

Reply to the Attention of:

OSHA Instruction ADM 1-1.22 CH-2
APR 22 1991
Office of Management Data Systems

Subject: System Overview and Word Processing Manual

- A. Purpose. This instruction transmits an XED tutorial for use by OSHA staff members.
- B. Scope. This instruction applies to all Federal OSHA Offices, 18(b) State Offices and Consultation Projects.
- C. Action. Add the pages marked Appendix C to the OSHA Instruction ADM 1-1.22 in Appendix C. Replace Chapter XIII, Function Keys, with the new Chapter XIII, in its entirety. Familiarize new staff with the capabilities of the Word Processor on the Altos systems by having them work through these tutorials.
- D. Significant Changes. This directive includes the correct Function Keys and an XED tutorial.
- E. Explanation. This tutorial is designed to familiarize staff with basic XED word processing commands. The correct commands for the Function Keys are also included in this directive.

This instruction is not a substitute for the Word Processing Class, 701. It is advised that employees who will be using word processing extensively attend that class.

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Distribution: National, Regional and Area Offices
18(b) State Offices
Consultation Offices
Area Office Clerks
Consultation Clerks
OASAM's

The Function Keys Available on the OSHA
 Kimtron KT-7, ALTOS III, ALTOS V and WYSE-60 Terminals
 (These functions are NOT available on the Visual Terminals)

| <u>FUNCTION KEYS</u> | <u>NAME</u> | <u>CORRESPONDS TO</u> | <u>PURPOSE</u> |
|----------------------|------------------------|-----------------------|---|
| F1 | Go To Column 1 | ^RH^RH^RH^RH | Moves the cursor to Column 1 |
| SHIFT F1 | Oops | ^RU | Recalls the last delete. Works for up to four deletes. NOTE: will not recall the deletion of a block of text. |
| F2 | Intermed Save | ^AR | Saves the document while remaining within the document. NOTE: Use F2 or ^AR after typing several pages. Make intermediate saves more often with text which is being composed directly on the word processor than on text which is being entered from hard copy. |
| SHIFT F2 | Save & Exit | ^AX | Saves file and exits XED. |
| F3 | Next Para Begin | ^RX | Moves cursor to the first character of the <u>next</u> paragraph. |
| SHIFT F3 | Para Begin | ^RD | Moves the cursor to the first character of the <u>previous</u> or current paragraph. |
| F4 | Justify | ^EV | Justifies the text. Must begin on the first line of text to be justified. |
| SHIFT F4 | Continuous Boldface | ^EE ^EPB SPACEBAR | Boldfaces text as it is entered. Toggles on and off. |
| F5 | Find | ^RF | Finds a specified set of characters up to 26 characters. NOTE: The system will not find a word or group of words which is not all on the same line. |

| | | | |
|-----------|------------------------|-------------------------|---|
| SHIFT F5 | Repeat | ^RT | Repeats the last GOTO operation. This process re-starts the Spell Function and the find and replace commands. |
| F6 | Left Margin at Cursor | ^ERL ^A | Sets the left margin at the current cursor location. |
| SHIFT 6 | Right Margin at Cursor | ^ERR ^A | Sets the right margin at the current cursor location. |
| F7 | Left Margin | ^EM 8 RETURN RETURN | Sets left margin at column 8, especially useful for Compliance Offices, working with citations. |
| F7 | Right Margin | ^EM RETURN 71 RETURN | Sets right margin at column 71, especially useful for Compliance Offices, working with citations. |
| F8 | Block Underline | ^BPU SPACEBAR | Underlines blocked text. |
| SHIFT F8 | Continuous Underline | ^EE EPU SPACEBAR | Underlines text as it is entered. Toggles on and off. |
| F9 | Block Begin | ^BB | Marks the beginning of text to be moved, copied, deleted, underlined, boldfaced, etc. |
| SHIFT F9 | Block End | ^BN | Marks the end of text to be moved, copied, deleted, underlined, boldfaced, etc. |
| F10 | Block Read | ^BR | Copies material from another file into the current file. |
| SHIFT F10 | Block Write | ^BW | Creates a new file by copying material from the current file into another file. |

Function Keys Eleven through Sixteen
 on the ALTOS III, ALTOS V and Wyse-60 Terminals
 (These functions are NOT available on the Visual and Kimtron KT-7 Terminals)

| | | | |
|-----------|-------------------------------|---------------------------|---|
| F11 | Move Block | ^BV | Moves a block of text to location of cursor within the file. |
| SHIFT F11 | Copy Block | ^BC | Copies a block of text to location of cursor within the file. |
| F12 | Underline Previous Word | ^BN ^D ^BB ^BPU RETURN | Underlines the word which is immediately to the left of the cursor. |
| SHIFT F12 | Find [symbol | ^RF [RETURN ^F | Goes to the next occurrence of the [(bracket) which marks the beginning of material in standard letters which must be deleted or replaced. |
| F13 | Block Boldface | ^BPB SPACEBAR | Boldfaces blocked text. |
| SHIFT F13 | Back Tab | ^R TAB | Goes to the previous tab. |
| F14 | Next Word | ^X | Goes to the next word or character string. |
| SHIFT F14 | Previous Word | ^D | Goes to the previous word or character string. |
| F15 | Center Line | ^EC | Centers a line of text. Cursor may be anywhere on the line. |
| SHIFT F15 | Go to Page Number | ^RP | Initiates the Go to Page command. Type page number and press RETURN. |
| F16 | Insert/ Overtyp | ^Z | Toggles between the insert and overtype modes. |
| SHIFT F16 | Set Tabs & Dot Commands | ^EK | Keeps the tabs set by the user (after a file is saved) and reads dot commands. |

Appendix C

XED Word Processor Tutorial

The following tutorials are designed to provide an overview of XED, not to replace the Word Processing and System Administration class. If possible, practice with these tutorials, then attend the class. These six tutorials will familiarize you with some XED functions by helping you login, create documents and log out. Answers to all XED prompts in this tutorial will be provided.

