

UNISYS

CTOS[®]

Editor

**User's
Guide**

CTOS I 3.3
CTOS II 3.3
CTOS/XE 3.0/3.1
Priced item

June 1991

Printed in USA
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UNISYS

CTOS[®]
Editor
User's
Guide

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About This Manual

This manual explains how to create, edit, and manage unformatted text files using the CTOS Editor. Some knowledge of text processors is assumed. However, if this is your first text processor, you will find the information you need in this manual to use the Editor. This manual assumes that you are familiar with the workstation and the Executive. If you are not, you may want to use the *BTOS Computer Based Tutorial or Getting Started with Your Workstation*. The *CTOS Executive User's Guide* also provides an introduction to the Executive.

This manual includes a few editing features that are especially helpful for programmers who are creating and editing source files. These features are described in "Programming Tools," in Chapter 2, "Editing Files."

What's New in This Edition

This edition of the *CTOS Editor User's Guide* (formerly titled the *Editor Manual*) documents the significant enhancements to the CTOS Editor with 12.0 Standard Software, including the following:

- Several optional fields have been added to the Search and the Search and Replace commands.
- New options have been added to the *File Commands* menu that allow you to do a Volume Status and to check the status of all opened files since your last Save.
- You can now have up to nine windows open on the screen at one time.

- A Zoom feature has been added.
- Several new ways to insert tabs and tab spaces have been added, as well as quick ways to move to tab stops.
- The Block Check feature has been added, which allows you to check the beginning and ending characters in a block-structured program.
- The wild-card feature has been expanded.
- New commands have been added that allow you to perform the following tasks:
 - Display the system date and time
 - Display the line number where the cursor is positioned
 - Display the number of characters in a selection or file
 - Display a program in hexadecimal code with ASCII representation
 - Convert text to uppercase or lowercase
 - Set a Full Window display or a Tiled Window display
 - Convert line endings between CTOS and DOS formats

How This Manual Is Organized

The first four chapters in this manual guide you through the tasks you can perform using the Editor, giving procedures when necessary and shortcuts when appropriate. The last chapter, Chapter 5, is a reference of all the Editor commands.

- Chapter 1, "Getting Started," contains information about how to start an Editor session and how to open files using the Editor. It also presents basic information about the Editor screen and the elements of the keyboard; how to use the Help system; how to enter text, move the cursor, issue commands, save your work, close files, as well as how to use the Editor on a color workstation.

- Chapter 2, "Editing Files," describes many tasks you can perform with the Editor. It explains the various ways to move within a file; how to change text, copy and move text, repeat and remove edits; and how to use tabs.

This chapter also discusses several Editor tools to help you work with programs or text files, such as block check, hexadecimal display, and the search and replace options.

- Chapter 3, "Managing Files," contains information on file commands, user file options, using floppy disks, backup and recovery, and -old files.
- Chapter 4, "Shortcuts," describes ways to use certain Editor features for more efficient programming.
- Chapter 5, "Reference," contains an alphabetic summary of the Editor commands.

Changes in Terminology

The term *server* describes the workstation or shared resource processor that controls resources within a cluster. Server replaces the term "master," which was formerly used both in Convergent and Unisys documentation.

Where to Go for More Information

The documents listed below provide additional information related to this manual. For descriptions of the CTOS documents, as well as a complete list of CTOS publications, see the latest edition of the *CTOS Systems Publications Catalog*. The BTOS publications are listed in the *Unisys Commercial Product Information Catalog*.

- *Getting Started With Your Workstation*
- *Context Manager Manual*
- *Context Manager/VM Manual*
- Your Context Manager manuals

- *CTOS Executive User's Guide*
- *CTOS Executive Reference Manual*
- *CTOS Status Codes Reference Manual*
- *CTOS Documentation Directory*. This directory cross-references former Unisys manuals to the combined documentation set for CTOS and BTOS products.
- The BTOS computer-based training package. This package presents online lessons and exercises to familiarize new users with basic workstation and Executive operations (available to BTOS users).

Conventions

The following conventions are used throughout this manual:

- New terms appear in *italics* the first time they are used in text. These terms are defined in the Glossary.

- Names of forms and fields also appear in italics, for example,

Search using string field

- Keys that you press or characters that you type are shown in boldface type, for example,

Press **GO**

- Keys that you press in combination (holding down one key while pressing another) are shown hyphenated, for example,

CODE-C

- Keys that you press sequentially are separated by a space, for example,

F7 S

The Editor is a software application that allows you to enter, edit, copy, store, and retrieve unformatted text on your workstation. You can conveniently divide your program into modules and store them in separate files. You can use a file you create as source code for a program, as a configuration file, or as an unformatted document.

Starting the Editor

You can start the Editor through the Executive or the Context Manager. If your system is running Context Manager, select *Editor* from the *Application You Can Start* box and press **GO**; or select *Executive* and press **GO**. To start the Editor from the Executive, see "Opening a File," below.

Opening a File

To open a file:

1. Type **Editor** (or a unique abbreviation) at the Executive command line.
2. To start the Editor without opening a specific file, press **GO**.

3. In the Editor form or the *Open File* form, type the name(s) of the file(s) you want to open in the *File name(s)* field. If you want to open more than one file, separate the names with spaces. (See "File Specifications," below, for more information.)

If you type only the name of a file, not the directory, the file is opened or created in your current directory.

Caution: *If you open a file in the Editor that was created using Document Designer, OFIS Designer, OFIS Writer, or the Word Processor, all formatting is removed from the file. The Editor replaces page breaks with formfeeds and paragraph feeds with linefeeds.*

When you press **GO** from the *Open File* form, the file(s) that are listed are opened. When you press **GO** from the *Editor* form in the Executive, the Editor is started, and the file(s) are opened. If the file doesn't exist, the Editor prompts you to press **GO** to create the file.

4. To assign a password to a file, type the password in the *Password* field (from the *Open File* form only).

NOTE: You can use the Open File form to assign a password to a new file, but you cannot change the password with this form once a password is assigned. See the CTOS System Administration Guide for detailed information about passwords.

5. To open the file or files in Read-only mode, type **Y** in the *Read only?* field (in the *Editor* form in the Executive) or type **N** in the *Allow changes?* field (in the *Open File* form). The Editor does not permit changes to be made to a file opened in this mode. However, when you open a file that was created in Read-only mode, you can later override the mode.
6. To copy from another file, type the name of that file in the *Copy from file* field (in the *Open File* form only).
7. To specify a different user name (different from the one you used when you signed on), enter the name in the *Alternate user name* field (in the *Editor* form in the Executive).

You might want to specify a different user name when, for example, you want to run two instances of the Editor at the same time through the Context Manager, or if you share a signon name with another user and you want to edit both files in the same directory.

8. Press **GO**.

A new file is kept in memory only until you perform a Save or Finish, at which time the file is written to disk. For more information, see "Saving Your Work" and "Closing Files and Finishing a Session," later in this chapter.

File Specifications

A full file specification includes the directory and the volume (hard or floppy disk) where a file resides. If the file resides in another system on the network, the network node also becomes part of the file specification. File specifications have the following format (the password is optional):

{Node}[Volume]<Directory>Filename^Password

When you specify the file you want to open, use as much of the full file specification as is necessary to define its location. For example, if the file resides in your current directory, use only the file name. If the file resides on your local hard disk in another directory, include the directory in the file specification.

For more information on file specification, see the *CTOS Executive User's Guide*.

Wild Cards

You can use wild-card characters in file names in the Editor the same way you do in the Executive. Wild-card characters indicate that all characters in the file specification are to be matched *except* the wild card characters.

The Editor recognizes the following two wild-card characters:

- asterisk (*), which specifies all matches of zero or more characters
- question mark (?), which specifies all matches of exactly one character

All files that match the file specification are opened up to a maximum of nine.

See "File Specifications," above, for an explanation of file naming. See the *CTOS Executive User's Guide* for more information on wild-card characters.

Editor Screen

The Editor screen is divided into two sections:

- the path display at the top of the screen
- the main text area

A line, called the *file status line*, separates the two sections.

If you start the Editor through the Executive without specifying a file to be opened, the initial Editor screen shows only the path display at the top of the screen. If you specify an existing file name (or names) when you complete the *Editor* form in the Executive, the initial screen shows the open file (or files).

Path Display

The path display appears at the top of the Editor screen. It indicates your path: the name of the node, if any; volume; and directory in which you are currently working. The path appears in the following format (the prefix is optional and most often, just the volume and directory name appears):

{Node}[Volume]<Directory>Prefix

To open or otherwise manipulate any file in this current path, enter the file name in the *Open File* form. To open a file from another directory or another volume, you must enter either the full file specification or change the path. For more information on path names, see "File Specifications," earlier in this chapter, and the *CTOS Executive User's Guide*.

The path display line is also used to notify you of electronic mail, and, if you are running on a cluster workstation, when the server is down.

File Status Line

The file status line is the highlighted strip just above the text area; it shows the name of the current file and the position of the top line in the window as a percentage of the file, measured from the beginning of the file. The percentage is updated as you move the cursor within the file.

Main Text Area

The elements of the main text area are discussed below.

Cursor

The cursor is the movable, blinking underline on the screen that indicates where the next character will be entered. The cursor moves ahead automatically as you enter text.

Use the arrow keys to move the cursor to any point on the screen.

When you scroll through a file, the cursor moves automatically. For more information on moving the cursor, see "Moving Within a File and Between Files," in Chapter 2, "Editing Files."

Windows

The area of the screen where a file is displayed is called a *window*. It is bounded at the top by the file status line. The text of the file is displayed in the main text area within a window. The contents of the file can be scrolled up and down so that you can view different parts of the file.

The screen normally shows one window for each open file. You can divide the screen into several windows, however, each one separated from the others by a highlighted strip. You can open more than one window in the same file, or you can open different files in each window. See "Using Multiple Windows," in Chapter 2, for more information on multiple windows.

Visible Mode

The Editor inserts symbols into text, such as tabs or formfeeds, which you can see when you change the level of visibility of your screen. (These symbols are shown in Table 1-1.)

The Editor uses two levels of visibility:

- Normal mode, which shows only your file text.
- Visible mode, which shows the linefeed, or line-break symbol, the formfeed, or page-break symbol, as well as tabs and spaces.

To change the screen from Normal mode to Visible mode:

Press **CODE-V**.

To return to Normal mode:

Press **CODE-V** again.

Table 1-1. Special Character Symbols

Symbol	Description
↵	Linefeed
-----	Formfeed
.	Space
↵	Tab

2390.1

To insert any of these special character symbols, see "Typing Text," later in this chapter, for instructions.

