

USE OF PERSONAL COMPUTER FOR PREPARATION OF REPORTS

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ABSTRACT

Today personal computer are becoming a popular tool for problem solving in diverse fields including scientific, business, medicine, schools, house management etc. because they need only normal commercial power, the power dissipation is very less as compared to other computers and they can be operated at normal room temperature and normal relative humidity.

The PRO-325 is a personal computer of DEC, USA. It is designed to operate with the following temperature and humidity ranges:

Temperature	10 to 40°C
Humidity	20% to 80%

The report describes the method of using the PRO-325 personal computer for typing the reports.

1.0 INTRODUCTION

The PRO-325 (Fig.1.1) is a personal computer of Digital Equipment Corporation, USA. Using P/OS operating system it can perform various applications like, word processing, accounting, scheduling, equipment monitoring, use of programming language etc.

The three main components of the PRO-325 are keyboard (Fig.1.2), video monitor (Fig.1.3) and the system unit (Fig. 1.4).

KEYBOARD

The keyboard can be used to send data and instructions to the computer. It is similar to a type writer keyboard, but it has additional function keys that control the computer and edit data.

VIDEO MONITOR

It is a device that the computer uses to communicate with a user. It shows that a user has requested the computer to do, and is way on displaying the results.

SYSTEM UNIT

This unit holds the power supply, the central processor, and the storage device (dual diskette driver), which allows a user to work with two diskettes. Each diskette can store up to 400Kbytes.

The processor in the system unit is the Digital F11 microprocessor, part of the Digital Equipment Corporation PDP-11 family of micro-computers.

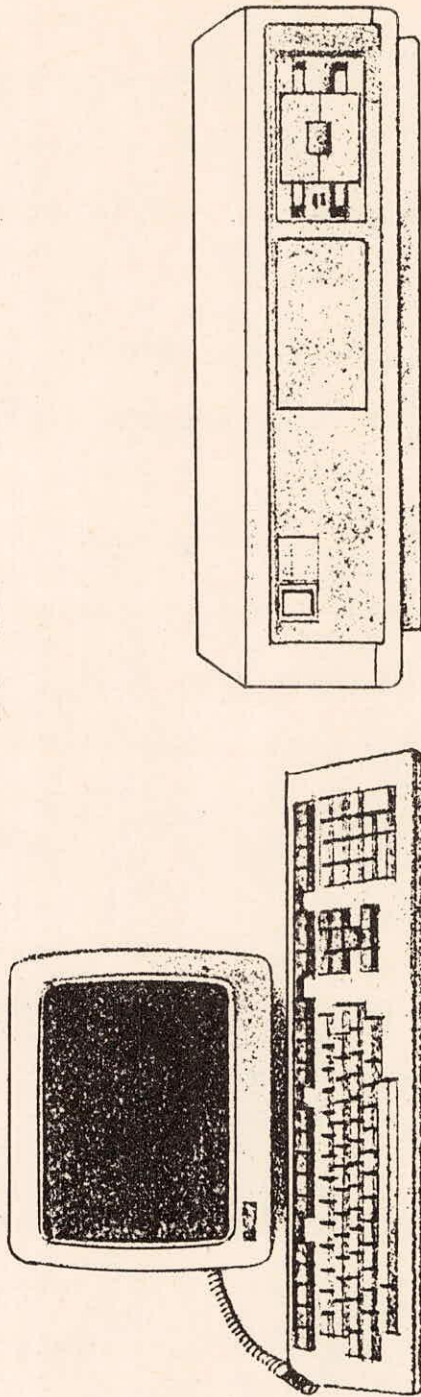
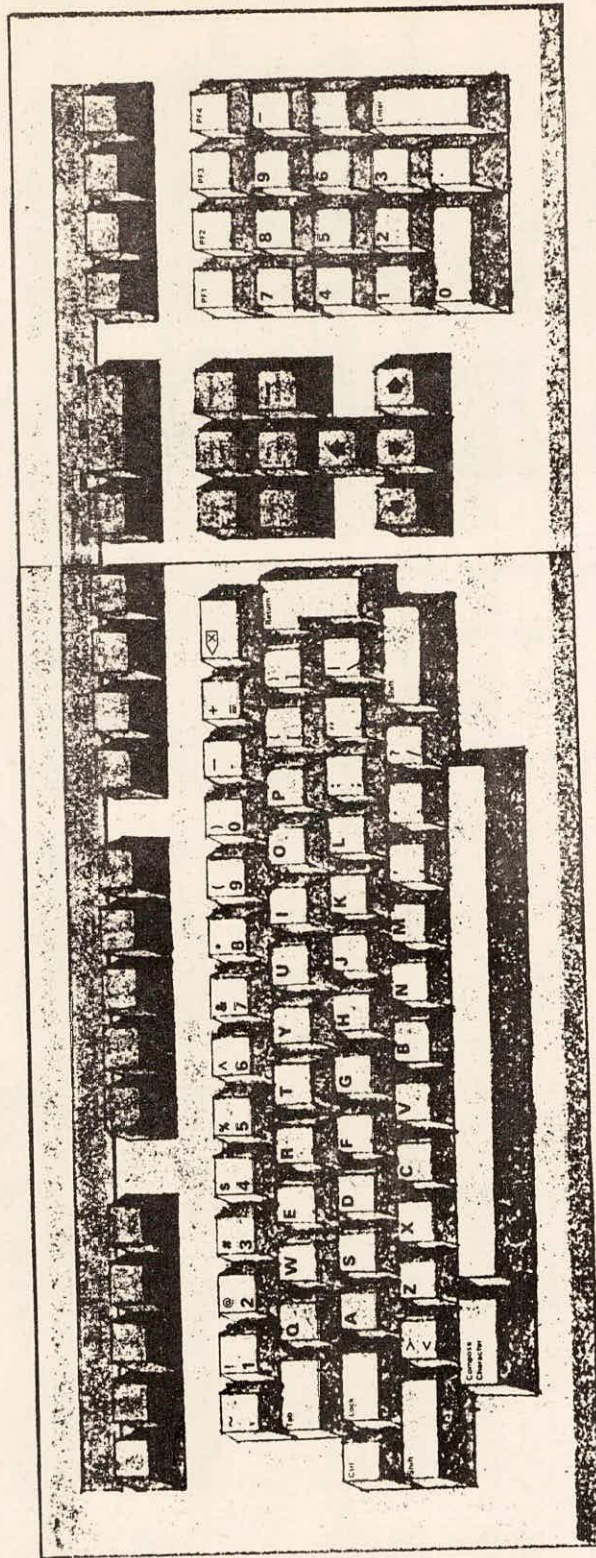
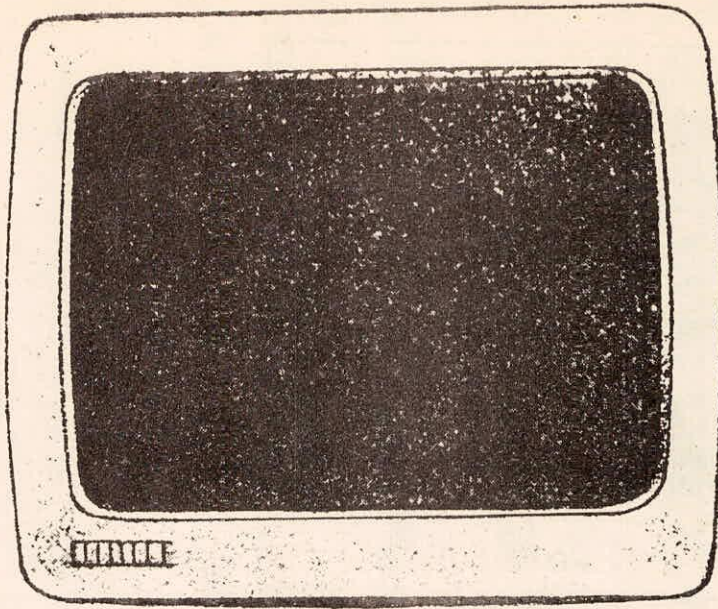