The CONTROL (CTRL) key is used with other key(s) to change the meaning of the keystroke. In these tutorials, the character "**^**" followed by a letter signifies a control character; press and hold down the CTRL key, (on the left side of the keyboard) then press the letter key. Then release both keys. Some control commands require two keystrokes, hold down the control key and press the first letter, then release these keys and enter the second letter. Function keys, the darker keys at the top of the keyboard, are designated by an "F" key followed by a number, e.g., "F9" designates the function key to begin a block. SHIFT "F" followed by a number means to press and hold the SHIFT key, then to press the function key, e.g., "SHIFT F9" designates the function to end a block. Everything to be typed or pressed on the keyboard is shown in **boldface**.

If you are not currently a user on the system, ask your System Administrator to add you as a user so that you may login using your name. This will help when doing the tutorials. If that is not possible, login as "oshauser" or "cnsuser" or "guest".

The documents used for the following tutorials should be located on your system in the directory /usr/tutorial. Follow the instructions in the tutorial to make a copy of this document for your use. This way the original will always remain on your system and may be used by someone else. The tutorial assumes that your login directory will be /usr/doluser. During Tutorial One you will create a new file. Each of the other tutorials will use files which already exist. You will be instructed to identify your copy of the tutorials with your initials. If you have any questions about the files or directories you are working with, ask your System Administrator.

Note that you are to substitute your own initials for "xxx" when you are asked to type a filename, for example, for "tutxxx.1" if your initials are PRP, you would type "tutprp.1".

Note that you may press either the Return key or the Enter key when instructed to press RETURN.

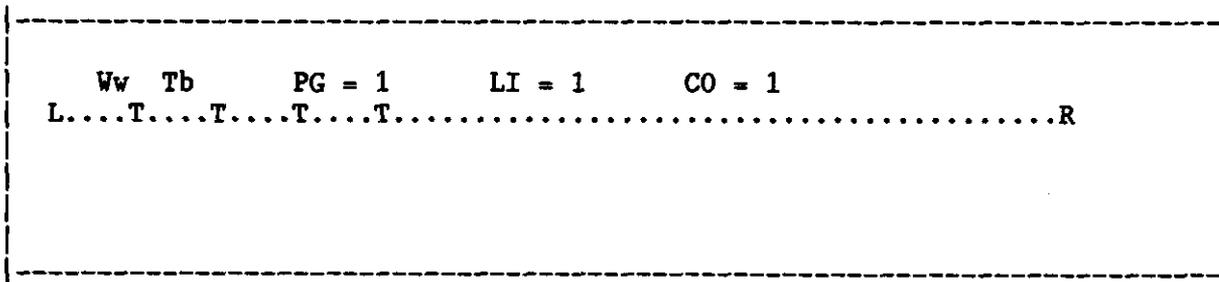
XED Word Processor Tutorial One

Creating a New Document, Changing Margins and Saving a Document

- A. Introduction. In this tutorial you will learn how to create a new document, enter text, change margins and save the document.
- B. Accessing Word Processing.
 - 1. Logging into the system. Log in using your first name (remember you must use all lower case letters when typing your login name, then press RETURN or ENTER). The cursor, the bright rectangle on the screen, will move when you press the keys.
 - 2. Accessing XED and loading or creating a document.
 - a. Choose "i" from the OSHA IMIS Menu, for Word Processing.
 - b. Choose "1" for Word Processing System.
 - c. Type the document name (filename) "tutxxx.1" (insert your own initials in place of the "xxx") and press RETURN.
 - d. Because you are creating a new document, the message appears "is this a new file? [Y/N]", press Y for yes.
 - e. The message appears "loading file: tutxxx.1" (the xxx's being your initials). You may now enter text in an XED document.
- C. XED Display Screen.

Figure 1

The XED Terminal Display Screen during Word Processing



1. Status Line. The symbols shown on the top of the screen indicate status information; they are standard (or default) values and will be present each time you access a document.

PG indicates the page of the document the cursor is on. LI indicates the line number the cursor is on, and CO indicates the column the cursor is on. This information will be helpful when moving your cursor within your document. At times you will see other codes on this line representing different modes.
 2. Command Line. The blank line under the status line is the command line; normally no information is displayed on this line. Prompts and information are displayed on this line, such as "Page number:" or "Saving changes".
 3. Ruler Line. The ruler line indicates where the margins and tabs are positioned. The L represents the left margin, the T represents the tabs and the R represents the right margin.
- D. Using Commands. When performing a command such as setting margins, rejustifying paragraphs or saving a document, either control (CTRL) characters or function keys may be used. All control character commands can be found in the menus.
- E. Function Keys. To save time and keystrokes, the function keys have been programmed for multi-keystroke commands. The function keys, their names, the control commands to which they correspond and the purpose are given after tutorial six.
- F. XED Menus. To locate any command through the menus, read the first word of each line until you find a useful description, then follow across on the same line to identify the required keystrokes. The menu will be cleared from the screen by any command. If you want to clear the menu, but don't want to type a command, press the space bar.
1. The Primary Menu, also called the Help Menu, is used to identify short range cursor movement and deletion commands. In addition, the top line of this menu shows the "NEXT MENU" listing. To access this menu press ^v. Menus may be accessed from any location within a XED file.