Status Messages and Prompts

The Editor displays status messages and prompts at the bottom of the screen. *Status messages* inform you of particular occurrences in the system. *Prompts* guide you through certain procedures. For example, when you press **FINISH** to end a session, the prompt

Press GO to confirm FINISH, CANCEL to cancel command

is displayed, instructing you to confirm the command, and then the message

Saving...

is displayed, informing you that the file is being saved.

Date and Time Display

You can display the system date and time at any time in an editing session. To do so:

Press **CODE-T**.

The date and time is displayed at the bottom of the screen. To remove the date and time display, press **CANCEL**.

Zoom

The Zoom feature allows you to set your character display to 132-column mode, thus displaying more characters per line (on workstations with supporting hardware). If your file is currently displayed in 80-column mode, Zoom sets it to 132-column mode. If the display is set at 132-column mode, issuing Zoom restores the display to 80-column mode.

To set the character display at 132-column mode, or to return it to 80-column mode:

Press **CODE-Z**.

Keyboard

The keyboard is divided into six keypads, each of which you use to perform special editing functions, as described below:

- The typewriter keys. You use these keys to enter characters at the cursor position. At times, you use these keys, in combination with the **CODE** and **SHIFT** keys, to issue commands.
- The cursor keys (upper-right corner). These keys serve two functions: the arrow keys control cursor movement, and the **MARK** and **BOUND** keys select and highlight text.
- The function keys, **F1** to **F10** (along the top). You use these keys to perform special Editor commands.
- The control keys (lower-left). You use these keys to perform general editing and control functions, such as exiting from the Editor, canceling commands, displaying a list of available commands, and so on.
- The display keys (upper-left). You use these keys to move text within a window up or down by lines or full screens.
- The numeric pad keys (lower-right). You use these keys to enter numbers. The keys are arranged in the same order as calculator keys for convenience. The **GO** and **NEXT** keys are also included on the numeric keypad.

The keystrokes required to issue each command in the Editor can be found in the applicable chapter as well as in Chapter 5, "Reference."

Typing Text

As you type, the text wraps automatically to the next line. To start a new line:

Press **RETURN**.

To insert a page break (formfeed) character:

Press **CODE-NEXT PAGE**.

To insert a tab character:

Press **TAB**.

The default tab width between tabs is four spaces. For more information on tabs, see "Formatting Text," in Chapter 2.

Issuing Commands

You can issue commands to inform the Editor which tasks to perform. Some commands insert special characters in your file; some perform special functions for you.

To issue a command, you press a key or combination of keys. For example, to issue the Mark File command, you press **CODE-F10**.

Some commands require you to supply information or prompt you to complete another step before the Editor can execute the command. In this case, a menu, a form, or a prompt is displayed. Instructions on how to complete the menu, form, or prompt are displayed on the screen; you respond to the instructions, and the Editor then executes the command.

If more information is needed, a second or third menu or form is displayed.

You can remove a menu, form, or prompt from the screen without completing a command by pressing **CANCEL**.

Commands are usually applied to the area where you have positioned the cursor. If you have selected an area of text with one of the Mark keys, and the cursor is within that selection, the command is applied to the selection. See "Selecting Text," later in this chapter, for more information.

Using Menus

A *menu* offers a choice of several options. You choose the option you want by pressing the appropriate key. For example, to open a file, you would select **O** from the *File Commands* menu.

Using Forms

A *form* is made up of fields into which you supply the information necessary so that the Editor can execute a command. To complete a field, you type text or choose an option. For example, the *Open File* form contains several fields in which you type text, and one field in which you choose an option.

In a form, the field containing the cursor is indicated by a highlighted bar. To move the cursor from field to field, press **NEXT**, **RETURN**, or the **UP** and **DOWN ARROW** keys. When the cursor highlights the field you want, type the requested information. To clear a field, press **CODE-DELETE**.

When a field requires that you choose an option, move the cursor to that field and then press the appropriate key. The current value for such fields is indicated by a highlight when the cursor is in the field and by characters shown in full brightness when the cursor is not in the field.

Press **GO** to execute the command after you have completed the form.

Most fields have values preassigned to them; these are called *default values*. If you do not enter a value, the default value is used when you issue the command. Default values are shown in parentheses or by a highlight.

Sometimes fields that do not have a default value are completed by the Editor for you. You can change entries in such fields as you would any text by deleting the entries and typing in the desired entries.

With certain commands, the entries you made the last time you issued the command are redisplayed in the form the next time you issue the command. Examples of these commands are the Search command (**F6**) and the Replace command (**SHIFT-F6**). These forms are completed for your convenience; you can change the entries in them as you would change any text. Entries are retained only until you issue the next Save or Finish command.

Selecting Text

A *selection* is a block of characters that is highlighted on the screen. You select text to indicate where you want to apply a command such as Copy or Move.

You can select one or more characters, spaces, words, lines, or an entire document. You can also select formatting symbols, such as the formfeed symbol. Only one selection can exist at a time.

You can use a selection to apply a command to a wider area of text than that to which the command applies by default, or to limit a command to a smaller area. For example, you can limit the Replace command to a few lines by selecting those lines before you issue the command.

The Editor also makes selections when you issue certain commands. For example, when you issue the Search command (**F6**), the Editor highlights the first place in text where it finds the characters for which it was searching. Treat this type of selection the same way you would if you made the selection yourself.

To make a selection, you highlight, or *mark*, the text using the following commands: Mark (**MARK**), Mark Word (**F8**), Mark Line (**F9**), Mark to End of Line (**SHIFT-F9**), Mark Block (**CODE-F8**), Mark File (**CODE-F10**), and Mark to End of File (**SHIFT-F10**).

To select text:

Place the cursor where you want to begin selecting text, and press the appropriate Mark key or key combination.

Pressing the key(s) again before issuing another Mark command highlights the next similar unit of text. For example, pressing **F9** (Mark Line) a second time highlights the next line of text.

Extending a Selection

You can extend any selection except the selection made with the Mark File command (**CODE-F10**) by pressing **BOUND**. The selection is extended in the direction you move the cursor by one unit of text.

Shrinking a Selection

You can reduce a selection if it includes too much text.

If you made a selection with the **MARK** key and **BOUND** key:

Place the cursor at the new location and press **BOUND**.

If you made a selection with a Mark command that selects a specific unit of text, such as the Mark Word command (**F8**):

Place the cursor within the new location and press the applicable Mark key.

Canceling a Selection

To cancel a selection (thus removing the highlight):

Press **CODE-MARK** or **SHIFT-MARK**.

Saving Your Work

When you save the work you have done during the current editing session, you write the work to disk.

To save your work:

Press **CODE-S**.

The Save command does not close any windows.

*NOTE: Your work is written to disk when you issue either the Save command (**CODE-S**) or a Finish command (**FINISH**.) (For more information on finishing a session, see the discussion below.)*

Closing a File and Finishing a Session

To close a file and remove it from the screen:

Press **CODE-C**.

This closes the file, but does not save it.

To complete an editing session and exit from the Editor:

Press **FINISH**; then press **GO**.

Every file in which you have worked during the session is saved and you exit from the Editor.

Help

When you press **HELP**, the function key labels are displayed. Pressing **HELP** again brings up the list of the categories of commands: *General*, *Editing*, *Window*, *Miscellaneous*, *File*, *Selection*, *Cursor*, and *Keyboard*. To see the commands within each category and descriptions of the commands, select a category (press the letter that corresponds to the category), and press **GO**. For example, press **G** for General commands.

When you are working within a particular menu, pressing **HELP** gives you specific information about that menu. Pressing **HELP** again lists the categories described above. To exit from the Help feature, press **CANCEL**.

Color Monitors

If you have a color monitor, you can define the colors you want to use and store them in your user file (*.user*). The default color is whatever has been defined in either the Executive or the Context Manager. However, if you save your color specification in your *.user* file, this specification overrides the default.

To define colors in your monitor:

1. While in the Editor, press **SHIFT-F7** to display the *Display Colors* menu.

You can set the level of intensity for each color (red, green, and blue) for both normal display and for screen areas that are half-bright. *Normal display* includes the text area; *half-bright display* includes the status line and window bars.

2. For each color for both Normal and Half-bright display, press the number representing the level of intensity that you prefer: **0**, **1**, **2**, or **3**.

3 indicates the greatest intensity for each color; 0 represents no color.

The colors change on the screen immediately as you press numbers. In this way, you can mix the reds, greens, and blues to produce the color combinations as you watch.

3. Press **Y** to save the color selection in your *.user* file.
4. Press **GO**.

See "Using Color" in the *CTOS Procedural Interface Reference Manual* for more information about using color monitors.

This chapter describes how to move within and between files, how to edit text, format text, and use some of the Editor features as programming tools.

Moving Within a File and Between Files

There are several ways to move through a file or between files. These include

- moving the cursor
- scrolling
- paging
- thumbing
- jumping
- using the Search command

Moving the Cursor

You can move the cursor one space at a time, in increments, through a file, to the edge of the text or window, or to another window.

To move the cursor one space:

Use the appropriate arrow key to move the cursor in the direction of the arrow (one space up, down, left, or right).

To move left or right in increments of five characters:

Press **SHIFT-LEFT ARROW** or **SHIFT-RIGHT ARROW**.

To move up or down in increments of three lines:

Press **SHIFT-UP ARROW** or **SHIFT-DOWN ARROW**.

To move to the side edge of the text or to the top or bottom of a window:

Press **CODE** with the appropriate arrow key.

To move to another window:

Press **CODE-UP ARROW** or **CODE-DOWN ARROW** to position the cursor at the top or bottom of the current window, respectively; then use the arrow keys to move between windows.

Scrolling and Paging

You can scroll vertically (text rolls by on the screen) through a file in increments of one line or one window. The cursor remains at the same point in the text unless it must move to stay in the window.

To scroll one line at a time:

Press **SCROLL UP** or **SCROLL DOWN**. If you press and hold the key down, the files scrolls continuously.

To scroll the file vertically one window at a time:

Press **SHIFT-SCROLL UP** (or **PREV PAGE**) or **SHIFT-SCROLL DOWN** (or **NEXT PAGE**). The last two lines on the screen become the first two lines, or the reverse.

To scroll to the previous or next page (pages are delimited by formfeed characters):

Press **SHIFT-PREV PAGE** or **SHIFT-NEXT PAGE**, respectively.

Thumbing

You can move through a file in increments of 10 percent using the Thumb command.

