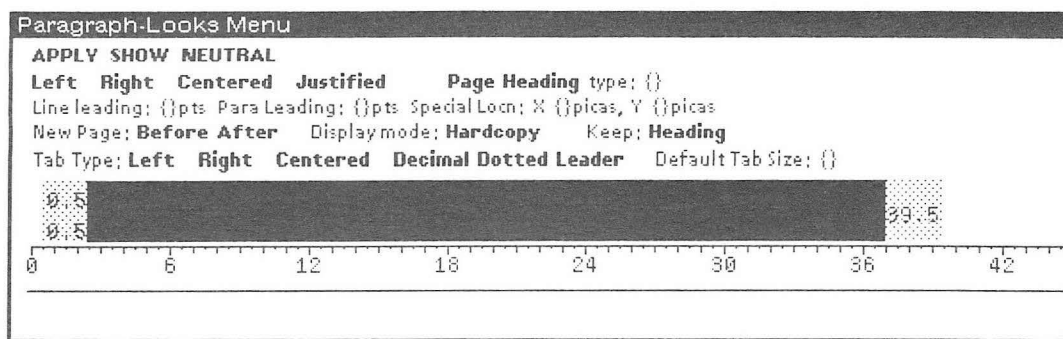


Figure 26. The Paragraph Looks menu

The NEUTRAL Command

At the top of the paragraph looks menu are three commands: **APPLY**, **SHOW**, and **NEUTRAL**. You use these commands to manipulate the paragraph looks of text in a TEdit window. Using the **APPLY** and **SHOW** commands is explained in Chapter 4, The TEdit Menu, "TEdit's Persistent Menus." You will find an explanation of the **NEUTRAL** command below.

Use the **NEUTRAL** command to make changes to portions of the paragraph looks in a document. For example if you had used two points of line leading throughout a document and wanted to change the leading of some of the paragraph to three points, in the document you could:

1. Select the text you want to change in the document .
2. Select **NEUTRAL** in the Paragraph Looks menu.
3. Put a three (3) between the curly brackets after the line leading field.
4. Select **APPLY**.

The selected text now has three points of line leading. No other looks are changed. You can use the **NEUTRAL** command to alter any of the paragraph looks of a piece of text while leaving other looks unchanged.

The Paragraph Looks menu starts out in neutral when you invoke it, either from the Basic Commands menu or the Expanded Menu.

Justifying Text

You have four options for justifying text in a paragraph: **Left**, **Right**, **Centered**, and **Justified**. The justifying is done in relation to the paragraph margins you have set (see the section, **Setting Paragraph Margins**). The justification commands are two-state

commands (see Chapter 4, The TEdit Menu, "TEdit's Persistent Menus.")

Left

A *left-justified* paragraph has a ragged right margin, but is justified flush with the left margin (see figure 27).

The default justification is **Left** (ragged-right).

Right

A *right-justified* paragraph has a ragged left margin, but is justified flush on the right (see figure 27).

Centered

A *centered* paragraph is centered between the two margins.

Justified

A *justified* paragraph is set flush with both the left and right margins.

Images of pop-up menus are often useful in illustrating documentation. To insert a pop-up menu into a TEdit document, you must break the process that is popping it up using the following procedure. Bring up the menu, then, while it is still up, type the "help interrupt" character.

Initially this is control-h (that is, hold down the control key and type h) however some systems move it onto control-g. When you have typed the help interrupt character, a menu containing the names of all the current processes will appear. Select the process that has popped up the menu, which is usually marked with an

Figure 27. Examples of left- and right-justified text

Specifying Headings

Page Heading type: {}

Use this three-state command to designate a paragraph as a page heading. The "type:" field is generally a label or a tag for the paragraph. In order for paragraphs you have designated as headings to print, you must also use the Page Layout menu (see Chapter 8, The Page Layout Menu, "Creating Headings").

Specifying Vertical Line and Paragraph Spacing

Line Leading: {} pts

The vertical space between lines in a paragraph is called line leading and is specified in printer points (72 points to an inch). TEdit measures line leading from the base of a line of characters to the top of the line below, rather than from baseline to baseline, the way typographers traditionally measure leading.