Once the Primary Menu is displayed, the Set, Block, Goto and Exit Menus can be displayed directly on the screen.
 2. The Set Menu is used to reset margins and tabs, justify or reformat text, center lines of text and to set special print attributes (such as boldface and underline). To access this menu press ^e.

3. The Block Menu is used to define a block of text. This block may include the entire document or any character or single group of characters. Material is blocked so that a command may be performed on that material, such as underlining, boldfacing, moving text, copying text within the file or copying the block to another document. To access this menu press ^b.
4. The Goto Menu is used for extended cursor movement within the document. For example, to move the cursor to a certain page, to a certain part of text, to the end of the document or to the beginning of the document. Spell check is also available on this menu. (But unfortunately the spell check works sporadically on the Altos 2086 so you will have to test it.) To access this menu press ^r.
5. Exit Menu is used for exiting and or saving the document. To access this document press ^a.
6. It is not necessary to access the Primary Menu (^w) before using the commands available on the menus, e.g., ^wt and ^t perform exactly the same function.

To view the Set, Block, Goto and Exit menus, press the "?" after typing ^e, ^b, ^r or ^a, respectively.

G. Entering Text.

1. Typing a document.
 - a. Type the three boldfaced paragraphs on the next page. Do not press the return key at the end of the line. The cursor will automatically return to the left margin on the next line after reaching the right margin. Notice the words automatically wrapping to the next line when the cursor reaches the end of the line. This feature is called wordwrap and is represented by "Ww" on the status line at the top of the screen.
 - b. Press the RETURN key once or twice, as needed, to insert a blank line between paragraphs.
 - c. Ignore any errors which you make; don't try to fix them at this time.

This is to clarify some misunderstandings about shutting down and powering down systems.

Shutting down the system requires a command or menu selection. Various housekeeping functions are performed during the shutdown and reboot process: closing files, cleaning out temporary files, etc.

Powering down is turning off the CPU, in the back of the CPU. Under normal circumstances, CPU's should NOT be turned off. Turning on and off CPU's creates a mini-power surge, therefore it is recommended that you not turn your CPU off unless some special condition warrants it. OMDS leaves its systems powered up and running 24 hours a day, 7 days a week.

H. Intermediate Saves.

1. Saving a document while remaining in XED.

You can save the contents of the file while remaining in the document by pressing F2 or `ar. This is an intermediate save. Go ahead and press F2 or spacebar. The messages "Exit" and "Saving changes" briefly appear on the Command line, then the screen will go blank for a few seconds. The XED document will then reappear on the screen. You are still in the XED file.

An intermediate save can be made anytime you are using XED. Use F2 or `ar after typing several pages of text or whenever you have to answer your telephone or leave your terminal and you don't want to exit XED. XED makes a backup after each save. An XED backup is a copy of the file at the time the file was entered (or that the last intermediate save was made). The name of the backup file is the name of the file (up to eight characters) plus a four character extension. For example, the name of the backup for tutxxx.1 might be tutxxx.1A536.

For more information about backups refer to System Overview and Word Processing Manual, chapters V-24 and VII-3.

I. Changing Margins.

1. Press RETURN once or twice, if necessary, to create a blank line between the paragraph you have just typed and your cursor.
2. XED document margins are always at columns 1 and 76 unless they are changed by the user.
3. Change the margin to 10 and 67 before continuing with your document.

4. Press ^em, the message: "Left margin (1 to 232):" displays; type 10 to change the left margin to 10 and press RETURN. Now the message: "Right margin (21 to 252):" displays; type 67 to change the right margin to 68 and press RETURN.

Notice that the "L" designating the left margin is now located at column 10.

5. Press the Tab key twice to move the cursor first to the tab and then to the new left margin. Now type the two boldfaced paragraphs below. Remember not to use the RETURN key except to insert a blank line between paragraphs.

A normal system shutdown should be conducted periodically to avoid problems caused when system process IDs get too high. Altos 586s and 686's cannot handle process IDs more than about 1500 while the Altos 2086 and 1086 go as high as 10-20,000 without incident.

It is recommended that Altos 586 and 686 systems be shutdown and then rebooted each weekday before doing the backup. Altos 2086 and 1086 need only be shutdown once or twice a week. Remember, a shutdown is not a power down!

6. Your document should now look like the following:

This is to clarify some misunderstandings about shutting down and powering down systems.

Shutting down the system requires a command or menu selection. Various housekeeping functions are performed during the shutdown and reboot process: closing files, cleaning out temporary files, etc.

Powering down is turning off the CPU, in the back of the CPU. Under normal circumstances, CPU's should NOT be turned off. Turning on and off CPU's creates a mini-power surge, therefore it is recommended that you not turn your CPU off unless some special condition warrants it. OMDS leaves its systems powered up and running 24 hours a day, 7 days a week.

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J. Saving and Exiting.