To move through a file in increments of 10 percent:

Press **CODE** in combination with one of the number keys on the typewriter pad (**CODE-1** = 10%, **CODE-2** = 20%, and so on).

Jumping

Another way to move through a file is to move the cursor to a specific line or to the location of your last edit. You can also move selected text or the text containing the cursor to the center of the current window.

To move the cursor to a specific line in a file:

1. Press **CODE-G** to display the *Go to Source Code Line* form.
2. Type the source code line number where you want to move the cursor. Then press **GO**.

To return the cursor to your last edit:

Press **SHIFT-F1**.

To move the cursor to the beginning of the file:

Press **CODE-B** or **CODE ^**.

To move the cursor to the end of the file:

Press **CODE-E** or **CODE 0**.

Searching

You can find a character or string of characters quickly using the Search command.

To find a character or string of characters:

1. Press **F6** or **CODE-F** to display the *Search* menu.
2. Type the string of characters you want to find in the *Search String (1)* field, and press **GO**.

The Editor searches a file for the string starting from the current cursor position and searches to the end of the file. When it finds the first occurrence of the string you entered in the *Search* menu, it highlights it and pauses, allowing you to make edits.

To continue to the next occurrence, you can either issue the Search command again or use the Redo command (**F1**).

See "Search and Replace," later in this chapter, for more information on the Search and Replace features.

Using Multiple Windows

When you start the Editor, the screen normally contains one window for each open file. However, you can have as many as nine windows open on the screen at one time. Each time you open another file or a different part of the same file, a window opens to display the file. Displaying different parts of the same file minimizes the need to scroll within a file.

Creating Multiple Windows in Different Files

You can create a new window to display an additional file using the Open File command. (The Open File command appears as an option on the *File Commands* menu [**CODE-F1**]. You can also issue the Open File command by pressing **CODE-O**).

When you open a second file, a new file status line appears, indicating the file name and the cursor position within the file. The original window shrinks to allow space for the new window.

Creating Multiple Windows in the Same File

To create multiple windows in the same file, use the Divide Window command (**CODE-D** or **F4 D**). The Divide Window command divides the window that contains the cursor in half, horizontally.

The top window in a file contains the file status line and is called the *primary* window. The new window is called a *secondary* window. Secondary windows are separated from the primary window and from each other, if there is more than one, by an index tab, which is a shortened version of the file status line. The index tab displays the position of the top line in the window below it as a percentage of the file.

If you have multiple windows open in a file and make a change to the file through one of the windows, you can see that change through any other window by displaying the changed part of the file.

Closing a Window

You close windows using the Close Window command (**CODE-C**). When you close a window, the file is *not* saved to disk until you issue a Save (**CODE-S**) or Finish command.

Moving the Cursor Between Windows

You can use the cursor control keys to move the cursor around a multiple-window screen in the same way as in a single-window screen.

CODE-UP ARROW and **CODE-DOWN ARROW** move the cursor to the border of the window that contains the cursor.

If the cursor is already on the border (index tab or file status line), pressing **CODE-UP ARROW** or **CODE-DOWN ARROW** moves the cursor to the border of the next window.

Expanding a Window

When the cursor is positioned on a file status line or index tab in a window, **SCROLL UP** or **SCROLL DOWN** changes the size of that window by expanding it or shrinking it, respectively. The windows below or above the affected window shrink accordingly.

SHIFT-SCROLL UP and **SHIFT-SCROLL DOWN** minimize or maximize the window containing the cursor, shrinking other windows to their minimum size at the top or bottom of the screen. The same is true when you use **CODE-SCROLL UP** and **CODE-SCROLL DOWN**.

If you have multiple windows open on the screen, you can have one window occupy the full screen using Full Window Display (**F4 F**).

Editing Text

You edit text by replacing it, inserting new text, deleting, copying, moving, repeating it, and converting it to uppercase or lowercase. You can also undo the edits you have done.

Replacing Text

The simplest way to replace existing text is by typing over it. To do so:

Press **OVERTYPE**, and then type over the character(s) you want to replace.

You can also replace existing text using the Search and Replace command (**SHIFT-F6**). See "Search and Replace," later in this chapter for more details.

Inserting Text

To insert text:

Place the cursor where you want text to be inserted, and type your text. If you are in Overtyping mode (the light on the **OVERTYPE** key is on), press **OVERTYPE** again to return to Insert mode, and then type your text.

NOTE: The Editor is in Insert mode when you start it.

Deleting Text

You can delete single characters, words, or the entire contents of a file while in the Editor.

To delete the character at the cursor:

Press **DELETE**.

To continue deleting characters at the cursor:

Press and hold down **DELETE**.

In Insert mode, to delete the character to the *left* of the cursor:

Press **BACKSPACE**.

*NOTE: In Overtyping mode, **BACKSPACE** moves the cursor to the left one character, but does not delete it. To delete the character, press **DELETE**.*

In Insert mode, you can delete one word at a time (the word to the left of the cursor). To do so,

1. Position the cursor in the space immediately following the word you want to delete.
2. Press **CODE-W** or **CODE-BACKSPACE**.

*NOTE: In Overtyping mode, **CODE-W** or **CODE-BACKSPACE** moves the cursor to the left one word, but does not delete it.*

To delete words, lines, selected text, or the entire contents of a file:

Mark the text to be deleted and press **DELETE**. (See "Selecting Text," in Chapter 1, for information on how to mark your selection.) Note that **DELETE** removes a selection only if the cursor is within the selection.

NOTE: If you accidentally delete text, you can retrieve it immediately by using the Undo command (F2). The Undo command works only if you have not pressed any other keys (except the scroll or cursor keys) or issued any other commands since you deleted the text.

Converting Text to Uppercase or Lowercase

To convert selected text to uppercase:

Mark the text, and press **CODE-]**.

To convert selected text to lowercase:

Mark the text, and press **CODE-[**.

See "Selecting Text," in Chapter 1, for information on how to mark your selection.

Copying and Moving Text

When you *copy* text from one location to another, the text remains in its original position and is added at the cursor position. You can copy text across all windows.

To copy text to another location in a file or to another window:

Mark the text to be copied, move the cursor to the new location, and press **COPY**.

When you *move* text from one location to another, the selected text moves to the current cursor position and is deleted from the original location.

To move text to another location in a file or to another window:

Mark the text to be moved, move the cursor to the new location, and press **MOVE**.

Using Anchor Characters

You can also move or copy text from one location to another without having to move the cursor to the new location. This is helpful if you have several items to copy or move to the same location.

To do so, you set an *anchor character* at the location where you want the text to be copied or moved. Then, when you mark each selection, you can copy or move it to the anchor position without moving the cursor. Follow the steps below:

1. Position the cursor at the anchor position, and press **CODE-COPY** or **CODE-MOVE**.

The anchor character is highlighted at the anchor position.

2. Select the text that you want to copy or move to the anchor position, and press **CODE-COPY** or **CODE-MOVE**.

The selection is copied or moved to a position immediately to the left of the anchor character, and the cursor remains at the point in text where you marked the selection.

Hexadecimal Display

To display a program in hexadecimal code with ASCII representation, or to return to a normal display from hexadecimal:

Press **CODE-H**.

When you are working with hexadecimal code, you are always in Overtyping mode. When working with ASCII text, you can use either Insert or Overtyping mode.

Displaying Current Line Number and Column Number

To display the line number and the column number of the current location of the cursor:

Press **CODE-N**.

The line and column numbers of the character at the cursor are displayed at the bottom of the screen.

Displaying Number of Characters in a Selection or a File

To display the number of characters in your file:

Press **CODE-SHIFT-N**.

The number of characters is displayed at the bottom of the screen.

To display the number of characters in a selection:

Mark the text, and press **CODE-SHIFT-N**.

Go To Last Edit

To return to the location in the file where you made your last change:

Press **SHIFT-F1**.

The Editor can recall up to ten of the last edits you made.

To recall previous edits in succession (from last edit to first):

Press **SHIFT-F1** repeatedly.

Go To Source Code Line

To move to a specific source code line in text or in a program:

Press **CODE-G** or **CODE-SHIFT-G**, type the line number, and press **GO**.

Repeating Edits

You can repeat an edit using the Redo command (**F1**). Redo repeats the same sequence of keystrokes you performed since you began the edit operation.

To repeat the same edit as many times as you want:

Press **F1** (Redo) for each repeat of a set of keystrokes.

Removing Edits

You can use the Undo command (**F2**) to remove an edit, thus restoring the content of the text to its state before your last set of keystrokes (those since the last use of the cursor keys).

To remove the last edit:

Press **F2** (Undo).

*NOTE: To restore an edit you have removed with the Undo command, press **F2** again. Undo reverses your last editing or formatting function.*

The Discard Edits command is a more powerful way to undo your edits. This command removes *all* edits since you last issued the Save command. To use this command:

Press **CODE-F2** or **CODE-U**, and then press **GO**.

Caution: *If you have not saved your work since starting the Editor, when you use the Discard Edits command, all edits are erased. In this case, Undo does not restore your edits.*

Formatting Text

Formatting in the Editor consists of using tabs, automatic indentation, and line mapping to arrange the appearance of the text.

Using Tabs

In the Editor, you use tabs to position text at specific points in the file. Using tabs is much faster than using spaces when you are entering text that must be held at a certain position. Also, tabs enter fewer characters into the file.

Tab stops are preset at intervals of four spaces. To move to the next tab stop:

Press **TAB**.

You can see tab symbols when the screen is in visible mode (press **CODE-V**).

You can change the default interval for tabs, as follows:

1. Press **F7** to display the *Set Defaults* form.
2. Type the tab interval in the *New tab length* field. Values from 4 to 80 are acceptable.
3. Press **GO**.

To remove a tab:

Position the cursor on the tab symbol, and press **DELETE**.

The text readjusts to the previous formatting character.

You can also insert spaces between tab intervals. To do so:

Press **SHIFT-TAB**.

Using Automatic Indentation

Using the *Autoindent mode* field in the *Set Defaults* form, you can set up your file so that every line is indented automatically.

To do so:

1. Press **F7** to display the *Set Defaults* form.
2. Type **Y** in the *Autoindent mode* field, and press **GO**.

To indent your current line and set the same indentation for subsequent lines:

Press **TAB** until you have reached your desired left margin.

From now on, each time you press **RETURN** to start a new line, the tabs and spaces at the beginning of the previous line are copied to the new line.

To suppress automatic indentation on a line and return to the left margin:

Press **SHIFT-RETURN**.

To return to your original margin,

Press **BACKSPACE** to move to the left.