The default is zero (0) points line leading.

Para Leading: {} pts

The vertical space between paragraphs themselves is called paragraph leading and is specified in printer points (72 points to an inch).

Paragraph leading is added to the existing line leading, so that if you specify two points line leading and seven points paragraph leading, you will have nine points of leading between paragraphs. This paragraph has two points of line leading and seven points of paragraph leading.

The default is zero (0) points paragraph leading.

Specifying a Special Paragraph Location

Special Locn: X {} picas, Y {} picas

TEdit enables you to specify a special position for a paragraph by using the Special Locn: command. To give a paragraph a special position, you fill in the X (horizontal) and Y (vertical) values in picas. As with all TEdit measurements of this kind the X and Y values are the distances from the lower-left corner of the paper. The lower-left corner of the paragraph's first line is placed at the location you specify.

Unlike other TEdit menu commands that require filling in a field, the special location command is a three-state command (see Chapter 4 the TEdit Menu "TEdit's Persistent Menus"). If you put a numerical value between the curly brackets the special location command is turned on; leaving the field empty places the command in neutral; and putting zeros (0) between the brackets turns the command off.

The ability to specify unique positions has many uses including, for example, extending a paragraph into the left margin of the page (see figure 28). After you fill in the X and Y values and select **Apply**, the specially located paragraph will be marked with a small gray box at the far left of the window.

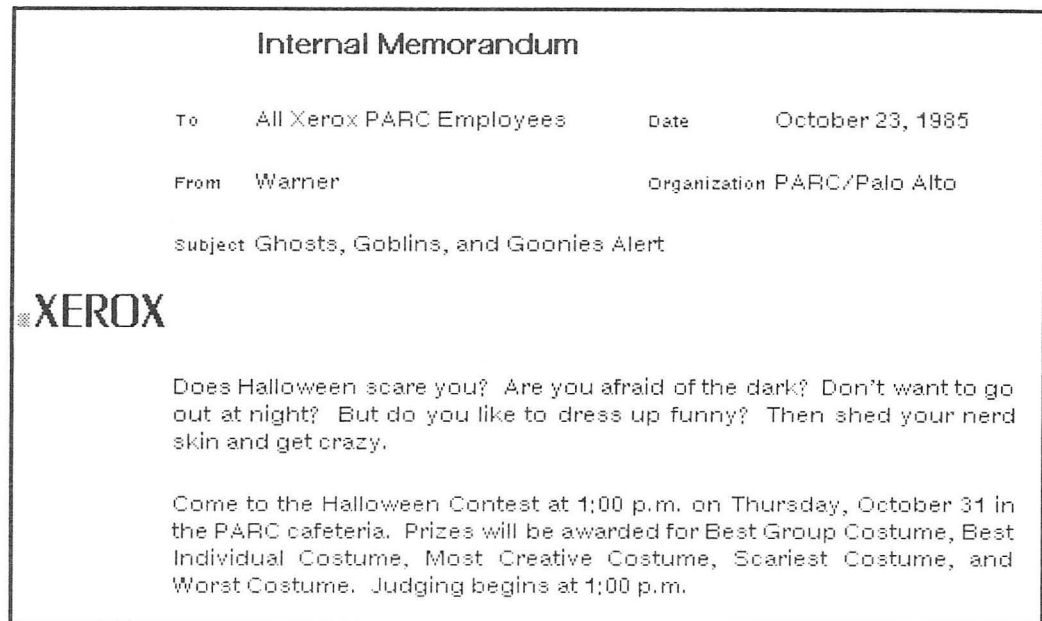


Figure 28. A document with a paragraph extended into the left margin using the Special Locn: command

The X and Y values for "Special Locn" are independent of the margins specified on the Page Layout menu, but not of margins specified with the margin ruler in the Paragraph Looks menu. That is, if you have specified the value of X to be two picas and the left margin of the Paragraph Looks menu is already set at six, your paragraph will appear at eight picas (six plus two).

You may specify just a special X or a special Y location. If no value is specified for X, the left edge of this location will be the value of the Page Layout menu Left margin. If no location is specified for Y, the paragraph will appear at the current vertical position.