1. Exiting a document. Save a document and exit XED by pressing SHIFT F2 or ^ax. Notice the message "Saving changes" in the upper left portion of the screen. The document is saved and the Word Processing menu displays. Two backup copies of the file have also been created. You may use the TAB or BACKSPACE keys to go through the file listing and find the name of your file.
2. Exiting the XED Word Processing System Menu. Press 0 (zero) to exit the menu. The message displays: "Exit Menu Processor? [Y/N]", press Y for yes. The OSHA User Main Menu displays.
3. Return to Login. To exiting the OSHA Main Menu, press q for quit, now the login prompt should appear.

XED Word Processing Tutorial Two
Cursor Movement and Correcting Errors

- A. Introduction. This tutorial will teach you how to copy an existing document from another directory to your current directory, access the file you have created, move the cursor through the document, correct errors, justify text and insert paragraphs.
- B. Copying the Document.
1. Login using your first name to access the OSHA Main Menu.
(Remember to press the Return key after typing you login name.)
 2. Copying the document.
 - a. Choose "1" from the OSHA IMIS Main Menu, for Word Processing.
 - b. Choose "6" for Document and Directory Utilities.
 - c. Choose "3" for Copy a Document.
 - d. At the prompt "Enter source document name>"
type /usr/tutorial/tutdoc.2
Press RETURN.
 - e. At the prompt "Enter destination document name>"
type tutxxx.2
(replace the xxx's with your initials) and press RETURN.
 - f. Choose "0" (zero) for RETURN to Master Menu.
- C. Entering Word Processing. Accessing XED and loading or creating a document.
1. Choose "1" for Word Processing System.
 2. Access the document that you copied in the previous step by typing the document name or filename "tutxxx.2" (your initials should have been substituted for the xxxs when you copied the document) and press RETURN.
 3. Because this is a document that already exists a message appears "loading file: tutxxx.2." You are now in your XED document.

D. Correcting the Document.

1. Moving the cursor through the document.
 - a. The arrow keys move the cursor through the document, although this is a slow and imprecise method of cursor movement.
 - b. A better method of moving the cursor is to use the CTRL key and a cursor movement command letter. The commands and their explanations are given in the menus and are available whenever you need them. The first menu is called the Primary Menu.

To find a command on any menu look at the first word of each line for the function needed, then follow across on the same line to identify the keystrokes required. For example, to move to the next word find NEXT in the left hand column, then follow that line across to "X = word" and press ^x. To delete a word, find DELETE in the left column, then follow across to "T = word" and word press ^t.

To display the Primary Menu, Press ^w.

To clear the menu without entering a command, press the space bar. Entering a command will also clear the menu.

NOTE: Reminder ^ followed by a letter signifies holding down the CTRL key then typing the letter, then releasing both keys.

If you have not moved the cursor since accessing the file, the cursor should be on line 1 column 1. If you did, use the arrow keys to move the cursor to line 1 column 1.

Press ^l and the cursor should move to the next column.
(NOTE: Use the letter l, not the number 1.)

Press ^h and the cursor will move to the previous column.

Press ^x and the cursor will move to the next word.

Press ^d and the cursor will move to the previous word.

Press ^j and the cursor will move to the next line.

Press ^k and the cursor will move to the previous line.

If the cursor is not on line 1 column 1, use the cursor movements above to return the cursor to line 1 column 1.

Press `^v` and the cursor will to the next screen.

Press `^g` and the cursor will move to the previous screen.

Now that you know how to move the cursor, lets correct the errors in the document you copied to your directory at the beginning of this exercise.

2. Correcting the misspelled words.

- a. Using the commands you learned in section 1, move the cursor onto the first "o" in the word "citations" in the first sentence of the letter. (`^j` moves the cursor to the next line, `^x` moves the cursor to the next word and `^l` to move the cursor to the next column.)

Overwrite the letter "o" with the letter "a", by pressing the letter a, when the cursor is positioned on the "o".

- b. Every time an XED document is loaded, the overwrite mode is on. The overwrite mode means that you can type over any existing text. The other mode is "insert" which means that whatever is keyed is inserted at the point where the cursor is located.
- c. The insert mode allows you to insert text instead of overwriting text. When the same key turns on something and turns it off, it is called a "toggle" key. The insert key is "toggle" key.

Press `^z` or F16 to turn on insert mode. Notice the "In" in the left top corner of the status line. This tells you that the insert mode is on.

Position the cursor on the letter "c" in the next sentence on the word "enclosed" and press the letter "n". The "n" should be inserted between the e and the c in enclosed.

Press `^z` or F16 to turn off insert mode. The "In" should have disappeared.

- d. Move the cursor to the sentence which says "Delete me please." Then move the cursor to first "e" in "Delete".

Press `^y` and the character "e" will be deleted.

Press DEL to delete the character to the left of the cursor.

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Press ^t and the rest of the current word will be deleted.

Press ^u and the entire line will be deleted. Press ^u and the next (blank) line will also be deleted.

Note that if you delete something by mistake you can restore the deleted information by pressing SHIFT F1 or ^ru to restore the last deletion. You can restore up to four deletions.

Correct all the misspelled words throughout the document using the methods above. Remember there can be more than one way to correct an error.

3. Justifying the paragraphs.

After you change a paragraph, the right margin may be uneven, that is, it may have a "ragged" right margin. To rejustify the paragraph with an even right margin, you use the F4 or ^ev. Reformat the paragraph, by pressing ^eb. (This Paragraph has been justified with ^ev or F4.)

Move your cursor to the second paragraph. Position the cursor on the first line of the paragraph. Press F4 or ^ev or ^eb. The paragraph will be justified. (F4 and ^ev produce a straight right margin while ^eb produces an uneven right margin.) Rejustify all the paragraphs in the document where needed. (This paragraph has been justified/reformatted with ^eb.)