Fig. 1-1



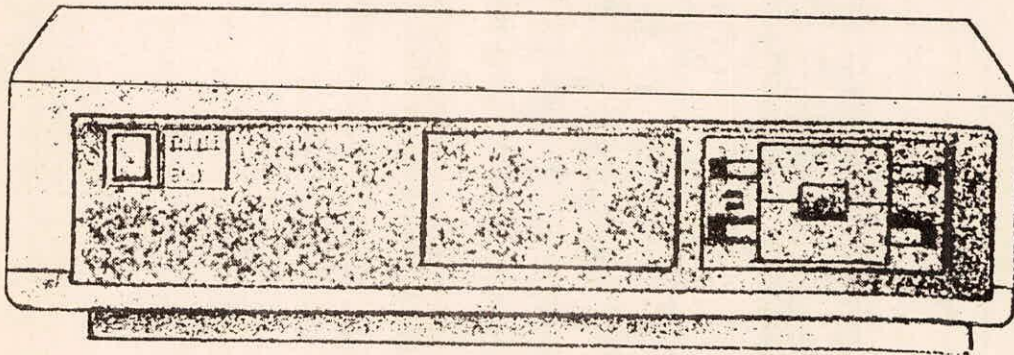
Keyboard

Fig. 1-2



Monitor

Fig. 1-3



System Unit

Fig. 1-4

The system comes with 512 Kbytes of memory. The system power supply provides all of the power for the system unit, keyboard, monochrome video monitor and any additional equipment connected to the system.

2.0 PROBLEM DEFINITION

Word processing, accounting, scheduling etc. are the applications that may be performed on the PRO-325 personal computer.

The PRO-325 can be handled by a layman for typing report, documents etc. For doing this job, he must know some of the fundamentals of the PRO-325 personal computer.

The purpose of the present work is to help a user to quickly learn some of the fundamentals of using the PRO-325. It is intended for the people with little or no experience in computers, but none with the PRO-325.

3.0 METHODOLOGY

The PROSE Text Editor is used for the generation of memos, reports, programs, and other kinds of text. With the help of PROSE a user can create, edit, move, replace, and format the text

3.1 Getting Started

3.1.1 Handling diskette

Each diskette is encased in a nonremovable, protective plastic cover. When not in use, a diskette is stored in a paper envelope. Fig.3.1 and Fig.3.2 show the correct way to handle a diskette.

When a diskette is used for the first time, it must be initialized so that the diskette becomes ready for the use.

The following precautions must be observed while handling a diskette.

- * The diskettes must be stored in a diskette storage box and kept away from dirt, liquid, sunlight, heat, matches, cigarettes and magnets.
- * The exposed surface of the diskette should not be touched by hand.

3.2 Inserting a diskette in a diskette drive

On the right side of the front of the system unit is the dual diskette drive. The drive can hold two diskettes at a time. When a diskette is in the drive and the system unit is turned on, the drive makes the diskette spin inside

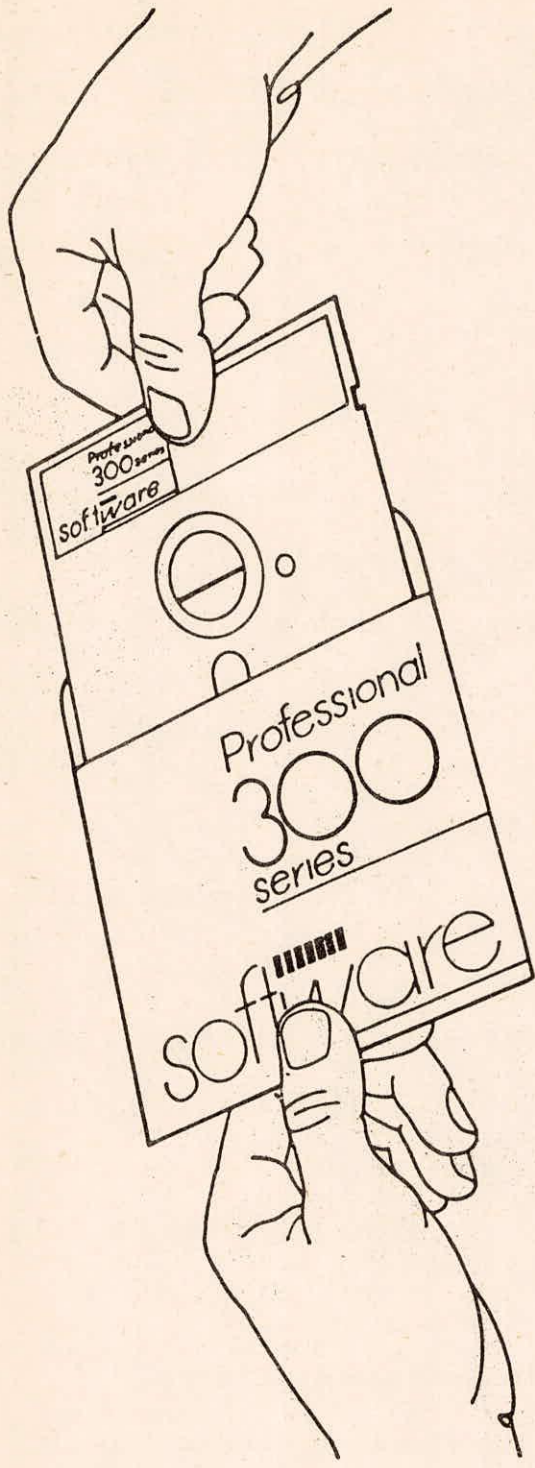


Fig. 3.1

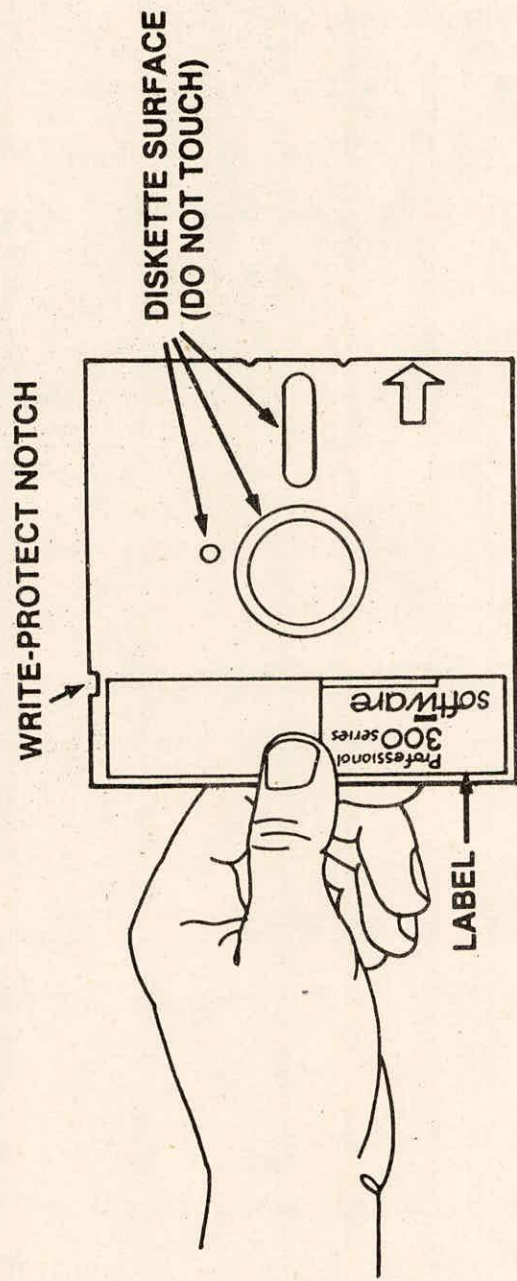


Fig. 3-2

its cover. The PRO-325 can then read the information that is on the diskette.