Inserting a Page Break

New Page: Before After

Use the **Before** or **After** command to specify that a new page (or column, if you're using multiple columns to the page) be started either before or after a paragraph. **Before** and **After** are three-state commands. Generally, it is easier to use the **Before** command unless you are sure that the paragraph marked **After** will fit on the page. Once you have applied a page break, a small gray mark will appear at the far left of the window opposite the first line of the paragraph.

Using Hardcopy Displaymode

Displaymode: Hardcopy

The hardcopy displaymode shows you exactly how most text will appear when printed, helping you to better judge the effect of line breaks, tabs, and indentations. The Hardcopy displaymode command is a three-state command.

When you apply the menu with the displaymode turned on, the text will rearrange itself to appear as it will when printed.

You may find the Hardcopy mode more useful for proofreading formatted text than as a standard mode for editing entire documents, as it makes the characters less readable on the screen.

Keeping Paragraphs Together: Heading Keep

Keep: Heading

You use this three-state command to keep paragraphs together on the same page when the TEdit file is printed. It is especially useful for keeping headings, like the one above, with the following paragraph thus preventing widows and orphans.

If, for example, you wanted to make sure that "Keep: Heading" and the rule underneath it always stayed with the following paragraph, you would:

1. Select "Keep: **Heading**" and the rule.
2. Turn the heading keep command on.
3. Select **Apply**.

Now the heading will stay with its following paragraph when the file is printed.

Setting Paragraph Margins

You set paragraph margins using the margin ruler near the bottom of the Paragraph Looks menu. Occasionally, depending on the size of the menu when it is opened, you may not see the margin bar. Scroll the menu to bring it into view.

There are three margin *values*: the left margin for the paragraph's first line, the left margin for the rest of the paragraph, and the paragraph's right margin. The margin ruler has three mouse-sensitive areas, one for each margin value. These values are specified in picas.

The first-line left margin is controlled by the top half of the ruler, left end. To move the margin, place the mouse cursor on the

upper-left edge of the ruler, hold down the left mouse button, and move the top of the ruler to the desired margin position.

To make a margin neutral, so that applying the paragraph.menu won't change the first-line left margins of any paragraphs, move the margin ruler with the right mouse button. The left edge of the black ruler will become gray, to indicate that it is neutralized.

The left margin for the rest of the paragraph is controlled by the bottom half of the ruler's left end. You move it (and neutralize it) the same way as the top half.

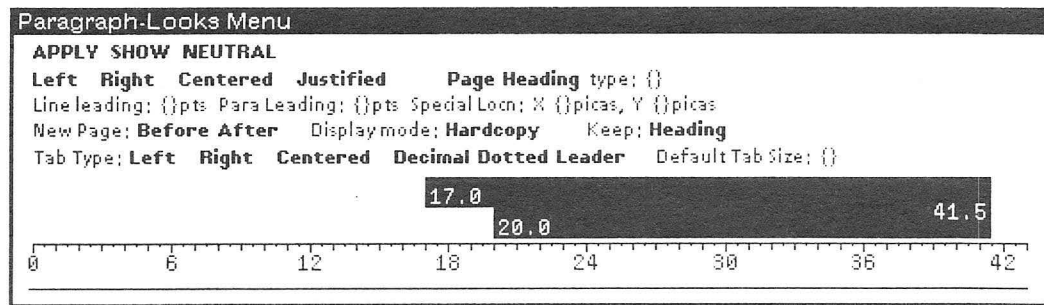


Figure 29. The Paragraph Looks menu with the left margins set so that the second, and all following lines, of a paragraph will be indented

Similarly, you control the right margin by moving the right end of the margin ruler. There are a couple of differences here. First, setting the right margin to zero, will create a "floating" right margin (one that follows the right edge of the TEdit window or of the printed page). This is signalled by a margin ruler that is as wide as the window, but shows a value of zero at its right end (see figure 30). You set the right margin to zero by moving it to zero and then releasing the mouse button.