Hint: Press F3 or ^rx to move to the next paragraph.

4. Inserting a paragraph.

A new paragraph should be inserted between the fifth and sixth paragraphs. Move your cursor to column 1 of the blank line after the fifth paragraph.

Turn the insert mode on by pressing ^z or F16. In the upper left corner of the status line, an "In" should display. (If it does not display, press ^z or F16 again so that "In" displays.)

Press the RETURN to insert a line between the previous paragraph and the new paragraph.

Type the following paragraph:

If you decide to request an informal conference, please complete the attached notice at the bottom of this letter and post it next to the citations as soon as the time, date, and place of the informal conference have been determined.

After you finish typing the paragraph press the RETURN key to insert a blank line.

E. Saving and Exiting.

1. Saving and exiting a document. To save a document and exit XED press the function key **SHIFT F2** or **^ax**. Notice the document is saved and you are now at the Word Processing menu.
2. Exit the XED Word Processing System Menu. Press **O** to exit the menu. At the message: "Exit Menu Processor? [Y/N]," press a **Y** for yes.
3. Exit the OSHA Main Menu. Press **q** for quit; the login prompt should appear.

XED Word Processor Tutorial Three

Blocking Text

- A. Introduction. This tutorial will teach you how to center text, block text, set attributes, move paragraphs and print a document.
- B. Copying the Document.
1. Accessing the Main Menu. Login using your first name.
 2. Copying the document.
 - a. Choose "1" from the OSHA IMIS Main Menu, for Word Processing.
 - b. Choose "6" for Document and Directory Utilities.
 - c. Choose "3" for Copy a Document.
 - d. You are then prompted for "Enter source document name>". Type /usr/tutorial/tutdoc.3 and press RETURN.
 - e. You are then prompted for "Enter destination document name>". Type tutxxx.3 (replace the xxxs with your initials) and press RETURN.
 - f. Choose "0" for Return to Master Menu.
- C. Entering Word Processing. To access XED and load or create a document:
1. Choose "1" for Word Processing System.
 2. Load the document that you copied in the previous step. Type the document name or filename "tutxxx.3" (the three xs should be your initials from when you copied the document) and press RETURN.
 3. Because this is a document that already exists a message appears "loading file: tutxxx.3." You are now in your XED document.
- D. Setting Attributes and Centering Text.
1. Centering text.
 - a. To center the title, make sure the cursor is on the same line as the title, then press ^ec or F15.
 - b. It doesn't matter where on the line your cursor is when you are centering text.

2. Setting attributes. (Boldface, underline, subscript, superscript)
 - a. To set attributes for existing text, first block the text you want to change.
 - b. Boldface the title by following these instructions:
 - (1) To mark the beginning of the block, your cursor should be on the first letter of the title, if it is not, move the cursor to the first letter of the title, then press the F9 or ^bb.
 - (2) Move the cursor one space after the last letter of the title.

HINT: Use ^rl to move the cursor past the last character in a line.
 - (3) Mark the end of the block by pressing the SHIFT F9 or ^bn. The title should now be highlighted.
 - (4) To boldface the blocked title press F13. The title is now boldfaced.

Alternatively, ^bpb RETURN will boldface the characters in a block. Note that F13 is equivalent to the complete command, ^bp and b RETURN.

Notice that "Bf" will appear in the right corner if the cursor is placed on one of the characters within the text which was blocked, indicating that boldface is set.

- c. Similar procedures are used for setting any attribute for a block of text (e.g., underline).
- d. Underline the title by following these instructions.

First block the text.

When the block is highlighted, press ^bp, at the prompt "Insert", press the letter u, for underline. Notice that the upper right corner now shows Un (underline). Press the RETURN key or the space bar to complete the command.

Alternatively, F8 is equivalent to the complete command, ^bp and u RETURN.

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- e. Each paragraph in the tutorial begins with only a few words. Underline this first phrase of every paragraph that is numbered. Block the text first, then underline the block of text.
3. Moving paragraphs. A number of paragraphs should be rearranged in tutxxx.3. To change the location of the paragraphs, use the move command. First block the text, second position the cursor at the location and third complete the move command.
- a. Move the paragraphs in "System Features" section (which begins at the bottom of page 1) so that the paragraph numbered 1 is the first paragraph, the paragraph numbered 2 is the second paragraph, etc.
 - (1) Move to the beginning of the text to be moved, following the instructions below:

Position the cursor at the beginning of paragraph 1. (Use F3 or ^rx to move to the next paragraph. SHIFT F3 and ^rd to move to the previous paragraph).

Then move to the beginning of the line (column one) (Use F1 or ^rh).

Note: Sometimes it will be necessary to use ^rh more than one time to move to column one; F1 should always take the cursor to column one.
 - (2) Press F9 or ^bb to begin the block.
 - (3) Move the cursor to the beginning of the next paragraph, by using F3 or ^rx.

Then use F1 or ^rh to position the cursor on column 1.

Note that one blank line between paragraphs should be blocked along with the paragraph of text.
 - (4) Press SHIFT F9 or ^bn to set the end of the block. The whole paragraph and the blank line between the paragraphs should now be highlighted or blocked.
 - (5) Now move the cursor to where the paragraph should be located. In this case, move the cursor to the beginning of paragraph number 2. Then move to column 1 of the same line.

