Schwenbach

Characters Not Allowed in Document Names

The following symbols cannot be used in a MASS-11 document name: colon (:), slash (/), asterisk (*), open square bracket ([), close square bracket (]), and period (.).

Document Directory Selection

At the MASS-11 Main Menu you must now type **DIR** at the "Enter the Desired Function:" prompt to display, select, or add to your document directories. Previous to Version 5-A, it was possible to immediately type the directory name at this prompt, or to immediately press PF1 L to list the directories. With this release you must enter **DIR.** A prompt has been added to the bottom of the Main Menu display notifying you of this change. Once you have initiated the option you will be prompted for the document directory name or instructed that PF1 L will give you a listing of document directories. To create a new directory enter the desired name at the prompt, and answer Y RETURN to the system query. If you list the directories, select the appropriate one with an X and RETURN. This change was made to make document directory selection and creation consistent throughout the package. REMEMBER: It is possible to change or create directories at any MASS-11 Menu (except the PF1 M Edit Menu).

NOTE: To change directories at a menu you must now type **DIR** rather than FOLD.

Multiple Document Delete

A blind function has been added in Version 5-A which permits the deletion of multiple documents. At the Word Processing Menu, select this option by entering "3M" at the "Enter the Desired Function:" prompt. The "Enter Document Name?" prompt appears. Press PF1 L to display the document index. Notice the prompt at the bottom of the screen "Type X RETURN Next to Desired Selection and Press PF2. Press PF4 to Cancel." Enter an X and RETURN next to each document name in the directory you want to delete. NOTE: Do not use the DOWN ARROW key after selecting the document name with an X or the document will not be selected for deletion. Press PF2 to signify that you've finished marking the documents for deletion. You will then receive the name of the first document you marked, followed by the prompt "Delete - Type Y RETURN if Sure:" Answer the prompt with Y RETURN if you are sure you want to delete the document; if you do not, enter N RETURN. The process will be repeated for each selected file. If at any time you wish to cancel the process, press PF4. REMEMBER: Once a document is deleted in MASS-11, you will be unable to retrieve it.

Rulers in Middle of Paragraph

When a ruler is inserted in the middle of a paragraph, the word wrap does not function as expected. The reason is that a hard carriage return is always needed before a ruler.

Page Break Locations

An inconsistency in the placement of soft page breaks with the MASS-11 and MASS-11/EDT editors was corrected in the Version 5-A release of MASS-11. Prior to this new release, a soft page break was inserted beneath the cursor when using manual pagination (PF1 Z), yet a soft page break inserted with the PF3 P S command was inserted above the cursor. This inconsistency was corrected so that both occur above the cursor.

B (Bibliography) Wrap Tab

The bibliography tab is marked in the horizontal ruler with a "B." This tab setting is most often used when generating bibliographies or CV's. The B tab, unlike any other MASS-11 tab setting, should be used without placing a tab marker in the text. Instead, begin typing text at the left margin. The second line of text will wrap automatically to the "B" setting in the ruler. Only one bibliography tab can be placed in the ruler.

Character Aligned Tabs

A character-aligned tab for the "=" symbol and for the "%" symbol have been added. To utilize these functions, enter the ruler, and place a "D" in the desired tab location. Then type "A" for alignment mode (this character will not be displayed), and enter the desired character to the right of the "D." Text will align beneath the "D" by the character specified. Characters acknowledged with this function are: '.' (period; this is the default for the D tab--no additional character is necessary), '$' , '(' , ')' , '/' , ',' , ':', '%', and '=' .

Paste Buffer Text Storage

Text stored in a paste buffer is retained only when editing documents through the Word Processing Menu. If the user leaves the Word Processing Menu (i.e., goes to the Print Menu, moves to the Main Menu, etc.) text will be erased from the paste buffer. Paste buffer text will be retained, however, if the operator uses the "DIR" command to change document directories at the Word Processing Menu.

Column Sorting

Users can now sort columns within a document--both alphabetically and numerically--and in either ascending or descending order. Any column can be the sort column, and when one column is sorted, the rest of the columns are also resequenced, so that each row of associated information remains together.

The process is similar to column editing in that to begin the function you position the cursor on the left-most position of the column to be sorted. Press **PF1 * R**, move the cursor to the right-most position of the sort column, and then press **C**. The prompt, "Rearranging column," will appear.