To set a different indentation:

Press **TAB** until you reach the desired indentation.

See "User File Options," in Chapter 3, "Managing Files," for more information on storing the autoindent option in your user configuration file.

Converting Line Endings Between MS-DOS and CTOS

MS-DOS uses a carriage-return character followed by a linefeed to end a text line (CTOS uses a linefeed to end a text line). If you are working with a MS-DOS file, you can convert the carriage-return linefeed endings to linefeed endings that are consistent with CTOS conventions. To do so:

1. Press **CODE-F4** to display the *Convert Line Endings* form.
2. Press **C** for carriage-return linefeed, or press **L** for linefeed.
3. Press **GO**.

Programming Tools

The Editor provides two features to help you work on your program: Block Check and Search and Replace. For example, the *Search* menu has several options that can simplify your work with program code.

Block Check

You can have the Editor view selected blocks of code in your program to verify that you have included matching tokens. An example of matching tokens is left and right braces (`{}`). An example of multiple tokens is *procedure* or *do* and *end*.

NOTE: Because the Editor does not recognize the language you are using, such as PL/M or C, it cannot check specific syntax.

To perform a block check:

1. Press **F3** to display the *Block Check* form.
2. In the *Block start* and *Block end* fields, type the beginning and ending tokens, respectively.

Some languages support multiple beginning or ending tokens. For example, PL/M uses the *end* token for blocks starting with either *procedure* or *do*. Therefore, you should enter both *procedure* and *do* in the *Block start* field, separated by a space.

3. In the *Comment start* and *Comment end* fields, type the delimiters for any comments in the program that you don't want included in the block check.

If your language uses *new line* as a comment end, leave the *Comment end* field blank.

4. Press **GO**.

Search and Replace

The Search and Replace features allow you to find a requested string of characters in a file or search for a string and replace it with a new string.

During a search, the Editor scans the file starting from the current cursor position and searches to the end of the file. When it finds the first occurrence of the requested string, the Editor highlights it and pauses, allowing you to make edits.

To continue to the next occurrence, you can either issue the Search command again (**F6**) or use the Redo command (**F1**). You don't have to retype the search criteria in the *Search* form because it contains your last entry until you issue a Save or Finish command.

Search

To perform a search:

1. Press **F6** to display the *Search* form.
2. Type the string you want to find in the *Search string (I)* field; or select the string in the text, position the cursor in the *Search string (I)* field, and press **COPY**.

You can use wild cards during a search. Use the question mark (?) wild card to match any character. Use the asterisk (*) wild card to match a range of characters up to the end of a line. To use either of these characters literally, preface it with a single quotation mark, for example ('?'). Wild cards are expanded only if the *Expand wildcards* option is set to *Yes* in the *Set Defaults* menu (**F7**).

If you want to search for two strings at once, type the second string in the *Search string (2)* field.

3. Type **2** in the *Search using string* field to search for the second string only, or type **B** to search for both strings. (The Editor searches for the first string unless instructed otherwise.)
4. Type **Y** in the *Check caps?* field if you want to search for only those occurrences that match the capitalization of your search string.
5. Type **N** in the *Select?* field if you want the Editor to position the cursor after a match and not select it. This prevents the current selection from being lost.
6. Type **Y** in the *Ignore embedded match?* field if you want to find the string only if it stands alone (that is, not part of a larger word).

For example, you would select *Yes* if you wanted to find all occurrences of the word *move*, but not if it occurred in the word *remove*.

7. Press **GO**.

To continue to the next occurrence after editing the previous occurrence:

Press **F6**; then press **GO**.

To continue to the next occurrence without editing:

Press **REDO**.

You can search backward through a file from the cursor position. To do so:

1. Complete the *Search* form, as described in steps 1 through 6 above.
2. Press **CODE-GO**.

You can search a limited area, rather than the entire file, by selecting the text prior to issuing the Search command. See "Selecting Text," in Chapter 1, for more information on marking a selection.

Replace

The Replace feature allows you to search for a requested string of characters and replace it with a new string.

To replace a string with a new string:

1. Press **SHIFT-F6** to display the *Replace* form.
2. Type the string you want to find in the *Search for* field.

You can use wild cards in the *Replace* form. Use the question mark (?) to match any character. Use the asterisk (*) to match a range of characters up to the end of a line. To use either of these characters literally, preface it with a single quotation mark ('?'). Wild cards are expanded only if the *Expand wildcards* option is set to *Yes* in the *Set Defaults* menu (F7). See the *CTOS Executive User's Guide* for details about wild cards.

3. Type the string you want to use as a replacement in the *Replace with* field.
4. Type **Y** in the *Check caps while searching?* field if you want to search for only those occurrences that match the capitalization of the search string.
5. Type **Y** in the *Alter caps of replacement?* field if you want the replacement string to match the capitalization of the string being replaced.
6. Type **Y** in the *Confirm each?* field if you want to confirm each replacement. Otherwise, the Editor makes all replacements automatically.

7. Type **Y** in the *Ignore embedded match?* field if you want to find the string only if it stands alone (that is, it is not part of a larger word).

For example, you would select *Yes* if you wanted to find all occurrences of the word *move*, but not if it occurred in the word *remove*.

8. Press **GO**.
9. When the Editor finds an occurrence, press **GO** to replace it, or press **NEXT** to leave the string as is and move to the next occurrence.

Printing

You cannot print from the Editor. So, when you want to print a file, you must finish the Editor and use the **Print** or the **Format** commands in the Executive to print. See the *CTOS Executive User's Guide* for details.

This chapter discusses the tools the Editor provides for organizing and managing your files. Most of these tools are in the form of file command options for renaming a file, for example, or default options you can store in your user configuration file for future use, such as tab length or automatic indentation.

File Commands

File commands are commands that affect an entire file. You access these commands from the *File Commands* menu; in some cases, you can also provide a sequence of keystrokes to execute a command.

To view the *File Commands* menu:

Press **CODE-F1**.

Opening Files

The Open File command creates a new file or opens an existing file. To open a file:

Press **CODE-F1 O** and complete the *Open File* form as described in "Opening a File," in Chapter 1, "Getting Started."

When you create a file, the Editor assigns file access permission (*Modify* or *Read-only*) according to the Open mode setting. The default setting is *Modify*. See "User File Options," later in this chapter, for information on how to change the default setting.

Deleting Files

The Delete File command removes a file from the directory listing and from the disk. To delete a file:

1. Press **CODE-F1 D** or **CODE-SHIFT-D**.
2. Type the name of the file to be deleted in the *File name(s)* field. Separate multiple file names with commas.

Include as much of the pathname as is necessary to define the location of the file. See "File Specifications," in Chapter 1, for more information on pathnames.

If the cursor is within an open file, the name of the file appears in the *File name(s)* field when the form is displayed.

3. If the file you want to delete requires a password, type the password in the *Password* field.
4. Press **GO**.

The file is marked for deletion. It is not actually deleted, however, until you issue the next Save or Finish command, at which time both the current file and the -old file are deleted. See "-Old Files," later in this chapter, for an explanation of -old files.

You have the option of restoring the file you just deleted if you have not yet issued a Save command. To do so:

1. Press **CODE-F1 F** to display a list of opened files.
2. Select the name of the file you just deleted.
3. Press **CODE-O**, then press **GO** to open the file.

The following prompt is displayed:

The file *xxxxx* has been deleted.

Press Go to retrieve the file, press CANCEL to cancel the command.

where *xxxx* is the name of the file you just deleted.

4. Press **GO**.

Copying Files

The Copy File command copies the contents of one file to a new file with a different name. To copy a file:

1. Press **CODE-F1 C**.

The name of the currently open file appears in the *Old file name* field. You can change the name in this field if you want to copy a different file.

2. Type a new file name in the *New file name* field.

Include as much of the pathname as is necessary to define the location of the new file. See "File Specifications," in Chapter 1, or the *CTOS Executive User's Guide* for more information on pathnames.

3. Press **GO**.

If the new file already exists, the Editor asks whether you want to overwrite that file. Press **GO** to overwrite it, or press **CANCEL** to cancel the command.

The new file is not opened automatically.

The Copy File command does not append one file to another. To do so, open both files, mark one, and copy it to the end of the other.

Renaming Files

The Rename File command changes the name of an existing file. To rename a file:

1. Press **CODE-F1 R**.

The name of the currently open file appears in the *Old file name* field. You can change the entry in this field if you want to rename a different file.

2. Type the new name of the file you're renaming in the *New file name* field.

Include as much of the pathname as is necessary to define the file's location. See "File Specifications," in Chapter 1, for more information on pathnames.

3. Press **GO**.

If the new file currently exists, the Editor asks whether you want to overwrite the file. Press **GO** to overwrite the file, or press **CANCEL** to cancel the command.

The file name is changed, and the -old version of the file is deleted.

The new file is not opened automatically.

Using Files as Parameters

You can substitute an at-file name for a parameter in the fields of the *Open File* and *Delete Files* menus. The @ symbol instructs the Editor that the next parameter is a file containing a list of strings (usually file names) to be used as parameter field data.

To enter a file in a parameter field as an at-file:

Type *@filename*

where *filename* is the name of the file containing a list of other files whose contents are to be used as parameters.

Changing the Default Path

You can change the default node, volume, directory, prefix, and password for your current editing session. To do so:

1. Press **CODE-F1 P**.
2. Type the name of the path where you want to be working. Include the node (if applicable), volume, directory, prefix (if applicable), and password (if applicable).
3. Press **GO**.

The new path is displayed in the upper-left corner of the Editor screen.

When you finish from the Editor, your previous default path is reinstated.

Listing Files and Directories

Files

You can list the files in a directory (work area) with the List Files command. To do so:

1. Press **CODE-F1 L** or **CODE-SHIFT-L**.
2. Type any pattern of characters or wild card characters in the *Pattern* field to limit the number of files that will be displayed.
3. Type the node, volume, directory, prefix, and password names in their respective fields if different from the current path.
4. Press **Y** in the *Details* field if you want to see the file length in sectors, as well as the dates when the files were created, revised, and last accessed.

Both listings show the number of files and the amount of space left on the volume in number of sectors and number of bytes. The detailed listing also shows the amount of space currently used by existing files.

5. Type **S** in the *Sort by* field if you want to sort the listing by file name suffix rather than file name.
6. To display only those files having at least one occurrence of a search string, type that string in the *Look for* field.
7. Press **GO**.

The current number of files in the directory, the amount of space used in the directory, and the amount of space left on the volume are displayed at the end of the directory listing.