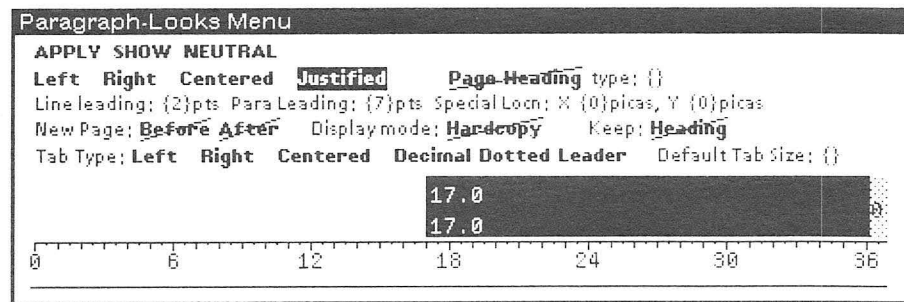


Figure 30. The Paragraph Looks menu with the margins set to allow the right margin to "float"

Since the editing window may be narrower than the document, you can also set the right margin beyond the edge of the window by pulling the ruler with the mouse past the window edge. A right margin you can't see is represented by a double wavy line at the ruler's right edge (see figure 31).

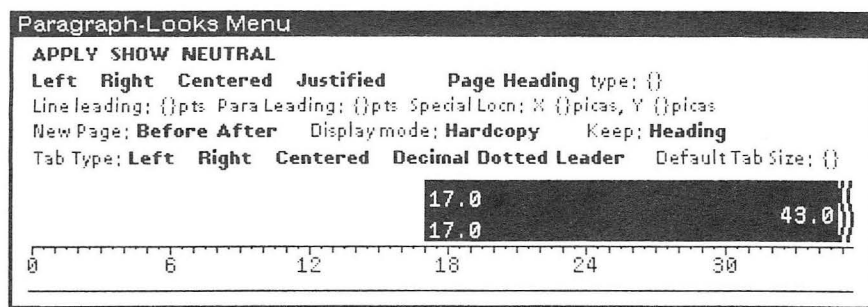


Figure 31 The Paragraph Looks menu with the right margin set to extend past the window's right edge. Note the wavy lines

Paragraph Margins and the Page Layout Menu

The paragraph margins are added to the existing page layout margins; thus, if your left *page* margin is set to 6 picas and the left edge of your ruler is set to 6 picas, the left edge of the selected paragraph will print 12 picas in from the edge of the paper. Also, the right margin ruler values override the page layout values, so you can extend a paragraph into the right margin.

Tabs

You set tab stops using the ruler in the Paragraph Looks menu. (If you have no tab stops set, TEdit uses its default tab stops, initially set three picas ($\frac{1}{2}$ inch) apart). The space below the ruler markings is sensitive to all three mouse buttons and is used to represent tab stops.

TEdit allows four basic kinds of tabs, **Left**, **Right**, **Centered** and **Decimal**. A special option, the **Dotted Leader** can be added to each of these tabs. Left tabs are regular typewriter-type tabs; right tabs push the succeeding text (up to the next tab or carriage return) flush right against the tab stop location; centered tabs center the succeeding text about the tab stop; decimal tabs line up the decimal point of the succeeding text on the tab stop (see figure 32).

Dotted leader tabs place dotted leaders (such as those often used in tables of contents) before the succeeding text; they can be turned on and off independently of what kind of tab you are setting (see figure 33).

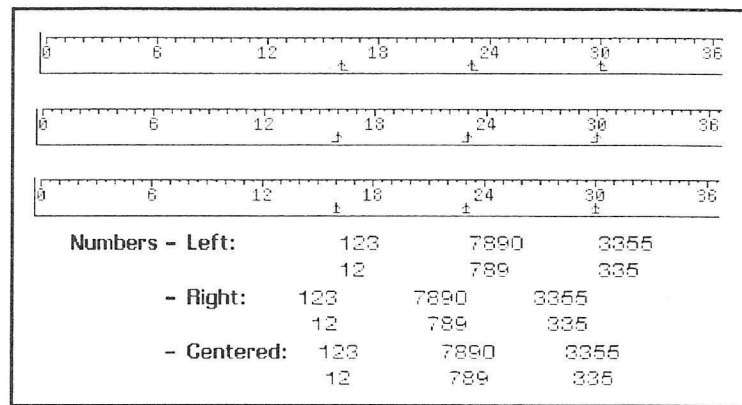


Figure 32. Some tab settings and examples of left, right, and centered tabs

3. THE FILE SYSTEM	27
Introduction	27
Disk Partitions	27
File System Utility Functions	28
File Name Conventions	30
Disk Scavenging	31