Move the cursor to the bottom of the column and press **PF2**. The prompt "Enter N: Numeric Sort, A: Alpha Sort" will be displayed along with the "Column" message. Enter A if the Column is to be sorted alphabetically or N if a numeric sort is desired and press RETURN. The following prompt will appear: "Enter A: Ascending, D: Descending." Press A if the column is to be sorted in ascending order or D if descending order is wanted, and press RETURN.

Multi-Column Bug Fixed

A bug prevented users working with multi-column documents from successfully formatting a document in which the first column of text was shorter than any of the following columns. This bug, first reported in Version 4-C in all editors, has been corrected with the release of Version 5-A.

Added Levels to Multi-Level Decimal Numbering

Previous to the release of Version 5-A, the user was limited to five levels of multi-level decimal numbering. With this release, multi-level decimal numbering has been expanded to accommodate up to 20 levels. NOTE: Be sure to allow enough space for multi-level decimal numbering for proper text formatting.

Suppressing Commands

A new embedded command has been introduced with this version which enables you to suppress the interpretation of MASS-11 embedded and backslash commands. By inserting the embedded command <CI=N>, (Command Interpretation=No), MASS-11 will not interpret the commands entered in a document. Instead, commands in the document will print out. A MASS-11 embedded command is an instruction inserted into document and surrounded by angle brackets (e.g., <BH=1>, <VT=10>, etc.). MASS-11 backslash commands are \D, used for entering the date and time, and commands such as \1, \2, used to denote multi-level decimal numbering. (NOTE: You will be unable, however, to get the <CI=N> or <CI=Y> commands to print out unless you use substitute characters.) When the command <CI=Y> is inserted in the document the system will once again begin interpreting embedded commands. The <CI=Y or N> command must appear on a line by itself and must be followed by a Hard Carriage Return.

Toggle of Subscripts and Superscripts

Users can now toggle into and out of subscripting and superscripting. To operate the function, press **PF1 & S**. This command acts like a switch to turn on continuously sub- and superscripted characters when they are called for. Each time **PF3 S B** or **PF3 S P** is assigned, the characters will be continuously sub- or superscripted. To return to normal text characters, press **PF3 N**. If **PF1 & S** is pressed once again, it will turn off the continous super- or subscripting feature and return the user to the default which is that **PF3 S B** or **PF3 S P** must be pressed for each character to be super- or subscripted.

Underlining of Subscripts and Superscripts

Printed output of underlined superscripts and subscripts has been redesigned so that superscripts will be underlined at the normal text baseline and subscripts will appear at the same level as the underline but will not be underlined. Previously, the underline moved with the superscript of the subscript. NOTE: When you assign underlining to a superscript or a subscript, be aware that the display of the superscript or subscript attribute as you edit will be altered: subscripts--which appear in underlined reverse video--will not appear underlined and superscripts--which appear in reverse video--will appear as a subscript.

EDT Editor

In the EDT editor, the "undelete word" function is not available in MASS-11. The "undelete line" function undeletes the last deleted text whether it was a word or a line. Therefore, "undelete line" can be used in place of "undelete word" to paste a word just deleted.

MASS-11/EDT Hard Space Command

It is incorrectly documented that you can assign a Hard Space in the MASS-11/EDT editor with the command PF1 Space Bar. The correct command is PF3 H.

On-Line Help

On-Line Help on the VAX system (MASS-11 Editor only) has been updated with the Version 5-A release. Access this function with the command PF1 ?. When the first screen is displayed, you will notice several help topics. Only enough characters to uniquely identify the desired topic need be entered. Press PF2 to display the help screen defining the methods by which you can maneuver through the help utility.

Spelling Checker Modifications

MASS-11's spelling checker will no longer halt on the MASS-11 embedded commands in a document (e.g., <BH=1>, <VT=10>, etc.), or on composite characters assigned with MASS-11's overstrike attribute command.

Batch Queue Printing

Two new options have been added to the Word Processing Menu. Batch Print and Batch Print After Merge enable the user to print documents in background mode. When formatting takes place in background mode, the user's terminal is freed up for continued editing or other tasks. You no longer have to wait while "Function in Progress" blinks on your screen. In addition to freeing your terminal, batch printing does not make as heavy a demand upon the operating system as regular printing, thereby speeding up the computer response time for all users.

The two options from the Word Processing Menu are:

A - BATCH PRINTING AFTER MERGE
B - BATCH PRINT

Before utilizing either batch printing option, be sure to format your document by storing the desired page/document and print parameters within the document. Do this by calling the Edit Menu (PF1 M) and selecting option PP. The first screen will show the Page/Document Parameters Menu (the Vertical Ruler) and the second screen will show the Print Parameters Menu. This menu allows you to store the printer selection for the document.