To open, rename, copy, or delete a file quickly, select the file name from the list that is displayed by pressing any Mark key, and then issuing the appropriate command. The file name you selected appears in the command form.

To move the cursor quickly from name to name in the list:

Press any Mark key repeatedly.

To open a file in a directory listing:

Select the file and press **CODE-O**; then press **GO**.

To close the window where the file listing is displayed:

Press **CODE-C**.

Directories

To view a list of directories on your current volume (volume status):

Press **CODE-F1 V** (or **CODE-SHIFT-V**), and then press **GO**.

A list of directories on your current volume and the amount of space available are displayed.

To update your default path or view a directory listing from the volume status display that appears on the screen, select the directory name from the list, and press the appropriate sequence of keys, as described below.

To change the default path:

1. Select the directory name as described above.
2. Press **CODE-F1 P**.

The selected directory name is displayed in the *Set Path* menu.

3. Press **GO**.

To view a directory listing, follow steps 1 and 2 above, substituting **CODE-F1 L** in step 2.

Determining Open File Status

To view a list of currently opened files:

Press **CODE-F1 F** or **CODE-SHIFT-F**.

You see the pathname, the file status (whether changed or unchanged), and the Open mode (Modify or Read-only). The list includes all files opened since the last Save.

To reopen a file from this list:

Select the file and press **CODE-O**. Then press **GO**.

User File Options

Default configuration file options apply to every file you create with the Editor. Using the *Set Defaults* menu, you can change configuration file options and store your selections in your user configuration file. The settings you select are then applied to all future Editor sessions.

The user configuration options and defaults (enclosed in parentheses) are:

- Tab length (4 spaces)
- Type of Open mode (Modify)
- Automatic indentation (No)
- Wild card expansion (No)
- CTOS or DOS line mapping mode (CTOS)

To change the default settings:

1. Press **F7**. The *Set Defaults* form is displayed.
2. Type your change(s) for the selected option(s) in the appropriate fields of the *Set Defaults* form.
3. Type **Y** in the *Save to user file* field if you want the option(s) to apply to all future Editor sessions. To apply an option to the current session only, type **N** (for No) for this option.
4. Press **GO**.

To change colors, see "Color Monitors" in Chapter 1.

Using Floppy Disks

Note these guidelines when working with files from floppy disks:

- Issue the Save or Finish commands to update the file on the floppy disk.
- Close the file before removing the floppy disk from the drive.
- Close all windows containing lists of files on the floppy disk before you issue the Open, Rename, Copy, or Delete file commands.

Backup and Recovery

See the *CTOS Executive User's Guide* and the *CTOS Executive Reference Manual* for information on establishing file security and backing up your files.

If a sudden power loss or a system malfunction occurs, the following message is displayed when you start the Editor:

Your last session did not finish successfully. Press GO to recover, CANCEL to start a new session.

When you press **GO**, the Editor begins the recovery using a typescript file, which is a file that retains all of your keystrokes since you last issued the Save command. The Editor replays these keystrokes on the screen during recovery, stopping at the point where the problem occurred.

To interrupt the recovery at any time:

Press **CANCEL**.

When the recovery is complete, the following message is displayed:

Recovery complete

After the recovery is complete, to preserve your work to date, issue the Save command. You can then proceed with the editing session.

Using -Old Files

Sometimes it is necessary to use an old version of a file. The Editor makes this possible by keeping a copy of the file as it was when it was opened, or when you last issued the Save command, whichever is more recent. The Editor appends the *-old* suffix to the file name to distinguish it from the current version of the file.

The Editor overwrites *-old* files as necessary so that only two versions of the file are kept. When you delete a file, both versions are deleted.

The Editor does not use *-old* files in a recovery or with the Discard Edits command. The *-old* files are created simply to provide you with a copy of the file.

You cannot open a *-old* file in the Editor. Instead, you must use the Executive to rename the file, eliminating the *-old* suffix. (See the Rename command in the *CTOS Executive Reference Manual*.)

Once you have renamed the *-old* file, you can open the file using the Open File command in the Editor.

If your disk space is low, you may want to delete *-old* files that you do not need. (See the Delete command in the *CTOS Executive Reference Manual*.)

This chapter describes shortcuts, or easier, more efficient ways of performing certain tasks in the Editor.

Checking Open File Status

Before saving a series of files to be compiled, you can check to see which files have been updated and which have only been referred to by using the List Opened Files command (**CODE-F1 L** or **CODE-SHIFT-F**)

Copying or Moving Text From a Template File

When you are copying or moving several pieces of text from a template file, set an anchor character (Set Copy Place command [**CODE-COPY**] or the Set Move Place command [**CODE-MOVE**]) to mark your destination point in the new file. Then select each piece to be copied or moved and use **CODE-COPY** or **CODE-MOVE** to copy or move the selection. In this way, you don't have to move your cursor to the destination point in the new file each time you copy or move the pieces of text.

Deleting a String

You can delete all occurrences of a string in a file using the fields in the *Replace* form. Simply specify the string you want to delete in the *Search for* field and leave the *Replace with* field blank.

For example, to delete all comments in a C program, first enable the wild-card expansion feature (in the *Set Defaults* form), then use the following search pattern `/'**'*/`. The single quotes in front of the first and third asterisks cause them to be treated literally.

Printing a Dump Display

Although you cannot print a dump display while in the Editor, you can use the Context Manager Cut and Paste feature to send it to your printer. Follow these steps:

1. With the dump displayed, press **ACTION-C**, and then press **GO** to activate the Context Manager Cut and Paste feature.
2. Using the Mark and Bound commands, mark the area of the display to be printed.
3. Then go to another Executive partition and execute the Copy command, copying from [kbd] (the keyboard buffer) to [queue name] (the name of your printer queue).
4. Press **GO**, press **ACTION-P**, then press **Finish**.

If you want to store the dump in a file, follow the above instructions through step 2. Then open a new file and press **ACTION-P**. If the selected area is large, there will be a slight delay, then you will see the selection in the new file. You can print this file from the Executive.

Removing Text

If you want to remove text you have just typed, first try using the Undo command (**F2**). If you have already moved the cursor since typing the text, you can use the Replace command (**SHIFT-F6**), replacing the text you just typed with nothing. See "Search and Replace" in Chapter 2, "Editing Files," for more information.

Replacing Text at the Beginning/End of a Line

You can use the Replace command to add text to or delete text from the beginning or end of each line. To do so, include the **RETURN** key symbol as part of the search and replace patterns in the Replace command form, as follows:

Press **SHIFT-RETURN** in the *Search for* and *Replace with* fields of the form, as appropriate.

For example, to insert a tab in the beginning of each line of a block, select both the block and the line in front of it. The search string would consist of a **RETURN**, while the replace string would consist of a **RETURN** and a **TAB**.

NOTE: Any nontyping key can be entered in a form field by first typing **CODE-'** (the Insert Literal command).

Returning to a Specific Location in a File

An easy way to tag a file location is to mark the location (using the Mark keys). After browsing elsewhere in the file, you can return to that location instantly using the Locate command (**CODE-L**). If you are using the Search command and do not want to unmark a tagged location, specify **NO** in the *Select?* field of the *Search* form.

Using Read-Only Mode as the Default Open File Mode

If most of your work involves viewing and editing existing files, a good way to protect the file content is to use Read-only mode as the default when opening a file. Then you never edit a file accidentally. When you do begin typing, the Editor reminds you of the Read-only mode, but allows you to override it and continue editing.

Another advantage of Read-only mode is that since it does not open -old files, you can refer to more open files between saves because there is more space available in memory.

This chapter contains command summaries for each of the Editor commands; the commands are presented in alphabetical order by command name. Each command is discussed according to its function or task. If the material in this chapter doesn't provide enough information about the context in which you would use a command, refer to the appropriate chapter in this manual for more details.

Backspace (BACKSPACE)

Insert mode: Deletes the previous character.

Overtyping mode: Moves the cursor back one character without deleting the character.

Cursor in a void space between paragraphs: Deletes the character preceding the void space and the terminal linefeed symbol.

If the terminal linefeed symbol is the only character on the line, **BACKSPACE** deletes it.

Backspace, Word (CODE-BACKSPACE)

Insert mode: Deletes the word to the left of the cursor.

To delete several words:

Press **CODE-BACKSPACE** for each word.

Overtyping mode: Moves the cursor to the left one word.

A word is defined as one or more spaces or any group of letters or numbers not separated by a space or a punctuation mark.

Block Check (F3)

Checks that beginning and ending characters used in block-structured programs match, for example, braces ({}) or Begin and End.

To perform a block check:

1. Press **F3** to display the *Block Check* form.
2. Type the beginning and ending characters.
3. Type the delimiters for any comments you have in the program that you do not want included in the block check.
4. If the language the program is written in comments to the end of line, leave the *Comment end* field blank.
5. Press **GO**.

Bound (BOUND)

Extends a selection to include more characters, words, or lines.

BOUND moves the cursor from the original, marked position (using the **MARK** key), extending the highlighting to the next character, word, or line. You can press **BOUND** repeatedly or move the cursor to the last unit to be included in the selection and then press **BOUND**.

To reduce a selection, place the cursor where you want the selection to end, and press **BOUND**.

To extend the selection in the opposite direction, move the cursor toward the preceding material and press **BOUND** repeatedly.

Cancel (CANCEL)

Interrupts certain commands, or removes menus and forms from the screen.

For commands that can be interrupted, the following prompt is displayed:

Press CANCEL to interrupt.

Change Default Path (CODE-F1 P or CODE-SHIFT-P)

Changes the current path.

The path is the current default node, volume, directory, and password used to access a file. The current default path is displayed in the upper-left corner of the screen.

To change the default path:

1. Press **CODE-F1 P** or **CODE-SHIFT-P**.
2. Type the new pathname, and press **GO**.

Change Visibility (F4 V or CODE-V)

Displays tabs, spaces, end-of-line, and formfeed characters.

To change the display to visible mode, or to remove the formatting characters from view and return to normal mode:

Press **CODE-V** or **F4 V**.

Change Windows (CODE-NEXT or CODE-- [Numeric Hyphen])

Moves the cursor to the next window or to the number of the window that you specify.

To move the cursor to the window below the current window, or to the top window if the current window is the bottom window:

Press **CODE-NEXT**.

To move the cursor to a previous window:

Press **CODE--** (hyphen on the numeric keypad).

Character Count (CODE-SHIFT-N)

Displays the number of characters in your open file or currently selected text.

To display the number of characters:

Press **CODE-SHIFT-N**.