- (6) Press ^bv to insert the blocked text before paragraph 2. When paragraph 1 is moved, paragraph 2 will be automatically be moved below the new paragraph.
- (7) You will be prompted "Should the text conform to the current margins (Y or N)". Respond "N". The text will then retain the original margins.

It is particularly important when moving or copying a chart or a mailing address to respond "N" since you'll always want the text to stay in the same format as in the original location.

If the margins of the block being moved should conform to those of the place to which the paragraph is being moved, respond "Y", then the first paragraph of the moved or copied text will fit within the margins where they are moved.

- b. Move all of the paragraphs so that they are in the correct numeric order under the sections of "Using Word Processing" and "Overview of XED Workflow". Follow the same procedures as above to move the paragraphs.

E. Saving the Document.

1. After finishing these changes, save the document and exit the file by pressing SHIPT F2 or ^ax.
2. Once you have saved the document and exited, the XED Word Processing System Menu displays.

F. Printing the Document. Check with the System Administrator or other system users, if necessary, to be sure that plain paper is in the letter quality printer.

1. From the Word Processing menu, press the number 3, to "Print a Document."
2. Press the number 2, for "Print Document on Letter printer".
3. Type the name of the document, "tutxxx.3" (replace the xxxs with your initials), and press the RETURN key.
4. When prompted, "standard print format? [Y/N]", type the letter Y. The document will begin printing within a minute.

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5. To return to the word processing menu press the number 0.
6. Exit from XED using the procedures learned in the previous tutorials.

Note that if you have another document to work on, instead of exiting word processing, you could load another file.

XED Word Processor Tutorial Four

Dot Commands

- A. Introduction. This tutorial will teach you how to create and set dot commands in a document.
- B. Entering Word Processing. Accessing XED and loading or creating a document.
- a. Login to the system.
 - b. Choose Word Processing from the OSHA IMIS Menu.
 - c. Choose "1" for Word Processing System.
 - d. Load the same document that you used for tutorial three.
- C. Dot Commands.
1. Dot commands are used to change the format of a document when it is printed. For example, the page length may be lengthened or shortened, footers and headers may be added or modified and the page offset may be adjusted.
 2. Rules for setting dot commands.
 - a. Each dot command must begin in column 1 and begin with a dot (i.e., a period). The dot command will affect everything after it until another dot command changes that format. XED will not print the dot commands when they begin in column 1. If a dot command prints, then most likely the period in the dot command was not in column one.
 - b. Dot commands must be on a blank line and will be treated as a blank line when printed.
 3. Setting dot commands.

Since this is a dot command that affects the entire file we must set the dot command at the beginning of the document.

 - a. Move the cursor to Line 1, Column 1, if it is at another location in the file.

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- b. Look at the copy of the document that you printed in the last tutorial (tutxxx.3), most likely the left margin of the file printed close to the left edge of the paper.

If the print is too close to the left edge of the page, instead of moving the tractor feeder, use a dot command to change where the document prints on the page.

Note: Moving the tractor feeder on the printer creates a problem for other printing jobs.

Suppose you want the left margin to begin printing 8 spaces over from where it is currently printing.

- c. Press ^n to clear a blank line above the text. The cursor still be on PG = 1 LI = 1 CO = 1.

Type .po 8 and press RETURN. This will set the page offset to 8 more spaces.
- d. After entering dot commands which affect the entire the dot commands must be "set." by pressing SHIFT F16 or ^ek.
- e. Notice that after the dot commands have been "set", a line separates the dot commands from the text. "Setting" the dot commands at the top of the document forces the dot commands onto page 0 instead of page 1. Remember any dot commands set at the top of the document should always be on page 0, after they have been "set" using the command ^ek.

D. Saving the Document.

- 1. Now that you have finished, its time to save the document and exit. Press the function key SHIFT F2 or ^ax.
- 2. Once you have saved the document and edited, you are returned to the XED Word Processing System Menu.

E. Printing the Document.

- 1. From the Word Processing Menu select 3, to "Print a Document".
- 2. Select 2, "Print Document on Letter Printer". Then type the name of the document, tutxxx.3, (the xxx's being your initials) and press the RETURN key.
- 3. When prompted, "standard print format? [Y/N]", type the letter Y. The document will begin printing within a minute.

4. After the document has printed, check to verify the dot commands have worked correctly. If not, load the document and make sure you set the dot commands correctly by verifying they are located on page 0 (use "k to "look" at page 0) and "setting" the dot commands again using ^ek or SHIFT F16.

If the page offset dot command did not cause the text to print eight columns to the right of where the text printed previously, check that the "." is in column one, that there is not a blank line before the line with the dot command and that it is written ".po 8" rather than ".po 8". (Hint: use ^n to delete any blank lines before the dot command.)

XED Word Processor Tutorial Five
Correcting Mistakes on a Document

A. Copying the Document.

1. Accessing the Main Menu. Login using your first name.
2. Copying the document.
 - a. Choose "1" Word Processing from the OSHA IMIS Main Menu.
 - b. Choose "6" for Document and Directory Utilities and then choose "3" for Copy a Document.
 - d. Type /usr/tutorial/tutdoc.5 at the prompt: "Enter source document name>" and press RETURN.
 - e. Type tutxxx.5 at the prompt: "Enter destination document name>". (replace the xxxs with your initials) and press RETURN.
 - f. Choose "0" for RETURN to Master Menu.