Choosing A or B will be much like choosing 3 (Print a Document) or 4 (Print after Merge) at the Print Menu. You will be asked for the document name (or form and list document names). Then you will be asked to enter the name of the batch queue to which you want to send the job. Simply hit the return key to select the default queue, SYS$BATCH. You will then see a message that your job has been submitted to the batch queue for formatting and transmission to the printer. Press RETURN to clear the prompts from the screen and return the cursor to the "Enter the Desired Function:" prompt.

Schoenbach

MASS-11 REFERENCE MANUAL

MASS-11 Editor

April 16, 1984

VMS-Version 3-2

MASS-11 VERSION 4-C

MASS-11pc VERSION 1.0

Microsystems Engineering Corporation
2400 W. Hassell Road Suite 400
Hoffman Estates, IL 60195
312/882-0111

CHAPTER FOUR - CURSOR MOVEMENT

CHAPTER FIVE - RULERS AND ATTRIBUTES

CHAPTER SIX - EDIT FUNCTIONS

CHAPTER SEVEN - BASIC PAGE FORMATTING

CHAPTER EIGHT - ADVANCED PAGE FORMATTING

CHAPTER NINE - USING STORED TEXT

CHAPTER TEN - COLUMN EDITING AND MATHEMATICS

CHAPTER ELEVEN - EDIT MENU

CHAPTER TWELVE - LIST PROCESSING

CHAPTER THIRTEEN - SCIENTIFIC EQUATION EDITING

CHAPTER FOURTEEN - PRINT FUNCTIONS

CHAPTER FIFTEEN - DEFAULT PARAMETERS MENU

CHAPTER SIXTEEN - UTILITY FUNCTIONS MENU

CHAPTER ONE

OVERVIEW

1.1 INTRODUCTION

MASS-11 is a powerful yet "user-friendly" word processing system. When tough, heavy-duty, complex word processing applications are needed, the combination of MASS-11 and the VAX computers is unbeatable. MASS-11 has been designed to handle the demanding needs of word processing professionals in all fields -- legal and legislative offices, governmental agencies, engineering offices, health care centers, and academic institutions alike.

Despite its advanced functionality, however, MASS-11 has been designed for use by the novice as well as the experienced word processor. Any user new to MASS-11 becomes productive quickly. MASS-11 employs menus (screen displays) to present available options to the operator. System messages and prompts are used extensively to inform the operator of the system's activity and operations in progress. Editing commands are easy to learn and simple to use.

MASS-11 provides three distinct ways of editing text. For newcomers to word processing, the MASS-11 method of editing is recommended. Commands incoporate the first letter of each function, such as "**D**" ,for Delete, "**C**" for copy, etc.

For those familiar with the VAX editor (EDT), it is recommended to use the MASS-11 EDT editor. When using this editor, the numeric keypad is activated to emulate EDT. Main keyboard commands are like those in MASS-11. (Refer to Appendix A.)

For users already familiar with Digital's Word Processing systems (DECmate, WS200), the WS200 editor is recommended. Users can continue to use their word processing keyboards for functionality. The numeric keypad is activated to emulate the function keypad provided by the WS200 series of word processors. (Refer to Appendix B.)

No matter which editor is chosen, the functionality, power and speed remain the same. Choosing an editor is described later in this section.

With the surge of personal computers in the workplace, MEC has forseen the need for comprehensive word processing capabilities for the stand-alone workstation. Thus, the introduction of MASS-11pc. This program functions just as the VAX version -- same functionality, same speed and compatibility with files created on the VAX. To meet the needs of the office manager, secretary, or dedicated word processor, MASS-11pc will operate in full compatibility with the VAX on the Digital Rainbow 100+, the IBM PCxt, or the Tandy 2000 personal computers. MASS-11pc will run on any hard disk or dual-diskette driven system operating with MS-DOS. Detailed information about the exceptions to its operation are explained in Appendix C of this manual.

MASS-11 works in **native mode** on the VAX. This allows for a large number of users on the system at a very low CPU cost per user. All functions occur in virtual memory so that they are executed almost instantly. Multiple users can be working in the same account or the same directory simultaneously. MASS-11 and MASS-11pc are totally compatible with DEC files and data transmission systems and will interface with DECNET and VAXMAIL. MASS-11 and MASS-11pc support any kind of VAX-compatible printer: matrix, letter-quality, interlocking dot matrix, laser, etc. A journaling capability allows user keystrokes to be recovered after a disruption in computer service such as a power failure.