Clear Field (CODE-DELETE)

Clears a field in a form.

To clear a field in a form:

Place the cursor in the field, and press **CODE-DELETE**.

Close Window (CODE-C or F4 C)

Removes files or menu windows from the screen.

When multiple windows are open, the Close Window command closes the window containing the cursor.

Close Window does not save your work. You must issue the Save command separately (CODE-S).

The Close Window command followed by a Save closes the file without the need to press **FINISH**. By using this sequence, you can make your file accessible in other contexts under the Context Manager. This approach is useful when you have completed work on a source code file and want to compile it in another context, but do not want to exit the Editor.

Convert Line Endings (CODE-F4)

Converts line endings in a file to MS-DOS or CTOS format.

To convert the line endings in the current file:

1. Press **CODE-F4**.
2. For MS-DOS, type **C** (carriage-return linefeed), or for CTOS, type **L**.
3. Press **GO**.

Copy (COPY)

Copies selected text from one location in a file to another location specified by the cursor position. The text remains in its original position and is added at the cursor position.

You can copy text across all windows, whether they contain one file or multiple files.

To copy text:

Mark the text to be copied, move the cursor to the new location, and press **COPY**.

Copy File (CODE-F1 C or CODE-SHIFT-C)

Copies an existing file and gives the copy a new name.

To copy a file:

1. Press **CODE-F1 C** or **CODE-SHIFT-C**.
2. Type the name of the file you want to copy in the *Old file name* field, and press **RETURN**.

If your cursor is within an open file, the name of the file appears in this field when the form is displayed.

3. Type the name of the new file in the *New file name* field.

(continued)

Copy File (CODE-F1 C or CODE-SHIFT-C)

4. If the old file requires a password for access or the new file requires a password to be created, type the password in the *Password* field.
5. Press **GO**.

This command does not append one file to another. To append one file to another, open both files, mark one, and copy it to the end of the other file.

Current Line Number (CODE-N)

Displays the line number of the line containing the cursor.

To display the current line number:

Press **CODE-N**.

Date/Time (CODE-T)

Displays the system date and time.

To display the system date and time:

Press **CODE-T**.

Delete (DELETE)

Deletes a single character or a block of characters (selected text) at the cursor position.

To delete a single character:

Press **DELETE**.

To delete large amounts of text:

1. Mark and select the text you want to delete.
2. Press **DELETE**.

The Delete command removes a selection only if the cursor is within the selection.

If you accidentally delete text, you can retrieve it immediately by issuing the Undo command (**F2**). The Undo command works only if you have not pressed any other keys (except the cursor keys or the scrolling keys) or issued any other commands since you deleted the text.

Delete File (CODE-F1 D or CODE-SHIFT-D)

Removes a file from the disk and from the current directory listing.

To delete a file:

1. Press **CODE-F1 D** or **CODE-SHIFT-D**.
2. Type the name of the file you want to delete in the *File names(s)* field, and press **RETURN**.

(continued) **Delete File (CODE-F1 D or CODE-SHIFT-D)**

(To delete more than one file at a time, separate the file names with commas or spaces.)

If the cursor is within an open file, the name of the file appears in this field when the form is displayed.

3. If the file you want to delete requires a password, type the password in the *Password* field.
4. Press **GO**.

The file is marked for deletion. It is *not* deleted from the directory and the disk, however, until you issue the next Save or Finish command, at which time both the current file and the -old file are deleted. See "-Old Files," in Chapter 3, "Managing Files," for an explanation of -old files.

Discard Edits (CODE-U or CODE-F2)

Discards all edits made in the current file since you issued the last Save or Finish command. The Discard Edits command acts as a more powerful version of the Undo command.

To discard edits:

Press **CODE-U** or **CODE-F2**.

If you save your work frequently, you can use this command to correct any editing errors.

NOTE: This command cannot be undone.

Display Colors (SHIFT-F7)

Displays and allows you to change the current color display (on workstations with color monitors only).

To define colors on a color monitor:

1. Press **SHIFT-F7** to display the *Display Colors* menu.

You can set the level of intensity for each color—red, green, and blue—for both normal display and for screen areas that are half-bright. *Normal display* includes the text area; *half-bright display* includes the status line and window bars.

2. Press the number representing the level of intensity that you prefer—**0**, **1**, **2**, or **3**—for each color for both *normal* and *half-bright* display.

3 indicates the highest intensity for each color; **0** represents no color.

The colors change on the screen immediately as you press numbers. In this way, you can mix the reds, greens, and blues to produce the desired color combinations.

3. Press **Y** to save the color selection in your *.user* file.
4. Press **GO**.

See the *CTOS Programming Guide* for more information about programming color monitors.

Divide Window (CODE-D or F4 D)

Divides the window containing the cursor in half, horizontally.

You can use multiple windows on the same file to compare text in two different places in a file, to move or copy text from one part of a file to another, or to move or copy text to the file in one window and maintain your editing position in the other.

A maximum of nine windows can be displayed on the screen at one time.

File Commands (CODE-F1)

Used to open, copy, rename, and delete files; change default path; and list directory files, volume status, and opened files.

To open a file:

Press **CODE-O** or **CODE-F1 O**, type the file name, and press **GO**.

To delete a file:

Press **CODE-D** or **CODE-F1 D**, type the file name, and press **GO**.

To copy a file:

1. Press **CODE-F1 C**.

The currently open file name appears in the *Old file name* field.

2. Type the old file name if different from the name in the *Old file name* field.

File Commands (CODE-F1)

(continued)

3. Type the new file name in the *New file name* field.
4. Press **GO**.

To rename a file:

Press **CODE-F1 R**, follow the instructions above for copying a file, and press **GO**.

To change the default path:

Press **CODE-F1 P**, type the new path name, and press **GO**.

To list directory files:

Press **CODE-F1 L**, and press **GO**.

To view the volume status:

Press **CODE-F1 V**, and press **GO**.

To list all files opened since you last issued the Save command:

Press **CODE-F1 F**, and press **GO**.

Finish (FINISH)

Ends the editing session by saving all the edits and closing all the files.

Forced New Line (SHIFT-RETURN)

*Begins a new line. (When automatic indentation is enabled, **SHIFT-RETURN** begins a new line without any indentation.)*

Formfeed (CODE-NEXT PAGE)

Inserts a formfeed character. (Formfeed characters are displayed as page breaks.)

To insert a formfeed character:

Press **CODE-NEXT PAGE**.

Function Keys (HELP)

*Displays labels for the function keys, **F1** through **F10**.*

Full Window Display (F4 F)

Enlarges the window containing the cursor so that it occupies the full screen.

Go To Beginning (CODE-B or CODE-)

Moves the cursor to the beginning of the file.

Go To End (CODE-E or CODE-0)

Moves the cursor to the end of the file.

Go To Last Edit (SHIFT-F1)

Moves the cursor to the location in the file where you made your last edit.

To recall previous edits in succession:

Press **SHIFT-F1** repeatedly.

Go To Source Code Line (CODE-G or CODE-SHIFT-G)

Moves the cursor to the specified line.

The source code line is based on the number of line breaks in your file and, therefore, usually corresponds to the line number listed by the compiler.

Help (HELP)

Displays lists of commands, keystrokes, and descriptions of the Editor commands; explains the current menu or form.

To exit from Help:

Press **CANCEL**.

Hexadecimal Display (CODE-H or F4 H)

Toggles between a normal display of your program and a hexadecimal, dump-style display.

To display your program in hexadecimal or to return to a normal display from hexadecimal:

Press **CODE-H** or **F4 H**.

Insert Hexadecimal (CODE-I)

Inserts a nonstandard character specified by hexadecimal code into the text.

To issue the command:

Press **CODE-I**, and complete the form. Then press **GO**.

For a list of hexadecimal values for all keyboard characters and key combinations, see the keyboard character tables in the *CTOS Procedural Interface Reference Manual*. If you know the keyboard character for which you want to insert the value, issue the Insert Literal command instead the Insert Hexadecimal command.

Insert Literal (CODE-')

Inserts the literal character for any keyboard character at the cursor position.

To issue the command:

Press **CODE-'** and then press the key for the character you want to insert, for example, **GO**.

A prompt reminds you that the character is inserted literally.

Insert Tab (CODE-TAB)

Inserts a tab without moving the cursor.

To insert a tab:

Place the cursor at the desired location, and press **CODE-TAB**.

List Directory Files (CODE-F1 L or CODE-SHIFT L)

Displays a list of files in any directory.

You can list the files in a directory (work area) with the **List Files** command. To do so:

1. Press **CODE-F1 L**.
2. Type any pattern of characters or wild card characters in the *Pattern* field to limit the number of files that will be displayed.
3. Type the node, volume, directory, prefix, and password names in their respective fields if different from the current path.
4. To see the file length in sectors, as well as the dates when the file was created, revised, and last accessed, press **Y** in the *Details* field.

Both listings show the number of files and the amount of space left on the volume in number of sectors and number of bytes. The detailed listing also shows the amount of space currently being used.

5. To sort the listing by file name suffix rather than file name, type **S** in the *Sort by* field.
6. To display only those files having at least one occurrence of a search string, type that string in the *Look for* field.
7. Press **GO**.

To quickly open, rename, copy, or delete a file in the list, select the file name by pressing any Mark key, then issue the appropriate command. The file name you selected appears in the command form.

To move the cursor quickly from name to name in the list:

Press any Mark key repeatedly.

List Opened Files (CODE-F1 F or CODE-SHIFT F)

Displays the full file name of each opened file, the mode in which it is currently open, if it has been modified, or is ready to be deleted. The list includes all files opened since the last time you issued the Save command.

To issue the command:

Press **CODE-F1 F** or **CODE-SHIFT-F**.

This command is useful for reopening a closed file without retyping the file specification. It is also useful for discarding changes from a closed file that you have not yet saved.

Locate (CODE-L)

Moves the text containing the cursor or any selected text to the center of the current window.

This command provides a quick way to adjust your screen while typing or to view a selection that has been scrolled away.

Lowercase Conversion (CODE-[)

Converts selected text to lowercase.

To covert text to lowercase:

Mark the text to be converted, and press **CODE-[** (left bracket).

Mark (MARK)

Selects the character at the cursor position.

Use a selection to indicate the text to which you want to apply a command. The cursor must be within the selection when you give the command.

Only one character at a time is marked. To include more text in your selection, combine the Mark command with the Bound command.

Mark Block (CODE-F8)

Selects the block in which the cursor is positioned.

If you press **BOUND** after you mark a block, the selection is extended to include the previous level of nesting in a program. Pressing **BOUND** again extends the selection to the next previous level, and so on.