Figure 33. A document using dotted leaders

The tab stops that you set are shown in the margin ruler as small arrows. Arrows denoting left tabs have an extension pointing right (\rightarrow); arrows denoting right tabs have an extension pointing left (\leftarrow); centered tabs have their arrows centered on the extension (\pm) and decimal tabs look like: \pm . Each of these tabs can have a dotted leader associated with it, for example a left tab with a dotted leader looks like: \rightarrow .

Creating Tab Stops

Creating a tab stop involves several steps. In general you create tabs by doing the following:

1. Select the type of tab you want to create by selecting one of the choices in the Tab Type: field. You make the selection by moving the cursor over your choice and pressing the left mouse button. Your choice will be highlighted.
2. In the region below the ruler markings (and the numbers), point with the cursor to where you want the tab stop to be and press the middle mouse button. The tab stop will appear.
3. You can adjust a tab stop's location by pointing at it with the cursor while holding down the left mouse button and moving the cursor until the tab stop is correctly placed (as long as you hold the button down, the tab stop will follow the cursor around).
4. Select a paragraph or series of paragraphs in the document.

5. Select **Apply**.

The paragraph you selected now has the tabs you set as part of their paragraph looks. Look at figure 34 to see how the tabs are set for the numbered steps above. You can also see the other paragraph look attributes these paragraphs have.

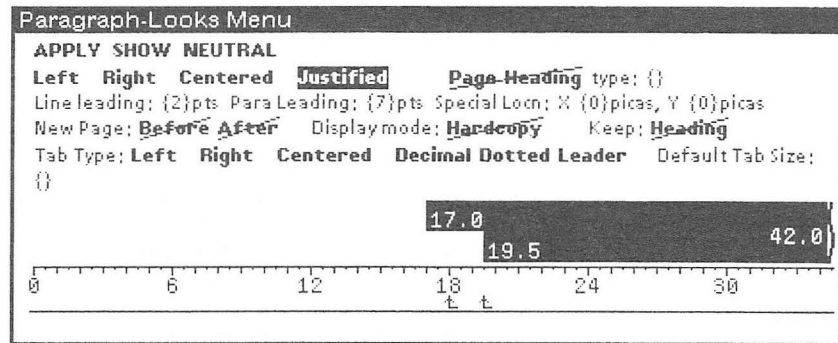


Figure 34. How the Paragraph Looks menu is set up for the numbered paragraphs above

Deleting Tabs

To delete a tab stop you must first delete its arrow representation from the Paragraph Looks menu and then apply the new looks to the text. Thus you would:

1. Put the cursor on top of the arrow representing the tab stop(s) you want to delete.
2. Press the right mouse button.
 - The arrow disappears.
3. Select the text you want to remove the deleted tab(s) from.
4. Select **Apply**.
 - The tabs you had set are now removed from the selected text.

You may add or delete as many tab stops as you like before **APPLY**ing the menu.

Using Tabs

Once you have set a tab, you use it the same way you use a tab on a typewriter—by pressing your workstation keyboard's tab key (the one above the LOCK key on the 1108 or 1186 workstation), then typing in text.

The type-in point advances to the next tab stop, and the text you type is aligned at that tab stop according to the type of tab it is. Of course, if your paragraph already contained tabs at the time you changed your tab stops, it is automatically reformatted to conform to the new tabs.

If you have no tab stops set, or you type a tab when you are further to the right than the rightmost tab stop, then TEdit uses its default tab stops.

Copying Paragraph Looks

There are two ways to copy paragraph looks: using the SAME key (the meta key on the 1132) or using the Paragraph Looks menu's **SHOW** and **APPLY** commands in sequence.