1.2 OPERATOR WORKSTATION (The Terminal)

The terminal consists of two basic components: the keyboard and the display screen. For the remainder of this manual, whenever a single key on the keyboard is referenced in the text, it will be surrounded by square brackets, **[X]**, for example. Functions which require two keys to be pressed at once are bracketed as a single key, as in **[CTRL-W]**. Within the display screen viewing area, there is always one character position designated as the **Cursor Position**. The cursor is identified by either a blinking rectangular block or a blinking underline, depending on the setup of the terminal. The cursor position defines where any text typed or any operation performed will take place.

1.2.1 THE KEYBOARD

The keyboard contains a Main Keyboard, an Editing Keypad, and an Arrow Keypad. (**PERSONAL COMPUTER USERS:** Refer to Appendix C as it is specifically designated for detailing the personal computer keyboard and its functionality.)

1.2.1.1 The Main Keyboard

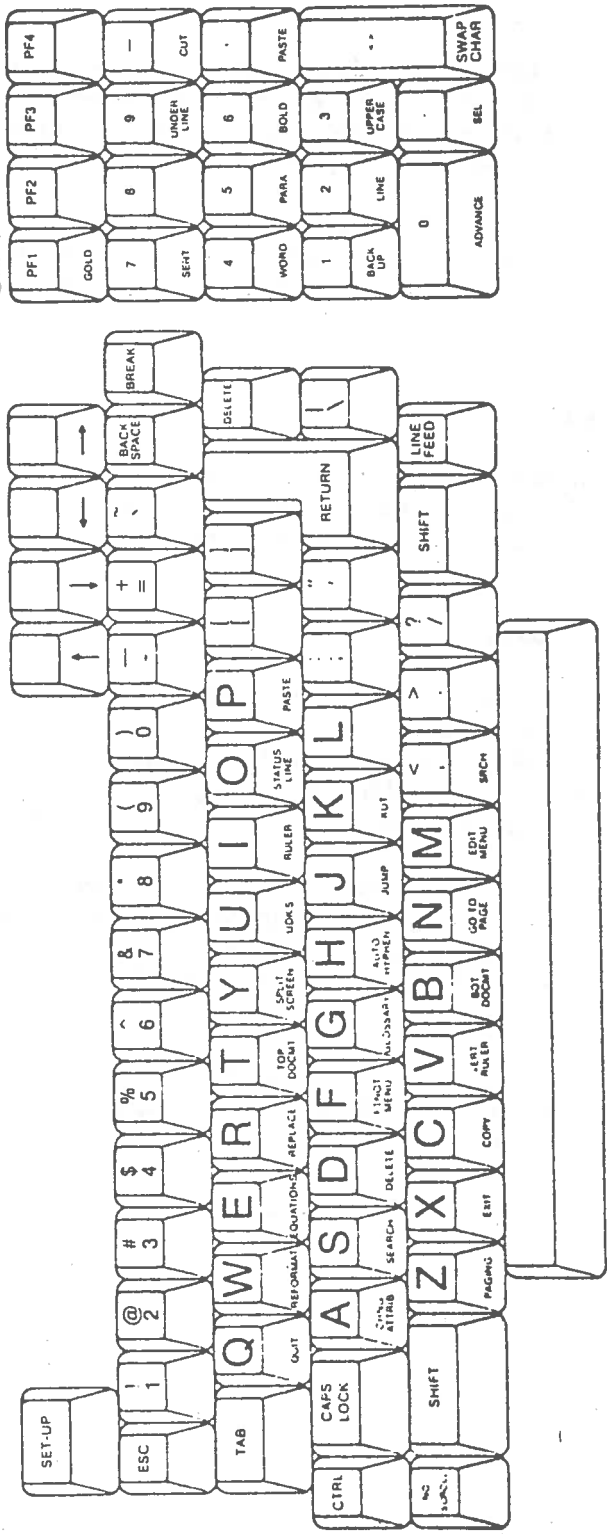
The Main Keyboard is the keyboard of a standard typewriter. Pressing a letter, numeral, or symbol key produces that character on the display screen. As with a typewriter, pressing a key alone produces the lower case character or lower symbol printed on that key. Holding the **[SHIFT]** key down while pressing any key produces the uppercase character or upper symbol printed on that key.

