

# Writer's Notes -- Conventions

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This file includes notes on conventions for *Xerox LOOPS Reference Manual*, Koto Release. This manual is packaged with the *Xerox LOOPS Release Notes* and *Xerox LOOPS Library Packages Manual* to form one binder, part number 3103310.

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## Directories and Files

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The directory {ERIS}<Doc>LoopsKoto>Ref> contains the files for the manual. This directory has the following subdirectories:

- {ERIS}<Doc>LoopsKoto>Ref>X-Index> contains IMPTR files needed to produce the index as well as the index itself.
- {ERIS}<Doc>LoopsKoto>Ref>Z-ReleaseInfo> contains this file on writing conventions and a file on production details.

Filenames describe the contents of the file. For example, the filename

{ERIS}<Doc>LoopsKoto>Ref>Ch01-Intro.tedit

contains Chapter 1, Introduction.

Some chapters (for example, 5, 10, and 19) have internal tables of contents. Chapter 10, which is the largest chapter and has the most bitmaps, is divided among three files.

Assemble the files in the following order for the manual:

```
{ERIS}<Doc>LoopsKoto>Ref>A1-TitlePage.tedit
{ERIS}<Doc>LoopsKoto>Ref>A2-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>A3-LOF.tedit
{ERIS}<Doc>LoopsKoto>Ref>A4-Preface.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch01-Intro.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch02-Instances.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch03-Classes.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch04-Metaclasses.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch05-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch05-ActiveValue.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch06-Methods.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch07-MsgForms.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch08-lterStmts.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch09-Misc.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10a-Browsers1.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10b-Browsers2.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10c-Browsers3.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch11-Errors.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch12-Breaking.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch13-Editing.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch14-FilePkg.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch15-Masterscope.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch16-Performance.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch17-Processes.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch18-ReadPrint.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch19-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch19-UserIOPkgs.tedit
```

{ERIS}<Doc>LoopsKoto>Ref>Ch20-Windows.tedit  
{ERIS}<Doc>LoopsKoto>Ref>PndxA-Previous.tedit  
{ERIS}<Doc>LoopsKoto>Ref>ZZ-Glossary.tedit  
{ERIS}<Doc>LoopsKoto>Ref>X-Index>Index-Final.tedit

## About the Index

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Creating a properly formatted index takes a certain amount of work (about 2 hours).

- Type in your Executive (`TEDIT (MAKE.IM.INDEX T NIL ' (filenames) NIL)`)
- Save the resulting file in {ERIS}<Doc>LoopsKoto>Ref>RefIndex-Raw.tedit.
- Now start dithering. The task is the change all the separators in the file. For example, the index program returns pages in the form 1.2; 10.5,38; 18.3-4. The Index format we use is in the form 1-2; 10-5; 10-38; 18-3. Unfortunately, you can't make all the necessary changes in a global substitute, since many of the separators are also in the text and the comma requires that you repeat the chapter number. Here goes:
  - Fix the commas. Do a Find on a comma (,). Everywhere a comma occurs in a page number, change it to a semicolon (;) and repeat the chapter number and a dot before the page number. For example, 10.5,38 becomes 10-5; 10-38.
  - Fix the dashes. Do a Find on a dash (-). Everywhere a dash occurs in a page number, delete it and the following page number.
  - Fix the period. Except for the form #., you can use a global substitute from a period to a dash (. to -). This takes about 20-30 minutes, as there about 700 substitutions.

I really recommend saving the file at this point.

- Hardcopy the index. Make whatever page breaks and other changes you feel are necessary. Make a final hardcopy and save the file.

## Conventions

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This manual uses the following conventions:

- Case is significant in Xerox LOOPS and Lisp. All selectors, methods, arguments, etc., must be typed as shown. Typically, this means that method names are capitalized and variables are not.
- Arguments appear in italic type.
- Selectors, methods, functions, objects, classes, and instances appear in bold type.

For example, a method appears as follows:

```
(_ self Selector Arg1 Arg2)
```

- Examples appear in the following typeface:

```
89_ (_LOGIN)
```

- Methods with an exclamation mark (!) suffix usually perform operations deeply into class structure instead of only on a given object.
- Methods with a question mark (?) suffix usually are predicates; that is, truth functions.
- Methods often appear in the form **ClassName.SelectorName**.
- Cautions describe possible dangers to hardware or software.
- Notes describe related text.

This manual describes the Xerox LOOPS items (functions, methods, etc.) by using the following template:

- Purpose:** Gives a short statement of what the item does.
- Behavior:** Provides the details of how the item operates.
- Arguments:** Describes each argument in the following format:
- argument* Description
- Returns:** States what the item returns, and does not appear if the item does not return a value. The phrase "Used as a side effect only." means that the purpose of the item is to perform a computation or action that is independent of any returned value, not to return a particular value.
- Categories:** A way to group related methods. For example, all the methods related to Masterscope on the class **FileBrowser** have the category Masterscope, not **FileBrowser**. This item appears only for methods.
- Specializes:** The next higher class in the class hierarchy that contains a method with the same selector. For example, **RectangularWindow.Open** can specialize **Window.Open**. This appears only for methods.
- Specializations:** The next lower class in the class hierarchy that contains a method with the same selector. For example, **Window.Open** is a specialization of **RectangularWindow.Open**. This appears only for methods.
- Example:** An example is often included to show how to use the item and what result it produces. Some examples may appear differently on your system, depending on the settings of various print flags. See Chapter 18, Reading and Printing, for details.

## Style Sheet Addenda

Here are some guidelines I used when writing the LOOPS manuals. Items appear in rather random order.