Using the SAME Key

When you use the SAME key to copy looks you will have a target selection, the paragraph(s) to which you want the looks copied and a source selection, the paragraph the looks are copied from. Thus to use the SAME key to copy paragraph looks you could:

1. Move the cursor to the left side of the TEdit window until the cursor changes from pointing up and left to pointing up and right.
2. Press the middle mouse button. The paragraph you were pointing at is selected. If you want to copy the looks to more than one paragraph, extend your selection using the right mouse button.
3. Hold down the SAME key.
4. Select the source paragraph in the same way you selected the target. The target paragraph is marked with a heavy dashed underline (see figure 35).
5. Release the SAME key. The paragraph looks will be copied from the source paragraph to the target paragraph (see figure 36).

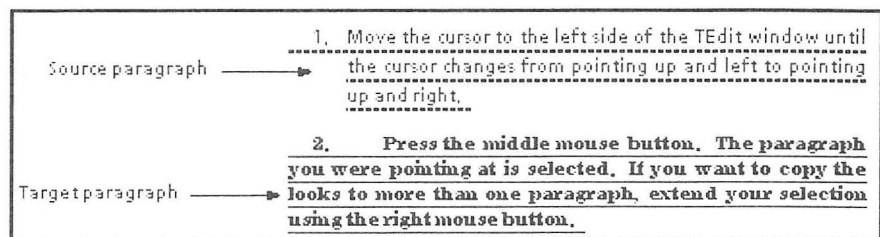


Figure 35. Copying paragraph looks using the SAME key. Illustrated are the target and source paragraphs after they are selected but before releasing the SAME key

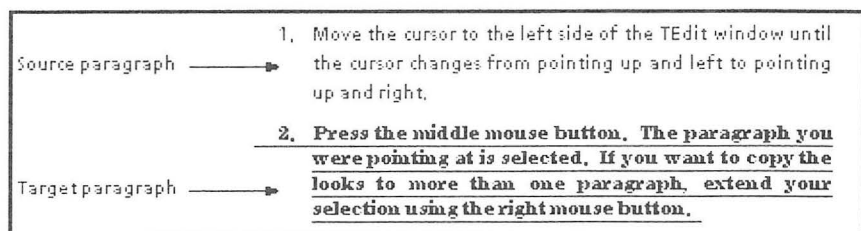


Figure 36. After the SAME key is released. The target paragraph now has exactly the same paragraph looks as the source. Notice that the character looks did not change

Using the SAME key works to copy paragraph looks within a TEdit window or from one TEdit window to another. You can

abort a copy operation by holding down a mouse button, releasing the SAME key, then releasing the mouse button.

Using the SAME Key With a Formatting Template

If you are doing a lot of entering and formatting text you may find it useful to have a TEdit file that contains paragraphs that are formatted in all the different ways (e.g., numbered or bulleted lists, long indented quotations, etc.) you are using in your document.

You could then keep this formatting file open in a window adjacent to the window you are using to create your document. Instead of a sequence of "shows" and "applies" you could copy the looks from your template to your document. When you find that you need to create a new type of paragraph for your document, do so in the original and then copy it to the template window. In this way you will always be assured that each instance of a type of paragraph is exactly the same as every other instance of that type.

The other benefit to using the SAME key in conjunction with a template is the reduced, if not eliminated, use of the persistent menus allows you to have bigger TEdit windows.

Using the Paragraph Looks Menu

The second way to copy paragraph looks is to select the text whose looks you want to copy, then select **SHOW** in the Paragraph Looks menu. If you are copying looks within a TEdit window, you can then select the text to which you want to copy the looks and then select **APPLY**. If you are copying looks from one window to another, you will have to manually fill in the menu of the second window.

Creating Running Headings

Creating a running header or footer in TEdit requires the coordinated use of both the Paragraph Looks and Page Layout menus. The Paragraph Looks menu is used to specify that a selected paragraph is a heading and to give it a unique label. The Page Layout menu is used to select the kind of page(s) (first, left, right) it should appear on and its location on the page. For a complete explanation on how to use the Paragraph Looks and Page Layout menus together to create headings see Chapter 7, The Page Layout Menu, "Creating Headers."