To insert a diskette in to a slot:

- * Take the diskette out of its paper envelope.
- * Push the diskette drive door until it springs open. Fig. 3.3 shows how to open the door labled 1.
- * Match the orange arrow on the diskette with the orange strip on the side of the diskette slot in the drive. A diskette goes in to slot 2 upside down compared to the way it goes in to slot 2.(Fig.3.4)
- * Insert the diskettes gently all the way in to the drive slot.(Fig.3.5)
- * Close the diskette drive door by pressing it.(Fig.3.6)

The following precautions must be observed while inserting a diskette in the diskette drive:

- * Never open the door of the diskette drive or remove a diskette while the personal computer is performing a function. Wait until the PRO has finished doing the requested function.
- * Never remove a diskette when the active light is ON because when the diskette drive is in use; the appropriate active light (Fig.3.7) is ON (red).

3.1.3 Starting the PRO-325

Each time when the personal computer is started, the information on the P/OS system diskette is copied in to the computer's memory.

The Start up procedure is as follows:

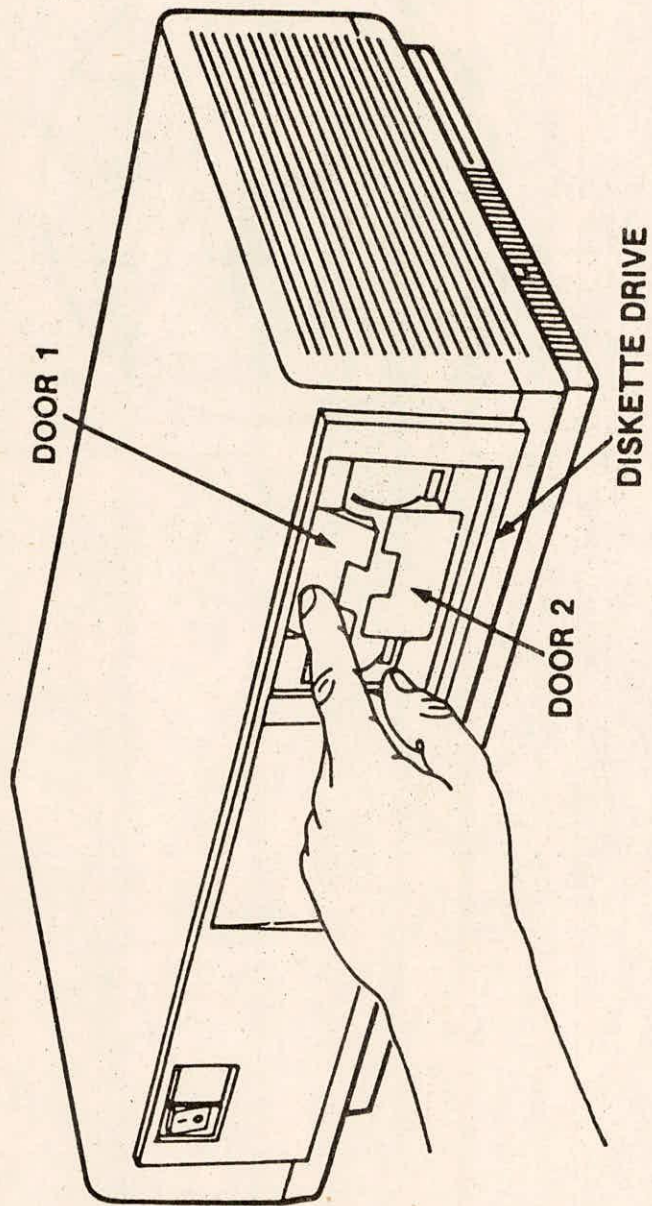


Fig. 3.3

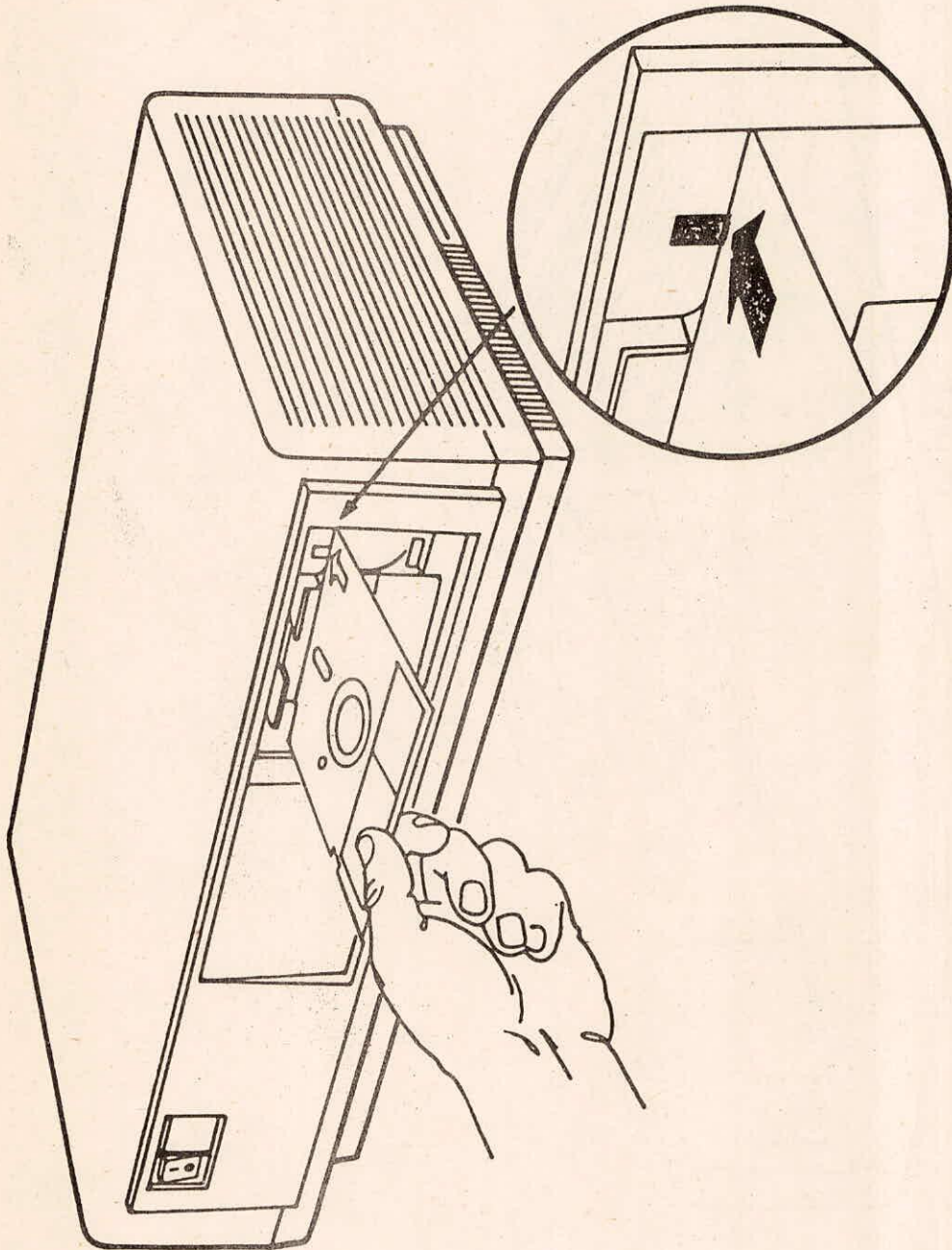


Fig. 3-4

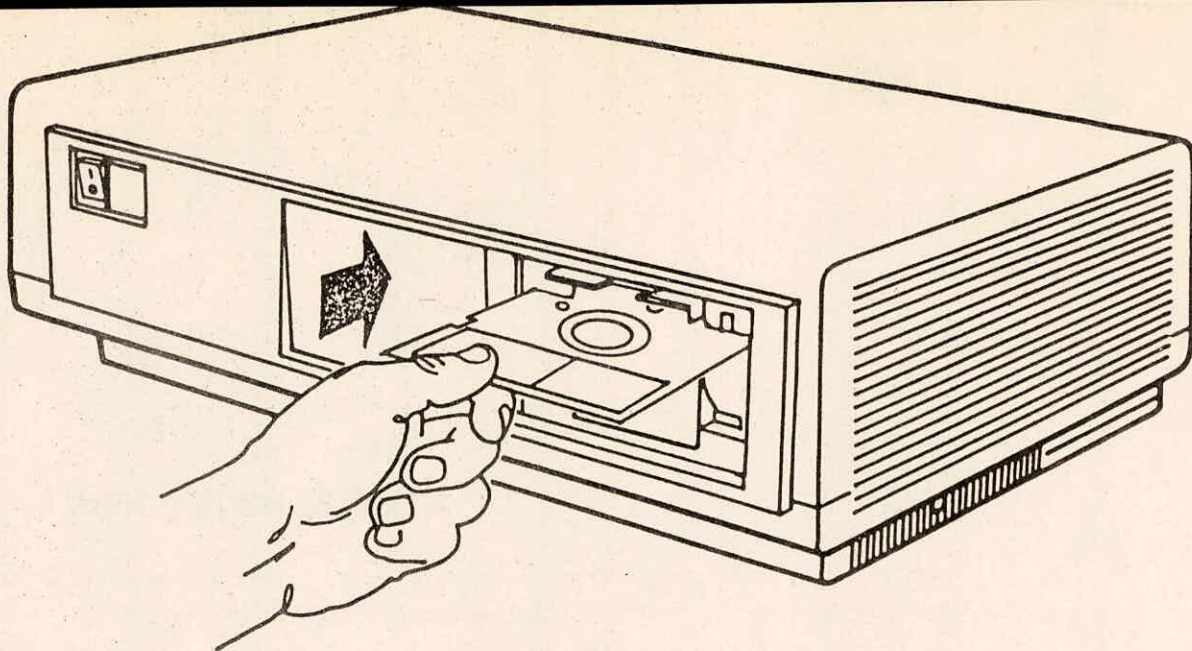


Fig. 3.5

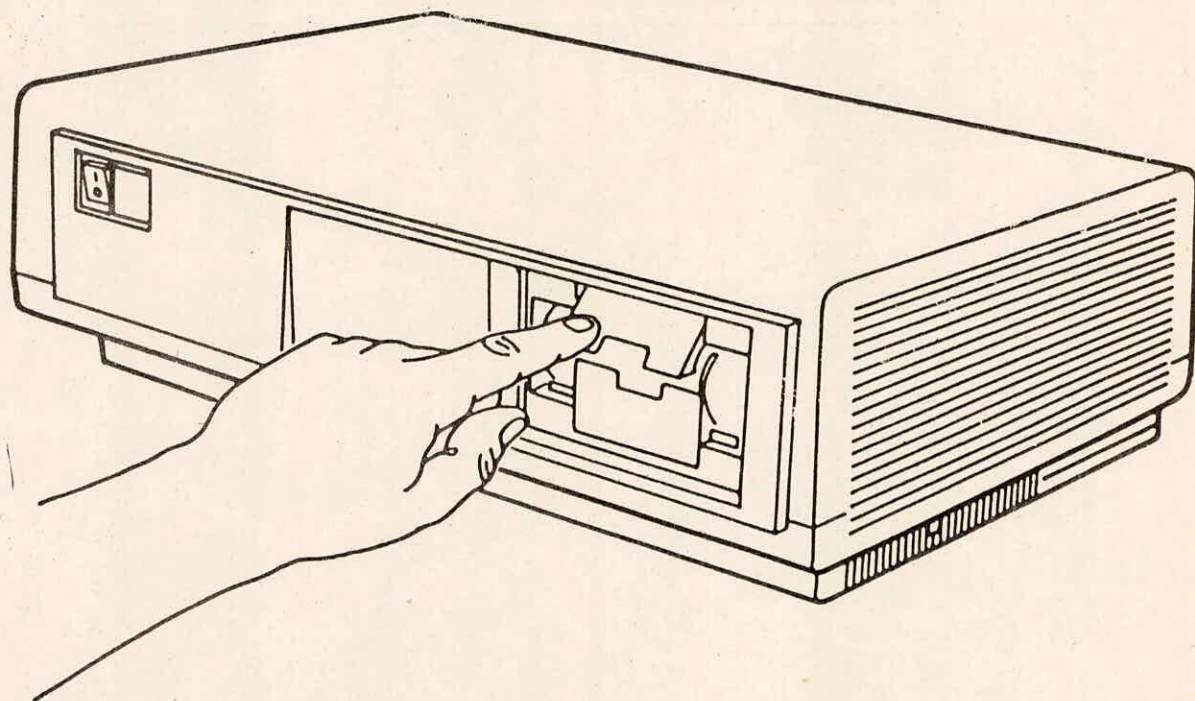


Fig. 3.6

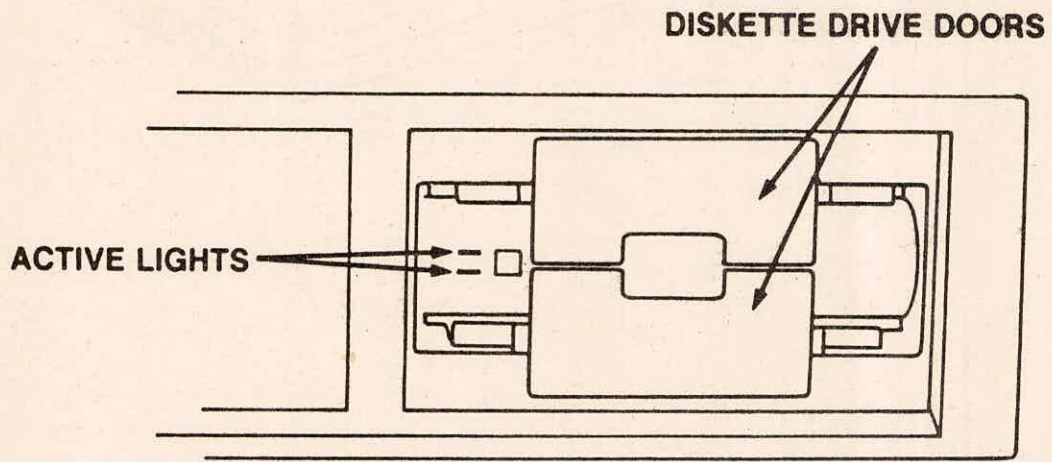


Fig. 3.7

- * Press the power switch, on the system unit, to '0' (OFF).
- * Open the door of the diskette drive 1.
- * Insert the diskette labelled P/OS DISKETTE V1.7 SYSTEM in to diskette drive slot 1 and close the door of the drive.
- * Press the power switch, on the system unit, to '1' (ON).

