Edit - step by step

L. S. Beedle

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Word Processing

EDIT - STEP BY STEP

Lynn S. Beedle

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Lehigh University
Bethlehem, Penn
"EDIT" - Step by Step
Lynn S. Needle

The following is a set of step-by-step operations in connection with editing a text. The first section is prepared in the sequence that is most likely in connection with ordinary text. Another section has to do with tips and troubles. Another covers ordinary commands.

For SCRIEBE see 400.23 and 400.24. For DUNOFF See 400.22 and 400.23.
All of these are abbreviations of the longer manuals.

Some of the major components of editing are:

a) Getting started

b) Printing (typing) out what it is you want to edit

c) Making changes

d) End editing and save the file

e) Purging your directory, deleting files
## a) TO START EDITING

When terminal is in "create" mode
- The call to edit
- Name of file
- Tells computer it is a SCRIB file
  (file type designator for scrips)

Print (display on screen) what is to be edited
- You are in the EDIT mode

When terminal is in "Input"
- Next line number
- Escape key

### What shows on terminal at start

<table>
<thead>
<tr>
<th>Type</th>
<th>Type at end</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT PROB.MSS</td>
<td>Ret</td>
</tr>
</tbody>
</table>

### [See on (b) below]

### Other commands:

Summary of Print Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Prints current line and next 15 lines</td>
</tr>
<tr>
<td>P 500</td>
<td>Prints line 500</td>
</tr>
<tr>
<td>P 500-700</td>
<td>Prints lines 500-700</td>
</tr>
<tr>
<td>P^</td>
<td>Prints first line in the file</td>
</tr>
<tr>
<td>P^ : *</td>
<td>Prints entire file</td>
</tr>
<tr>
<td>P .</td>
<td>Prints current line</td>
</tr>
<tr>
<td>Esc</td>
<td>Prints the previous line</td>
</tr>
<tr>
<td>LF</td>
<td>Prints the next line</td>
</tr>
<tr>
<td>00600</td>
<td>Prints the last line</td>
</tr>
</tbody>
</table>

- The line(s) called for
<table>
<thead>
<tr>
<th>What Shows</th>
<th>What to Insert or Type</th>
<th>Type at End</th>
</tr>
</thead>
<tbody>
<tr>
<td>001500</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>\text{S THIS WHOLE} \text{ESC THE WHOLE} \text{ESC} 01300 \text{RET}</td>
<td></td>
</tr>
<tr>
<td>001300</td>
<td>*</td>
<td>LF</td>
</tr>
<tr>
<td></td>
<td>\text{SHIFT/DEL}</td>
<td></td>
</tr>
<tr>
<td>00600</td>
<td>*</td>
<td>\text{RET}</td>
</tr>
<tr>
<td></td>
<td>\text{RLF I THE actual insert} \text{ESC P} \text{RET}</td>
<td></td>
</tr>
<tr>
<td>00600</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>\text{RET}</td>
<td></td>
</tr>
</tbody>
</table>

**Making Changes in Your File**

- Substitute command
- The material as written incorrectly
- Escape key
- How it should read
- Escape
- Line number that is to be corrected

**To alter a file ("Alter")**

- Indicates change is accepted
- Indicates change is rejected

**To alter a file ("Alter")**

- Instructs to alter
- Line no. to be altered

**To alter a file ("Alter")**

- Print out line 600
- Advances, character-by-character
- Note: "W" will advance word by word
- Instinct to start inputting new data
- The new text
- Go back to text that is not to be altered
- Now print it as altered
- The altered line (still in play)
C) MAKING CHANGES (Cont'd)

To insert a line
- Insert command
- Line no. between 800 & 900

To insert two (or more) lines
- The prior line text was used
- Instruction * Insert follows
- The number of lines to be inserted

To continue (insert) where left off
- The last line you entered
- Insert that line and proceed

To replace a line
- Command to replace
- Line no. to be replaced

To delete a line (current)

To delete a line

* I
* 1 1200
* P*
 14300
* R800
* Ctrl/U
* D900

Ret.
Ret.
Ret.
Ret.
Ret.
d) END EDITING AND SAVE FILE

From the "Input" mode
- End editing and save file

From the "Command" mode

e) DELETE FILES

To delete everything
- Delete instruction
- File name
- All file types for this file

To delete non-essentials

00400
| Esc |
| E   |
*     
@     

<DEL> PROB. *
TROUBLES & TIPS

To get into Input Mode from Edit
- Print the last line
- The last line you entered will be displayed
- Insert that line and proceed

Flush left heading
- (will be numbered automatically)
Flush left subheading
- (automatic number: 1,1)

Get into Input Mode from EDIT
- Line before the new one you want to type
- Insert more than one line
- No. of lines you want inserted (put in more than you need. Those you don't use will be wiped out)
- The first of the new lines
- Wipes out unused lines

Renumber in 100's
- Type at point beginning to be renumbered

To STOP the thing
- Command
- Edit

Find something in File
- Tells computer to "Find"
- A term that only occurs once in text

Is there ANYTHING in the file

To RENAME a file

Where am I in the QUEUE
<table>
<thead>
<tr>
<th>Function</th>
<th>Shows</th>
<th>Type</th>
<th>Alt/End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To ACCESS a directory</strong>&lt;br&gt;- owner/user's password</td>
<td>@ ACCESS &lt;Directory name&gt; &lt;br&gt;Password XXX</td>
<td></td>
<td>Ret</td>
</tr>
<tr>
<td><strong>To COPY a File</strong></td>
<td>@ COPY &lt;File name&gt;</td>
<td></td>
<td>Ret</td>
</tr>
<tr>
<td><strong>Clear Space in Directory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRANSFER lines to new location</strong>&lt;br&gt;- New line on which to start&lt;br&gt;- Range of old lines</td>
<td>* T 25000, 16000:17500</td>
<td></td>
<td>Ret</td>
</tr>
<tr>
<td><strong>COPY lines in another location</strong></td>
<td>* C 40000, 15000:16800</td>
<td></td>
<td>Ret</td>
</tr>
<tr>
<td>Special Characters</td>
<td>Function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CTRL/C</strong></td>
<td>Wake up system (twice)</td>
<td>Stop what's running</td>
<td></td>
</tr>
<tr>
<td><strong>CTRL/U</strong></td>
<td>Delete current line</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Q</strong></td>
<td>Continue display (in page mode)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>R</strong></td>
<td>Redisplay current line (in page mode)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>S</strong></td>
<td>Stop display (in page mode)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>W</strong></td>
<td>Delete all characters back to last non-alphabetic character entered</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEL</strong></td>
<td>Delete last character entered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOMENCLATURE

BREF - A file that stores bibliographic cue words

**Command mode**

CUE Words - Query you to insert needed data for the different types of biblio entries
EQ - Start the file over again
F - Find
Fac Code - The type face to be used
File

**Output mode**

OTL - Outline
P - Print
R - Replace

TER NO RAISE - Set up like typewriter

**Input mode**

I - Insert
I TER - Information about terminal

User program