B. Entering Word Processing.

To access XED and load or create a document:

1. Choose "1" for Word Processing System.
2. Load the document you copied. Type the document name or filename "tutxxx.5" (the three xs should be your initials) and press RETURN.
3. Because this is a document that already exists a message appears "loading file: tutxxx.5." The XED document tutxxx.5 should now display on your screen.
4. Two copies of tutxxx.5 follow this tutorial. The first version is the same as tutxxx.5, that is, there are errors in this version. The second version is the way tutxxx.5 should appear after you make all of the required changes. If you have any problems, refer to the previous tutorials and/or the System Overview and Word Processing Manual. All the information you have just used in the previous tutorials and much more can be found in this Manual.

The incorrect version of this file is followed by the corrected version. After you have finished correcting all the errors, make sure everything is correct by printing and reviewing the document.

(VERSION WITH ERRORS)

XED WORD PROCESSING FEATURES

XED like most word processors has an automatic RETURN feature called word wrap. When keying in text, it is not necessary to press the RETURN key at the end of every line. The system automatically positions any word that will not fit on the line at the beginning of the next line.

Margins can be changed whenever the operator wants to change a paragraph. New text that is entered will conform to the margins that have been set. An operator can change the margins as often as they want within a document.

In order to perform most functions in XED you will be required to use one of 5 menus. Depending on what function is required depends on which menu is to be used at what time. The 5 menus in XED are; Primary Menu, Set Menu, Block Menu, Goto Menu and Exit Menu.

1. Primary Menu is considered the Help Menu. It is used to locate the other menus and commands. To access this menu press the CTRL and W simultaneously. Most of the commands found in this menu is for cursor movement.
2. Set Menu is used to reset page format (such as margins and tabs), justify or reformat text, center lines of text, and to set special print attributes (such as boldface and underline). To access this menu press CTRL E.
3. Block Menu is used to define one character or a group of characters in order to perform a command on that single block. For example, underlining, boldfacing, moving text or copying text and copying the block to another document. To access this menu press CTRL B.
4. Goto Menu is used for extended cursor movement within the document. For example, to locate a certain page, to move to a certain part of text, to move to the end of the document or to the beginning of the document. To access this menu press CTRL R.
5. Exit Menu is used for editing and or saving the document. To access this document press CTRL A.

Throughout this document you will find underlined words or boldfaced words. Periodically when you are typing a document you will have a need to use attributes to underline, **boldface**, ^{sup}er_{script} or _{script}. More than one attribute can also be used for the same word or letter.

The block that follows the letters when typing is what is called a cursor. The cursor will be very helpful in selecting text for different functions. Always remember to position your cursor before changing the existing text, such as deleting, inserting or blocking.

Blocking is a function that you will find very useful for text that already exists and now needs to be changed. Once the text has been typed on the screen if you want to change the format of the text, such as boldface, underline, moving or copying the text or deleting a block of text. By blocking the text first it can be done all at once with just a few key-strokes.

(CORRECTED VERSION)

XED WORD PROCESSING FEATURES

XED like most word processors has an automatic RETURN feature called word wrap. When keying in text, it is not necessary to press the RETURN key at the end of every line. The system automatically positions any word that will not fit on the line at the beginning of the next line.

Margins can be changed whenever the operator wants to change a paragraph. New text that is entered will conform to the margins that have been set. An operator can change the margins as often as he or she wants within a document.

In order to perform most XED functions you will be required to use the commands on one of five menus. Which menu is to be used, depends on what function is required. The five menus in XED are: Primary Menu, Set Menu, Block Menu, Goto Menu and Exit Menu.

1. The Primary Menu is also called the Help Menu. It is used to locate the other menus and commands. To access this menu, press the CTRL then press W. Many of the commands found in this menu are for cursor movement.
2. The Set Menu is used to reset page format (such as margins and tabs), justify or reformat text, center lines of text, and to set special print attributes (such as **boldface** and underline). To access this menu press CTRL E. If "Set" displays in the upper left corner of the screen, but the menu does not display, press "?" to see the commands.
3. The Block Menu is used to define one character or a group of characters in order to perform a command on that single block. For example, underlining, boldfacing, moving text or copying text and coping the block to another document. To access this menu press CTRL B. If "Block" displays in the upper left corner of the screen, but the menu does not display, press "?" to see the commands.
4. The Goto Menu is used for extended cursor movement within the document. For example, to locate a certain page, to move to a certain part of text, to move to the end of the document or to the beginning of the document. To access this menu press CTRL R. If "Goto" displays in the upper left corner of the screen, but the menu does not display, press "?" to see the commands.
- j. Exit Menu is used to exit and/or saving the document. To access this document press CTRL A.

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Throughout this document you will find underlined words or boldfaced words. Periodically when you are typing a document you will have a need to use attributes to underline, boldface, ^{sup}script or _{sub}script. More than one attribute can also be used for the same word or letter.

The lighted block that shows where the letters will be typed is called a cursor. The cursor will be very helpful in selecting text for different functions.

Blocking is a function that you will find very useful for text that already exists and now needs to be highlighted or moved. Always position your cursor at the correct location before changing the existing text, such as deleting, inserting or blocking.

Once the text has been entered on the screen, to change its format (by boldfacing, underlining, moving, copying or deleting the text), it must be blocked first. By blocking the text first the changes can be done all at once with just a few keystrokes.

Tutorial Six

Removing backups and documents which are no longer needed on the system.