The system unit runs a self test that takes several seconds. In about 30 seconds, a prompt appears on the screen. This is the ready prompt. It appears on the screen every time the personal computer is started. This prompt indicates that the system is ready for the user to insert an application diskette.

- * Remove the system diskette and keep it away.

3.2 Use of Function Keys

- * HELP Key

The HELP key is pressed when it is not sure what to do. Information, if available, appears on the screen for helping the user.

- * HOLD SCREEN Key

The HOLD SCREEN key is pressed to keep a screen display from changing. The same key is pressed again to release the hold.

- * NEXT SCREEN Key

The NEXT SCREEN key is pressed to move forward through multiple screens of information.

- * PREV SCREEN Key

The PREV SCREEN key is pressed to move backward through multiple screens of information.

* PRINT SCREEN Key

The PRINT SCREEN key is pressed to print a copy of whatever is on the screen, if a printer is connected to the system unit.

* INTERRUPT Key

The INTERRUPT key, with DO key, is pressed to immediately stop whatever is going on.

* MAIN SCREEN Key

The MAIN SCREEN key is pressed to return to P/OS Service Menu.

* DO Key

The DO key is pressed to execute the menu choice.

* CANCEL Key

The CANCEL key is pressed to cancel a menu choice.

* SET-UP Key

The SET-UP key is pressed to move from one set-up menu to another.

3.3 Menu Selection

The PRO-325 uses a combination of hardware and software to perform its basic functions. There are several way of getting software to work. Menu selection is one of them. Menus are the lists from which the services desired by the user are selected.