When a key is pressed, it normally takes effect on the downward stroke of the key. The terminal can be set to produce a clicking sound when each key is pressed. It can also be set to produce characters repeatedly when any main keyboard key is held down. Refer to the User's Guide for the terminal for more information on these two options.

A diagram of the VT100 keyboard can be found on the next page. (**PERSONAL COMPUTER USERS:** Refer to Appendix C for diagrams of the VT220 Rainbow keyboard and the IBM PCxr keyboard.)

Editing keypad

Gold



MASS-11 GOLD KEY COMMANDS
MASS-11 EDITOR

Some keys on the Main Keyboard have special uses, as described below:

1.2.1.1.1 [CAPS LOCK]

This is an alternate action key, that is, it is pressed once to enter Caps Lock Mode, and again when returning to normal mode. When Caps Lock is active, all alphabetic characters typed will appear as capital letters. It is not necessary to unlock the key to type numbers or punctuation.

1.2.1.1.2 [RETURN]

This key is pressed at the end of a paragraph or wherever a line of text should end. Any text typed after the **[RETURN]** key will appear on a new line. Throughout this manual, the **[RETURN]** key will be referred to as **[RETURN]** or by its symbolic representation **[CR]**.

1.2.1.1.3 [SPACE BAR]

Pressing the space bar inserts a space character in the document and advances the cursor. Any text beyond the cursor is moved to the right. Do not use the **[SPACE BAR]** to advance the cursor as with a typewriter; this changes the spacing of the text. The Arrow keys are provided for moving the cursor. Refer to Chapter 6 -- Edit Functions -- to learn more about how to use the **[SPACE BAR]** effectively. Throughout this manual, the symbolic representation for pressing the **[SPACE BAR]** will be either **[SPACE]** or **[SP]**.

1.2.1.1.4 [TAB]

Pressing the **[TAB]** key places a tab marker in the document and moves the cursor to the next defined tab position. Any text beyond the cursor is moved to the right. Do not use the **[TAB]** key to move the cursor; this will change the spacing of the text. Text may be positioned differently depending upon the types of tabs defined. Refer to Chapter 5 -- Rulers and Attributes -- to learn more about the use of tabs.

1.2.1.1.5 [NO SCROLL]

This key is used to temporarily freeze the display of the terminal. In MASS-11, use this feature when a document is being reviewed on the terminal screen. In this mode, the text of the document is displayed on the screen as if it were being continuously unrolled from a scroll inside the terminal. To freeze the display for closer inspection of a portion of the document, press the **[NO SCROLL]** key. To allow the document to continue scrolling, press the **[NO SCROLL]** key again.

NOTE: When the terminal does not respond to user keystrokes, most often it can be corrected by pressing the **[NO SCROLL]** key. This usually means that the key has been initiated accidentally.

1.2.1.1.6 [BACKSPACE]

Pressing this key deletes the character to the left of the cursor. Holding the key down deletes characters in rapid succession to the left of the cursor.

1.2.1.1.7 [DELETE]

Pressing this key deletes the character at the current cursor position. Holding the key down will delete characters in rapid succession to the right of the cursor position. The cursor will remain stationary while the text being deleted moves to the left.

1.2.1.1.8 [SET-UP]

The **SET-UP** key, located in the upper left hand corner of the Main Keyboard, allows the user to tailor the operation of the terminal. There are at least two modes: **SET-UP A** (which is not used for MASS-11) and **SET-UP B**. **SET-UP B** shows the status of certain terminal features, some of which are required by MASS-11 for proper operation. These are described in the MASS-11 System Manager's Guide. Consult the System Manager for help in assuring that your terminal is properly set up for MASS-11. There are many features in **SET-UP** which allow the user to adapt the operation of the terminal to particular preferences. Consult the User's Guide for the terminal to learn how to use these features effectively.

If at any point during use of the terminal, the Keyboard Locked light is lit, simply press the **[SET UP]** key twice to restore proper operation. To brighten the screen, press the **SET-UP** key and the **[UP ARROW]** key until reaching the desired intensity. To dim the screen, press the **SET-UP** key and the **[DOWN ARROW]** key the desired number of times. Press **SET-UP** return to the document.

1.2.1.1.9 [CTRL]

The **[CTRL]** key is used in the same manner as the **[SHIFT]** key, in that it is pressed at the same time as another key to modify the action of the second key. For MASS-11 operation, this key is almost never used. Refer to the description of the Redisplay function later in this chapter for one use of the **[CTRL]** key.