- A. Introduction. This tutorial will teach you how to remove backups which are automatically created by XED and how to delete files which are no longer needed on the system.
- B. Remove Backups.
1. Login using your first name.
 2. Choose "1" Word Processing from the OSHA IMIS Main Menu.
 3. Choose "6" for Document and Directory Utilities.
 4. Choose "9" for Delete Backup Files.
 5. You may use the TAB or BACKSPACE keys to move through the file listing. The files such as tut.xxx1A536 should no longer be listed.
- C. Remove a File which is No Longer Needed on the System.
1. If you wish to delete the tutorials you have completed, follow these directions:
 - a. From the Document and Directory Utilities Menu, (which should still be on your screen), select "5 Delete a Document".
 - b. At the prompt, type the name of the file which is to be removed, then press RETURN.
 - c. This command may be repeated to delete unneeded files. Alternatively, files may be deleted using selection "d. Remove a File" from the OSHA IMIS User Main Menu. This selection allows the user to remove more than one file at a time; each filename must be separated by a space.
 2. Choose "0" for Return to Master Menu.

The Function Keys Available on the OSHA
 Kimtron KT-7, ALTOS III, ALTOS V and WYSE-60 Terminals
 (These functions are NOT available on the Visual Terminals)

| <u>FUNCTION KEYS</u> | <u>NAME</u> | <u>CORRESPONDS TO</u> | <u>PURPOSE</u> |
|----------------------|------------------------|-----------------------|---|
| F1 | Go To column 1 | ^RH^RH^RH^RH | Moves the cursor to Column 1 |
| SHIFT F1 | Oops | ^RU | Recalls the last delete. Works for up to four deletes. NOTE: will not recall the deletion of a block of text. |
| F2 | Intermed Save | ^AR | Saves the document while remaining within the document. NOTE: Use F2 or ^AR after typing several pages. Make intermediate saves more often with text which is being composed directly on the word processor than on text which is being entered from hard copy. |
| SHIFT F2 | Save & Exit | ^AX | Saves the document and exits XED. |
| F3 | Next Para Begin | ^RX | Moves cursor to the first character of the <u>next</u> paragraph. |
| SHIFT F3 | Para Begin | ^RD | Moves the cursor to the first character of the <u>previous</u> or current paragraph. |
| F4 | Justify | ^EV | Justifies the text. Must begin on the first line of text to be justified. |
| SHIFT F4 | Continuous Boldface | ^EE ^EPB SPACEBAR | Boldfaces text as it is entered. Toggles on and off. |
| F5 | Find | ^RF | Finds a specified set of characters up to 26 characters. NOTE: The system will not find a word or group of words which is not all on the same line. |

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| | | | |
|-----------|------------------------|-------------------------|---|
| SHIFT F5 | Repeat | ^RT | Repeats the last GOTO operation. This process re-starts the Spell Function and the find and replace commands. |
| F6 | Left Margin at Cursor | ^ERL ^A | Sets the left margin at the current cursor location. |
| SHIFT F6 | Right Margin at Cursor | ^ERR ^A | Sets the right margin at the current cursor location. |
| F7 | Left Margin | ^EM 8 RETURN RETURN | Sets left margin at column 8, especially useful for Compliance Offices, working with citations. |
| SHIFT F7 | Right Margin | ^EM RETURN 71 RETURN | Sets right margin at column 71, especially useful for Compliance Offices, working with citations. |
| F8 | Block Underline | ^BPU SPACEBAR | Underlines blocked text. |
| SHIFT F8 | Continuous Underline | ^EE EPU SPACEBAR | Underlines text as it is entered. Toggles on and off. |
| F9 | Block Begin | ^BB | Marks the beginning of text to be moved, copied, deleted, underlined, boldfaced, etc. |
| SHIFT F9 | Block End | ^BN | Marks the end of text to be moved, copied, deleted, underlined, boldfaced, etc. |
| F10 | Block Read | ^BR | Copies material from another file into the current file. |
| SHIFT F10 | Block Write | ^BW | Creates a new file by copying material from the current file into another file. |

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Function Keys Eleven through Sixteen
 on the ALTOS III, ALTOS V and Wyse-60 Terminals
 (These functions are NOT available on the Visual and Kimtron KT-7 Terminals)

| | | | |
|-----------|-------------------------------|---------------------------|--|
| F11 | Move Block | ^BV | Moves a block of text to location of cursor within the file. |
| SHIFT F11 | Copy Block | ^BC | Copies a block of text to location of cursor within the file. |
| F12 | Underline Previous Word | ^BN ^D ^BB ^BPU RETURN | Underlines the word which is immediately to the left of the cursor. |
| SHIFT F12 | Find [symbol | ^RF [RETURN ^F | Goes to the next occurrence of the [(bracket) which marks the beginning of material in standard letters which must be deleted or replaced. |
| F13 | Block Boldface | ^BPB SPACEBAR | Boldfaces blocked text. |
| SHIFT F13 | Back Tab | ^R TAB | Goes to the previous tab. |
| F14 | Next Word | ^X | Goes to the next word or character string. |
| SHIFT F14 | Previous Word | ^D | Goes to the previous word or character string. |
| F15 | Center Line | ^EC | Centers a line of text. Cursor may be anywhere on the line. |
| SHIFT F15 | Go to Page Number | ^RP | Initiates the Go to Page command. Type page number and press RETURN. |
| F16 | Insert/ Overtime | ^Z | Toggles between the insert and overtime modes. |
| SHIFT F16 | Set Tabs & Dot Commands | ^EK | Keeps the tabs set by the user (after a file is saved) and reads dot commands. |