Many applications will display a main menu at the beginning. There may be only one choice on the menu, or there may be several. For example, the main menu on the P/OS diskette displays five choices; COPY DISKETTE, DISKETTE SERVICES, FILE SERVICES, PRINT SERVICES and VIEW STATUS. When

any one of these is selected, the appropriate menu will be displayed. The chart shown in Fig. 3.8 shows the menu hierarchy on the P/OS services diskette.

An item is chosen from a menu in one of the following ways:

- * Move the UP or DOWN pointer to the choice in the menu list and press the DO key.

OR

- * Type the highlighted letters(keywords) of the desired item in the upper or lower case letters and press the DO key. The user only need to type enough letters of the keyword to make a unique choice among the keywords in the menu. If more than the keyword is typed, the terminal just beeps to inform the user that he does not need to type any more after this.

The menu disappears after the user has made the choice. If there is any submenu, it appears; otherwise the desired application, service or function begins.

Some of the menu offer a list of extra selection by pressing the ADDTNL OPTIONS key, that provide greater flexibility.

3.4 Using The PROSE

The PROSE can be used by choosing from menus and by using some of the function keys on the keyboard. With PROSE, the prepared text appears on the screen in the same format as printed on a printer. In addition, the screen display shows where pages end for printing, if the user has put in his own page breaks.(This part of the screen display does not

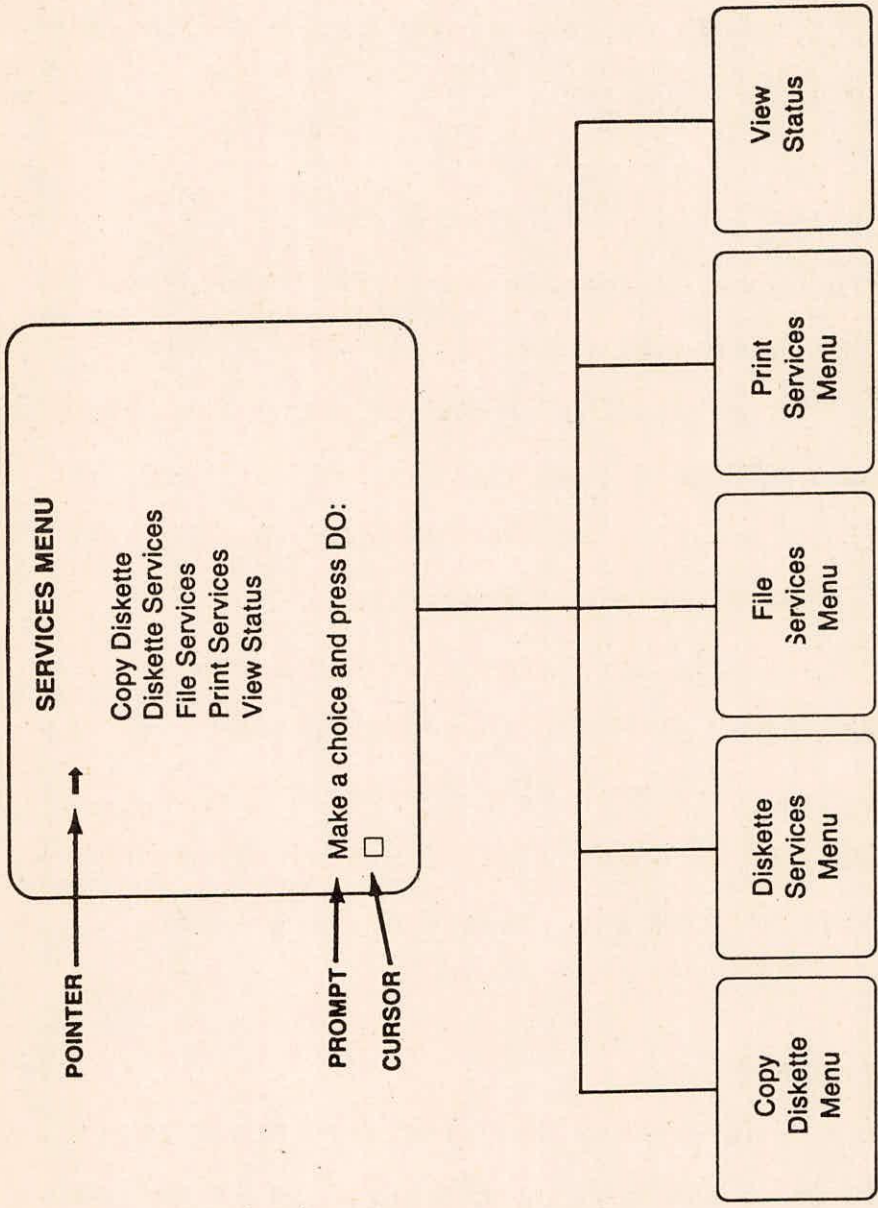


Fig. 3-8

print out).

The PROSE can be categorized as :

- * Elementary PROSE
- * More Advanced PROSE

3.4.1 Elementary PROSE

At first, insert the PROSE diskette in diskette drive 1 when the ready prompt is displayed, and press RESUME key. Follow the instructions displayed on the screen, insert an initialized diskette in diskette drive 2 for storing PROSE files when the PRO instructs for the same. The PROSE menu appears on screen. Select the appropriate menu/submenu and start the work.

** The PROSE Menu

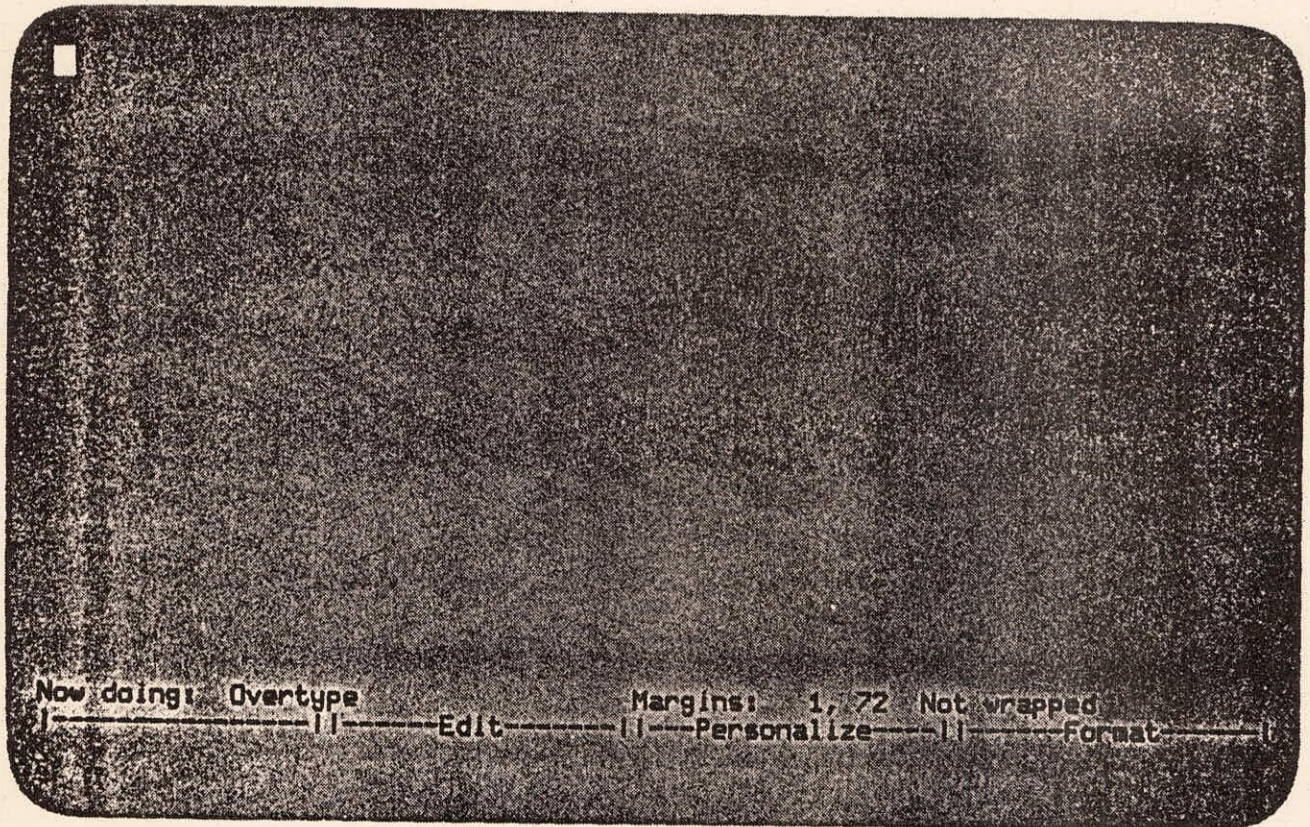
The PROSE main menu has two submenus:

- Create New File
- Edit an existing file

* Create New File

This menu is selected if a memo or other new text is created. On the screen the blank space (Fig.3.9) appears. This is for typing the text. When a file is created, the left margin is at the first column on the screen, and the right margin is at the 72nd column. These are the default margins. But they can be changed.