Mark File (CODE-F10 or CODE-SHIFT-E)

Selects the entire file in which you have positioned the cursor.

Mark Line (F9)

Selects the line in which you have positioned the cursor.

To select a different line in your file:

Press **F9** successively until the line you want to select is highlighted.

Use a selection to indicate the text to which you want to apply a command. The cursor must be within the selection when you give the command.

Extend a selection by using the Bound command, or by moving the cursor to the extent of your selection and then pressing **BOUND**.

Mark to End of File (SHIFT-F10)

Selects the text from the point where you have positioned the cursor to the end of the file.

To select text from the cursor position to the end of the file:

Press **SHIFT-F10**.

Use a selection to indicate the text to which you want to apply a command. The cursor must be within the selection when you give the command.

Extend a selection by using the Bound command, or by moving the cursor to the extent of your selection and then pressing **BOUND**.

Mark to End of Line (SHIFT-F9)

Selects the text from the point where the cursor is positioned to the end of the line (but not the end-of-line character).

To select text from the cursor position to the end of the line:

Press **SHIFT-F9**.

Use a selection to indicate the text to which you want to apply a command. The cursor must be within the selection when you give the command.

Extend a selection by using the Bound command, or by moving the cursor to the extent of your selection and then pressing **BOUND**.

Mark Word (F8)

Selects the word in which the cursor is positioned.

To select a different word in a file:

Press **F8** successively until the word you want to select is highlighted.

Use a selection to indicate the text to which you want to apply a command. The cursor must be within the selection when you give the command.

Extend a selection by using the Bound command, or by moving the cursor to the extent of your selection and then pressing **BOUND**.

Move (MOVE)

Moves selected text to the current cursor position and deletes the text from the original location.

You can move text across any windows on the screen, whether the windows divide one or several files.

New Line (RETURN)

Inserts a linefeed character and moves the cursor to the beginning of the next line.

To move the cursor to the beginning of the next line:

Press **RETURN**.

Next (NEXT or DOWN ARROW)

*Moves the cursor to the next field of any command form. If the cursor is at the last field in the command form, **NEXT** moves the cursor to the first field.*

Next Formfeed (SHIFT-NEXT PAGE)

Scrolls down to the next formfeed character.

To scroll to the next formfeed character:

Press **SHIFT-NEXT PAGE**.

Next Page or Screen (NEXT PAGE)

Scrolls up the display one window at a time.

To scroll up the display one window at a time:

Press **NEXT PAGE**.

To find and move to the next formfeed symbol in a file:

Press **SHIFT-NEXT PAGE**.

To insert a formfeed symbol in a file:

Press **CODE-NEXT PAGE**.

Next Window (CODE-NEXT or F4 N)

Moves the cursor to the next open window on the screen.

To move to the next window down on the screen:

Press **CODE-NEXT** or **F4 N**.

Open File (CODE-F1 O, CODE-O, or CODE-SHIFT-O)

Opens an existing file or creates a new one.

To open a file:

1. Press **CODE-O**, **CODE-F1 O**, or **CODE-SHIFT-O**.
2. Type the file name in the *File name(s)* field. Do not use spaces or commas in the name.
3. If the file or directory is password protected, type the password in the *Password* field.
4. If you do not want text changed while the file is open, or if you want others on a multiworkstation setup to be able to view the file at the same time you do, press **N** in the *Allow changes?* field.
5. If you are copying another file into the new file, type that file name in the *Copy from file* field.
6. Press **GO**.

If you're creating a new file, it is kept in memory only until you issue the Save or Finish commands, at which time the file is written to the disk.

To open multiple files:

In the *File name(s)* field, insert a space or comma between file names. If your file name has embedded spaces or commas, surround the file specification with single quotation marks.

Overtyping Mode (OVERTYPE)

Replaces existing characters with other characters.

To enter Overtyping mode:

Press **OVERTYPE**.

When the keyboard is in Overtyping mode, a light appears on the **OVERTYPE** key.

To return to Insert mode:

Press **OVERTYPE** again.

In Overtyping mode, the **BACKSPACE** key functions like an arrow key. Also, **RETURN** and **SHIFT-RETURN** replace an existing character with a line break symbol.

Previous Formfeed (SHIFT-PREV PAGE)

Scrolls the display up to the previous formfeed.

To scroll the display to the previous formfeed:

Press **SHIFT-PREV PAGE**.

Previous Page or Screen (PREV PAGE)

Scrolls the display up one window at a time.

Previous Window (F4 P or CODE-- [Numeric Hyphen])

Moves the cursor to the top of the previous window.

To move the cursor to the top of the previous window:

Press **CODE--** (numeric hyphen).

Redo (F1)

Repeats any edits you have made since you last used the cursor keys. (You must have a file open to issue the Redo command.)

The Redo command repeats only the text you inserted, not the spaces before or after.

Note that the Redo command does not reapply a selection; it only repeats a command or a keystroke sequence. You can make a selection and then issue the Redo command, then make another selection, and apply Redo again.

You can use the Redo command to restore text to the way it was when you issued an Undo command.

Rename File (CODE-F1 R or CODE-SHIFT-R)

Changes the name of an existing file.

To rename a file:

1. Press **CODE-F1 R**.
2. Type the name of the file you want to rename in the *Old file name* field.
3. Type the new file name in the *New file name* field.
4. If the file you are renaming has a password, type the password in the next field.
5. Press **GO**.

The file name is changed, and the -old version of the file is deleted.

You can rename only one file at a time.

Issuing the Rename command is equivalent to issuing the Copy command followed by the Delete command. Delete removes the specified file and any corresponding -old file; Rename renames only the specified file and deletes any corresponding -old file.

Replace (SHIFT-F6)

Searches a file for a specific string of characters and replaces the string with another string.

To replace a character string:

1. Press **SHIFT-F6**.
2. Type the string you want to replace in the *Search for* field.
3. Type the new string in the *Replace with* field.

You can use wild cards in the *Replace* form. Use the question mark (?) to match any character. Use the asterisk (*) to match a range of characters up to the end of a line. To use either of these characters literally, enclose it in single quotes (for example, '?').

4. If you want to replace only those occurrences for which capitalization exactly matches the string you entered, type **Y** in the *Alter caps of replacement* field.

No is the default option; all occurrences are replaced.

5. If you want the search to pause and wait for your confirmation before replacing the string, type **Y** in the *Confirm each* field.

No is the default option; all occurrences are replaced without pause.

NOTE: Confirming each occurrence is the safest procedure, since your string could occur as a substring in your file.

(continued)

Replace (SHIFT-F6)

6. If you want to find the string only if it stands alone (that is, it is not embedded in surrounding text), type **Y** in the *Ignore embedded match?* field.

For example, you would select *Yes* if you wanted to find all occurrences of the word *move*, but not if it occurs in the word *remove*.

7. Press **GO**.

The Editor stops when it finds an occurrence of the selected word or string of words. Press **GO** to replace it or press **NEXT** to leave the string as is and move to the next occurrence.

To search only a portion of the file, first select the portion to be searched, and then issue the Replace command.

Save (CODE-S)

Saves all edits made during an editing session without closing any files.

The Save command does not close any windows.

Scroll (Scroll Up or Scroll Down)

Scrolls a window up or down one line at a time.

To scroll an entire window up or down:

Press **SHIFT-SCROLL UP**, **CODE-SCROLL UP**, **SHIFT-SCROLL DOWN**, or **CODE-SCROLL DOWN**, respectively.

Search (F6 or CODE-F)

Searches for a character or string in a file or selection.

To perform a search:

1. Press **F6**. The *Search* form is displayed.
2. Type the string you want to find in the *Search string (1)* field.

You can use wild cards in the *Search* form. Use the question mark (?) to match any character. Use the asterisk (*) to match a range of characters up to the end of a line. To use either of these characters literally, enclose it in single quotes ('?').

If you want to search for two strings at once, type the second string in the *Search string (2)* field.

3. To search for only the second string, type **2** in the *Search using string* field: to search for both strings, type **B**.

The Editor searches for the first string unless instructed otherwise.

4. If you want to search for only those occurrences that match the capitalization of your search string, type **Y** in the *Check caps?* field.
5. If you want the Editor to search the file and report only the number of occurrences, rather than highlighting each one as it is found, type **N** in the *Select field*.
6. If you want to find the string only if it stands alone (that is, not embedded in surrounding text), type **Y** in the *Ignore embedded match* field.

For example, you would select *Yes* if you wanted to find all occurrences of the word *move*, but not if it occurs in the word *remove*.

7. Press **GO**.

To continue to the next occurrence after editing the previous occurrence:

Press **F6**, then press **GO**.

To continue to the next occurrence without editing:

Press **F1** (Redo).

To search backward through a file from the cursor position:

1. Complete the *Search* form, as described in steps 1 through 6 above.
2. Press **CODE-GO**.

The search begins at the cursor position or at the beginning of the selection and continues backward to the beginning of the file or selection. When the string is found, it is highlighted. You must give the command again, or press **F1** (Redo) to search for the next occurrence of the string.

To search for characters that you cannot type into the form:

1. Issue the Insert Literal command (**CODE-'**) and insert the character into the regular text of your file.
2. Mark the inserted character.
3. Press **F6** (Search). The *Search* form is displayed.
4. Move the cursor to the *Search for* field.
5. Press **MOVE** or **COPY**. The character is inserted into the field.
6. Press **GO**.

Set Colors (SHIFT-F7)

Sets the colors to be used on a color monitor.

See Display Colors, earlier in this chapter.

Set Copy Place (CODE-COPY)

Sets an anchor to mark the new location for text you want to copy.

To set the anchor to mark the new location where you want to copy text:

1. Move the cursor to the location where you want to place copied text.
2. Press **CODE-COPY**. The anchor character is set.
3. Mark the text to be copied and press **CODE-COPY**.

The text is copied to the anchor position (without placing the cursor in the new location).

Set Default Options (F7)

Sets the default options for your current editor session, and, optionally, allows you to store them in your .user file to apply to all future Editor sessions.

To change the default file options:

1. Press **F7**. The *Set Defaults* form is displayed.
2. If other than 4, enter a new tab length in the *New tab length* field. Numbers from 4 to 80 are acceptable.
3. For Read-only mode, type **R** in the *Open file mode* field.
4. For automatic indentation, type **Y** in the *Autoindent mode* field.
5. To expand wild cards, type **Y** in the *Expand wildcards?* field.
6. Type **C** for MS-DOS carriage-return linefeed endings, or **L** for CTOS linefeed endings in the *Line mapping mode?* field.
7. Type **Y** in the *Save to user file?* field to store these options as the default options in your .user file.
8. Press **GO**.