- Avoid contractions.
- Avoid subscripts. Use WORD1 rather than WORD<sub>1</sub> to avoid inconsistent line leading.
- Avoid wording that starts "Note that..." or "Notice that...". Either make it a note with correct format or eliminate the "Note that".
- Use semicolons rather than m-dashes.
- Each item in the template starts with an initial capital letter; e.g., "Describes..."
- The arguments are identical in the call and in the argument description.
- Parentheses appear around expressions and square brackets appear around the name of the functionality.
- The arrow in the expression is the NS character ←, not . These characters appear similarly when printed, but differently on the screen. See the section, "Special Notes and Cautions," for details.
- A period appears after the word None, after argument descriptions, and Returns: item.
- Items are set to or return T (instead of true).

- Menus contain options, not items or selections.
- You drag (not roll) the mouse to the right of a menu option to see its submenu.
- Use "above" and "below" when referring to things in the same setion, section numbers and names when referring to things in the same chapter, and chapter numbers and names when referring to things in another chapter.
- Please study the following style sheet carefully before you start to edit. The various appearances of active value and annotated values are especially crazy making.

These things appear in **bold**:

class variables  
functions  
instance variables  
messages  
methods  
variables

**ActiveValue** - specific class/instance

active value - general information

activeValue - previous implementation of **ActiveValue**

annotatedValue - data type

**AnnotatedValue** - specific class

annotated values - general information

bitmap

data type

file package

filecoms

inspector

Lisp Library package

**localState** - instance variable

non-NIL

prettyprints

supers list

## Paragraph Formatting

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The text has the following format:

**Paragraph-Looks Menu**

**APPLY SHOW NEUTRAL**

**Left Right Centered Justified Page-Heading** type: {}

Line leading: {0}pts Para Leading: {10}pts Special Locn: X {0}picas, Y {0}picas

New Page: ~~Before~~ ~~After~~ Display mode: ~~Hardcopy~~ Keep: ~~Heading~~

Tab Type: **Left Right Centered Decimal Dotted Leader** Default Tab Size: {}

Bulleted lists have the following format:

**Paragraph-Looks Menu**

**APPLY SHOW NEUTRAL**

**Left Right Centered Justified Page-Heading** type: {}

Line leading: {0}pts Para Leading: {10}pts Special Locn: X {0}picas, Y {0}picas

New Page: ~~Before~~ ~~After~~ Display mode: ~~Hardcopy~~ Keep: ~~Heading~~

Tab Type: **Left Right Centered Decimal Dotted Leader** Default Tab Size: {}

The template has the following format:

**Paragraph-Looks Menu**

**APPLY SHOW NEUTRAL**

**Left Right Centered Justified Page-Heading** type: {}

Line leading: {0}pts Para Leading: {10}pts Special Locn: X {0}picas, Y {0}picas

New Page: ~~Before~~ ~~After~~ Display mode: ~~Hardcopy~~ Keep: ~~Heading~~

Tab Type: **Left Right Centered Decimal Dotted Leader** Default Tab Size: {}

The Arguments section of the template has the second line start at 18 instead of 13.

**Paragraph-Looks Menu**

**APPLY SHOW NEUTRAL**

**Left Right Centered Justified Page-Heading** type: {}  
 Line leading: {0}pts Para Leading: {10}pts Special Locn: X {0}picas, Y {0}picas  
 New Page: **Before After** Display mode: **Hardcopy** Keep: **Heading**  
 Tab Type: **Left Right Centered Decimal Dotted Leader** Default Tab Size: {}

## Page Layout

Page numbering, especially "text before", varies with the chapter.

**Page Layout Menu**

**APPLY SHOW**

For page: **First(&Default) Other Left Other Right**  
 Starting Page #: {} Paper Size: **Letter Legal A4 Landscape**

Page numbers: **No Yes** X: {4,5} Y: {1,25} Format: **123 xiv XIV**  
 Alignment: **Left Centered Right**  
 Textbefore number: {16-} Textafter number: {}

Margins: Left {4,5} Right {4,5} Top {4,5} Bottom {4,5}  
 Columns: {1} Col Width: {42,0} Space between cols: {0,0}

**Page Layout Menu**

**APPLY SHOW**

For page: **First(&Default) Other Left Other Right**  
 Starting Page #: {} Paper Size: **Letter Legal A4 Landscape**

Page numbers: **No Yes** X: {46,5} Y: {1,25} Format: **123 xiv XIV**  
 Alignment: **Left Centered Right**  
 Textbefore number: {16-} Textafter number: {}

Margins: Left {4,5} Right {4,5} Top {4,5} Bottom {4,5}  
 Columns: {1} Col Width: {42,0} Space between cols: {0,0}

## Bitmaps, Graphs, and Sketches

Scale for bitmaps is 0.8.

## Special Notes and Cautions

Make sure you have changed the underscore to be a left arrow before loading any files. To do this,

- Enter the following commands into your Executive:

```
(GETCHARBITMAP (CHARCODE _) '(MODERN 10 MRR))  
(EDITBM IT)
```

- When the bitmap editor appears, delete the underscore and insert the following left arrow:

```
.....  
.....  
.....  
.....  
.....  
...X.....  
...XX.....  
..XXXXXX..  
...XX.....  
...X.....  
.....  
.....  
.....  
.....
```

- Finally, enter the following commands into your Executive to store the pattern:

```
(PUTCHARBITMAP (CHARCODE _) '(MODERN 10 MRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(MODERN 10 BRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 10 MRR) IT)  
  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 10 BRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 12 BRR) IT)
```