Paragraphs are separated with a blank line. By pressing the RETURN key, PROSE moves the cursor to the left margin of the next line. The RETURN key is pressed twice to begin a new paragraph. In PROSE, the TAB key, by default, moves the cursor over every



Now doing: Overtyping Margins: 1, 72 Not wrapped
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----

Fig. 3-9

eight columns, starting at column 9.

PROSE also considers the left margin a tab stop. The Additional Options Personalize Menu is used to change PROSE tab stops. Tab settings made with Set-up Menu A does not affect the Tab key in PROSE.

To be compatible with the way PROSE fills text when changes are made, two spaces must be typed after the end of each sentence. Any time if an attempt is made to do something that is not possible, PROSE displays a message on the bottom line of the screen. The RESUME key is pressed to continue after a message appears or the HELP key is pressed for more information.

* Edit an Existing File

This menu is selected if additions or alterations are required on an existing file.

When selected from the PROSE main menu, a list of the files in current volume and directory appears. If the file is in this directory, the pointer is moved down to choose the required file and the DO key is pressed.

To choose file from a different directory, press the ADDTNL OPTIONS Key, select the option, ' Choose a different directory/ volume' and press the DO key. When the directory selection menu appears, select the desired directory and press the DO key. When the files selection menu appears, select the file to be edited and press the DO key.

When the file is displayed on screen, text can be added or ehanged.

TYPING OVER EXISTING TEXT

In overtyping mode, which is in effect unless the INSERT HERE key is pressed, the text can be replaced, without deleting the original text, by typing over it. For doing so move the cursor to the spot where over typing is to be done and type the next text. It replaces the existing text. The text can be replaced with spaces by overtyping with the space bar.

INSERTING TEXT WITH 'INSERT HERE' KEY

The INSERT HERE key is used when it is required to insert new text or spaces into existing text without erasing the original text. To insert new text into existing text:

- a) Move the cursor to the spot where the text is to be inserted.
- b) Press the INSERT HERE key. Any existing text to the right of the cursor moves temporarily to the next line, leaving an open space.
- c) Type the desired text. The newly inserted text is in reverse video.
- d) When the new text insertion has been finished, press the DO key. The open space closes up, and the inserted text is no longer in reverse video.

If the paragraph is word wrapped, the rest of it 'fills' so that there are no unnecessary spaces.

While inserting text in paragraph that is not word wrapped, press the RETURN key after the text has been inserted, to move the cursor to a new line. In this case when the DO key is pressed, the open space created by pressing the INSERT

HERE key closes up, but the rest of the paragraph remains the same same as before.

In Insert mode, the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys can not be used, to move the cursor around the text.

DELETING SEGMENTS OF TEXT USING 'REMOVE'

By using the REMOVE key a part of already created text can be removed. To remove the text :

- a) Using the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to any one end of the segment to be deleted.
- b) Press the REMOVE key.
- c) Using the arrow, PREV SCREEN, or NEXT SCREEN keys, move the cursor to the other end of the segment to be deleted. The segment can be of any length. The segment becomes highlighted in reverse video as the cursor is moved. (Press CANCEL to undo the selection).
- d) Press the DO key. The selected text disappears.

If the paragraph is word wrapped, any open spaces created by the deletion closes up when the DO key is pressed, and the rest of the paragraph fills.

If the paragraph is not word wrapped, the open space closes up, but the rest of the paragraph is not changed.

** The EXIT Menu

To exit from the PROSE, the EXIT key is pressed.

The Exit menu us :

SAVE FILE

The 'Save File' is selected to store text file in the current directory and volume (or another specified directory and volume)

If it is selected some questions appear on the screen, if there are any non default word wrap or margin settings in the file. The questions are :

'Save special word wrap/margin settings ? (YES or NO)

Type YES (in upper or lower case letters) and press the DO key (or just press the DO key) unless it is required to return to only the default settings (72-column margins and word wrap off).

Type NO (in upper or lower case letters) and press the DO key to delete non default margin and word wrap settings in the file the next time when it is edited. The file will still look the same if it is printed or transferred, but if it is edited again, unexpected results will be obtained.

After the answer of word wrap/margin question, a form appears requesting a file name.

Type the name of the text consisting of one to nine letters and /or numbers and press the DO key. The file is saved with name, and the PROSE Menu reappears. At this stage another file can be begin, or press EXIT to return to the ready prompt.

The default file type is document (DOC). It is only necessary to change the type while creating a special kind of file. To change the file type or directory, press the ADDTNL OPTIONS key before typing the file name and select the appropriate option. While working on a previously created file, choosing 'Save file' creates a new version of file. P/OS saves the previous version as well. The old versions that are no longer needed can be deleted to obtain more free space.

PRINT FILE

The 'Print File' is selected to print text on the printer. When printing begins, the Exit Menu reappears. At this point the file is still available for further editing or for saving. If print and save both are required, choose 'Save File' after choosing 'Print File'. 'Print file' is useful for printing the current draft of a document. If 'Resume editing current document' is selected after 'Print file', the printout can be looked as continuing preparation of text.

LEAVE SESSION WITHOUT CHANGING CHANGES

When 'Leave session saving changes' is selected, the results of the work done during that session are lost. If this was the first session on that text, everything entered is lost, otherwise only the changes and additions made during that session are lost. This is useful:

- While experimenting with PROSE to see how it works, so there is no need to save the typed text.
- While printing a document without saving it.
- When a lot of mistakes are made in the text and therefore it is necessary to type the text again.

When 'Leave session without saving changes;' is selected the following questions appear:

'Do you really want to discard edits from this session ? (YES or NO)'. Type YES (using either upper or lower case letters and press the DO key to leave the session without saving changes and return to the PROSE Menu. Type NO and Press DO (or just press DO) to return to the Exit Menu without losing the changes.

RESUME EDITING CURRENT DOCUMENT

'Resume editing current document' is selected to go back to current editing session. This is useful if idea about editing has been changed or while using the Exit Menu for printing whatever has been done so far. When the DO key is pressed, the working file reappears.

3.4.2 More Advanced PROSE

After using the PROSE for a while, it may be required to use its full potential. For example, it may be desired to move text around without retyping, or to search for a particular word without moving the cursor with the arrow keys, or to inform PROSE exactly where to end each printed page in the document. Using the advanced PROSE all these tasks can be performed.

LOCATING TEXT SEGMENTS WITH THE "FIND" KEY

The FIND key is used to place the cursor on the first character of a specific text segment. The FIND key is useful to know what text segment are to be changed, but not where it is in the document. The repeated instances of the same segment can also be looked. Since PROSE moves forward through the text to the next instance of the typed text, it may be desired to place the cursor at the beginning of the file by using the PREV SCREEN key or the 'Top of file' additional option.