Set Move Place (CODE-MOVE)

Sets an anchor character to mark the new location for text you want to move.

To set an anchor character to mark the new location where you want to move text:

1. Move the cursor to the location where you want the text to be moved.
2. Press **CODE-MOVE**. The anchor character is set.
3. Mark the text to be moved, and press **CODE-MOVE**.

The text is moved to the anchor position (without having to move the cursor to the new location).

Set Path (CODE-F1 P or CODE-SHIFT-P)

Sets the default path for your current Editor session. When you exit the Editor, the previous default path is restored.

To change your default path:

1. Press **CODE-F1**, and then press **P**.
2. If you want to access a directory located on another volume, type the name of the volume in the *Volume* field. (Brackets are not necessary).
3. Type the name of the directory in the *Directory* field. (Brackets are not necessary.)

Set Path (CODE-F1 P or CODE-SHIFT-P)

(continued)

4. Type any file prefix you want to use in the *Default file prefix* field.
5. If the directory you are accessing has a password, type the password in the *Password* field.
6. If the node name is different from your own system node, type the name of the node in the *Node* field.
7. Press **GO**.

You can access volumes on your own workstation or on the server, but not other volumes on other workstations on the cluster.

Space Tab (SHIFT-TAB)

Inserts spaces from the cursor text position to the next tab stop.

To insert a space tab:

Place the cursor at the desired location, and press **SHIFT-TAB**.

Tab (TAB)

Inserts a tab symbol to position text at the next tab stop. Also, moves the cursor to the next tab stop.

Thumb (CODE or CODE-1 to CODE-0)

Moves the cursor to a specified position within the file (in increments of 10 percent).

To thumb through a file (to go to a relative position in your file):

Press **CODE** and the appropriate number key (on the typewriter pad).

For example, **CODE-1** moves the cursor to a point 10 percent through the file; **CODE-2** to 20 percent, and so on.

To go to the beginning of the file:

Press **CODE-^**.

To go to the end of the file:

Press **CODE-0** (100%).

Tiled Window Display (F4 T)

The screen display in which multiple windows can be displayed concurrently on the screen, each one separated by a window bar. Tiled Window display is the default display. (See also Full Window Display, earlier in this chapter.)

To set Tiled Window display:

Press **F4 T**.

You can have up to nine windows open on the screen at the same time.

Time/Date (CODE-T)

Displays the system date and time.

To display the current system date and time:

Press **CODE-T**.

To cancel the date and time display, press **CANCEL**.

Undo (F2)

Removes your last editing or format change. The Editor defines your last edit as the last time you moved the cursor and began typing or the last time you issued a command.

To remove an edit:

Press **F2**.

You cannot undo the Discard Edits and Save commands.

You can use Undo to undo the command itself.

Unmark (CODE-MARK or SHIFT-MARK)

Removes the highlight from any selection and, therefore, cancels the selection.

To remove the highlight from your selection:

Press **CODE-MARK** or **SHIFT-MARK**.

Uppercase Conversion (CODE-])

Converts selected text to uppercase.

To convert text to uppercase:

Select the text to be converted (using the Mark keys), and press **CODE-]** (right bracket).

Visible (CODE-V)

Shows special characters and symbols, such as tab symbols.

To place the screen in Visible mode:

Press **CODE-V**.

Linefeed, formfeed, tab, space (dot) symbols, and so on, in the text are displayed on the screen.

To return to Normal mode:

Press **CODE-V** again.

Volume Status (CODE-F1 V or CODE-SHIFT-V)

Displays a list of directories and the amount of space available in the specified volume.

To display the status of your current volume:

Press **CODE-SHIFT-V**; then press **GO**.

Window Commands (F4 or CODE-GO)

Used to set a Full or Tiled Window display, divide windows, close windows, and move the cursor to the previous or next window.

The Editor supports multiple windows in one or more files. Multiple windows are separated by window bars; this is called a Tiled Window display. Alternately, you may have each window occupy the full screen; this is called a Full Window display.

You create windows with the Open File, List Directory Files, Volume Status, and List Opened Files commands.

To set a Full Window display:

Press **F4 F**.

To set a Tiled Window display:

Press **F4 T**.

To display a file in hexadecimal or return to normal mode:

Press **F4 H** or **CODE-H**.

To change to Visible mode or to return to Normal mode:

Press **F4 V** or **CODE-V**.

To divide a window:

Press **F4 D** or **CODE-D**.

Window Commands (F4 or CODE-GO)

(continued)

To close a window:

Press **F4 C** or **CODE-C**.

To move the cursor to the previous window:

Press **F4 P** or **CODE--** (numeric hyphen).

To move the cursor to the next window:

Press **F4 N** or **CODE-NEXT**.

Zoom (CODE-Z)

On workstations with supporting hardware, changes the character display from 80-column mode to 132-column mode or restores the display from 132-column mode to 80-column mode.

To set the character display to 132-column mode so more characters per line are visible on the screen at once, or to restore the character display to 80-column mode:

Press **CODE-Z**.

*. *See* wild card.

?. *See* wild card.

@. *See* at-file.

-old file. A copy of a file as it was when opened, or at the time of the last Save, whichever was most recent.

at-file. A text file that contains a parameter value. An at-file can be used to supply file lists or other parameter values in a command form. When the name of a text file is preceded by the at symbol (@) in a form field, the contents of the file are substituted as the parameter value when the command is executed.

active file. The file that contains the cursor.

automatic indentation. Indents every line automatically. Set with the user file option Auto Indent.

block. A sequential string of text whose end points you define using the cursor movement keys; in programming languages, a subdivision that serves to group related statements or delimit routines.

block check. Checking for matching tokens in a selected block of text.

character. Any number, letter, or symbol in text.

cursor. The moveable, visual symbol displayed on the screen that indicates where the next operation will occur.

default path. The volume and directory that appear in the path display on the screen (upper left corner).

default value. The predetermined value that is used to execute a command when no other value is specified.

disk. A physical device that is either contained within or attached to your workstation. It provides storage space for your files.

field. A blank line in a command line where you type in a parameter value.

file. A set of related records treated as a unit. Files can be executable programs or they can be documents, spreadsheets, and so on, which you create with applications.

file specification. A unique identifier that contains the name of a file, as well as its volume and directory location. A full file specification is represented as {node}[volume]<directory>filename^password. To specify a file, use as much of the file specification as necessary to define its location.

file status line. The line that divides the main text area of the screen and the path display. It displays the name of the current file and the position of the top line in the window as a percentage of the file, measured from the beginning. The percentage is updated as you move within the file.

form. Contains fields where you supply information so that a command can be executed.

function keys. The ten keys, labeled **F1** to **F10**, in the top row of the keyboard.

half-bright display. A characteristic of screen display. The file status line appears in Half-bright display; the text area and the path display appear in Normal display.

hexadecimal display. A notation in which a group of four binary digits is represented by one digit of the hexadecimal (base 16) number system.

highlight. *See* selection.

Insert mode. The mode in which characters typed from the typewriter pad of the keyboard are inserted into a file. The Editor is in Insert mode when the light on the **OVERTYPE** key is off. *See also* Overtyping mode.

line endings. The line formatting recognized by an operating system. For example, MS-DOS uses carriage-return linefeed endings; CTOS uses linefeed endings.

literal character. An ASCII character that can be inserted into text in place of the key it represents. For more information, see the *CTOS Operating System Manual*.

menu. A list of various command options, from which you make a choice. When you select an option, the Editor may display an additional menu for you to complete, or it may execute the command immediately.

Normal display. A characteristic of screen display. The text and the path display line appear in Normal display; the file status line appears in Half-bright intensity.

Normal mode. One of the two modes of visibility on the screen. When the screen is in Normal mode, no special character symbols are visible. The screen is in Normal mode when you begin a new Editor session. *See also* Visible mode.

Overtyping mode. The mode in which characters typed from the typewriter pad of the keyboard replace characters in a file. You can move the cursor and type characters exactly as you do in Insert mode, but every character typed replaces the existing one (if any) at the cursor position. The Editor is in Overtyping mode when the light on the **OVERTYPE** key is on. *See also* Insert mode.

path display. The top line of the Editor screen. It displays the name of the path (node, volume, and directory) in which you are currently working.

pattern. A combination of wild-card characters used in certain command parameters of the Editor to designate file specifications. The Editor acts on all files that match the pattern. *See also* Wild card.

primary window. The top window when two or more windows are open in the same file. The primary window contains the file status line.

prompt. A system message that guides you through certain procedures.

secondary window. Any window except the top window when two or more windows are open in the same file. The secondary window contains an index tab, or shortened version of the file status line. It contains only the position of the top line as a percentage of the file.

selection. A contiguous block of characters, highlighted in reverse video, on which certain operations can be performed (such as moving, copying, and deleting).

status message. A message that appears at the bottom line of the screen to inform you of a particular occurrence within your system.

tab. A point to hold text at a specified position on the line. Tabs are set initially every four spaces. This setting can be changed using the *Set Defaults* form. You can format text into columns using tabs.

thumbing. Moving through the file in increments of 10 percent.

tokens. A pair of matching characters used in program syntax, such as left and right braces ({}), or *Begin* and *End*.

user file options. Configuration parameters to be used for all Editor sessions.

Visible mode. One of the two modes of visibility on the screen. When the screen is in Visible mode, the linefeed symbol, the formfeed, or page-break symbol, tabs, and spaces are visible. The screen is in Normal mode when you begin a new Editor session. *See also* Normal mode.

wild card. A special character entered into certain command parameters of the Editor that instructs it to search for all file specifications that match the entry, except for the wild-card character. Where a wild-card character appears, all matches are considered valid. The Editor recognizes two wild card-characters: the asterisk (*), which specifies all matches of zero or more characters, and the question mark (?), which specifies a match of exactly one character.

window. An area of the screen in which one of several files is displayed.

wordwrap. Refers to the automatic movement of the cursor to the next line when it reaches the right margin.

zoom. Changes the character display size from 80-column mode to 132-column mode (or restores the display from 132-column mode to 80-column mode).

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- Zoom command, 5-46
- Zoom feature, 1-8

Cut along dotted line ✂

Tape

Please Do Not Staple

Tape

Fold Here



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 817 DETROIT, MI

POSTAGE WILL BE PAID BY ADDRESSEE

UNISYS CORPORATION
PRODUCT INFORMATION
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