When the FIND key is pressed, the following prompt appears:

'Enter the text to find and Press DO'

Type the word or group of characters to be found and press the DO key. If PROSE cannot find the text, the following message appears:

'Unable to locate text'

PROSE can only look for a text segment that occurs on one line. If, for example, the first word of a two word segment is at the end of a line, PROSE will display the message:

Unable to locate text'

Press the RESUME key to continue after a message appears. Here the DO key can be pressed to search for the next instance of the same segment. Every time the prompt appears

' Enter the text to find.....'

Continue this operation till the end of the file is found.

** PROSE Additional Options Menu

In addition to the PROSE functions, performed with special function keys, there are several PROSE editing capabilities available from the three PROSE Additional Options Menus. F12, F13 or ADDTNL OPTIONS key is pressed to display the menu that lists the additional option, while entering or editing the text with PROSE. The menu will appear at the top or the bottom of the screen, depending on the position of the cursor at the time or pressing the key for that menu. This enables to see the work while choosing from the menu. The following table shows the three menus. If any additional options are not required, the EXIT key is pressed to return to the next display.

* PROSE ADDITIONAL OPTIONS EDIT MENU

While in PROSE, these menus are displayed by pressing the F12 key. The options on the Edit menu enable to move the cursor and text segments from place to place in the file. The options are:

- * Bottom of file
- * Relocate text
- * Top of file

BOTTOM OF FILE

The 'Bottom of file' is selected to move the cursor to the last line of the file.

RELOCATE TEXT,

Sometimes it may be required to move a text segment to another part of the file, or to copy the same text to several places in the file. 'Relocate text' helps to do these things. To relocate a text segment

- a) Using the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys ,move the cursor to one end of the text to be relocated.
- b) Press the REMOVE key.
- c) Using the arrow, PREV SCREEN, or NEXT SCREEN keys move the cursor to the other end of the text to be relocated. The text segment becomes highlighted in reverse video.
(The key CANCEL may be pressed to cancel the selection and to return to the text display).
- d) Press the DO key. The highlighted text disappears.
- e) Using the arrow, PREV SCREEN, or NEXT SCREEN keys, move the cursor to the location where the segment is to be relocated. If it is required to put the text back in the original place in addition to relocating the text, leave the cursor positioned from where the text has been removed.
- f) Press the F12 key
- g) choose 'Relocate text' and press the DO key. PROSE moves the next to the new location.
- h) If the text is not filled properly , use "Fill text".
- i) The text can be relocated as many times as required (until the REMOVE key is pressed again) by moving the cursor to the

next place where the text is to be relocated, by choosing 'Relocate text' from the Edit Menu, and by pressing the DO key.

TOP OF FILE

The 'Top of file' is selected to move cursor to the top line of the file.

* PROSE ADDITIONAL OPTIONS PERSONALIZE MENU

This menu is display by pressing the F13 key while in PROSE. The options on the Personalise Menu enable to set the defaults which are saved until changed again. The options are:

- * Columns 80/132
- * Define a key
- * List defined keys
- * Set tab stops
- * Status line ON/OFF

COLUMNS 80/132

When 'Columns 80/132' is selected and the DO key is pressed, the number of columns on the screen display changes. If the display was set to 80 columns, it changes to 132 columns. If the display was set to 132 columns, it changes to 80 columns.

DEFINE A KEY

Using 'Define a key' menu up to 250 keystrokes can be performed with the pressing of a single key. Eight keys (F17,F18,F19,F20, PF1,PF2,PF3, and PF4) are user-definable. The keystroke specified can include characters, RETURN and the function keys.

To define a key:

- a) Move the cursor to the point where it is required to begin typing, that will be assigned to a user-definable key.
- b) Press the F13 key
- c) Using the arrow keys move the pointer to 'Define a key'
- d) Press the DO key

- e) Type the key sequence that will be assigned to one of the definable keys.
- f) The professional will beep if an attempt is made to enter more than 250 keystrokes into a key definition.
- g) Press the DO key after typing the key sequence. Or press the EXIT key if, the sequence just typed (assigned to a user-definable key) is not required at all. Any typed text will remain on the screen.
- h) At the prompt, type a name for the sequence. This name can be up to 60 characters long, and can include letters, numbers spaces and punctuations.
- i) Press the key to which the sequence is to be assigned; F17, F18, F19, F20, PF1, PF2, PF3, and PF4 are available for this purpose. A list on the screen shows which keys are already defined. A key can be re-define, if required.

Now, any time in PROSE, if a just defined function key is pressed the key sequence assigned to that key will be displayed. When a defined key is pressed it will begin typing any text at the current cursor location. If the text extends beyond the right margin unexpected results may be obtained.

The best method for learning the many ways so that user-definable keys can be used is to spend more some time experimenting with them. Here are some possibilities:

- * Use the REMOVE and DO keys, define a key to open up a blank line
- * Using the INSERT HERE and RETURN keys, define a key to open up a blank line
- * Using the underscore and vertical line characters, define

a key to draw a box or use slashes and backslashes to create triangles and diamonds.

- * Replace one word that appears many times in document with another word (for example, replace 'January' with 'February'). Once a key has been defined to do this, an otherwise tedious choice becomes a simple fast and precise operation. Use the FIND,REMOVE INSERT HERE and DO keys.
- * Define a key to choose an additional option from the Edit, Personalize, or Format menu. Or define a key to choose several additional options at one time.

LIST DEFINED KEYS

'List define keys' displays a list of user-defined keys that have been created with 'Define a key'. Only keys that have been defined are shown on this menu.

SET TAB STOP

The 'Set tab stops' can be used to establish the columns where the cursor will stop, each time the TAB key is pressed. The tab stops set in PROSE will not affect other P/OS services. With the initial default setting, there is a tab stop at every 8 columns, starting at column9. For example, if the cursor is in a column from 1 to 8, when the TAB key is pressed, the cursor jumps to column 9. When 'Set tab stops' is selected a ruler appears on the screen. Small diamonds above the ruler show the current tab stops. Using the arrow keys, move the cursor across the ruler, to where a tab is required to be set ; then press the SELECT key. To remove a tab stop, move the cursor to the diamond which represents the tab stop to be

removed and press the SELECT key. After selecting all the desired tab stops, press the DO key.

ADDITIONAL OPTIONS

Pressing ADDTNL OPTIONS displays a menu of the following options:

- * Clear all tabs
- * Reset tab stops
- * Tab stop every 8 columns

'Clear all tabs' removes all tab stops.

'Reset tab stops' resets the tab stops settings that were in affect choosing 'Set tab stops'

' Tab stop every 8 columns' sets the tab stops to every 8 columns, beginning with column 9.

STATUS LINE ON/OFF

By initial default, 22 lines of the text are displayed on the screen. Lines 23 and 24 are reserved for the status line.

- a) Press the F13 key.
- b) Choose 'Status line ON/OFF'.

To display the status line again, this procedure is repeated again

*PROSE OPTIONS SET MENU

This menu is displayed by pressing the ADDTNL OPTIONS key while, in PROSE. The options on the Format Menu enable to specify the appearance of text in the file. The options are :

- * Center line
- * Fill text
- * Margin change/word wrap
- * Page break

CENTER LINE

To use 'Center line' move the cursor to the line to be centered and select 'Center line' from the Format Menu. After pressing the DO key PROSE enters the line within the margins set for the paragraph.

FILL TEXT

The 'Fill text' is used to wrap paragraphs that allow word wrap. To fill text:

- a) Using the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to the beginning of the paragraph to be filled.
- b) Press the ADDTNL OPTIONS key.
- c) Choose 'Fill text'
- d) Press the DO key

The paragraph fills. The cursor is at the end of the filled text. 'Fill text' will not operate on text set to 'no wrap' which is the default setting. Use 'Margin change/word wrap' to set word wrap on for a paragraph. To get rid of spaces of paragraphs that are not wrapped the REMOVE key can be used.

MARGIN CHANGE WORD/WRAP

While creating text with PROSE, the left margin is set to column 1 and the right margin to column 72. Word wrap is off for each entered paragraph. These are the default settings. (A blank line i.e. two carriage returns marks a separation between paragraphs). Word wrap is very useful PROSE feature that automatically drops and word extending beyond the right margin to the beginning of the next line. There is no need to press

the RETURN key when the right margin has occurred. The word wrap should be OFF for entering tables, columns of text, or programs.

To change margins or the word wrap settings for a paragraph, 'Margin change/word wrap' is selected. PROSE uses the new setting(s) for the selected paragraph and for subsequent paragraphs, moving forward through the text, until a change is made or until there is a change saved from a previous editing session.

At the time of exit from the session, PROSE asks whether to save these word wrap and margin settings or not.

To set margins or word wrap:

- a) Using the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to the first line of the paragraph or text for which to change margins and /or word wrap. If the paragraph has not yet been typed, before changing in the setting, press the RETURN key twice to indicate a new paragraph. If the cursor is moved to a line within a paragraph, PROSE creates the new margin setting, starting from where the cursor is, but does not insert a blank line.
- b) Press the ADDTNL OPTIONS key.
- c) Select ' Margin change word/wrap'.
- d) Press the DO key.

A ruler appears in the text display. Each dot or number on the ruler represents a column. The 'V' symbols mark the location

of the left and right margins.

- e) To set a new left margin, move the cursor to the desired column and press the SELECT key. (The EXIT key can be pressed to cancel the choice and return to the text display).
- f) The cursor is moved to the 'V' marking the location of the right margin. Move the cursor to the desired column and press the SELECT key. The SELECT key can be used to toggle back and forth between margins till the satisfactory settings are obtained.
- g) To change the word wrap setting, press the ADDTNL OPTIONS key. A menu appears the word wrap possible word wrap settings; the current word wrap setting is indicated with a diamond. Move the pointer to the choice and press the DO key. The margin ruler will again be obtained.
- i) Press the DO key to leave ' Margin change/word wrap'.

If changes are made in the margins on a wrapped paragraph. PROSE rewraps the paragraphs so that it fits within the new margins. To find out the word wrap and margin settings for any paragraph, move the cursor to it and look at the status line. For formatting numbered lists, move the left margin to the right, and then put the numbers to the left of the left margin. For example, set the left margin to column 5, then use the pointers to move the cursor to the left to this margin. Type the list numbers at column 1, Start the text of the list at the left margin. Subsequent lines of text will align at column 5.

PAGE BREAK

A page break marks where the text should begin printing on the next page. With an LQPO2 or LA100-PC printer, print services can print out a set number of lines for each page. To insert special page breaks using 'Page break' on an LQPO2 or LA100-PC printer, the printer 'Top margin' is set to 1 and 'Bottom margin' to the same number as 'Page length', For using a LA50 printer, the page breaks are inserted for every page.

To insert a page break:

- a) Using the arrow, PREV SCREEN, NEXT SCREEN, or FIND keys, move the cursor to any spot on the first line to be printed on the next page.
- b) Choose 'Page Break', (The EXIT key can be pressed to cancel the procedure and return to the text display).
- c) Press the DO key. A double line appears, showing where the page will break.

The page breaks, in the text, are set after all edits have been made because a change in the text can affect the page breaks. When printing files, P/OS causes the printer to jump (form feed) to the next page on encountering a page break. The double line that appears in the screen display is not printed on the paper copy. PROSE considers a page break the start of a new paragraph. To delete an existing page break, move the cursor to the page break and press the key that is used for deleting the characters.

4.0 CONCLUSION

The PRO-325 personal computers can be used as a popular tool for problem solving in various fields. The report has illustrated the method of using the PRO-325 personal computer for typing reports. This report will help a person who has little/no experience with the computer or no experience with PRO-325 but little experience with any other computer.

REFERENCES

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GLOSSARY

Application (or application program)

A computer program that meets some specific user need. For example, an application program can control an inventory or monitor a manufacturing process.

Auxiliary Keypad

The set of keys on the far right of the Professional Keyboard. Some applications interpret these keys as special function keys; with other applications these keys do nothing.

Backup

To copy one or more files on a diskette for safe keeping, in case the original diskette gets damaged or lost. It is good practice to backup all new or newly revised files.

Block

A group of characters or words stored on a diskette as a unit, in binary format. A block has 512 bytes(roughly 512 characters).P/OS measures the size of a file and the available storage on a diskette in blocks.

Computer-Based Instruction

Instruction taken by reading display on a computer screen and typing in responses when requested.

Cursor

The blinking rectangle or underscore on the monitor screen that shows where the next typed character will appear, if appropriate.

Default

Information that the professional assumes as input if it is not explicitly provided.

Digital Command Language(DCL)

An application provided with P/OS, which enables the user to manipulate his files and directories by typing commands instead of choosing from menus.

Directory

A group of files stored on a diskette. A directory can include all or only some of the files on the diskette. When a diskette is initiallized, P/OS creates a directory called USERFILES. User can also create his own directories.

Diskette

A magnetic, file-storage medium, also called a floppy disk. Diskettes or the Professional are 5 1/4" in diameter and are encased in a protective cover.

Diskette Drive

A unit that holds and operates one or more diskettes. All professional's have a dual diskette drive capable of holding two diskettes.

Editing Keypad

The set of gray keys between the main keyboard and the auxiliary keypad. Like the keys of the auxiliary keypad, these keys can function differently for different applications.

Editor

An application program that allows a user to create and

modify text files. The user can change text with the Professionals editor(PROSE) by choosing commands from a menu and by using function keys.

File

A collection of information treated as a unit. A file may contain a memo, a program, or other information. Its fundamental purpose is analogous to that of a conventional office file. A file is the means by which information is stored on a diskette so that it is efficiently usable by both P/OS and a user. A file occupies one or more blocks on a volume and has a file name.

Form

A request for information that is displayed on the Professional screen when P/OS requires information that a user provides.

Function

A type of key on the Professional keyboard that, when pressed, instructs P/OS or a P/OS application to do something specific. The HELP,DO, INTERRUPT,HOLD SCREEN,PRINT SCREEN,and arrow keys perform the same function all the time. Other function keys, such as PREV SCREEN,RESUME,CANCEL,EXIT,F5, F17 and so on, have functions that depend on the application currently in use.

Hardware

The physical equipment that makes up a computer system.

Host (or host computer)

A computer whose resources can be shared several individual

users at other computers that are connected to the host by communication lines and hardware. With the PRO/Communications, a Professional user can connect to a host computer. Once connected, the user can transfer files to and from the host and use the Professional as if it were a terminal attached to the host.

Initialize

To set up(format) a volume so that P/OS can store and retrieve files on that volume. When initializing a volume, P/OS erases any information already on the volume. In addition, the initialization process creates a name(supplied by the person who initializes) for the volume and an empty directory called USERFILES.

Kilobyte (KB)

Roughly a thousand bytes(actually 1024 or two blocks). A Professional diskette holds 400 kilobytes of information.

Megabyte(MB)

Approximately a million bytes(actually 1024 squared).

Overtyping mode

The way PROSE handles what a user types in a file unless the user uses the INSERT HERE key. In overtyping mode, PROSE deletes existing text if the user types over it.

P/OS

The Professional's operating system. An operating system is the set of internal programs that run a computer.

Program

A sequence of instructions used by a computer to perform specific operations.

Prompt

A request displayed on the screen for the user to type in certain information. On menus, a prompt appears on a line below the menu list.

PROSE

The editor supplied with P/OS.

Ready prompt

The message on the Professional screen that tells the user to insert an application or service diskette and press RESUME. It is displayed after system start up, and after exiting an application or service.

Scrolling

The movement of lines of text up or down the monitor screen.

Software

The collection of programs and information associated with a computer .

Status display

A screen display that shows status information about P/OS.

Volume

A generic name for a magnetic, file-storage medium, such as a diskette.

Word Processing

The manipulation of words and text with a computer.

Word wrap

With PROSE, the automatic dropping to the next line of any word typed by the user in that extends past the right margin of his text.

Write-protect tab

An adhesive tab that, when applied to the write-protect notch on a diskette, prevents from changing or deleting any file on the diskette. It is necessary to remove the tab to create, change, or delete any files on the diskette.